



Celebrating Difference, Achieving Together

Full Governing Body Meeting Thursday 19th September 2024 at 4.00pm Minutes

Present

Pazeeka Battool	Co-opted Governor
David Cooke	LA Governor – Vice Chair
Grace Dobson-Hughes	Co-opted Governor
Sam Howell	Staff Governor
Fran Jones	Co-opted Governor
Khadija Kalsoom	Parent Governor
Steve Parkinson	Parent Governor
Mariam Ramadan	Parent Governor
Richard Williams	Headteacher
<i>Vacancy</i>	<i>Parent Governor</i>
<i>Vacancy</i>	<i>Co-opted Governor</i>

Apologies

Michael Coates	Co-opted Governor
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Absence

Neilam Atcha	Co-opted Governor
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In attendance:

Sarah Butler	Associate Governor
Kathy Crotty	Clerk
Kathy Hughes	Deputy Headteacher
Priti Shah	Associate Governor

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

Sameed Rezayan has resigned since the last meeting giving a vacancy for a co-opted Governor as well as the vacancy for the parent governor. There are currently two associate governors. There is one parent vacancy arising from the resignation of Afshan Ahmed and the school will arrange an election.

The terms of office ending this academic year are Grace Dobson-Hughes on the 25th June 2025 & Khadija Kalsoom on the 17th May 2025. The co-option vacancy can be reapproved at 20th March FGB meeting, the parent governor term of office endings requires an election.

Governors decided the earlier start of 4pm will be reviewed.

2. Apologies for Absence

Apologies were received and accepted from Michael Coates.

3. Election of chair, vice chair and committee chairs.

Governors met over the summer break at an away day, it was felt the chair roles would be best rotated with support from existing role holders and governors were asked to consider nominating themselves at the next cycle of elections.

There was one nomination for chair for Fran Jones.

Fran Jones was duly elected as chair until the first Governing Body meeting of the next academic year (Autumn Term 2025)

There was one nomination for vice chair for Michael Coates

Michael Coates was duly elected as Vice Chair until the first Governing Body meeting of the next academic year (Autumn Term 2025)

There was one nomination for chair of the Quality of Education Committee for Mariam Ramadan

Mariam Ramadan was duly elected as Chair of the QE Committee until the first Governing Body meeting of the next academic year (Autumn Term 2025)

There was one nomination for chair of the Staffing, Budget & Premises Committee for Grace Dobson-Hughes

Grace Dobson-Hughes was duly elected as Chair of the S,B&P Committee until the first Governing Body meeting of the next academic year (Autumn Term 2025)

There was one nomination for vice chair of the Staffing, Budget & Premises Committee for Steve Parkinson.

Steve Parkinson was duly elected as Vice Chair of the S,B&P Committee until the first Governing Body meeting of the next academic year (Autumn Term 2025)

There was one nomination for chair of the Premises, Health & Safety Committee for David Cooke.

David Cooke was duly elected as Chair of the Premises, Health & Safety Committee until the first Governing Body meeting of the next academic year (Autumn Term 2025)

4. Items of any other business

There were no items of any other business.

5. Governing Body Matters

Trust Governor declarations to be completed:

Governors had been contacted by email to complete the following declarations on Trust Governor: Declarations of Non/Pecuniary Interest and the Code of Conduct for Governors.

Governors are required to confirm they have read and understood Safeguarding; Keeping Children Safe In Education (updated); and the Prevent Duty.

Action: Clerk to contact the five governors who have not yet completed their declarations.

Governor Training

Governors were reminded to complete their safeguarding update training and to log this on their own training record on TG.

6. Minutes of last meeting held 4th July 2024 & Matters Arising

The minutes of the meeting held 4th July 2024 were approved as an accurate record.
Matters Arising

Action: Possible variations of a third PSED will be presented to governors at the next FGB focusing on diminishing the attainment gap. This is on the agenda, item 11.

7. Agree Terms of Reference of all committees

Governors agreed the terms of reference for the Full Governing Board; Staffing and Budget Committee; Quality of Education Committee; Premises Committee and Pay Committee.

Q: Are the terms of reference for a chairs committee needed?

The clerk advised to approve the terms of reference in case this committee chooses to meet, the chair reported this committee has met to agree agenda for committees.

