

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

Thursday 14th July 2022 – 18:30

Governors present: Lorna Atwell (LA); Andrew Day (AD); Nigel Moorhouse (NM - Chair); Sarah Hawker (SH - Headteacher); Benjamin Powell (BP); Catherine Johnson (CJ); Neil Chippington (NC)

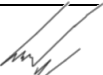
Also present: Natalie Lealand (NL – Clerk)

Apologies: Katherine Shankland (KS); Kerry Walpole (KW); Fleur McLennan (FM)

Challenges are in blue. Actions are in red.

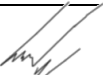
	Action
<p><b>1. Open with prayer and welcome.</b></p> <p>The meeting was quorate.</p> <p>The meeting opened with prayer and housekeeping. This meeting was held virtually via Teams.</p>	
<p><b>2. Governorship items</b></p> <p><u>a. Apologies for absence:</u> Apologies were received and accepted from three governors, as above.</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.</p> <p><u>d. Terms of office, resignations and DBS &amp; Section 128 checks:</u> There has been a resignation from Jon Sanders, as he is now no longer at Great St Mary's and is unable to continue as governor. A governor asked whether the recommendation for a replacement has to come from the diocese, as this is for a foundation governor, or whether governors can also make suggestions. AD explained that anybody can put a name forward to be considered.</p> <p>A governor reported that one possibility is the new curate at St Benet's.</p> <p>AD explained that he has also been talking to Westcott House about their contextual placements, and that the ordinands have had little opportunity to go into schools. CSOC have offered to help arrange placements, including at Park Street.</p>	

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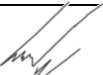
	Action
<p><b>3. Approval of Minutes of the meeting of the last Full Governing Body held on 3<sup>rd</sup> May 2022</b> The minutes of the FGB meeting were approved, <b>to be signed by NM.</b></p>	NM
<p><b>4. Matters arising from the Minutes</b> <u>Action from previous meetings</u></p> <p><b>Reviewing the buddy system</b> – Teachers have had a meeting, and they are considering paired reading between Class 4 and the younger children. Class 1 and Class 4 can also go for lunch together, as can Classes 2 and 3. There are also some days when the school splits children into their house groups to work on revision. <b>Closed</b></p> <p><b>Logging First Aid incidents</b> – <b>A governor commented that the system for logging such incidents seems to be working better now, but that there is always room for improvement.</b> SH had prepared a new model but was told it would not work well, so staff continue to use the carbon books but are being better about filling those in (in terms of legibility, detail etc.). <b>Closed</b></p> <p><b>Asset Management Plan</b> – NM has created a draft of this. There is no need for governors to formally approve, but it would be good to add some words to the beginning of the plan. SH commented that it is good to have everything together.</p> <p><b>LA finance management</b> – It was noted that an email was sent out to governors. NM explained that he thinks they have the right things in place, although they may need to write procurement phases down. SH noted that anything for which they approach the diocese or CSOC is written down, but smaller items are not. <b>Closed</b></p> <p><b>A governor commented that maintenance is currently the responsibility of the governing board. They asked whether it would be appropriate to delegate to CSOC or the Diocese.</b> NM responded that CSOC say that the school is responsible for that.</p> <p><b>Length of the school day</b> – SH explained that at the headteachers’ briefing yesterday there was some discussion about the length of the school day (re. the new requirements). It was confirmed that the length of the day is timed from the beginning of registration, so Park Street will likely bring registration forward. They will not meet the length requirement for KS1 until next September, but KS2 will already meet the requirements (if gates open at 8:45, with registration at 8:50). This information has been placed on the school website for parents. <b>Closed</b></p> <p><b>School Streets</b> – SH explained that KW thinks that the scheme will be continuing, although others are unsure. The Travel Management Plan was from the council, so a governor commented that this could be easily looked up. <b>ACTION: SH to speak with KW to try and get the School Streets arrangement finalised.</b></p> <p><b>Discretionary absences policy</b> – This will be covered later in today’s agenda.</p>	SH/KW

