



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

Thursday 10th December 2020 – 19:00 by Videoconferencing

Governors present: Lorna Atwell (LA); Neil Chippington (NC); Nigel Moorhouse (NM - Chair); Kerry Walpole (KW); Catherine Johnson (CJ); Andrew Day (AD); Sarah Hawker (SH - Headteacher); Fleur McLennan (FM); Ben Powell (BP – left 20:50); Paul Nicholson (PN – arrived 19:30)

Also present: Laura Oxley (LO - Clerk)

Challenges are in blue. Actions are in red.

	Action
<p>1. Open with prayer and welcome.</p> <p>The meeting was quorate. The meeting opened with prayer and housekeeping.</p>	
<p>2. Governorship items</p> <p><u>a. Apologies for absence:</u> Apologies were received and accepted from Debbie Hayden (DH). Paul Nicholson (PN) sent apologies that he would be late to the meeting.</p> <p><u>b. Declarations of personal interest regarding items on the agenda:</u> None were declared.</p> <p><u>c. Report on any emergency action taken by the Chair since last meeting:</u> None has been taken since the last meeting.</p> <p><u>d. Terms of office and resignations:</u> No terms of office are due to expire at the moment and there have been no resignations. DBS and Section 128 checks will be discussed later in this meeting.</p>	
<p>3. Approval of Minutes of the meeting of the last Full Governing Body held on 17th September 2020</p> <p>The minutes were approved as an accurate record. Action: NM to sign these and file a copy.</p>	NM

4. Matters arising from the Minutes

- Update DBS for CJ and BP – This action has now been completed. BP needs to bring his certificate in to the school
- Implementation of safeguarding - SH said that a safeguarding review was done in September. An action plan was produced and a catch up meeting was done in December when everything had been addressed. The Safeguarding Link Governor added that all expectations have been met. Thank you to Sarah and Angela for their hard work on this. There is one outstanding issue where some references are needed. SH has followed this up. **A governor asked if there will be another review of the actions.** The Safeguarding Link Governor said that this has already been held and the school is now fully compliant. SH said that one of the criticisms was that there had been no referrals to Social Care in the last year. There have now been two made in the last six weeks. Neither of them met the threshold for Social Care.
- SH to find out about pre-school numbers for this year - This has been uploaded on to Teams for governors to access. Next year there are 13 children and in past years there have been more children than anticipated. So far with applications for places next year, there have been 6 first preferences, 13 second preferences, and 7 third preferences. **A governor asked if there had been much response for the open evenings.** SH said there were 4 or 5, and it was good to have a chat with parents. Governors discussed that the school was not likely to fill up from the catchment area as there were not many children that live in this area. **A governor suggested mentioning something on the website to encourage parents to apply even if they live outside the catchment area.**
- Foundation Committee to meet to discuss SIAMS - Foundation Committee met to discuss this. AD reported that they reflected on the condition of the school in terms of its Christian ethos. LA has done a number of visits for acts of worship. Outdoor meetings and Zoom meetings have been used. The children have engaged well. SIAMS – currently the school is Requires Improvement. It would be beneficial to have another inspection within 2 years (which would be July 2021) so that the grade can be improved. The Committee will revisit RE, which will be the key to success. There has been a grant come through from the Emmanuel Trust. SH has been on training and is waiting to get the teaching materials from the Emmanuel Project. Eagle Class will be leading the midday prayer on the Great St Marys YouTube channel tomorrow. Results – SH said that currently these are the baseline from September and there is a significant improvement that will be seen on paper, particularly in the Year 6 writing.
- SH to put information about free parking in the newsletter, and to contact the council to see what safety measures can be put in place - SH said this had changed because there were some issues with the Park Street car park and teachers are now having to park in Grafton car park.
- SH to consider 'slow down for schools' signs option - KW has explored an option for closing the road. This has been approved, to start at the end of January, but there needs to be a team of volunteers to run this. **Action: SH to put this in a letter to parents to seek volunteers.**

