

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

Thursday 13th July 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); Neil Chippington Edward Green (EG);
Andrew Day (AD)

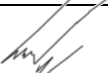
Also present: David Buckley (DB – Clerk)

Apologies: Nil

Challenges are in blue. Actions are in red.

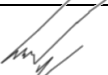
	Action
<p>Open with prayer and welcome.</p> <p>AD opened the meeting in prayer.</p>	
<p>1. Governorship items</p> <p><u>a. Apologies for absence</u></p> <p>None received</p> <p><u>b. Declarations of personal interest regarding items on the agenda</u></p> <p>None declared.</p> <p><u>c. Report on any emergency 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>None declared.</p>	
<p>2. Previous Full Governing Body held on Tuesday 3rd May 2023</p> <p>a. <u>Approval of minutes</u></p> <p>Meeting approved minutes of 3/5/23 with the following amendment: 2bi) ...availability should read unavailability. Amend and publish</p> <p>b. <u>Matters arising</u></p> <p>i) A Foundation Committee meeting was still to be arranged which involves approval of the RE policy.</p> <p>ii) The Annual Report to the parents is now available on the school website.</p>	NM

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Signature of Chair		Date	01/10/2023	Page	1 of 7
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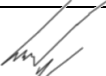
<ul style="list-style-type: none"> iii) A governor noted that the Governors' attendance was not up to date as it had stopped in March. To be updated by Clerk and Chair iv) Project management for the boiler can start as the funding has been approved. This work is set for the October half-term 2023. The current boiler is not broken so this should not be a cause for concern as the weather changes. v) Learning Ladders will continue after approval at the next staff meeting. vi) The Science Framework is scheduled for to the autumn term. vii) A decision was taken to REMOVE Outdoor Learning from Matters Arising, as it is now an ongoing action. 	<p>Action</p> <p>NM/DB</p> <p>NM/DB</p>
<p>3. Safeguarding</p> <p>KCSIE 2023 was now published. A copy was provided prior to the meeting, along with a document outlining the changes from 2022, which were discussed. A governor suggested using a designated IT-safeguarder as a lead for daily feedback of any internet safeguarding issues, as the new KCSIE requires oversight of IT safety. The Headteacher is responsible, but requires the support of our IT provider. The governors asked what safeguarding training for the staff was in place. Training is planned and in the calendar for September 2023.</p>	
<p>4. Health and Safety</p> <p>An accident report was not provided prior to the meeting. The H&S governor said he would chase this and create an annual statement of numbers prior to the next meeting.</p> <p>The updated Health and Safety Policy was provided prior to the meeting and approved.</p>	<p>NM</p>
<p>5. Headteacher Report</p> <p>a. Pupil numbers (incl. Additional Needs and SEND)</p> <p>Governors asked about Pupil Numbers. The Headteacher said that currently pupil numbers will remain more-or-less the same.</p> <p>b. Pupil Wellbeing</p> <p>There were still issues noted with early years pupils socialising post-Covid, but these seem to be decreasing.</p> <p>c. Attainment</p> <p>Figures for statutory tests were presented and discussed. It was noted that SEN pupils had made significant progress with SATS at KS2, and that the figures were good overall and showed a marked improvement in Greater Depth. Governors noted issues with KS1 writing and phonics, and the Headteacher outlined that</p>	

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Signature of Chair		Date	01/10/2023	Page	2 of 7
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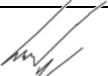
	Action
<p>there would be highlighted for improvement. Upon governor challenge, the Headteacher stated that KS1 staff were very much aware of the needs of pupils and where intervention is necessary for the improvement of standards in phonics and reading as shown by the KS1 SATS results.</p> <p>d. Attendance</p> <p>The governors asked if any family had been fined. One family had been and letters were regularly sent out by the HT regarding poor attendance.</p> <p>e. Behaviour (incl. racist incidents)</p> <p>Figures for behaviour incidents were provided. Governors asked about difficulties with a pupil previously noted, and the HT stated that incidents were significantly reduced. HT and AHT were very aware and knowledgeable of concerns regarding these issues and their resolution, involving parents, the education psychologist, 1-1 teaching and any attention when and where necessary.</p> <p>f. Staffing</p> <p>The situation is very positive with retention of the teaching staff and support staff being very good, with fewer staff leaving this academic year than is usual.</p> <p>g. Staff Wellbeing</p> <p>The staff survey results were provided prior to the meeting. There were some issues noted in the survey, mostly regarding workload. A governor asked for these to be reviewed for potential impact and resolution.</p> <p>h. Pupil Premium Impact</p> <p>The pupil premium draft report was provided prior to the meeting. As it is a multi-year plan, it was reviewed as such, and governors noted good progress.</p> <p>i. Sports Premium Impact</p> <p>The outline Sports Premium Report was provided and showed positive benefits. A governor challenged about swimming figures, and the Headteacher responded that the figures were due the following day after the final swimming lesson.</p>	SH
<p>6. Finance</p> <p>a. BMR & Forecast</p> <p>None provided. NM explained that the change of systems at the LA has meant that we are not able to produce a BMR, as all schools' data has not been input. However, outputs from the new system were provided which have been used by the Finance Working Group to get an overview of spending, but while the figures examined seemed OK, there is not enough clarity as to periods covered. It is hoped that the LA will have this corrected over the summer.</p> <p>b. Head's Expenses</p> <p>None</p>	