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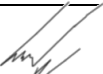
	Action
<p><b>5. Safeguarding</b></p> <p>a) KCSIE 2022</p> <p>There is a new 'Keeping Children Safe in Education' (KCSIE) document, which was published a few weeks ago. This has been shared with governors for their information.</p> <p>There have been significant changes in the way things are described – peer on peer abuse is now child on child abuse. SH would recommend that governors attend the training available in September.</p> <p>Domestic abuse awareness is also mentioned in the document, and <a href="#">a governor commented that everyone on the governing body needs to be aware of the domestic abuse framework</a>. There are also other training opportunities which it is worth governors looking at.</p> <p>NM and AD have inspected the safeguarding records in the school regularly, and AD praised Angela for ensuring nobody gets into the school unauthorised.</p> <p>The 'My Concern' system is in use at the school, and this is where everything is logged. SH noted that the school has been offered a partner system for concerns about staff, but they do not think that levels of staff are high enough for this to be needed.</p> <p>SH also noted that the annual safeguarding report has been completed and this will be shared.</p> <p>SH informed that governors that there is currently one ongoing domestic case, for which 3 referrals have been made. Two social workers have been due to meet at the school to discuss, but neither was able to park despite instructions being given. The visit has therefore not yet happened, although one of the social workers is due to try again tomorrow. SH explained how frustrating it is when referrals are made and the necessary action is not taken.</p>	
<p><b>6. Health and Safety</b></p> <p><b>a) Risk Register</b></p> <p>It was noted that there is nothing major on the logging list, and that the school has been moving through the list well.</p> <p><a href="#">A governor noticed that some door guards have been put on, but asked whether external doors might also need them</a>. SH asked for clarification on the doors that do not have guards. The governor responded: the front door. SH explained that this door is not used by children, and thus does not need a door guard. The external doors that do have them are the ones that lead into the playground.</p>	

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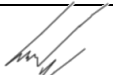
	Action
<p><b>b) Accident Reports</b></p> <p>It was noted that the KS1 playground is the worst for accidents. All classrooms combined are the second worst, with Jesus Green having the third greatest number of accidents and the KS2 playground ranking fourth. <a href="#">A governor asked SH whether she has any idea why KS1 playground is the worst.</a> SH answered that this is probably due to the age of the children, in that KS1 children go to a member of staff as soon as they have a slight bump, and that these children are just learning to manage themselves, and the space is quite small.</p> <p><a href="#">A governor asked about head injuries – the number of total head injuries is 65. Are these serious or minor bumps?</a> SH responded that these are usually bumps and bruises, with children running into each other. If there was a major incident, they would have to fill in a RIDDOR report. If concussion is suspected and a child is sent to hospital, for example, this would require a RIDDOR report. <a href="#">The governor asked how many such reports have been made this year.</a> SH responded with one. <a href="#">A governor suggested that it may be worth colour coding serious injuries so that they can see what is happening more clearly.</a></p> <p><a href="#">A governor asked about the rationale of having asthma, headaches, and high temperatures categorised as injuries.</a> SH explained that the school has to keep records of when children use their asthma inhalers, and they use the first aid forms for that. SH agreed that headaches and a high temperature probably shouldn't be on there. <a href="#">A governor commented that these could be placed on MIS instead.</a></p> <p>It was noted that there is a higher number of injuries in the May, and this is possibly due to children being outside more.</p> <p>SH told governors that at the inset day, she will talk to all staff and explain that all incidents are logged. She will show them the First Aid reports so they know there is a purpose to it, and that a record is kept. This may help them to understand which details need to be recorded and why.</p> <p><b>c) 5 Year Electrical Safety</b></p> <p><a href="#">A governor commented that there were a few things here which were a little concerning</a> (somebody made adjustments to a distribution box, and if that were replaced it would solve most of the issues spotted).</p>	
<p><b>7. Headteacher Report</b></p> <p>SH reported that pupil numbers continue to be okay, with 118-120 expected on roll in September.</p> <p>She explained that the SEND distribution has remained the same all year. There is one new PP child. Attendance has gone down, but this is again connected to an increase in Covid cases.</p> <p>Re. behaviour issues, these mostly occur on Jesus Green at lunchtime. SH commented that she tries to go over there once a week to make sure everything is okay, but that things are generally fine.</p>	

