

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

Thursday 16th September 2021 – 18:30

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

Also present: Laura Oxley (LO - Clerk)

Apologies: Debbie Hayden (DH)

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 a face-to-face meeting and governors took required Covid precautions. KW, AD and CJ attended virtually by Teams.</p>	
<p>2. Governorship items</p> <p><u>a. Apologies for absence:</u> Apologies were received and accepted from Debbie Hayden (DH).</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></p> <p>There has been an issue raised in an exit interview regarding staffing – NM has spoken to NC and CJ who are looking into this.</p> <p><u>d. Terms of office and resignations:</u> DH’s term is due to expire in October, so a staff governor election is needed. Actions: SH to organise a staff governor election. LO to send date of term expiration and staff election guidance to SH.</p> <p><u>e. Approve Instrument of Governance:</u></p> <p>The Governors approved the Instrument of Governance with no change.</p>	SH / LO

	Action
<p>f: Approve Code of Practice: NC commented that the Code of Practice does not mention safeguarding. Action: NM to review the Code of Practice and arrange to add this. The Governors approved the Code of Practice subject to this change.</p> <p>g: Approve Standing Orders: There was a discussion about expense allowances for Governors. A governor suggested that we provide the option for allowances if it helps with finding governors. Action: NM to review allowances section of the standing orders. The Governors approved the Standing Orders subject to this change.</p> <p>h. Register of Interests: Most Governors confirmed that there were no changes to their pecuniary interests. Action: LO to send pecuniary interest form to governors who indicated they needed to make changes.</p> <p>i: Election of Chair and Vice Chair: NM was willing to stand as Chair and AD was willing to stand as Vice Chair. No other nominations were put forward. NM and AD left the room whilst Governors voted. Governors voted unanimously for NM to be elected as Chair and AD to be elected as Vice Chair.</p>	<p>NM</p> <p>NM</p> <p>LO</p>
<p>3. Approval of Minutes of the meeting of the last Full Governing Body held on 15th July 2020</p> <p>The minutes were approved as an accurate record. Action: NM to sign these and file a copy.</p> <p>There was a discussion to check that governors were happy with the committees they are serving on as some governors were not present at the July FGB meeting when this was decided..</p>	<p>NM</p>
<p>4. Matters arising from the Minutes</p> <p>AD and SH to review Accessibility Plan and add Christian distinctiveness – this action has been completed and governors approved the changes. Closed</p> <p>KW to organise course options for governors to choose from – this will be discussed later in the agenda of this meeting. Closed</p> <p>NM to sign the minutes of the previous meeting and file a copy – this action has been completed. Closed</p> <p>Governors to read KCSIE 2021 – some governors still need to read this and confirm that they have read it. SH reminded governors to read Annex B. Action to be carried forward.</p> <p>SH to review accident - this has been reviewed and reported appropriately. Advice was to report to the county council before reporting to RIDDOR (Health and Safety). Closed</p>	<p>Governors</p>

	Action
<p>5. Safeguarding</p> <p>a) <u>Confirm reading of KCSIE</u> Governors were reminded to do this as soon as possible.</p> <p>b) <u>Approval of Safeguarding and Child Protection Policy</u> This has been amended to reflect the changes in KCSIE. Most are minor changes to language. A governor commented that there was no named person as LADO on the policy for Cambridgeshire. Action: SH to ask CCC for the name of the LADO and whether this needs to be added to the policy. NC reported that he has completed Safer Recruitment training. The policy is approved subject to these changes. Action: NM to arrange to add this to the policy.</p>	<p>SH</p> <p>NM</p>
<p>6. Committees and Working Groups</p> <p><u>Discussion and agreement on structure</u></p> <p>NM explained the Circle model of governance and proposed that this model is adopted by the FGB. The FGB would meet 6 times per year instead of 4 and there would only be a Foundation Committee meeting separately, rather than several separate Committees. A governor asked whether there were any benefits to the Committees to meet separately. NM said that there would be working groups formed to delegate matters to if needed. A governor commented that it would be less workload for SH. SH agreed that it would avoid repetition. A governor said that an advantage for a non-parent governor is that committee meetings are an opportunity to come into the school during the school day. Governors discussed and agreed that working groups could meet during the day. A governor commented that the model seemed that it would work well as a small group of governors and asked whether it would work around other events in the school calendar. NM said that it would require some planning but could be done. A governor asked if it would be possible to form smaller groups of governors to deal with emergency matters if things arose outside of the FGB meetings. NM said that this would be possible to do. A governor raised a concern about the learning committee as scrutinising data would take a significant amount of time and this would be likely to take more input than a working group. SH suggested that a group of 3 or 4 governors could meet to discuss this. The governors agreed that they would trial the Circle model of governance for this year.</p> <p><u>Link Governors</u></p> <ul style="list-style-type: none"> - Safeguarding: Andrew Day - SEND: Lorna Atwell - Pupil and Sports Premium: Andrew Day - Data privacy: Nigel Moorhouse - Covid-19 recovery: Ben Powell - Curriculum: Neil Chippington - RE: Ben Powell 	



