

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

Wednesday 10th May 2023 - 18:30

Governors present: Nigel Moorhouse (NM - Chair); Sarah Hawker (SH - Headteacher);

Katherine Shankland (KS); Laura Oxley (LO); Lorna Atwell (LO);

Catherine Johnson (CJ)

Also present: David Buckley (DB – Clerk)

Apologies: Edward Green; Andrew Day; Neil Chippington

Challenges are in blue. Actions are in red.

	Action
Open with prayer and welcome.	
LA opened the meeting with a prayer.	
1. Governorship items	
a. Apologies for absence	
Apologies were received and accepted from EG, AD and NC.	
b. Declarations of personal interest regarding items on the agenda	
None declared.	
c. Report on any emergency action taken by the Chair since last meeting	
None has been taken.	
d. Terms of office due to expire, resignations, and DBS/Section 128 Checks	
DBS for DB received in the school office.	
2. Previous Full Governing Body held on 30 th March 2023	
a. Approval of minutes	
Minutes approved. To be signed by the Chair.	NM
b. Matters arising	
i) The RE Policy was due to be discussed and ratified at a Foundation Committee	AD
Meeting, but this was postponed due to illness. Rearrange.	AD
ii) Work on the boiler was now postponed to the summer break due to contractor stating parts availability.	SH

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	Action
iii) It was discussed how science investigations and enquiry skills were assessed, needs to be age related in the science framework by year group from Reception upwards. A governor asked when the new framework would be in place. The aim was to have this in place by spring 2024. There was currently a summative assessment over the year.	SH, KS
iv) The issuing of the Parent Code of Conduct was to be left until September 2023, and includes a social media aspect.	SH
3. Safeguarding	
Nothing reported.	
4. Health and Safety	
Nothing reported.	
5. Headteacher Report	
a. SATS	
SH said today was the middle of SATS week. A governor asked about the reading which had been in the national media. There was a discussion about how local heads had said that the reading comprehension was text heavy and the texts themselves were uninspiring. Those pupils with dyslexia or concentration difficulties could have been disadvantaged. A governor asked about SEND pupils, and SH and the school staff were fully aware of the provisions for SEN pupils and the extra time for dyslexia. A governor asked if there was any appeal mechanism and was told there is not really one for the SATS as a whole.	
b. Staffing 2023-24	
There was a discussion on staffing for the forthcoming academic year. A confidential minute was taken.	
6. Finance	
a) Head's Expenses	
None presented.	
b) Debts, Write-offs and Virements	
None reported.	
c) Closing Accounts 2022-23	
The closing accounts for 2022-23 were provided prior to the meeting. The revenue balances were healthy and pleasing. The meeting was pleased to be able to close the year with the figures shown. £78,000 was to be carried forwarded for the next year. SH said it was more than expected and that it was a pleasing carry forward.	
Decision: The closing accounts were accepted by the governing body.	

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	Action
d) Budget for 2023-24	
The Budget for 2023-24 (and forecast for a further two years) were provided prior to the meeting. The Chair explained that this draft had already been reviewed by the Finance Working Group, together with the Headteacher and the Local Authority Finance Advisor and deemed acceptable by the LA. It explained that it was a worst-case scenario, as some potential revenue had not been stated in the budget.	
A governor asked about pupil numbers. Fifteen new pupils were coming to Reception, which still had three untaken places left, whilst sixteen were going out at Year 6, which meant a balance in numbers.	
A governor asked about future years and the forecast which showed a drop in carry-forward. NM said that budgets shown for the following year always looked bad, mostly due to the fact that the LA software provided for increases in spending (e.g. wage rises), but never any increase in revenue, and showed some example lines in the budget. The coming year's budget was not a concern currently due to the healthy pupil number projections, and carry-forward.	
A governor asked what happened with wages on strike days and was told teachers did not get paid.	
Decision: The meeting was pleased to sign off the budget without amendment.	
7. Compliance	
An updated Curriculum Policy was provided prior to the meeting. It was explained that it had only minor modifications to link with the Mustard Seed Vision.	
Decision: Updated Curriculum Policy ratified. Publish Policy	SH
8. AOB	
A governor suggested the idea of a 'Parent Fund' for appeals and ongoing donations on a monthly basis, perhaps to be coordinated through the PTA and whether this was something which could be an official regular ask. It was suggested that not every parent could take part, but maybe other ways could be found to continue with this. CJ volunteered to draft a document. A regular or twice annual yearly reminder could perhaps start in September 2023.	CJ
A governor asked for a Key Dates/Events list. SH said it was on the website. It was found in the meeting to be more difficult to access by phone than computer/laptop and Michael was to be asked to make it more prominent for phone usage.	SH
SH and KS said OFSTED had been very complimentary of the website, that it was easy to find, use and clearly set out.	
9. Close with a prayer	
LA closed the meeting with a prayer at 19.28.	

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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	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
23/11/22	Annual Report to Parents	NM
01/02/23	External audit of Health & Safety Register	AS/NM
01/02/23	Review the Contracts Register	AS/NM
30/03/23	Report back on boilers	SH
30/03/23	Review Learning Ladders	SH
30/03/23	Review Science Framework	SH
30/03/23	Look at improved outdoor learning opportunities	SH
30/03/23	Review Parental Conduct Policy	All
10/05/23	Publish March Minutes	NM
10/05/23	Publish updated Curriculum Policy	SH
10/05/23	Draft Parent Fund request	CI
10/05/23	Get Michael to make dates more prominent	SH

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