

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

Monday 11th March 2019 – 7.30pm – Park Street School

Governors present: Lorna Atwell; Sarah Bennington; Neil Chippington; Andrew Day; Megan Linebaugh; Nigel Moorhouse; Paul Nicholson; Richard Summers (Chair); Kerry Walpole; Dan Watkins (Interim Headteacher)
Also: Michael Denmead (Clerk)

	Action
<p>The meeting was quorate.</p> <p>1. Open with prayer and welcome. The meeting opened with prayer led by Andrew Day.</p>	
<p>2. Governorship items <u>Apologies:</u> received and accepted from Debbie Hayden. <u>Declarations of interest:</u> none <u>Training:</u></p> <ul style="list-style-type: none"> Sarah Bennington – completed PREVENT training on 11 March 2019 Megan Linebaugh – completed Pupil Premium training on 5 March 2019 Lorna Atwell – attending Governor Briefing on 7 February 2019 and sent around summary note to all Governors All Governors attended Strategic Governance training given by Lisa Murphy, Primary Adviser at Cambridgeshire County Council, prior to this FGB. The Clerk attended the Clerks' Briefing on 31 January 2019 <p><u>Terms of office:</u> A suggestion for the replacement of Adrian Daffern (the Archdeacon's nominee) will be put forward as soon as possible. <u>DBS checks:</u> Nothing new to report.</p>	R Summers
<p>3. Approval of Minutes The Minutes of the meeting of 18 January 2019 were approved as drawn and duly signed by the Chair for publication to the website.</p>	
<p>4. Matters arising from the Minutes of 18 January 2019 Governors' Portal: Nigel Moorhouse, Paul Nicholson and the Clerk met to scope the way forward. A simple approach has been devised and a staging website set up.</p>	Clerk N Moorhouse P Nicholson

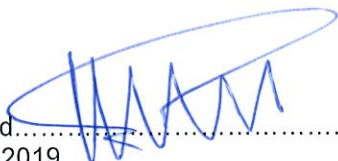
The meeting was quorate.	Action
<p>Decision: The Clerk, Nigel Moorhouse and Paul Nicholson will continue to develop a simple Governor Portal, which will include a training record for the GB.</p> <p>Curriculum: Dan Watkins will provide the rolling curriculum programme for publication to the website [since done].</p> <p>Policies: Nigel Moorhouse is reviewing the current state of school policies in conjunction with the school.</p> <p>Pupil Premium: Dan Watkins took an action to produce a pupil premium plan. Once produced, he will email it to the Clerk for publishing to the website.</p>	<p>D Watkins</p> <p>N Moorhouse</p> <p>D Watkins Clerk</p>
<p>5. Interim Headteacher's Report</p> <p>Daniel Watkins presented a written report to the GB, highlighting the main issues:</p> <p>Admissions: the school will have a full complement in the coming academic year.</p> <p>Staffing: a new appointment of an experienced teacher has been made for Class 1.</p> <p>Attendance: attendance has improved to just under 94% which is still below DfE expectation. DW is seeking to deal with persistent absenteeism. A Governor queried how the figures were calculated and the absenteeism procedure triggered. DW stated that if attendance fell below 90% for three weeks, then the procedure was started.</p> <p>Achievement & Standards: The predicted outcome for SATS for KS2 is 76% combined; and for KS1 72% combined. This represents a lower attainment than in the previous year. Governors queried what is behind this. DW explained that the academic progress of the children is in line with expectation but there is a higher number of children needing additional learning support. Governors challenged DW on how he could improve children's learning progress, including pupil premium children, through the use for example of booster teachers. DW stated that there is targeted support for children who need to progress. He identified an issue with writing and a need for more imagination across the whole curriculum to ensure that children are writing at length.</p> <p>Effectiveness of Leadership & Management: DW's focus has been on the school priority to 'ensure all children make good or better progress through quality first teaching'. Staffing development is in progress to have a further senior staff member trained as Designated Person and the appointment of a permanent TLR as recommended by the Local Education Authority.</p> <p>There has been support brought in from Colville school to expedite EHCPs.</p> <p>Raising Achievement Plan: DW suggested that the School Development Plan is an action for the new Headteacher once an appointment has been made. He presented the Raising Achievement Plan for the period from January to April 2019. DW identified a continuing need to focus on quality of teaching, learning and assessment Governors challenged the Interim Headteacher as to what improvements he planned in this regard. DW stated that the experienced appointment in Class 1 should assist in this regard, as improved Early Years provision will feed through the whole school over time.</p>	

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<p>6. Headteacher Recruitment</p> <p>Kerry Walpole reported that there were five applicants, three of whom were considered of appropriate experience to be shortlisted. The assessment will be tomorrow when the Governors will see the candidates in action. The process will involve almost all staff, the children and some parents.</p> <p>Some of the candidates may be asked to go forward for interview on Wednesday. The rules require a decision by end of business on Wednesday.</p> <p>The Headteacher Recruitment Panel includes experienced senior personnel from the Local Education Authority and the Diocese of Ely. A letter has already been sent to parents to let them know of the position. The Chair gave personal thanks to the Governing Body for putting in an enormous amount of effort.</p> <p>The GB's Headteacher Recruitment WG are Andrew Day, Kerry Walpole, Nigel Moorhouse and Paul Nicholson.</p>	<p>A Day K Walpole N Moorhouse P Nicholson</p>
<p>7. Leadership and Governance Review</p> <p>The Chair reported that Dan Watkins, Richard Summers, Kerry Walpole and Paul Nicholson met with Rosemarie Sadler and Lisa Murphy of the Local Education Authority for a review of leadership and governance at Park Street. RS and LM confirm that they are comfortable with the progress that has been made, acknowledging that tough decisions had been taken appropriately.</p> <p>The Local Authority Governance Adviser, Tina Hubbard, has asked to meet with around 3-4 Governors on 28 March at 1.30pm. Lorna Atwell, Sarah Bennington and Nigel Moorhouse put themselves forward. Debbie Hayden will also be asked.</p>	<p>L Atwell S Bennington N Moorhouse</p>
<p>8. Wellbeing SMSC</p> <p>This item has been moved to be dealt with as appropriate on an ongoing basis by the Personnel & Learning and Foundation Committees.</p>	
<p>9. Safeguarding</p> <p>Following the planned safeguarding audit by the Local Authority, D Watkins will ensure he obtains and distributes the Safeguarding Report from Chris Meddle.</p> <p>Sarah Bennington and Nigel Moorhouse offered to meet Kerry Walpole to see how they could support Kerry in the areas of SEND and Safeguarding respectively.</p>	<p>D Watkins</p> <p>S Bennington N Moorhouse</p>
<p>10. Developing Strategy School Development Plan</p> <p>This item was discussed in the Interim Headteacher's Report (item 5).</p>	
<p>11. Website and Communications</p> <p>Nigel Moorhouse and the Clerk reported that the new website had been launched. Dan Watkins reported that it was well received by parents.</p> <p>Nigel Moorhouse and Dan Watkins agreed to develop the next stage required to improve the website (including new images, reviewing policies and provision of curriculum information).</p>	<p>N Moorhouse D Watkins</p>

The meeting was quorate.

[illegible]

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15. Any other business None.	
16. Close with prayer The meeting closed with prayer at 21.30pm. The Governing Body next meets on 2 May 2019 at 9.15am [location TBC].	All



2/5/19