



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

Thursday 16th July 2020 – 7.30pm – Virtual Meeting via Teams

Governors present: Lorna Atwell; Neil Chippington; Andrew Day (Foundation Committee Chair); Sarah Hawker (Headteacher); Debbie Hayden; Catherine Johnson; Nigel Moorhouse (GB Chair); Paul Nicholson (Finance & Resources Committee Chair); Kerry Walpole (Personnel & Learning Committee Chair)

Also present: Michael Denmead (Clerk)

Challenges are in blue. Actions are in red.

	Action
<p>Open with prayer and welcome.</p> <p>The meeting was quorate. The meeting opened with prayer led by Andrew Day.</p>	
<p>Governorship items</p> <p><u>Apologies:</u> Richard Summers and Fleur McLennan were absent.</p> <p><u>Declarations of interest:</u> none</p> <p><u>Emergency action taken since last meeting:</u> none</p> <p><u>Terms of office:</u></p> <p>Benjamin Powell was welcomed to the Governing Body. The GB members briefly introduced themselves.</p> <p>Richard Summers term of office is at an end. The GB expressed their grateful thanks to Richard for steering them through a number of challenges very effectively and for giving so much of his time to the school. The GB also extended their gratitude to the Clerk who is regretfully standing down having extended his initial term by a year. A Camclerks service is being sought via Governor Services from September.</p> <p>In response to a query regarding website maintenance, the Clerk confirmed that he is happy to continue in this function.</p> <p><u>DBS & Section 128 checks:</u> A Governor checked to ensure these continue to be kept up to date. The Headteacher so confirmed that the office is ensuring the DBS and Section 128 checks are undertaken for new Governors.</p> <p><u>Appointment of Appraisal and Pay Committees:</u></p> <p>Following a discussion in relation to the requirements and duties of the GB, appointments were made to the Headteacher’s Appraisal, Pay Review and Pay</p>	<p style="text-align: center;">Chair</p> <p style="text-align: center;">Headteacher C Johnson B Powell</p>

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<p>Appeal Committees for the next academic year.</p> <p>Decision: The membership for the 2020-21 academic year is: Headteacher Appraisals Committee: N Moorhouse, A Day, K Walpole. Pay Review Committee: A Day, N Chippington, L Atwell Pay Appeal Committee: P Nicholson, K Walpole, C Johnson</p>	
<p>Approval of Minutes</p> <p>The Minutes of the Governing Body Meeting of 4th May (budget) and the Extraordinary GB Meeting (school reopening) of 28th May were approved as drawn and subsequently signed by the Chair prior to publication to the website.</p>	Chair Clerk
<p>Matters arising from the previous Minutes</p> <p><u>May FGB 2020:</u></p> <ul style="list-style-type: none"> • Induction for the two new Governors have been successfully completed, save that the DBS check is still in progress. • The Chair, Foundation Chair and the Headteacher agreed to attend LAIG. Governors queried in detail the conduct of these meetings and the level of support expected. There has been two meetings so far – mostly positive – all attendees confirmed its positivity and supportive atmosphere – the Chair will forward the five points which Governors need to know. • A support teacher has also been appointed with funding from CSoC with the purpose of raising standards at the school. • Assistance from CSoC for recruitment: recruitment has now been completed. Governors queried the current situation and in particular how the appointees will work together. The Headteacher reported that she had appointed a new teacher on Friday – very clear teaching – gets on well with CSoC teacher – DBS checks are being done and a school visit is being arranged. • Review day-to-day responsibilities: this has been carried out by the Finance & Resources Committee. • The ratified Budget was sent to the LEA in good time. • A number of Governors have attended a number of online lessons on an ongoing basis. Governors were thanked for the reports provided. More summary reports are encouraged as they help provide a broader picture. • The Child Protection Policy has been updated. <p><u>May 28 eFGB:</u></p> <ul style="list-style-type: none"> • The Headteacher has confirmed with the LEA that appropriate insurance was in place via LGSS prior to school re-opening. • The LEA were asked to confirm that it was okay for the school to re-open – they so confirmed by signing off on the Risk Assessment. • The Annexes to the Child Protection & Health & Safety Policies have been published. • The Headteacher was to clearly inform parents about the details of the school reopening – since done. 	<p>Headteacher</p> <p>Chair</p> <p>All</p>

