



PARK STREET
CHURCH OF ENGLAND
PRIMARY SCHOOL

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

Wednesday 1st May 2024 – 18:30

Governors present: Nigel Moorhouse (NM - Chair); Sarah Hawker (SH - Headteacher);
Lorna Atwell (LA); Laura Oxley (LO); Andrew Day (AD); Neil
Chippington (NC); Laura Kirsop (LK)

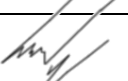
Also present: David Buckley (DB – Clerk)

Apologies: Katherine Shankland; Edward Green;

Challenges are in blue. Actions are in red.

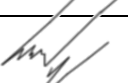
	Action
<p>AD opened the meeting in prayer.</p> <p>The Chair stated that the purpose of the meeting was for budget approval, but any other urgent items would be covered.</p> <p>The Governing Body welcomed the new Parent Governor (Laura Kirsop) to the meeting, and LK introduced herself.</p>	
<p>1. Governorship items</p> <p>a. <u>Apologies for absence</u></p> <p>Katherine Shankland; Edward Green</p> <p>b. <u>Declarations of personal interest regarding items on the agenda</u></p> <p>Nil</p> <p>c. <u>Report on any emergency action taken by the Chair since last meeting</u></p> <p>None has been taken.</p> <p>d. <u>Terms of office due to expire, resignations, and DBS/Section 128 Checks</u></p> <p>Nil</p>	

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

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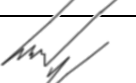
	Action
<p>2. Minutes of the meeting of the previous Full Governing Body held on 27 March 2024</p> <p>a. <u>Approval of minutes</u> Previous minutes approved.</p> <p>b. <u>Matters arising</u> The Treasurer of the PTA (Katrina) has ordered the play shed. Regarding the boiler – a Barkers representative is in a meeting with SH scheduled for the following week. £50,000 was the quote from the contractor, which is a big drop from the other two quotes. Barkers were hoping to do preparation work before half term. AD said financial support was also coming from the diocese and 10% from CSoC. The scheduled meeting will finalise the actual cost which is anticipated to be slightly higher than the one given above.</p>	
<p>3. Safeguarding</p> <p>AD said that there was nothing to report and that all was okay.</p>	
<p>4. Health and Safety</p> <p>There was nothing to report.</p>	
<p>5. Headteacher Report</p> <p>AD and NC are to look at the GL Assessments and report back at the next meeting. A governor asked about high-achieving pupils. SH said that the Maths Hub and LEA do not like to have pupils strong in maths placed into the next year group, so the school does not do it. The school provides extension work within the year group, not by moving pupils. This is the same in English. Mixed ability pushes the lower end. Upper end ‘buddies’ share work with the lower end.</p> <p>a. <u>Pupil Numbers</u> Class 3 will be 33 or 34 strong after losing a couple of pupils. AD wanted it specifically minuted that the work done by SH makes Park Street a popular school and the numbers are healthy due to this.</p> <p>b. <u>Staffing</u> There are two interviewees coming next week for the maternity cover. Pupils and classes were to have continuity.</p> <p>c. <u>Attendance</u> Attendance is good, illustrated by the figures. 94.76% for Pupil Premium and 95.05% for Non – Pupil Premium. LA wanted to minute a ‘Thank you’ to the staff for their resilience and commitment which they have for the school with very little absence. LA said SH built and has a very good team and it is very much noticed and appreciated.</p>	AD, NC

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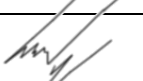
	Action
<p>6. Finance</p> <p>No Head's Expenses were presented</p> <p>No Debts, Write-offs or Virements were presented.</p> <p>Closing accounts for 2023-24 were provided prior to the meeting and approved by the Governing Body.</p> <p>NM said that there was a positive figure to the end of the year of +£10,000. A governor said that the school must be well managed to be carrying a surplus and asked how the school went from -£47,000 budget to +£10,000 outturn. NM explained that bills always had to be accounted for when they arrive late after the projected budgeting takes place, i.e. Just one month into the year. While this evens out year-on-year, the LA requirement for an early budget this year means some bills will show in the next FY. Also, the budget is always planned on a worst-case scenario.</p> <p><u>Budget</u></p> <p>The budget agreed with the LA was presented to the Governing Body prior to the meeting, after having been reviewed by the Finance Working Group.</p> <p>NM stated that the 24/25 budget an In Year Balance of -£45,077.43 with overall reserves remaining of £44,577.75. After a governor challenge, it was made clear that this is not a sustainable in-year budget, but that the school needs to be using balances for the benefit of current pupils, as per the Reserves and Contingencies Policy, and to avoid clawback in future years</p> <p>A Governor suggested the idea of a comparative chart over several years as a guide to calm the nerves of any members which might arise from the large negative figures shown for future Financial Years.</p> <p>It was noted that, as always, due to LA accounting practice, income doesn't allow for any increase, but outgoings have an inflationary factor as standard, so this skews figures going forwards. A governor asked about what difference governors could make, saying that there is very little leeway for Governors and the School to affect figures anywhere bar losing members of staff. This was acknowledged, but it is hoped it is not going to happen if pupil numbers are maintained, and there are not budgetary cuts</p> <p>The Governors were approved the budget.</p>	<p>NM</p>
<p>7. Compliance</p> <p>a. <u>Policies to approve</u></p> <p>Nil</p>	
<p>8. Governing Monitoring and Training</p> <p>Nil</p>	

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<p>9. AOB</p> <p>Meeting schedule for the remainder of the academic year:</p> <p>Wednesday 10th July 2024</p>	<p style="text-align: center;">Action</p> <p style="text-align: center;">All Governors</p>
<p>7.20pm. AD closed the meeting with a collective school prayer.</p>	


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Action Summary

Meeting Date	Action	Action By
21/09/22	Succession planning to continue.	NM
01/02/23	External audit of Health & Safety Register	AS/NM
23/11/23	Chase boiler work and window completion	SH
27/03/24	Chase water heaters for toilet rooms	SH
27/03/24	Review PREVENT training for next academic year September	SH
27/03/24	Review fire escape plan	SH/AS/NM
27/03/24	Look into CSR options	AD
27/03/24	Consultation on RSE Policy	SH
27/03/24	Bring SEND PIN to next meeting	KS
01/05/24	Review GL Assessment	NC/AD
01/05/24	Provide old budgets for review	NM

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