BP

SH

	Action
<p>- SH to find out whether anyone noted the plate of the motorbike involved in the incident outside the school on 17.9.20 - SH asked a few people but no one had noted the number plate. SH completed the online crime report but did not hear anything back.</p>	
<p>5. Safeguarding</p> <p>a. <u>Safeguarding report:</u> The Headteacher and Safeguarding Link Governor completed this last year. They have not received the forms this year as it has been deferred due to Covid.</p>	
<p>6. Committees and Working Groups</p> <p>a. <u>Finance and Resources</u></p> <ul style="list-style-type: none"> - BMR and Forecast Review - Implications of pupil numbers. The school won't find out until January what the actual budget is. The school is trying to increase pupil numbers by having open evenings. This will be reviewed at the next meeting. - Health and safety risk assessments are now up to date for curriculum activities. These have all been reviewed based on the audit from last year. - Budget and forecast out turn – this was where it was expected to be. <p>b. <u>Personnel and Learning</u></p> <ul style="list-style-type: none"> - There was a focus on progress and attainment. The Committee also asked about wellbeing and attendance, which were both positive. SH added that attendance was coming up to 96%. There is more data on learning ladders, particularly for Class 2. The Committee talked about RSE and there is some more work being done on this. SH suggested training for governors on learning ladders, at the next Personnel and Learning Committee meeting. <p>c. <u>Foundation</u></p> <p>This was already discussed in Matters Arising.</p>	
<p>7. Compliance</p> <p>a. <u>Policies to approve:</u></p> <p>The governors approved the following policies, as detailed below:</p> <ul style="list-style-type: none"> • Schedule of Standing Charges (update of lunch cost). Schedule approved. The governors agreed that the charge for meals for teachers should be reduced to the cost price of the meal. A governor asked if teachers sit and eat with the children. SH said a lot of them take it out as they tend to do work over the lunch time. • Relationships Education (New. pre-approval as with parents for comment) This has been circulated to governors. Parents have completed a questionnaire anonymously. Some parents have raised queries. A governor commented that it needs to be clear to parents what is relationship education and what is sex education. SH said that everything in that curriculum is statutory, except for the biological 	

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<p>sex education which children can be withdrawn from. However, the Church of England and the Local Authority recommend that schools teach this non-statutory part too. A governor commented that it would be helpful to make this clear to parents. SH said that it is about inclusion, rather than difference. The publication, All God's Children, was very useful. The governors agreed that they were happy with the outline document as it stands. A governor asked if there would be more changes to the policy to come. NM said that it would be looked at to take account of parental responses, where things can be done, but much of it is statutory. A governor asked, for those parents who have chosen Park Street as a Christian school, they would be keen to see how Christian distinctiveness would apply. SH said that there was also a document from the Church of England that could be incorporated in to the policy. Action: AD and SH to take another look at this policy in terms of Christian distinctiveness. A governor asked what the next steps would be regards updating parents. SH said that she would put together a Frequently Asked Questions document.</p> <ul style="list-style-type: none"> • Code of Conduct (COVID-19 Annex) Governors approved the changes to this. • Safe Touch & Positive Handling (New based on STEPS) Governors approved this policy. • Safeguarding & Child Protection (addition of St. Paul's only) Governors approved this policy. A governor asked if the staff have been made aware of the changes. SH said that once it is definite, staff will be made aware. • Equality Objectives (Annual update of 4 year plan) Governors approved this update. • Accessibility Plan (New document outlining improving accessibility) This is a statutory document. A governor asked if governors should review this policy every year. The Chair said that they should review it on an annual basis. SH said that there needs to be a Church School introduction to this policy. Action: AD and SH will review this and bring it back to governors. Governors approved this plan, subject to the changes above by AD and SH as discussed. • Use of Images (New) Governors approved this policy. • Pupil Voice (New) Governors approved this policy. • Shared Parental Leave (Minor changes to EPM model, added adoption as standard) Governors approved this policy. • Pay Policy (Updated to 2020 rates) There was a discussion about when pay awards could be made as it can take time to hear from EPM after a pay award has been announced by the government. Governors approved this policy. 	<p>AD and SH</p> <p>SH</p> <p>AD and SH</p>

	Action
<p><u>b. Policies approved by delegation:</u></p> <p>The following polices were circulated to governors for their information:</p> <ul style="list-style-type: none"> • Data Protection Policy & Privacy Notices (change of stated DPO and addition of statement on Biometric Protection)) • Remote Education Policy (New. Requirement for LA) • Site Security Policy (New. Required by Safeguarding Audit) • Invacuation Procedure (New. Required by Safeguarding Audit) • Staff Induction Policy (Minor updates to reflect new EPM model) • DBS Ex-offenders Policy (No updates to model. Added Christian header) <p>There were no questions raised about these policies.</p> <p><u>c. GDPR:</u></p> <p>- New DPO – Nicola Cook is the official point of contact for this. Action: NM will put the details in the governor handbook. SH will make staff aware by putting the in the staffroom.</p> <p><u>d. Ofsted:</u></p> <p>- Commence in Jan for Inadequate or some RI, April for others. Park Street needs to be ready in April.</p> <p><u>e. SIAMS:</u></p> <p>This has been discussed earlier in the agenda.</p> <p><u>f. Assessments</u></p> <ul style="list-style-type: none"> • KS1 Reading, Maths, GPS (cancelled) A governor asked if writing would still need to be submitted and moderated. SH said that there is moderation for everything and that teacher assessments will still be going ahead even though the tests have been cancelled. Results won't be published. • KS2 GPS (cancelled) • Multiplication Tables (optional) – was mandatory, but is now optional. SH would like the school to do it. • KS2 SATs extended to 26th May • Phonics Test extended to 25th June • Performance Tables won't include results for this year. A governor commented that during the pandemic parents may be more focussed on health and wellbeing, rather than only results anyway. <p><u>g. Admissions:</u></p> <p>There are no plans to make any changes to the Admissions arrangements. SH said that Admissions had the school down as a PAN of 20, but the document says 18. A governor asked if the school would have to take 20 or could chose not to in some years. SH said that they would have to take 20. This would be a problem if they had two years in a row with 20 children in as this would be too many for one class. It was agreed that PAN should be 18. Action: SH to speak with Admissions.</p>	<p></p> <p>NM and SH</p> <p></p> <p>SH</p>