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<p>Parents' Survey</p> <p>The Headteacher reported in detail to the GB on the recent Parents' Survey. There was a good response rate (53 responses), and the feedback was largely very positive. The GB went through each of the survey questions in turn, looking at the feedback in detail.</p> <p>A Governor queried whether school had learned all that could be learned. The Headteacher reported that if the school were to need to close again, there were a number of improvements they would implement as a result of their experience.</p> <p>Governors suggested that it would be helpful to share the results more widely – communication with parents is essential. The Headteacher agreed to work with the Clerk to see how this could be made available on the website, along with other information useful to parents.</p>	<p>Headteacher Clerk</p>
<p>Safeguarding</p> <p>The Governor Lead on Safeguarding reported to the GB. A challenge was brought up in relation to a non-attending child with whom direct contact had not been made. It was confirmed that everything possible was being done, and indirect contact had been made, and followed up.</p> <p>When asked about the day to day implementation at the school, the Safeguarding Lead reported that considerable work is being done in relation to ensuring that the school is fully prepared in relation to safeguarding, including around the SCR. The Safeguarding Lead reported that the staff were working well on this and are undertaking a review of the past year and any lessons to be learned.</p>	<p>A Day Headteacher</p>
<p>Committees & Working Groups</p> <p><u>Finance & Resources Committee:</u></p> <p>The F&R Chair had distributed Minutes of the Committee meetings in advance. In summary, looking forward over the next three years, the school faced a challenging period in terms of finances, especially years 2-3. Given the particular impact of Covid on Park Street's usual pupil intake, there is a need to focus on ensuring pupil numbers stay stable.</p> <p>The capital projects continue to move forward. In response to a Governor query, the Headteacher confirmed that the KS1 playground is due to start on time on 27 July and be completed over the summer break.</p> <p>A Governor queried as to the position on payment of pensions. It was confirmed that the government are continuing to pay a significant percentage of the uplift, and also that the current position was reflected in the Budget.</p> <p>Governors discussed the changes to the Bank Mandate for the school, given recent changes in personnel. A Governor queried whether the SAO would have sole authority. It was clarified that the SAO would not have signing-off powers to ensure the current cross-checks on payments remained in place.</p>	<p>Headteacher</p>

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<p>Decision: It was agreed that the Chair and Senior Administration Officer would be added to the Bank Mandate and the previous Chair removed.</p>	Headteacher
<p><u>Personnel & Learning Committee:</u> The P& L Chair reported on the two meetings which the Committee had held this half-term, focusing on what had worked in a time of significant change for the school and what could be improved.</p>	
<p>There was a Governor challenge around when the Staff Survey was to be sent out. Governors were keen that this should happen soon. The Headteacher confirmed that it was ready to go save that they were waiting for sign off from the LEA on the draft Risk Assessment for the coming academic year.</p>	Headteacher
<p>Following a discussion around the Risk Assessment, the Chair reminded the meeting that the Risk Assessment remained the responsibility of the GB and that we would need to sign it off. A Governor challenged as to when it would be appropriate to do so. It was agreed that the current changing circumstances meant that further amendments to the Risk Assessment were almost certainly going to be needed after the end of the current academic year. Governors confirmed that they would be on standby over the summer break to sign off on the Risk Assessment as needed.</p>	All
<p>There was a challenge around the strategic changes to teaching needed in order to deal with the issues which have arisen as a result of Covid. There ensued a broad-ranging discussion on how the new CSoc teacher would implement teaching and the Headteacher was asked to consider that everything possible was done to cover any gaps which have arisen in pupils' knowledge.</p>	Headteacher
<p><u>Foundation Committee:</u> This has not met, because its meeting was postponed at the last minute due to a Headteachers' Meeting being called by the LEA around September reopening.</p> <p>There was a challenge by a Governor around ensuring that spirituality, religious education and acts of worship remain as a central priority going forward, particularly in relation to the positive effect this has on wellbeing. The Headteacher agreed that there was an issue around larger congregations no longer being permitted. However, the scheduling at Park Street includes collective worship every single day, so it's important not to exaggerate the potential impact. Collective Worship has been ongoing throughout school lockdown and its re-opening, with its impact amplified through the publication of video recordings.</p>	
<p>The Headteacher will continue to give due priority to religious education and collective worship. It was agreed that the Lead on Religious Education would expand her Governor Visits on Collective Worship to the whole school (up to now it has been Class 2).</p>	L Atwell Headteacher
<p>The Headteacher reported that CSoc were providing some very useful religious education materials, which had been incorporated into the school's resources.</p>	
<p><u>Governor Portal Working Group:</u> The Chair of the Portal WG reported that there the move to store all Governor information in Teams has been achieved and is working well, though still bedding</p>	