8. Agree committee membership

Governors agreed the following committee membership for 2024/25 after reviewing the SDP (school development plan) priorities for this academic year:

Staffing & Budget	Quality of Education	Pay Committee	Premises, Health & Safety
Grace Dobson-Hughes (Chair)	Mariam Ramadan (Chair)	Fran Jones (Chair)	David Cooke (Chair)
Steve Parkinson (Vice Chair)	Neilam Atcha	Grace Dobson - Hughes	Michael Coates
Pazeeka Batool	Sarah Butler	Marian Ramadan	Priti Shah
David Cooke	Sam Howell		Richard Williams
Richard Williams	Khadija Kalsoom		
	Richard Williams		

Q: Governors asked about the remit of the pay committee.

The Headteacher reported the Pay Committee in the past approved teacher pay progression as this was based on performance determined via appraisal. This has recently changed, so that teachers pay progression is no longer based on performance. The Pay Committee will continue to review threshold applications where teachers apply to progress from main scale to UPS (upper pay spine). Pay committee members explained it is useful to know the performance progress of teachers and to know if any teachers need support long before pay discussions occur as governors are keen to ensure appropriate support is provided to improve teacher performance.

C: Would it be useful for a member of QE to be part of the Pay Committee?

Governors agreed this was a good suggestion and Mariam Ramadan, chair of QE agreed to join the Pay Committee.

Headteachers Performance Management

The HTPM occurred today with Liam Trippier, this is to review Headteacher progress against set targets. Liam Trippier will meet with three governors to approve Headteacher pay progression, this is usually the chair and vice chair and / or chairs of committees

9. Governor Monitoring Roles for 2024/25

Khadija Kalsoom explained how she has been monitoring safeguarding and the checks undertaken.

Action: Khadija Kalsoom to share the monitoring of safeguarding report with the clerk.

Governors agreed the following monitoring roles for 2024/25:

Area of Responsibility	Governor	Relevant Committee	Staff member
Safeguarding / SCR / Attendance	Michael Coates	FGB	Richard Williams
SEND & Our Children (looked after children)	Khadija Kalsoom	FGB	SENDSCO – Clare Turnbull
Health & Safety	Priti Shah	Premises	Richard Williams, Anne Smyth
EYFS (Priority 7)	Grace Dobson-Hughes	QE	Vicky Clark
Pupil Premium	David Cooke	FGB	Richard Williams
Foundation Subjects: Geography, Dance & Computing (Priority 5)	David Cooke	QE	Danny Bullivant, Neil Grant
Wellbeing & Restorative Approaches (Priority 3)	Steve Parkinson	QE	Steve Mason,
Rights of the Child, UNICEF (Priority 4)	Steve Parkinson	QE	Anna Fenton, James Cole
Speech, language and communication (Priority 1 & priority 6)	Sarah Butler	QE	Kathy Hughes
Writing (Priority 2)	Sarah Butler	QE	Kathryn Solley
EYFS (Priority 7)	Sarah Butler	QE	Viki Clark
Public Sector Equality Duty	Mariam Ramadan	FGB	Richard Williams

Action – Clerk to share SEND monitoring information from The Key to Khadija Kalsoom.

The role description and key questions for the SENDSCO are stored under ‘documents’ – ‘general resources’ on TG.

Action: Headteacher to share list of the timetable for subject deep dives to correlate with the governor monitoring visits.

Q: Governors asked why dance is a priority for this academic year?

Dance is included as this is the third arm of PE.

Q: Does wellbeing include staff wellbeing?

It was clarified that yes, wellbeing includes staff wellbeing

C: Do these monitoring roles cover the SDP sufficiently?

Yes, they are linked to each priority.

Q: Is a link governor needed for PSED? (Public Sector Equality Duty)

Governors agreed yes as this links to the UNICEF programme, the Rights of the Child.

10. Headteachers report

The school has 20 children less which impacts on the budget as each child is allocated between £3,500 to £6,000, this is the pattern across the city, local schools are reducing the number of classes. This is becoming an expensive area to live and many families are moving out.

Q: last year there were approximately 15 international new arrivals, how has this impacted on recruitment?

Most of these children left soon after starting the school, rents are an issue in this area.

Attendance

Alma Park school was in the top 10% for attendance in the 2023/24 academic year, the attendance is 95.2% including the reception children and 95.8% without the reception children. Reception children do not have to be included in the data. The national average is 94.2%.

The national average for PA (persistent absence) is 15.6%. Alma Park PA including reception children is 8.81% and excluding reception children is 7.6%

The school is working with a Manchester QA (quality assurance officer) regarding attendance.

S: Governors noted the amazing work undertaken by the office staff to keep attendance high.

The headteacher explained there were a number of children in reception and Yr1 who were on part-time timetables and a number of families took extended holidays around Easter and Christmas. Many families were absent during the EID celebrations.

