



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

Thursday 15th July 2021 – 19:00 by Videoconferencing and Face to Face

Governors present: Lorna Atwell (LA); Nigel Moorhouse (NM - Chair); Kerry Walpole (KW); Catherine Johnson (CJ); Sarah Hawker (SH - Headteacher); Ben Powell (BP); Andrew Day (AD)

Also present: Lorna Lawrence (LL - Clerk).

Apologies: Fleur McLennan
Paul Nicholson
Debbie Haydon
Neil Chippington

Challenges are in blue. Actions are in red.

	Action
<p>1. Open with prayer and welcome.</p> <p>The meeting was quorate.</p> <p>The meeting opened with prayer and housekeeping.</p> <p>This was the first face to face meeting that has occurred since the start of the pandemic, all governors present had taken the requested precautions. KW and LL attended virtually via Microsoft Teams.</p>	
<p>2. Governorship items</p> <p><u>a. Apologies for absence:</u> Apologies were received and accepted from Fleur McLennan; Paul Nicholson, Neil Chippington and Debbie Hayden.</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 to report.</p> <p><u>d. Terms of office and resignations:</u> LA's term of office expired on 13 July 2021. LA has agreed to continue as a governor for a further term. LA is a Foundation governor and has been re-appointed by the Trustees of the Church Schools of Cambridge.</p> <p>PN has offered his resignation at the end of academic year. The governors thanked PN for all of his work as a governor.</p> <p>There are no outstanding DBS checks but hopefully there will be recruitment of new governors in the new academic year.</p>	

	Action
<p>3. Approval of Minutes of the meeting of the last Full Governing Body held on 29th April 2021</p> <p>The minutes were approved as an accurate record. Action: NM to sign these and file a copy.</p>	NM
<p>4. Matters arising from the Minutes</p> <ul style="list-style-type: none"> - KW to update safer recruitment course – this action is still outstanding. Sufficient other governors have undertaken the safer recruitment course, so it can be closed. - AD and SH to review Accessibility Plan and add Christian distinctiveness – this action is still outstanding. - KW will organise course options for governors to choose from – KW update – this has been tricky because there are a lot of courses for governors who aren't in education. It will be reviewed again in September and will look at linking the training to link roles. It was also suggested that the termly governance briefings are a good source of information. 	
<p>5. Safeguarding</p> <p>The annual safeguarding report has been completed and all governors have had sight of this. There were no further comments on the report.</p> <p>KCSIE updates have been released and will need to be signed off in September, Action: governors have been asked to read the documents</p> <p>It was noted that staff will have their annual safeguarding training which will cover these changes on 1st September.</p> <p>The single central record is looking complete and there have been no incidents to report. There is one family of concern which are currently under a family worker.</p>	All governors
<p>6. Committees and Working Groups</p> <p><u>a. Finance and Resources (inc. Health and Safety)</u></p> <p>Nothing to report from this committee.</p> <p><u>b. Personnel and Learning</u></p> <p>The committee spoke about the recent self-isolation week. There will be a need for a new risk assessment in September once further guidelines have been issued. There will be 122 pupils in September. A governor challenged if there will be room for that number? Yes, there will be by the way the learning will be organised. It is a good place to be in.</p> <p>The committee had a discussion around OFSTED and curriculum. Spoke about teachers suggesting a lesson for governors to observe rather than the other way round. A governor asked if staff review each other's lessons? The head teacher confirmed they were going to try and do some of that, but there are challenges around covering lessons. It was suggested to governors that the website is a good place to start to look at what should be being taught.</p>	

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<p>Governors had a discussion about OFSTED and that it is due and what governors need to know. The school may be able to tap into other CSOC schools' experiences.</p> <p><u>c. Foundation</u></p> <p>The committee has met and spoke about SIAMS. The RE curriculum is being reviewed. Children being involved in active worship is being worked on. A governor asked what the view on where the school would be with SIAMS? The assessment piece is not quite there yet. Some of the things that would have taken place haven't because of COVID. The feeling is that the school should be able to move to good. A suggestion would be to request a SIAMS inspection to get a good before an OFSTED inspection.</p> <p><u>d. Appointment of HT appraisal, Pay and Pay review committees</u></p> <p>AD, BP and NM appointed in the HT Appraisal committee NC, LA and CJ appointed in the Pay Review committee NM, FM and BP appointed in the Pay Appeal Committee</p>	
<p>7. Compliance</p> <p>SH stepped out of the meeting (7.55pm)</p> <p><u>a. Policies to approve:</u></p> <p>The governors approved the following polices, as detailed below:</p> <ul style="list-style-type: none"> - Supporting Pupils with Medical Conditions – The policy was approved by governors. - SEND policy and information report – The policy was approved by governors. - Visitor Policy - The policy was approved by governors. A governor asked if there needed to be an appendix depending on the situation? This is covered in the COVID policy - Intimate Care Policy – The policy was approved by governors. - PSHCE Policy – A governor wanted it to made clear what parent interaction there is and how they will know that the school is delivering what it says it will. One governor said it was an excellent policy as they had been reviewing their school's recently. The policy was approved by governors. The policy refers to a checklist but there was no checklist. - Anti-bullying Policy - The policy was approved by governors. <p>SH came back into the meeting (8.03pm)</p> <p><u>b. Policies approved by delegation:</u></p> <ul style="list-style-type: none"> - Admissions Arrangements – this was agreed by governors prior to the meeting. A governor asked if there needed to be something in the policy about fair access? This is in the LA policy so doesn't need to be in the school specific one. <p><u>c. Data Privacy:</u></p> <p>The report hasn't been received yet so this will be moved to the next meeting.</p>	

