



**Alma Park Primary School**  
**4:30p.m. Thursday 7<sup>th</sup> December 2023**  
**Celebrating Difference, Achieving Together**  
**Full Governing Body Meeting**  
**Minutes**

**Present**

Afshan Ahmed	Parent Governor
Neilam Atcha	Co-opted Governor
Michael Coates	Co-opted Governor / Chair
David Cooke	LA Governor / Vice Chair
Grace Dobson-Hughes	Co-opted Governor
Mariam Herd	Parent Governor
Sam Howell	Staff Governor
Fran Jones	Co-opted Governor
Khadija Kalsoom	Parent Governor
Steve Parkinson	Parent Governor
Richard Williams	Headteacher
<i>Vacancy</i>	<i>Co-opted Governor</i>

**Apologies**

Sameed Rezayan	Co-opted Governor
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**In attendance:**

Kathy Crotty	Clerk
Kathy Hughes	Deputy Headteacher

*Any text in red bold italics represents Governor question (Q); challenge (C); Governor and/or clerk support (S). Black bold upright represents decisions and actions.*

**1. Welcome and introductions**

The chair welcomed Governors to the meeting. Mariam Herd, Parent Governor, was welcomed to her first GB meeting. Neilam Atcha prospective Co-opted governor was welcomed to the meeting and all Governors introduced themselves.

**Governors approved the co-option of Neilam Atcha.**

**2. Apologies for Absence**

Apologies were received and accepted from Sameed Rezayan.

**3. Declarations of Non/Pecuniary Interest**

Fran Jones and Neilam Atcha each have one child in the school. Afshan Ahmed and Steve Parkinson each have two children in the school. Mariam Herd has three children in the school.

There were no other declarations other than those previously reported on the annual declaration and the school website.

#### **4. Minutes of last meeting held 28<sup>th</sup> September 2023 & Matters Arising**

##### **Governors formally approved the minutes of the meeting held 28<sup>th</sup> September 2023**

- Action: Headteacher to call for nominations to fill the parent governor vacancy. This has been actioned and Mariam Herd attained the most votes.
- Action: Clerk to send governor induction information to Afshan Ahmed for potential new governors. This was actioned on the 29.09.23.
- Action: Headteacher to share data on ethnicity in the school. See document: South Asian Community Data. This was discussed in the Quality of Education Committee held 9<sup>th</sup> November 2023.

#### **5. Co-option of new governors**

Pakeeza Batool (also known as Pakeeza Rizvi) and Sarah Butler both applied to be parent Governors and were placed second and third, this was a well contested election. There remains one co-opted vacancy and both applications had been shared with Governors in advance of the meeting.

The chair recused himself from the discussion as he is a colleague of Sarah Butler. The CoG (chair of governors) had undertaken the skills analysis from TG (Trust Governor) to identify gaps. Pakeeza [BatoolRizvi](#) has applied three times for a parent governor position and been unsuccessful. There were 113 votes cast with eight spoilt ballots (for not being anonymised). This is the first application from Sarah Butler for a governor position.

Governors noted one of the applicants was more skilful in analysing data and this is an area led by a previous governor. Governors welcomed the opportunity to widen the diversity of the GB. The clerk had suggested one of the applicants becoming an Associate Governor and Governors were asked to consider this option. The Headteacher recommended Pakeeza Batool.

**Governors agreed to the co-option of Pakeeza Batool.**

**Governors agreed Sarah Butler would be offered a role of Associate Governor.**

#### **6. Governor Training**

Governors were reminded to complete Safeguarding training. The school has circulated information from The Key and The National College, the school has paid for a subscription for the National College for Governors, and they provide a certificate from the assessment of knowledge. The clerk reminded Governors to upload training information and certificates onto TG. Governors were also reminded by the chair that reading KCSiE (keeping children safe in education) is a requirement.

Michael Coates; Sam Howell; Fran Jones; and Steven Parkinson confirmed they have undertaken updated safeguarding training.

The Headteacher informed Governors the new Prevent training is being provided in the first week in January 2024 and Governors were invited to undertake this training (online).

## 7. Headteacher report

### Attendance update – Pupils & Staff

School average attendance is 96% which is above the target and Alma park Primary is the 8<sup>th</sup> best primary school in Manchester for attendance.

***S: Governors formally congratulated the school staff for their work on maintaining excellent attendance.***

### ***C: Are the fluctuations in pupil numbers normal?***

The census is undertaken on the 4<sup>th</sup> October each year and there is effort to recruit in advance of this date as this impacts on funding for the following year. The school has 68 children in Yr5, there were three HI (hearing impaired) children who are not included in the PAN (published admission number) which is 65. The new children had siblings in other year groups where there were vacancies.