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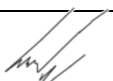
	Action
<p>A governor commented on an incidence of bullying and noted that bullying is an emotive word. They asked whether this incident was bullying or abusive language. SH explained that it was verbal abuse when it was initially reported, but that it is difficult to classify as bullying if an incident is not reported at first so that the length of time something has been happening can be recorded. The governor said that they want to be sure the school is following the anti-bullying policy if it is bullying. SH explained that yes, this was followed. They got everyone to meet, and all is fine now.</p> <p>SH noted that the SATs results are really good, with 100% of pupils getting the expected level for maths and Spelling &amp; grammar and 93% for reading. Greater depth is not as high, but this is to be expected with Covid.</p> <p>She explained that KS1 results were based on test and teacher assessment, and they were cautious in not just putting forward test results. Some pupils were placed slightly lower due to teacher assessment. These are still good results. A governor commented that they are very good, especially with the concentration on writing.</p> <p>A governor asked if there is anything they did not achieve as highly as they could. SH explained that Year 5 and 6 teachers are new to those years this year. The pupils' writing was not as good when they looked at their books initially, but good progress was made. Teachers now understand that this evidence needs to be there earlier and are determined that next year this will be a more successful process. SH commented that this is always a little bit last minute, as children don't always grasp what they need to know until close to the deadline.</p> <p>A governor commented that they would like to congratulate the whole team on a fantastic turnaround from 2019, and after 2 years of covid. Other governors echoed this congratulations.</p> <p>AD commented that CSOC (of which he is a trustee) are incredibly impressed by Park Street and some of its outcomes.</p> <p>SH outlined the staffing for the next academic year.</p> <p>SH reported that staff wellbeing is a little bit better than when she wrote her report, due to the results being released and staff feeling pleased and relieved.</p> <p>Staff who are displeased say it is due to accountability and workload. A governor commented that tackling the issues is difficult while teachers are still doing the work needed of a teacher.</p> <p>A governor asked whether there is any guidance regarding subject leadership in small schools, as they would think that this is a universal problem. SH – yes, it is a universal workload problem. They offered a programme around 20 years ago, which was good, but it did not last as people had to travel around to different schools to share expertise and support. With academisation, this should once again change.</p> <p>The main part of SP is to be paid to Kinnerz and iMoves, with some going towards tennis and some towards swimming (lifesaving). KS2 sport equipment will also be purchased, and they could use some towards training.</p>	

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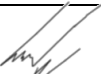
	Action
<p>SH explained that there is a bit of a debate re. using the facilities at King's at the moment. There is a 30 minute walk there and back when children go, which takes time away from the rest of the day, although using the facilities is good. The person who offers the sessions is not used to teaching 30 pupils, and sometimes offers things outside of the curriculum (such as dodgeball). They are wondering whether to just send Year 5 next year, and not Year 6.</p> <p>A governor asked whether they could use the King's minibus. AD explained that he could ask this, and he can drive the minibus so that could work. SH noted that it might not make much difference in terms of travel time, considering Cambridge traffic.</p> <p>SH explained that she really appreciates the King's arrangement, and the pupils getting to use the large space. It is just working out how best to use the opportunity.</p>	
<p><b>9. Finance</b></p> <p><b>Forecast</b> – This looks good. SH noted that there is always a big spend in July on consumables, so that will be a significant amount of money coming out.</p> <p><b>Head's expenses</b> – Some of these have been signed off, including book tokens for the writing competition.</p> <p><b>Capital projects</b> – Windows and doors are in the planning stage. It has been confirmed that the school can use SCA funding for this.</p> <p>SH reported that acoustic panels have now been installed in the hall, which has made a big difference. They are progressing with the air source heat pump evaluation, although it will probably not be installed this summer.</p> <p>The main project this summer is the KS2 playground.</p> <p><b>Refuse collection</b> – SH does not want to have to continue to go into school at 7am on a Friday to grant access to refuse collectors. There are timed code locks that could be installed and used, so SH would like to investigate these as soon as possible.</p> <p>SH explained that there was a group of parents keen on having a holiday club, but as the school does not have a caretaker to lock and unlock the school it is not something that the school can really provide yet.</p> <p><b>Schedule for standing charges</b> – SH explained that she is inclined to keep charges as they are at the moment, as there is currently a lot of pressure on household finances. A governor commented that they would be tempted to increase some prices because of inflation. Another governor commented that if inflation continues then keeping the prices the same this year will increase pressure on the school next year. <b>£2.80 for a paid-for meal was decided to be reasonable</b> – a governor calculated that this is an 8% increase. SH asked whether the cost of the breakfast club should also be increased. <b>It was agreed to increase this to £4.50.</b></p> <p>SH said that the school is considering an after-school club for younger children. She explained that Kinnerz does not take children under 5 because they are not paediatric first aid trained. A governor asked whether the children are not too young to be extending their day. SH responded yes, but the parents really</p>	

