



PARK STREET
CHURCH OF ENGLAND
PRIMARY SCHOOL

PARK STREET CHURCH OF ENGLAND PRIMARY SCHOOL MINUTES OF THE FULL GOVERNING BODY MEETING

Wednesday 1st February 2023 – 18:30

Governors present: Nigel Moorhouse (NM - Chair); Sarah Hawker (SH - Headteacher);
Katherine Shankland (KS); Lorna Atwell (LA); Neil Chippington (NC);
Andrew Day (AD); Ed Green (EG); Catherine Johnson (CJ)

Also present: Michael Denmead (MD – Clerk)


Apologies: Laura Oxley (LO)

Absent: Benjamin Powell (BP)

Challenges are in blue. Actions are in red.


	Action
<p>Open with prayer and welcome.</p> <p>EG opened the meeting in prayer. NM dealt with housekeeping.</p>	
<p>1. Governorship items</p> <p><u>a. Apologies for absence:</u> Apologies were received and accepted from LO.</p> <p>Absent: BP</p> <p><u>b. Declarations of personal interest regarding items on the agenda:</u> None declared.</p> <p><u>c. Report on any emergency action taken by the Chair since last meeting:</u> NM reported that none had been taken.</p> <p><u>d. Terms of office due to expire, resignations, and DBS/Section 128 Checks:</u></p> <p>SH reported that the process of electing a replacement for the recently vacated Parent Governor role had been completed. Following due process, LO has been appointed Parent Governor.</p> <p>NC confirmed that his DBS checks have been redone as required and are up to date. NM stated that the Diocese had confirmed NC’s re-appointment as Governor for another term.</p> <p>AD confirmed that he had sought to make contact with BP again, and again this was unsuccessful. A Governor asked for a summary of the rules which apply. Six months having passed, the Governors were informed that a decision could be taken on whether BP should remain on the Governing Body in BP’s absence.</p> <p>DECISION: Following a discussion, the GB confirmed that BP’s Governor role is at an end.</p>	

These minutes have been accepted by the FGB as an accurate record of the meeting

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	Action
<p>2. Approval of Minutes of the meeting of the last Full Governing Body held on 23rd November 2022 and Matters Arising</p> <p>The November FGB minutes, including the confidential minute were approved slightly amended at 8a (Pay Review) to improve clarity.</p> <p>Foundation Committee. A Governor challenged the current make-up of the FC, asking for confirmation of its membership. The ideal make-up and additional potential members were discussed, including for example the possibility of co-opting a member from CSOC. AD will develop an approach and meeting plan.</p> <p>RE Policy – being looked at by the Foundation Committee. Ongoing action.</p> <p>Succession planning is continuing.</p> <p>AD reported on pupil premium, confirming that all is in good order and noting that it needs to be updated each year. A Governor queried the impact of pupil premium income on the overall school income.</p> <p>NM reported that he is in the early stages of compiling the Annual Report to Parents.</p> <p>Governors asked to know how the school had handled the strike. SH and KS reported how they kept the school open. A Governor challenged how the children were taught and kept safe and SH / KS reported their planning which put in place a programme of activities for the children which they enjoyed and kept them safe. It was reported that Kinnerz was an effective element in supporting the school’s amended programme.</p> <p>KS and SH report that the school had been successful in bidding for CSOC funding for reading books, including KS2 phonics and literary development throughout the rest of the school. CSOC’s support is having a significant positive difference to the availability of appropriate reading material at Park Street.</p> <p>SH and KS thanked the school’s parents for their generosity with the school’s wish list of books via Amazon, which is also making a real difference to the quality of reading material available to pupils.</p>	<p>FC</p> <p>AD</p> <p>NM</p> <p>AD / KS</p> <p>NM</p>
<p>3. Safeguarding</p> <p>AD reported in detail on the safeguarding, noting that they had worked through the SCR twice in recent months. There were a number of challenges by Governors on the SCR’s effectiveness and AD reported that the SCR has been done well and is being maintained effectively. Additionally AD reported that the school’s staff have embedded safeguarding into their everyday activities and are careful to ensure absolutely that no one is on site unless they comply with safeguarding requirements.</p> <p>The GB asked the Chair to write to Angela Spaxman thanking her for the lead role she plays – along with the whole staff at Park Street – in ensuring safeguarding is maintained to the highest of standards.</p>	<p>NM</p>