Attainment data for 2023/24

EYFS

EYFS attainment was below the national average, this was a cohort with high degree of boys (61%) and SEND children and 42% of children had not attended this nursery. 59% attained GLD (good level of development) against the national average of 66%.

Progress was good as the baseline assessment identified 35% of children were on track to attain a GLD.

Phonics

Phonics attainment was above the national average in all areas for all groups. 82% of children attained the standard, this is above the national average of 79%. This reflects the excellent teaching in EYFS.

KS1

KS1 no longer requires statutory reporting. 59% of children attained the expected standard in reading; 43% in writing; and 69% in maths. 17 children (30%) of children were not in reception at Alma Park and 12 children (20%) were international new arrivals. Although the outcomes for reading and writing is lower than the national average, the consistent cohort (those children in Alma Park at reception) were in line or above with national averages.

Action: Headteacher to share the attainment of the disadvantaged children in this KS1 cohort.

C: Is the attainment gap between disadvantaged and other children closing?

Yes, but there is more work to be done, the school is moving to a new assessment system this year to help identify areas needing interventions.

Yr4 multiplication tables

35% of children attained 25 out of 25 and this was above national average of 27%. 75% of pupils attained 20+ out of 25 against a national average of 61%.

Yr6 validated data

The combined score was 57% attainment, this is just below the national average of 59%. The attainment is above national in reading, 79% attainment, the national average is 73%. Writing attainment was 63%, this is below the national average of 69%. Maths attainment was 83% and was above the national average of 73%. GD (greater depth) in writing and the combined is in line with national, writing continues to be a focus and remains on the SDP. There are no progress figures for this cohort, this school tends to do well in progress measures.

Behaviour issues are low in the school.

S: Governors noted the Yr6 results are phenomenal.

The Headteacher reported there is good teaching every day in this school and there is consistency across the school.

Q: Yr2 assessment reporting is no longer be statutory, how will progress be reported?

Baseline assessments will occur on entry at the age of four, this will be measured against progress in Yr6. Many children in this school will not have English language skills and do make good progress.

C: The finance Update is included in the Headteacher report, is a surplus of £50,000 good?

This is good and reflects good budget management. The school had 434 children last year so the budget was healthy. Governors set a legal budget. £100,000 has been lodged with the LA for capital works, this may be required towards the costs of the MUGA (multi use games area)

C: Why was there no Local Authority QA last year?

The LA did not undertake their QA last year; however, the school had many external professionals working with staff. The expectation this year is for the QA to focus on attendance rather than classroom teaching. The Acorns provision has been extended this year which will impact on attendance data. Governors reported the QA visit is like an inspection and gives external referencing to assure governors about the quality of provision.

The next QA meeting is 7th October 1-3pm and all governors were invited.

Mylene McGuire is paid to give QA support.

Q: If she is paid, and this does not happen does the school pay up front?

Usually, the school is invoiced after the visit. The summer PE QA visit might have been pre-paid but has been re-booked.

The LA QA choose their theme relating to national themes for inspection, attendance is a national priority. Attendance is a real strength in this school. There is a seven page document completed by the school leadership prior to the visit.

Q: What is the outcome of the QA visit, is there a report?

The report is completed and is shared on Trust Governor. The clerk stated the previous reports are stored under 'documents'.

S: Governors who are parents noted the transition has been excellent, staff acknowledged the children have been amazing this year.

Last year the parent questionnaire identified the need to meet with teachers and this has been implemented.

Q: What was the take-up on the meet the teacher initiative?

The morning take-up was good, this was less good in the evening, about one third of parents met teachers. The younger children parent meetings occurred in July.

Staff well-being survey

This was not administered in the summer two term due to workload concerns, there were cancelled staff meetings to manage wellbeing. This will be issued at the next staff meeting. The staff governor suggested to improve take up this can be done during phase meetings or with allocated time.

Q: Is the survey anonymous?

People can choose to identify themselves but this is as anonymous as can be.

Action: Clerk to include on the next FGB agenda staff, parents, and pupil surveys. These have been timetabled to be administered in autumn one and summer one.

11. Policies for Review & Approval

Critical Incident Policy

C: How do you know when to enact the policy?

A professional judgement is taken such as when to lockdown, or for example, the example of a cyber-attack. The decision is made with the LA and the CofG (chair of governors). The LA can only make recommendations and will not direct a Headteacher to lockdown. There is a Director of Risk in the LA who can advise.

C: Is the critical incident policy a policy all staff are familiar with?