	Action
<p><u>d. RSE:</u> This has taken place. Discussion around PSHCE and RSE will move to sit under the Foundation committee. A governor asked what happened to those children who were withdrawn from the lesson due to parent request? They stayed with year 5 in the classroom.</p> <p><u>e. Ofsted:</u> There was nothing further to add at this stage</p> <p><u>f. SIAMS:</u> This had been discussed earlier in the meeting</p> <p><u>g. Assessments:</u> The GL assessments haven't come back yet. The teachers have done the York reading tests. The headteacher shared on the screen in the room reports to show the progress made. The governors stated that this shows great progress and shows how hard everyone has been working through out the lockdown. Governors need to understand the narrative behind the figures. It was noted that attaining greater depth has been a lot more difficult when so much time has been spent at home, especially in writing.</p> <p>SH returned to the questions raised when she stepped out of the meeting: What interaction with parents with regards to PSHCE and RSE. The parents have access to Teams and all documents are loaded there. A governor asked if there will be a parent survey post the RSE teaching? Yes</p> <p>It was confirmed that reference to the checklist in the PSHCE policy will be removed.</p>	
<p>8. Strategy, Recovery & Improvement</p> <p><u>a. LAIG Report:</u> The key points were distributed to governors. The level of support has been reduced which is good news.</p> <p><u>b. Strategy Review and Update:</u> The chair runs through the document and highlights what has been achieved against it. The governors had a discussion challenging attendance and SEND. It was highlighted that every teacher needs to be a SEND teacher and to focus on quality first teaching.</p> <p>The website continues to be updated.</p> <p><u>c. Update of SDP/SEF:</u> These documents were shared prior to the meeting and will be updated in the new academic year.</p> <p><u>d. Headteachers Report:</u> This was shared with governors prior to the meeting and discussed at the P&L committee.</p> <p><u>e. Review of Pupil Premium</u> This document was shared with governors prior to the meeting. It was highlighted that a large amount of the money is spent on wages of TA's. A new document will be written over the summer holidays.</p>	

	Action
<p>f. Review of Sports Premium</p> <p>Between January and March PE was given to the critical worker children in the afternoons to allow the teachers to deliver some online training, a lot of money was spent on this. Playground equipment is also being reviewed. Next year the school will be using Cambridge United football club, they will be here for a full day on Fridays delivering lots of different activities.</p> <p>g. Review of Governor Impact (LA Report)</p> <p>The chair has written the report and shared it with governors before the meeting. A governor asked for an addition to it – that governance came out well in the LAIG report.</p>	
<p>9. Governor Monitoring</p> <p><u>Visits made:</u></p> <p>A list of visits made was provided to governors in the meeting package. It was noted that the hope is that more will be completed next year. The head teacher stated that they believe the governors have done a good job during difficult times.</p>	
<p>10. Governor Training and Briefings since last FGB</p> <p><u>Training undertaken:</u></p> <p>CJ attended some finance training.</p> <p>Suggestions will be made next year following a skills audit.</p>	
<p>11. Any Other Business</p> <p>The chair updated the board on the budget and that the LA has made errors that have resulted in loss of money however the school is still within the reserves and contingency policy. The school isn't the only one affected by the LA errors.</p> <p>There has been one half-day exclusion today, the parents are very understanding. There are re-integration meetings booked in for Monday.</p> <p>A member of staff has broken their wrist in an accident at the tennis lesson. A governor challenged the Headteacher to ensure there is a review on it and it is reported appropriately. Action to report in RIDDOR and review risks.</p> <p>A governor asked how the closed street initiative is going and if they were getting enough support? Going very well and yes enough support.</p> <p>A governor asked how the caterers were? They are really good.</p>	SH
<p>12. Close with prayer</p> <p>The meeting closed with prayer at 21:20.</p> <p>The next meeting of Governing Body will be confirmed at a later date.</p>	

Action Summary

Meeting Date	Action	Action By
10/12/2020	AD and SH will review Accessibility Plan and add Christian distinctiveness. - CF	AD and SH
29/04/2021	KW will organise course options for governors to choose from - CF	KW
15/07/2021	NM to sign the minutes of the previous meeting and file a copy.	NM
15/07/2021	Governors to read KCSIE 2021	All
15/07/2021	SH to review accident	SH