	Action
<p>- Classes: Last year there were class governors due to the need to monitor online provision. NM asked if governors would like to continue with this. Governors agreed that they would like to continue with this.</p> <p>Eagles: Andrew Day</p> <p>Woodpeckers: Fleur McLennan</p> <p>Robin: Catherine Johnson</p> <p>Owls: Lorna Atwell</p> <p>- Wellbeing: Neil Chippington</p> <p>- Budget and BMR: Catherine Johnson, Nigel Moorhouse</p> <p>- Progress / attainment data: Fleur McLennan, Andrew Day, Neil Chippington</p>	
<p>7. Wellbeing</p> <p><u>a. Pupils</u></p> <p>SH reported that students have settled in reasonably well. Art therapy has been successful for students accessing this. The new intake of students are settling in well. There are 3 EHCPs in place . A governor challenged if the Single Central Register had been updated for this term. SH said that it is in progress and to be audited on 23rd September. Action: AD to come into school on 23rd September to review this. There are currently 24 students in Class 1. There may be 2 more students joining the school.</p> <p><u>b. Staff</u></p> <p>SH reported that staff wellbeing seems to be good at the moment and the team is working well together. A governor asked how new staff have settled. SH said that they have settled in well and they have attended Safeguarding training. A governor asked about PPA time for staff and if a work area could be set up in the staffroom. SH said that this could be done. A governor asked if surveys will be done to seek staff, pupil and parent views this term. SH confirmed that it would be once the students had had more time to settle in. Action: SH to arrange surveys</p> <p><u>c. Approval of Mental Health and Wellbeing Policy</u></p> <p>A governor asked whether staff have an external contact they can discuss concerns with if they don't want to raise them in school. SH said that there is the Employee Assistance Programme provided by the Local Authority. It was agreed that this should be added to the policy. Action: NM to arrange to add this to the policy. The governors approved the policy, subject to this addition.</p>	<p>AD</p> <p>SH</p> <p>NM</p>
<p>8. Strategy, Recovery and Improvement</p> <p><u>a. Pupil Numbers</u></p> <p>There are currently 119 pupils at the school, with another 2 possible students joining. All the year groups are now full. There are 19 students in Year 1 but this works well due to the split class. It is expected that there will be changes in pupil numbers over the next couple of years. SH explained the staffing for all the classes. A governor asked if the school had enough TAs in post now. SH confirmed that they did.</p>	

	Action
<p><u>b. Assessments</u></p> <p>The GL assessment results have not yet come back. Year 6 internal assessment results are published on the website and are positive. A governor asked about the changes to EYFS. SH said that the baseline assessment is set up and staff are in the process of arranging the assessments. A governor challenged when the GL assessment results will be back. SH said it would be a couple of weeks.</p> <p><u>c. Strategy Review and Update</u></p> <p>The items from the strategic plan from last year, that could not be achieved due to the impact of Covid, have been transferred across to the strategic plan for this year. The School Improvement Partner is visiting the school in October. A governor challenged whether the staff were aware that the school is due an Ofsted inspection. The Headteacher reported that staff are aware that the school is likely to be due an Ofsted visit soon.</p> <ul style="list-style-type: none"> - Embedding ways to measure progress and outcomes – A governor challenged about ensuring learning ladders is fully used. SH said that this was used last year but there were gaps when the children were not in school. A governor asked if the GL assessment will show progress over time. SH said she thinks it will show good progress for most children. It was agreed that the working group of governors for outcomes and progress would meet to discuss learning ladders. - Improving outcomes for children with SEND – A governor asked if there was a baseline to measure against for this. SH said that the EHCP will be the baseline as this contains assessment and includes actions that should be done. The school is in the process of finalising which students will go on the register of need. - SIAMs – Christian distinctiveness should be embedded rather than seen as add-on. SH suggested an additional tab on the school website that explicitly deals with Christian distinctiveness. There was a discussion about how this could be further developed. AD has sent the Christian Distinctiveness strategy to SH, LA and NM. Action: SH, LA and NM to review the strategy and discuss. <p>SH explained that the school would like to focus on key things for the children to learn, including good mental health, staying active, and how to look after the planet. Staff are meeting to discuss how they could find time to focus on this in the curriculum. It may be difficult for this to be fitted in around the rest of the curriculum, but these are important messages for the children. A governor asked how the football activity was working on a Friday. SH said that it had worked really well so far. It is not just football but includes different types of PE and Sports. A governor suggested that parents might be able to support with taking groups of children for cookery sessions. SH said that this option could be explored.</p> <p><u>d. Draft SEF</u></p> <p>The draft SEF completed by SH suggests Good in almost all areas. There was discussion regarding this and governors agreed it was probably accurate, but required review with new staff in place.</p> <p><u>e. Draft SDP</u></p> <p>A governor challenged that the SEF and SDP need to be in place as soon as possible as Ofsted is due to visit the school. Some things have been carried forward on the SDP as SH would like the school to continue doing them.</p>	<p>SH, LA and NM</p>