### ***C: Is there sufficient space for the extra children?***

Yes, but if they leave the school they will not be replaced.

There are ten more children which is good news. There is much mobility in the locality due to housing costs in the local area.

### ***Q: Are you trying to fill spaces in other classes?***

The school has 60 places for each year from reception to Yr2 and can go over 60 children in KS2.

Attendance is impacted by parents having holidays in term time. There are families away now for the Christmas holidays, they will be fined, and if the children are absent for more than 20 days the children will be taken off roll and won't be offered a place if the school is full.

### ***C: Attendance affects achievement data, is there a way to show the impact of absence on lost learning?***

Section two of the Headteachers report includes this in the narrative, Yr2 and Yr6 have many NIAs (new international arrivals) and this affects the data. The Headteacher will provide a "consistent cohort" data showing the attainment of children in the school from the start. This school has +4 progress in reading; +3.9 in maths; and +1 in writing. The school can evidence accelerated progress from KS1 to KS2. All children show positive progress in this school.

***S: Governors noted the progress measures are a testament to the hard work of the staff***

### ***C: There has been the new handwriting scheme and methodology, are all staff now on board with the implementation?***

Training was delivered on the INSET day, this was provided by an external trainer, and all staff have taken this on board. TA (teaching assistant) training has occurred. Book looks provide evidence of impact. Staff find the lines in the book do not match the scheme and the children are adjusting to the size, but the formations are developing well. Younger children are learning via Little Wandle and the children show pride in their writing.

***C: How do the progress scores compare to previous years?***

**Action:** The Headteacher will provide the comparative data from previous years on progress.

***Q: There are seven SEND children on reintegration plans, is this reintegrating back into mainstream?***

This is for children with significant needs and their reintegration is from a part-time timetable. Acorns is open from 8.45am to 11.30 am and these children would historically have not been in mainstream, but the LA has insufficient specialist provision. Chapel St has four groups like Acorn, Acacia has two. The children are unlikely to be able to be in the classroom full-time.

***Q: Do these children have EHCPs (education, health, and care plan)?***

One child has a plan and others are starting the process. Some children have missed the two year health check-up, or the nursery setting has not done the assessments. The school is now in the process of assessing the children.

***Q: Do any of these children have a language barrier?***

All these children have communication needs.

***Q: Do any of these children have English as a second language?***

Many of the children come from bilingual homes.

**Action:** The Headteacher will check how the parents have registered the language of the children on the SEND register.

***Q: Is there bilingual provision in Acorns?***

No, there is no bilingual provision.

***C: How can we then support the parents with language issues?***

The school runs parents sessions and Urdu and Arabic translators are available, the translators will also go with parents to visit special schools.

## **8. School Development Plan**

The Daily Mile has been removed from the SDP as the PE coordinators now have a different focus. The SLE (specialist leader in education) support has not happened, the PE co-ordinators are receiving different training for a new PE curriculum, this has been delayed but will be introduced in the next three terms. The spring term will have a new curriculum for games, the summer term will introduce gymnastics, and the autumn term will introduce dance. Other PE activities continue to occur, this is in the new planning. The co-ordinators will share good practice.

***Q: What is the pupil voice review about the quality of engagement?***

The school is offering twice as many clubs this year. The school council fed their ideas to Vicky Clarke, and this was discussed and adapted with the TAs. There will be a new offering in the spring term. Pupil voice will occur next week, and this information will be shared.

***Q: Is there an alternative to booking not on line (via parentmail)?***

This will be looked at as parentmail has low engagement. The staff will be asked to show the children where this is on the new website. The school was trying to reduce the paperwork being sent home.

***S: Governors noted the new website was excellent.***

***Q: Do you analyse the uptake of PP children in after school clubs?***

Yes, the spreadsheet shows SEND, disadvantaged and gender.

***Q: Will staff need training to update the school website?***

No, the process for staff is the same.

***Q: When children leave do their images remain?***

Yes

***C: Does the school ACES and trauma training link to the LA focus?***

The Headteacher reported the QE committee has looked at the embedding of restorative approaches and trauma based approaches are planned in the longer term.

***C: Is there a desire long term desire to embed restorative approaches?***

Steve Mason will lead on this and will establish a staff steering committee to review what is available. This can be reviewed in summer two.

## **9. Behaviour and Safety Update**

There have been no exclusions or suspensions since the last FGB meeting. There have been no behaviour incidents (racist; homophobic; e-safety or cyber bullying; child on child abuse) or other behaviours in autumn one.

Governors asked the Headteacher to include sexism and misogyny in future reports.

***Q: Are these behaviour incidents reported by staff?***

Yes, the requirement to include sexism will be shared in a briefing. Teachers will be expected to report mild challenges regarding sexism.