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Signature of Chair		Date	01/10/2023	Page	3 of 7
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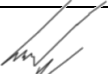
	Action
<p>c. Debts, write-offs and Virements</p> <p style="padding-left: 20px;">None</p> <p>d. Capital Projects (DFC, SCA)</p> <p style="padding-left: 20px;">On the 24th July 2023 the windows are being replaced in several of the classrooms and the boiler work is scheduled to be done in the October half-term. It was noted by governors that there are some maintenance jobs (e.g roofing) which need to be addressed. A governor noted that there were still some issues outstanding from the Legionella report, but the Headteacher explained that these were planned at Easter with the boiler replacement work, which was postponed due to contractor failure and would be addressed in the autumn term.</p> <p>e. Lettings</p> <p style="padding-left: 20px;">None</p> <p>f. Scheme of financing schools</p> <p style="padding-left: 20px;">Provided and noted.</p> <p>g. Corporate Requirement Framework (outdated on CCC website)</p> <p style="padding-left: 20px;">Provided and noted.</p> <p>h. Contract Regulations (no change from 2015)</p> <p style="padding-left: 20px;">Provided and noted.</p> <p>i. Financial Regulations (no change from 2021)</p> <p style="padding-left: 20px;">Provided and noted.</p> <p>j. Schedule of Financial Authority</p> <p style="padding-left: 20px;">This was provided prior to the meeting. No changes. Approved</p> <p>k. Schedule of day-to-day Responsibilities</p> <p style="padding-left: 20px;">This was provided prior to the meeting. No changes. Approved</p> <p>l. Schedule of Standing Charges</p> <p style="padding-left: 20px;">A governor asked about whether there needed to be any changes to the standing charges. Since there have been no material changes to school meals and before-school club since the previous iteration the charges were Approved unchanged.</p>	
<p>7. Compliance</p> <p>a. Data Protection Policy</p> <p style="padding-left: 20px;">An updated policy from The Key was used to draft an update provided prior to the meeting. Approved</p>	

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Signature of Chair		Date	01/10/2023	Page	4 of 7
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	Action
<p>b. Data Privacy Notes (Pupils, Staff, Governors)</p> <p>These updates were provided prior to the meeting, and it was explained that the outline came from updated DfE models, with no material changes to the content. Approved</p> <p>c. Equality and Inclusion Policy</p> <p>This was updated and provided prior to the meeting with no major changes. It was approved pending a word change to Section 7... 'boys and girls' to be changed to 'all genders' or 'non-specific gender'.</p> <p>d. Anti-bullying Policy</p> <p>This was provided prior to the meeting. There were no material changes to the previous policy. Governors discussed the naming of the policy, but it was left as-is. Approved</p> <p>e. Assessment for Learning Policy</p> <p>This was provided prior to the meeting. No changes made. Approved</p> <p>f. Intimate Care Policy</p> <p>This was provided prior to the meeting. No changes made. Approved</p> <p>g. Remote Education Policy</p> <p>This was provided prior to the meeting. Minor changes were made based on changes to Covid regulations. Approved</p> <p>h. Visitor Policy</p> <p>This was provided prior to the meeting. No changes made. Approved</p> <p>i. RE Policy</p> <p>The Foundation Committee are to review this in the coming academic year.</p> <p>j. Appointment of HT Appraisal, Pay Review and Pay Appeal committees.</p> <p>HT Appraisal: Neil Chippington, Andrew Day, Nigel Moorhouse</p> <p>Pay Review: Lorna Atwell. Neil Chippington, Catherine Johnson</p> <p>Pay Appeal: Andrew Day, Ed Green, Laura Oxley</p>	SH
<p>8. Strategy</p> <p>a. New Strategic Plan</p> <p>As the old 3 Year plan comes to an end it is acknowledged that a new 3 Year Plan is required which will feed down to the School Development Plans. Suggestions for inclusion were: outdoor learning, cultural learning, more creativity elicited from the curriculum, wellbeing (for staff and pupils), character development and Christian distinctiveness. Chair to take suggestions and outline in a new plan.</p> <p>b. Self-evaluation</p> <p>Proactive, hard work combined with a profound concern and knowledge of the school, staff and pupils gave rise to positive and effective results.</p>	NM

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Signature of Chair		Date	01/10/2023	Page	5 of 7
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	Action
<p>9. Governing Monitoring and Training</p> <p>Details of these were provided prior to the meeting.</p>	
<p>10. AOB</p> <p>Date of next meeting: Thursday 28th September 2023</p> <p>AD closed the meeting with a prayer.</p>	

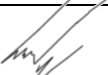
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Signature of Chair		Date	01/10/2023	Page	6 of 7
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Action Summary

Meeting Date	Action	Action By
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
01/02/23	External audit of Health & Safety Register	AS/NM
30/03/23	Review Science Framework	SH
30/03/23	Review Parental Conduct Policy	All
10/05/23	Draft Parent Fund request	CJ
13/07/23	Amend and Publish May Minutes	NM/DB
13/07/23	Update Attendance Record on Web	NM/DB
13/07/23	Chase Accident Report	NM
13/07/23	Review Staff Wellbeing Comments	SH
13/07/23	Amend Equality & Inclusion Policy and Publish	SH
13/07/23	Draft new strategic plan based on suggestions	NM

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Signature of Chair		Date	01/10/2023	Page	7 of 7
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