

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

**Wednesday 10<sup>th</sup> 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.

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


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

Signature of Chair		Date	14/07/2023	Page	1 of 4
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	Action
<p>d) Budget for 2023-24</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>A governor asked what happened with wages on strike days and was told teachers did not get paid.</p> <p>Decision: The meeting was pleased to sign off the budget without amendment.</p>	
<p><b>7. Compliance</b></p> <p>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.</p> <p>Decision: Updated Curriculum Policy ratified. Publish Policy</p>	SH
<p><b>8. AOB</b></p> <p>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.</p> <p>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.</p> <p>SH and KS said OFSTED had been very complimentary of the website, that it was easy to find, use and clearly set out.</p>	CJ  SH
<p><b>9. Close with a prayer</b></p> <p>LA closed the meeting with a prayer at 19.28.</p>	


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Signature of Chair		Date	14/07/2023	Page	3 of 4
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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	CJ
10/05/23	Get Michael to make dates more prominent	SH

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Signature of Chair		Date	14/07/2023	Page	4 of 4
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