	Action
<p>The parallel curriculum includes the 'healthy mind, healthy world' focus discussed above.</p> <p>The school has a new maths lead and the maths advisor is visiting the school tomorrow.</p> <p>SH is organising tuition for Covid catch-up.</p> <p>Attendance is good so far this year.</p> <p>A governor asked about staffing and whether there is someone in place to cover an upcoming maternity leave. SH said that she would advertise this after discussing with the member of staff.</p> <p>A discussion was held about the possibility of requesting a SIAMs inspection and whether this could take place before an Ofsted inspection. SH said that she has been told the SIAMs inspection will not take place this year.</p> <p>The BMR was discussed. It seemed to be positive, but it was not clear why it was more positive than expected. Governors asked whether the temporary person preparing was still in place, as there appeared to be posting errors which makes it difficult to review effectively. SH reported that the budget seemed to be positive for the coming year and the person would only be there for one more month.</p>	
<p>9. Compliance</p> <p><u>a. Policies to approve:</u></p> <p><u>- Admissions Arrangements</u></p> <p>The governors approved this policy with no changes from last year.</p> <p><u>- Attendance Policy</u></p> <p>NM reported that there were some minor changes this year in regard to timing. The governors approved this policy with no changes.</p> <p><u>- Protocol for Children not Collected</u></p> <p>The governors approved this policy with no changes.</p> <p><u>- Equality Objectives</u></p> <p>The governors approved this policy with updates on progress with no changes.</p> <p><u>b. Data Privacy</u></p> <p><u>- Annual Report</u></p> <p>NM has spoken to the DPO. There were no subject access requests received and no reported breaches. The report has not been received yet.</p> <p><u>c. Racist Incidents</u></p> <p><u>- Annual Report</u></p> <p>This needs to be reviewed every year. SH said that there were two incidents last year which have been reported on the PRIDE incident reporting tool. A governor asked if they were from the same source or different. SH said they were from different sources and were quite minor incidents. There have been no issues since.</p> <p><u>d. Ofsted</u></p> <p>This was discussed earlier in the meeting.</p> <p><u>e. SIAMs</u></p> <p>This was discussed earlier in the meeting.</p>	

	Action
<p>10. Governor Monitoring</p> <p><u>Visit Programme:</u></p> <p>Link governors should do at least one visit per term. Action: NM to update programme as appropriate based on agreed link roles and SDP. Governors to contact SH to arrange a visit. Action: SH to ask class teachers and contact link class governors to let them know when a good opportunity would be to visit.</p>	<p>NM</p> <p>SH</p>
<p>11. Governor Training and Briefings since last FGB</p> <p><u>Training programme</u></p> <p>FM reported that she has done Prevent training and Safeguarding for Secondary students, in preparation for tutoring the Year 6s. LA and NM have signed up for governor briefing sessions. AD did Safer Recruitment training and completed the National Governance Leadership Programme. Action: NM to suggest some courses for each governor to attend, based on the needs of the governing body and to avoid duplication. A governor suggested some means of feeding back from training at FGB meetings would be useful.</p>	<p>NM</p>
<p>12. Any Other Business</p> <p>There is a potential new governor for the Foundation group. This leaves two vacancies on the governing body. There is action underway to try and recruit the two foundation governors.</p> <p>A governor asked if physical visits to the school were now allowed. SH said that they are at the moment, subject to Covid Risk Assessments. (e.g. the master of Jesus College visited the school yesterday)</p> <p>NM and SH are meeting with developers to discuss plans for the Park Street par park. A governor asked how this impacted parents. The car park is used by some parents regularly, mostly in the afternoon, so this may have an impact for some families.</p>	
<p>13. Close with prayer</p> <p>The meeting closed with prayer at 20:27</p> <p>The Governing Body next meets on Monday 22 November 2021.</p>	

Action Summary

Meeting Date	Action	Action By
16.09.21	SH to organise a staff governor election. LO to send date of term expiration and staff election guidance to SH.	SH and LO
16.09.21	NM to arrange the Code of Practice to add a statement about Safeguarding.	NM
16.09.21	NM to review allowances section of the standing orders.	NM
16.09.21	LO to send pecuniary interest form to governors who indicated they needed to make changes.	LO
16.09.21	NM to sign the FGB meeting minutes and file a copy.	NM
16.09.21	Governors to read KCSIE 2021	Governors
16.09.21	SH to ask the County Council for the name of the LADO and whether this needs to be added to the Safeguarding and Child Protection policy.	SH
16.09.21	NM to arrange to add to the Safeguarding and Child Protection policy that NC has completed his Safer Recruitment training.	NM
16.09.21	AD to come into school on 23 rd September to review the Single Central Register.	AD
16.09.21	NM to arrange to add the contact number for the Employee Assistance Programme to the Mental Health and Wellbeing policy.	NM
16.09.21	SH, LA and NM to read the SIAMs website strategy and discuss.	SH, LA and NM
16.09.21	SH to ask class teachers and contact link class governors to let them know when a good opportunity would be to visit.	SH
16.09.21	NM to suggest some courses for each governor to attend this year.	NM
16.09.21	NM to prepare visit calendar	NM