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	Action
<p>4. Health and Safety</p> <p>a. Health and Safety Risk Register</p> <p>NM reported that the H&S Register had been reviewed and updated, working alongside Angela Spaxman, having provided in advance a spreadsheet list of actions and their current status. Governors queried how the actions are being dealt with, including the frequency of auditing. NM confirmed the plan of action, including an external audit which the school will arrange through an external service provider.</p> <p>b. Accident Reports</p> <p>There were none to report.</p>	<p>NM / AS</p>
<p>5. Headteacher Report</p> <p>The Governing Body thanked SH for the detailed Headteacher’s Report provided in advance of the meeting.</p> <p><i>a. Pupil Numbers (incl. Additional Needs & SEND)</i></p> <p>SH provided a written report in advance of pupil numbers which was discussed in some detail. Applications for Reception are similar to last year. There is a need to obtain a further EHCP for a child, with two EHCPs already in progress. A Governor challenged the effort involved and the timing of funding in relation to EHCPs, upon which KS reported fully.</p> <p>There is a significant waiting list for EHCPs.</p> <p><i>b. Attendance</i></p> <p>SH reported that attendance is good at present – over 95% for this term and in line with the national average. Reviewing the written report provided in advance, a Governor challenged the dip in figures which appeared before Christmas and SH reported that this occurred due to a nasty virus which was doing the rounds at the time.</p> <p>A query was also raised as to the approach which Ofsted took in their recent inspection to attendance. KS and SH reported that Ofsted did not raise any particular concerns in relation to attendance.</p> <p>Responding to a Governor query, SH confirmed that there had been no exclusions over the period since the last FGB.</p> <p><i>c. Behaviour (including racist incidents)</i></p> <p>A written report had been provided to the GB in advance which formed the basis of a detailed discussion around behaviour and approaches being taken to minimise the occurrence, and impact of, incidents. Governors challenged which actions were being undertaken and their effectiveness, focusing on what patterns of behaviour take place. It is considered that there are a significant number of incidents, though many involve the same children. SH and KS reported that they work hard to identify triggers and how to manage / avoid these through planning. There was a</p>	

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	Action
<p>clear view that due to Covid-19, a larger number of children than previously did not have a good level of socialisation.</p> <p>A specific challenge is how would exclusions work in children below 5 years. SH and KS reported that in instances of behavioural issues the school would tend to rely on a reduced timetable rather than exclusion. However they emphasised the importance of dealing with the issues rather than storing up issues for the future.</p> <p><i>d. Proposed staffing</i></p> <p>SH reported that she has some clear ideas for dealing with staffing needs going forward, some of which would depend on how maternity cover develops. There was a discussion around a strategy to achieve the school's staffing requirements, including the significant, positive impact of the support given by CSOC. AD commended the work being done on the development of cultural capital within the school. SH will continue to take this forward.</p> <p><i>e. Points to celebrate</i></p> <ul style="list-style-type: none"> • The PTA Christmas Fair took place for the first time since 2019. They raised £1,300 for the school. • Four short sessions in Houses took place in December, with a focus on making Christmas decorations together • The PTA organised Christmas discos for the children • A very successful Nativity play was performed by the Reception and KS1 children in the school hall. A huge 'thank you' to Katherine, who directed it. • Carol singing took place at the Round Church, and a Christingle Service for KS2 in Great St Mary's Church. • Eagle Class took part in a trip to Parliament • The 'windows' project was cleared by planning. These are now being ordered for fitting in the Easter holidays • Ofsted (see below) • Sarah attended the Church of England Schools' Conference <i>Flourishing Together</i> in London 	SH
<p>6. Finance</p> <p><i>a. BMR & Forecast</i></p> <p>NM reported that this is looking reasonably positive and bodes well for the coming year.</p> <p><i>b. Debts, Write-offs and Virements</i></p> <p>None</p> <p><i>c. Head's Expenses</i></p> <p>A few small expenses, which have been approved.</p>	

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<p><i>d. Contracts Register</i></p> <p>An initial draft of the Contracts Register was made available to the GB in advance and NM reported that this is a work in progress and is currently being worked through with AS.</p> <p>A Governor challenged the effectiveness of the cleaning contractor. SH confirmed that this is working well.</p> <p>NM reported that it is necessary to look carefully at the effectiveness of all contracts, including for example the LEA offer.</p> <p><i>e. Capital Projects</i></p> <p>SH reported on the capital projects underway.</p> <p>The new windows will be installed over the Easter holidays. The Diocese is covering the cost of this capital project apart from 10% which is being provided by CSOC.</p> <p>The boiler replacement is being considered.</p> <p>SH indicated that more decorating and some roof maintenance would need to be considered.</p> <p><i>f. Draft Budget</i></p> <p>The draft budget was provided to the GB in advance. NM reported that this is an early stage draft and that he would be going through this with AS in detail later in the week.</p> <p>A Governor queried whether the school has had access to available Covid related funding. SH confirmed that all such funding had been accessed (e.g. tutoring) and that there would not be any more after this year.</p> <p>A Governor challenged whether energy funding had been made available by the government. SH explained the capping mechanism and additionally indicated support was available from the LEA with a view to achieving energy savings.</p> <p>A further Governor challenge was raised in relation to rising food costs and the impact this is having on costs and also on food quality. SH recognised this as a challenge for the school's caterers, but they are working closely with them to ensure that food quality stays as high as possible.</p> <p>Looking 2-3 years ahead, a Governor challenged how any potential deficit may be dealt with. It was indicated that running a deficit is not a realistic option and would be unlikely to be permitted by the LEA at any rate.</p>	<p>NM / AS</p>
<p>7. Pay</p> <p><i>a. Pay Policy</i></p> <p>NM reported that this is in hand. The school is still awaiting information from EPM on leadership scales, but this will be resolved.</p>	