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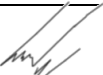
<p>want/need it. Another governor agreed they are too young but accepted the need for it. Another governor suggested that an alternative is for parents is to pool nanny provision.</p> <p>A governor asked who is the equivalent of the accounting officer at a school such as Park Street. SH/Chair responded that this is responsibility of the governing body.</p> <p><b>Schedule of financial authority</b> – This has been amended to reflect the way that governance is working now (previously there was a finance committee). SH clarified who is now responsible for what.</p> <p><b>ACTION:</b> NM to amend the schedule of financial authority to reflect the information provided by SH.</p> <p><b>Schedule of day-to-day responsibilities</b> – There have been amendments to titles, but there is nothing else to add.</p>	<p style="text-align: center;"><b>Action</b></p> <p style="text-align: center;">NM</p>
<p><b>10. Governor Monitoring &amp; Training</b></p> <p><b>Visits</b></p> <p>One governor reported that they have completed a SEND monitoring visit, and also attended two acts of worship, as well as sitting in on one of the SATs sessions (they noted that it is good practice to have an outsider sit in on assessments). They also visited Owl Class.</p> <p>Another governor attended Years 5 and 6 and observed both teachers working with those groups, including on English and Maths, and that this was a rewarding experience.</p> <p>Another governor has also done a class visit, and noticed a good sense of engagement, good listening, and aiding one another. Also participated in one of the acts of collective worship – everybody was engaged, all classes.</p> <p><b>Training</b></p> <p>Two governors have completed domestic abuse training, one has done training from the LA on the process of reviewing the Head and their pay, and have also completed training on preparing for Ofsted in the primary phase.</p> <p>The Clerk attended Induction to Clerking training and has also completed Prevent training.</p>	
<p><b>11. Compliance</b></p> <p>a) RE Policy - A governor suggested to check the formatting, to ensure that the headings are at the top of the pages.</p> <p>A governor also suggested that they should remove names of leads, as these are not static throughout the life of the document.</p> <p><b>ACTION:</b> NM to check and amend formatting of RE Policy, and remove names of leads.</p> <p>A governor commented that this is an impressive document which reads very well. They wished to make one observation – in section 3 it states implementation and</p>	<p style="text-align: center;">NM</p>

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<p>impact, and they think the school is selling themselves short regarding impact. The language could be improved to quantify impact.</p> <p>ACTION: BP to draft some ideas about impact for RE Policy.</p> <p>SH commented that she has found some Bible stories in phonics, from Redemptorist Publications, which the school is going to buy into. She noted that it is good to supplement reading stock.</p> <p>Approved.</p> <p>b) Discretionary Pupil Leave Policy – a governor commented that this is very clear. SH explained that in some difficult situations she must list absences as unauthorised. Governors commented that consistency is key.</p> <p>Approved.</p> <p>c) SMSC Policy – Approved.</p> <p>d) Lone Working Policy – Approved.</p> <p>e) Appointment of HT Appraisal, Pay, and Pay Review Committees.</p> <p>The current appraisal committee is comprised of BP, NM, AD. This will remain the same (no volunteers to replace members).</p> <p>Pay committee – NC, CJ, LA.</p> <p>Pay review committee – NM, FM, BP</p>	<p style="text-align: center;"><b>Action</b></p> <p style="text-align: center;">BP</p>
<p><b>12. Strategy</b></p> <p>a) <b>Re. embedding new EYFS</b> – SH reported that this has been embedded and is in place.</p> <p><b>Finalising curriculum changes</b> – SH explained that music is well on the way (they will use the Kapow scheme). The biggest problem is in IT – the Teach IT scheme has been released, and it is very good, but it is not yet tailored for mixed aged classes. SH has given feedback and asked whether it could be adapted to cover mixed classes, and they say it probably could, so they are going to have some conversations about that. This is the most up to date scheme, so they will have to start using it and see how it goes.</p> <p><b>Embedding progress outcome measures</b> – Learning Ladders is better than it was. <i>Governors who visited were quite impressed with it, and noted that most people had started to use it now. One governor commented that it is quite a powerful tool.</i> SH commented that teaching staff can see the point of it now, and that the knowledge gaps feature is useful when children are moving classes.</p> <p>Children have done another round of GL assessments, and results should be out in September. These should highlight any gaps which can then be worked on straight away.</p> <p><b>Success of renewed curriculum</b> – This has only just been implemented, so success will be discussed next year.</p>	