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<p>8. Strategy, Recovery and Improvement</p> <p><u>a. Progress on Strategy:</u></p> <p>This is being worked through as planned. A governor challenged around SEND provision. SH said that there are some children in school that SEND Services are advising on and evidence is being gathered to apply for an EHCP. Wellbeing work is being done by the Acorn Trust with some children.</p> <p><u>b. Approval of SDP/SEF:</u></p> <p>Governors approved the SDP/SEF.</p> <p><u>c. Headteacher's report:</u></p> <p>The report was circulated to governors to read in advance of the meeting. SH said that the data in the report is baseline and the school is already seeing improvements.</p> <p>*A confidential minute was noted.</p> <p>Behaviour incidents have gone down enormously. This was following a conflict resolution week which was very helpful.</p> <p>A governor asked how the wellbeing champion was operating. Wellbeing champion – recommendations from the children for a Staff Star of the Week. More of an effort has been made to celebrate birthdays and special occasions in school. There have been some socially distances after school teas as it has been hard having to keep staff in separate bubbles.</p> <p>Governors were pleased that there have been positive points which are summarised at the end of the report, as, for wellbeing, it helps to remember these as well as actions to be done. For example, the choir will be singing outside the Round Church next Tuesday and Key Stage 2 will go to Great St Marys for Christingle. The nativity was filmed and will be added on Teams for parents to see.</p> <p>Fundraising for Chromebooks – there has already been enough money raised for 7 Chromebooks.</p> <p>A governor commented that there is a positive dynamic among the school community.</p>	
<p>9. Governor Monitoring</p> <p><u>a. Visits made:</u></p> <p>NM has circulated a list of governor visits made.</p> <p><u>b. Upcoming visits and associated training:</u></p> <p>There are a number of visits that are needed. The Chair circulated these to governors. The following governor visits were agreed:</p> <p>PN – Health and safety AD – Ofsted readiness NC – Curriculum FM – Behaviour and Attitudes LA – Wellbeing NM – Leadership and Management CJ - Covid 19 assessments</p>	

	Action
<p>It has been agreed that the data system will be moving to Arbor from SIMS in next year. SH said that this is a much more user friendly system and can be accessed by teachers remotely. The school will be an area ambassador for other schools.</p>	
<p>10. Governor Training and Briefings since last FGB</p> <p><u>a. Training undertaken:</u></p> <p><u>b. Suggested training:</u></p> <p>Governors were encouraged to look at the training available, particularly in relation to the Committees they are on.</p>	
<p>11. Any Other Business</p> <p>Nourish contract – there has been some negotiation and the contract will come to an end at Easter. This gives the school time to get another company in place. A governor asked which schools use the same provider. SH said that there are four schools. A governor asked if it would be possible to team up with a bigger school. SH said that there had been options explored for a bigger school sending meals out to Park Street, but it was felt that this would not work or be cost effective. Action: PN to send details to SH about the last tender process. A governor asked if it would be possible to team up with a secondary school. SH said that at the moment the food is cooked on site and this tends to be better quality. A governor asked if it would be too expensive to do it in house. SH said that the biggest risk would be covering staff if they were off work sick. A governor asked, as a temporary measure, whether any of the colleges might be able to help. PN said that this may depend on Covid measures. A governor suggested talking with local restaurants and hotels that may currently be struggling. SH said that the current kitchen staff are very good with the children and the school would like to keep these staff if possible. Action: Governors to explore options with their contacts and feedback to SH.</p>	<p>PN</p> <p>Governors</p>
<p>12. Close with prayer</p> <p>The meeting closed with prayer.</p> <p>The Governing Body next meets on Thursday 29th April at 7pm</p>	

Action Summary

Meeting Date	Action	Action By
17/09/2020	KW to update Safer Recruitment Training	KW
10/12/2020	BP to bring DBS Certificate to the school	BP
10/12/2020	NM to sign the minutes of the previous meeting and file a copy.	NM
10/12/2020	SH to put road closure in a letter to parents to seek volunteers.	SH
10/12/2020	AD and SH to take another look at RSE policy in terms of Christian distinctiveness.	AD and SH
10/12/2020	SH to put together FAQ for parents	SH
10/12/2020	AD and SH will review Accessibility Plan and add Christian distinctiveness	AD and SH
10/12/2020	NM will put the details of DPO in the governor handbook. SH will make staff aware by putting the in the staffroom.	NM and SH
10/12/2020	SH to speak with Admissions about PAN.	SH
10/12/2020	PN to send details to SH about the last catering tender process.	PN
10/12/2020	Governors to explore options with their catering contacts and feedback to SH.	Governors