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	Action
<p>8. Compliance</p> <p><i>a. Governance Improvements</i></p> <p>NM reported on activities in relation to governance, including:</p> <ul style="list-style-type: none"> • Training arrangements • Governor school visits, including logging visits • Recruitment of Foundation Governors – AD reported that there were few available but he and other Governors were actively recruiting • Audit of new Governors’ skills • School leadership succession planning • Governor leadership succession planning <p><i>b. Ofsted</i></p> <p>SH and KS brought the GB through the draft Ofsted Report in detail. The report is still in draft form and therefore confidential. It was recommended by the GB that KS / SH respond to the report requiring a change of wording to one section relating to SEND to clarify its meaning.</p> <p>The GB congratulated the school’s leadership and staff for their hard work and dedication in preparing for Ofsted over the past months and years.</p> <p>The GB asked the Chair to write to each staff member individually to thank them for their hard work and dedication to achieving the best possible outcomes for the school’s pupils. The GB also asked the Chair to write to each class expressing our appreciation for their hard work and dedication to their learning.</p> <p>A Governor queried as to what steps would achieve an Outstanding Ofsted rating. SH and KS responded that Ofsted considered that the school is not far off outstanding and there will be ongoing discussion as to what actions would achieve this and the benefits and drawbacks of this approach.</p> <p><i>c. SIAMS</i></p> <p>AD gave a brief report, including on changes to SIAMS which are designed to be more supportive of CofE schools generally.</p> <p>AD confirmed that Park Street was not scheduled to have a SIAMS visit this year.</p> <p><i>d. Website</i></p> <p>A Governor challenged how the website performed in the recent Ofsted. The school reported that the website delivered the information that it should be delivering well.</p> <p><i>e. Admission Arrangements</i></p> <p>SH reported that it will be necessary in the near future to publish the Admissions Arrangements for the 2024 intake.</p>	<p style="text-align: center;">KS / SH</p> <p style="text-align: center;">NM</p> <p style="text-align: center;">SH</p>


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Action Summary

Meeting Date	Action	Action By
03/05/22	SH/KS to send RE policy to June to check it is complete, ready for ratification	SH, KS
03/05/22	Foundation Committee to look at the RE policy	SH, LA, AD, BP, JS
21/09/22	NC to speak with the Diocese about continuing as a Foundation Governor.	NC/AD
21/09/22	Succession planning to continue.	NM
21/09/22	Meeting schedule for Foundation Committee to be arranged. SH to email AD to organise. (May be better during the day.)	SH/AD
21/09/22	NM to outline a visit programme for governor monitoring based on people's roles.	NM
23/11/22	FM's resignation opens the position of Parent Governor. The Chair will draft an email to seek nominations and the Headteacher will circulate to all parents.	NM/SH
23/11/22	Report on Safeguarding	AD
23/11/22	NM working through the Health and Safety Risk Register with Angela Spaxman.	NM
23/11/22	Finalise School Development Plan	SH
23/11/22	Report on Pupil Premium	AD
23/11/22	Confirm that everything is in the BMR vis-à-vis the pay increase.	NM
23/11/22	NM will coordinate with AS and EPM vis-à-vis the pay policy recommendations	NM
23/11/22	Headteacher Performance Review – 15 December at 1-4pm.	AD/NC/NM
23/11/22	Bid for CSOC funds for reading books, including KS2 phonics books, but also literary development for other classes.	KS/SH
23/11/22	Annual Report to Parents	NM
01/02/23	Write to AS thanking her for excellent work on safeguarding	NM
01/02/23	External audit of Health & Safety Register	AS/NM
01/02/23	Review staffing requirements	SH
01/02/23	Review the Contracts Register	AS/NM
01/02/23	Respond to Ofsted Report requesting a clarification change to the wording on SEND	SH/KS
01/02/23	Write to staff thanking them for their work and dedication	NM
01/02/23	Write to classes thanking them for their work and dedication	NM
01/02/23	Publish Admissions Arrangements for the 2024 intake	SH
01/02/23	Schedule of School Monitoring Visits for Governors	AD
01/02/23	Re-arrange class visit	CJ

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