Staff do not need to know the whole policy, they need to know what to do, there has been staff training with practice runs. The staff governor reported she was unsure on the different bell sounds and the Headteacher reported there are plans for fire alarms in the autumn term, and lockdown alarms in spring term.

Governors formally approved the Critical Incident Policy

Positive Mental Health Policy

C: Are there any changes and is this policy fit for purpose?

Kathy Hughes has undertaken training and constructed this policy.

C: Is this policy well used?

Kathy Hughes reported the clinics were not well received but individual staff do approach her. The staff wellbeing survey indicated staff did not feel confident in raising mental health concerns and this was addressed in staff meetings. As the mental health first aider, some staff assumed Kathy Hughes was responsible for their mental health, this became challenging. The staff meeting addressed issues and it was clarified all are responsible for mental health and there are layers of support needed. Staff are encouraged to support each other; taboos have been explored and appropriate language was discussed. The same questions will be on the

next staff survey and this will give an indication of the effectiveness of this policy. The policy aims to be proactive about promoting positive mental health.

Q: Has the menopause policy been devised?

This is the next issue for the school to address.

Q: Are appraisal and capability procedures stressful for staff?

The appraisal process aims to be a supportive process, the school will provide support where possible to enable staff to fulfil their role. If a staff member cannot fulfil their role there is an employee assistance programme which provides a range of services including advice, counselling, and financial advice. There is a contract between staff and the school and there is an expectation of what roles involve. Ultimately the money in the school is for the education of the children.

Kathy Hughes reported on support given to teachers which has led to growth and improvements in practice. Governors noted the importance of wellbeing, the staff survey will give governors useful insight.

Governors formally approved the Positive Mental Health Policy

Governor Code of Conduct

This is also approved by each governor via trust governor.

Governors formally adopted the governor code of conduct.

Public Sector Equality Duty amendment

The three objectives were shared in advance of the meeting. This policy was reviewed at the last meeting and Governors asked for more information regarding disadvantaged children. Progress data will be available for the end of Yr6.

Q: Is there a language surrounding progress?

'Good' progress is not falling behind even if a child is below age related expectations. Accelerated is 'just below' to being 'on track'. Target meetings identify the expectations of spotlight children for accelerated progress. 'At least good progress' is a minimum expectation. All children are expected to make 'good progress'.

Q: Will the new assessment system help highlight this?

Yes.

C: Governors noted the two potential measures of attainment and progress but the Yr6 data only gives lagged data?

There will not be progress and attainment data can at each data drop, there will be two each year.

Action: Governors will approve the revised PSED Policy via TG

12. Any Other Business

Staffing request from staff member appealing against decision regarding special leave.

The staffing and budget committee considered the appeal and this was not upheld. The staffing and budget committee agreed with the Headteachers decision to grant special leave, unpaid.

13. Dates of 2024/25 meetings:

Autumn Term

- Pay Committee – 17th October 2024 at 15:30
- Premises, Health, and Safety Committee – 17th October 2024 at 16:00
- Staffing & Budget Committee – 31st October 2024 at 16:30
- Quality of Education Committee – 21st November 2024 at 16:15
- Full Governing Board – 5th December 2024 at 16:00

Spring Term

- Staffing & Budget Committee – 6th February 2025 at 16:30
- Quality of Education Committee – 6th March 2025 at 16:15
- Full Governing Board – 20th March 2025 at 16:00
- Premises, Health, and Safety Committee – 3rd April 2025 at 16:00

Summer Term

- Staffing & Budget Committee – 24th April 2025 at 16:30
- Staffing & Budget Committee – 19th June 2025 at 16:30
- Quality of Education Committee – 26th June 2025 at 16:15
- Full Governing Board – 3rd July 2025 at 16:00

Meeting ended 17:55

Signed: Fran Jones

Date: 5th December 2024

Summary of actions

- Action: Clerk to contact the five governors who have not yet completed their declarations. This was actioned on the 20th September 2024.
- Action: Khadija Kalsoon to share the monitoring of safeguarding report with the clerk.
- Action: Clerk to share SEND monitoring information from The Key to Khadija Kalsoom. This was actioned on the 20th September 2024.
- Action: Headteacher to share list of the timetable for subject deep dives to correlate with the governor monitoring visits.
- Action: Headteacher to share the attainment of the disadvantaged children in the 2023/24 KS1 cohort.
- Action: Clerk to include on the next FGB agenda staff, parents, and pupil surveys. These have been timetabled for autumn one and summer one.
- Action: Governors will approve the revised PSED Policy via TG. This was shared on 21.09.24