***Q: How do staff record these incidents?***

They must find a school leader and talk this through rather than an electronic reporting. DSL staff will then record behaviour incidents on CPOMS (child protection online monitoring system). Any breaches of the 2010 equality act are recorded by the three DSLs (designated safeguarding leads).

## **10. Governor Code of Conduct approval**

This is an NGA code of conduct and is approved by all governors on TG along with declarations at the start of the academic year.

***Q: Why is this not included with terms of reference?***

The clerk explained this is approved at the same time on TG, terms of reference refer to the scope of FGB and the delegated remit in meetings. This code of conduct is designed to aid Governors by explaining your remit and may be useful to refer to if parents do not fully understand the role of the Governor. The code of conduct gives a helpful reminder about confidentiality and the role of the Governor.

Governors reported on advice from recent complaints training where it was stressed is to always refer parents to the formal policy. Parental issues were referred to the CoG by a member of staff and the correct procedure is to speak to school staff in the first instance and Governor involvement is only when the complaint is part of the formal procedure.

The clerk suggested a collaboration agreement with other schools in the cluster and this was discussed in the context of Governor availability to support other schools.

**Action: Clerk to share a version of a collaboration agreement with the Headteacher. Governors formally approved the Governor Code of Conduct.**

## 11. Approval of Term Dates

**Q: Are these dates aligned with the LA?**

Yes

**Q: Is there only one INSET day?**

The 2<sup>nd</sup> September 2024 is a full day training in school, other days will close the school and the training will be replaced by twilights, 3.30 – 6.30pm. This is better for purchasing external trainers and gives subject leads time to adapt and implement learning from training. Staff were given three options, and this version was overwhelmingly popular. One of the options gave extended holidays. Each subject for focus will have two twilight sessions.

**C: Last year there was a holiday around EID, is this the same this year?**

This has proved challenging to know the date in advance, different Mosques call different days. EID holidays was one of the options given to staff. This pattern of holidays does not include EID holidays. The last two days in July is likely to have poor children attendance so these are best for INSET days.

**Governors formally approved the term dates shared in advance of the meeting.**

## 12. Committee Reports (For Information)

Staffing & Budget Committee held 19.10.23; Staffing & Budget Committee held 30.11.23; and Quality Of Education Committee held 09.11.23.

The chair of the QE committee Fran Jones praised the SEND presentation and report which was excellent. Governors on the QE committee raised the condition of the Zen Zone and brings attention to the S,B,&P (Staffing, Budget, and Premises) Committee. The Headteacher confirmed this is on the list of premises maintenance.

**Governors formally ratified the Pupil Premium report and SEND report.**

**C: The Assistant Headteacher who left the school has not been replaced, is there plans to change the staffing structure or will this remain in the budget?**

The 2024/25 budget is not yet planned, and the post remains in this years budget. The S,B,&P Committee have discussed the staffing updates.

**C: Is having a supply teacher in Yr1 cost effective?**

This gives flexibility for an in-year appointment, a supply teacher is slightly more expensive but this will be decided for the 2024/25 staffing structure.

Link Governor Report by David Cooke related to premises was shared in advance of the meeting. There were no questions on this report.

### 13. Policy Review and Approval

#### Low Level Concerns Policy

This is a school policy and has been adapted from a model policy.

**Governors formally approved the Low Level Concerns Policy.**

#### E-Safety (two sections) Policy

**Governors formally approved the E-Safety Policy**

#### Business Continuity Plan and the linked Critical Incident Policy

The Business Continuity Policy is from the LA and is adapted to the school, the Critical Incident Policy is a school policy.

**C: The school had an incident in the term, did the policy work?**

The policy was followed, and there are now additions. One addition is to have action cards with clear instructions and a form to record a telephone threat. The school works with Global Policing who wrote the lockdown policy. The school has adapted this.

### 15. Dates of 2023/24 meetings:

All meetings are Thursdays at 4.30pm

#### Full Governing Body

- 21<sup>st</sup> March 2024
- 4<sup>th</sup> July 2024

#### Staffing, Budget & Premises

- 8<sup>th</sup> February 2024
- 25<sup>th</sup> April 2024
- 20<sup>th</sup> June 2024

#### Quality of Education

- 7<sup>th</sup> March 2024
- 2<sup>nd</sup> May 2024

*Meeting ended 17:55*

**Signed: Michael Coates**

**Date: 21<sup>st</sup> March 2024**

#### **Summary of actions**

- Action: The Headteacher will provide the comparative data from previous years on progress.

- Action: The Headteacher will check how the parents have registered the language of the children on the SEND register.
- Action: Clerk to share a version of a collaboration agreement with the Headteacher. This was actioned on the 8<sup>th</sup> December 2023.