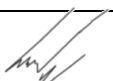
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	Action
<p><b>Improve SEND outcomes</b> – SH explained that in relation to their EHCPs the children are meeting their targets. This was a big discussion at the Heads’ Conference for Cambridgeshire – they are looking to increase spaces in SEN schools, but also trying to help children remain in mainstream schools. There was suspicion about this, as children with an EHCP have a severe issue and so expecting them to catch up with the rest of their year group is unrealistic.</p> <p>A governor commented that she was impressed about how well the SENCO lead knew each of the children on her visit, and about the children’s expectations and engagement.</p> <p><b>Preparing for Ofsted to maintain at least good</b> – SH noted that they have done a lot of preparation for Ofsted, and that visits from the LA have been positive. A governor said that it does say ‘outstanding’ in one of the documents, and it would be worth looking at what this would require.</p> <p>A governor suggested that simplifying the SDP could be possible, by making sure that subject leads and classroom teachers take responsibility for their areas, leaving the SDP for bigger, strategic issues. SH agreed.</p> <p><b>Staff wellbeing</b> – To discuss again with teachers next year.</p> <p><b>Succession plan for governors</b> – ACTION: NM to look into succession planning.</p> <p><b>b) Reviewing the circle model of governance</b> – A governor commented that the foundation committee have found it difficult to meet, although pairs have met up with one other. They noted that it will be important to have a foundation meeting to prepare for SIAMS and to ensure everything is tied to the school’s ethos. SH agreed.</p> <p>SH explained that she thinks it would be difficult to fit in committee meetings now they have got used to not having them. FGB meetings feel useful because everything is done, and discussions are not being repeated from committee meetings. It just means that FGB meetings are quite long.</p> <p>A governor commented that as long as they feel everything is being covered satisfactorily, then it seems to be working well.</p> <p><b>c) self-evaluation</b> – A governor commented that several governors have made a good amount of visits, although they feel they themselves could come in a little more, as could some other governors. They mentioned that it would be good if SH could specify a focus that they would like them to have. It seems to the governor that the school has plenty of evidence, in governor minutes, in SATs results, and staff wellbeing, that the governors are supporting the school well.</p> <p>SH – The school is still thinking about the Healthy Me, Healthy Mind curriculum – it would be useful if one of the governors could help with this. A governor commented that they would be delighted to help with this.</p> <p>Another governor commented that they think the governing body has been quite robust, and he thanked NM for his work preparing for meetings and gathering papers together. They explained that governors have not been able to go into</p>	<p>NM</p>

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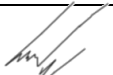
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<p>school as often as usual, so given those circumstances they think they have done well.</p> <p>Another governor commented that they think governors have done well with visits, but they would like to do more in depth visits, and see the broader work of the class. The timing of their visits has not made this possible.</p>	<b>Action</b>
<p><b>13. AOB</b></p> <p>Setting a date for the first meeting next year – Wednesday 21<sup>st</sup> September. SH asked whether we should we aim to meet in person. There was agreement from all present.</p> <p>Governors thanked staff and SH for keeping going in very trying circumstances, with massive improvements.</p>	
<p><b>12. Close with a prayer</b></p> <p>The meeting closed with a prayer at 20:53.</p>	

### Action Summary

Meeting Date	Action	Action By
14/07/22	Approved minutes to be signed by NM	NM
14/07/22	SH to speak with KW to try and get the School Streets arrangement finalised	SH/KW
14/07/22	NM to amend the schedule of financial authority to reflect the information provided by SH	NM
14/07/22	NM to check and amend formatting of RE Policy, and remove names of leads	NM
14/07/22	BP to draft some ideas about impact for RE Policy	BP
14/07/22	NM to look into succession planning	NM

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