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<p>in. Further improvements were being brought in for reporting training and monitoring visits easily, and a handbook was being written (draft circulated) for the next year so all Governors have the correct information and links to training, reporting etc in a single place.</p> <p>There was a challenge as to whether it was appropriate to move to solely electronic storage of information such as Minutes. The Clerk confirmed that he had raised this issue some time back in a meeting with Governor Services and it had been clearly confirmed that this was an appropriate and sensible route forward. The Clerk pointed out that the new system means that the information is more readily accessible to and searchable by Governors.</p>	
<p>Compliance</p> <p><u>Policies:</u> There was a brief discussion around two policy annexes for COVID-19 which had already been discussed by email but needed formal approval. The annexes were provided in advance of the FGB. In response to a query, it was confirmed that the annexes are templates supplied by the LEA, and amended by the Headteacher to reflect the school requirements where necessary.</p> <p><u>Decision:</u> The following two annexes were approved by the GB.</p> <p><u>Behaviour annex</u></p> <p><u>Complaints Annex</u></p> <p>The Chair will ensure that they are marked as approved on the website.</p> <p><u>GDPR:</u> The GDPR Annual Report was uploaded to Teams in advance of the FGB. The Data Protection Officer reported on one data breach and one subject access request.</p> <p>A Governor challenged whether the data breach had resulted in any changes to the system. The DPO responded that the breach had happened some months back, was relatively minor and had been self-reported. The ICO concluded that no further action was needed on the basis of the changes made. A reoccurrence had not happened.</p> <p>The subject access request is ongoing and is being dealt with strictly in accordance with ICO guidance, which is sought on an ongoing basis.</p> <p>In response to a challenge as to how GDPR needs are to be met going forward, it was agreed that it was appropriate to appoint an independent DPO, which had already been covered in the budget.</p> <p><u>SIAMS & Ofsted:</u> The Foundation Chair led a discussion on what was involved in getting the school prepared for Ofsted and SIAMS. There is considerable overlap in preparing for each. It was agreed that incorporating preparations into the everyday workings of the school is essential, and that items such as the SEP, SDP and Risk Strategies need to be produced with the SIAMS and Ofsted frameworks in mind.</p>	Chair

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<p>Strategy</p> <p>The Headteacher had published to Teams the Headteachers’ Report to Governors in advance of the meeting.</p> <p>The Chair had also made available a draft document <i>Strategy 2020-23</i> in Teams. Additionally, a draft Handbook has been produced for next year with useful information and links for visit reports and training. The intention is that it will be an easy reference for all Governor-related matters.</p> <p>Leading on from the <i>Strategy 2020-23</i> document, there was a discussion of the outline strategy and its focus. A Governor challenged as to how specifically the SIAMS and Ofsted frameworks operated and how we can tie into these. The Headteacher and a Governor (former Headteacher) went through the anticipated process in detail. A Governor challenged as to whether the strategy document was aspirational or ambitious enough. It was agreed that we needed to be ambitious as a school, even if this led to a higher possibility of failing to achieve everything.</p> <p>It was agreed that a Communications Committee would need to be created, an action to be taken up at the next FGB.</p> <p>In response to a challenge from a Governor, it was agreed that buy-in from staff is central and this will need to be worked through the document also.</p> <p>There was a further challenge that it would be beneficial to improve the school’s emphasis on public relations, as a means of communication with parents of potential students. It was agreed information would be provided to the Clerk for publication to the website in this regard. This would include a renewal of the current welcome message from the Headteacher on the home page.</p> <p>There was a detailed discussion around ‘bubbles’ and the options open to the school, along with the actions which would need to be taken in the event that the school had a Covid case.</p>	<p>Chair</p> <p>Clerk Chair Headteacher</p>
<p>Governor Visits</p> <p>The Chair reported that while we are discouraged from doing physical visits, we can continue to look at online learning and make remote 'visits'. One of the observations from the previous LEA visit was that we didn't have standardised visit reports. To mitigate this, the Chair has created an online web form which feeds the visit into Teams. It's pretty simple, and basically asks the same questions as the standard report we had previously, and is linked to the development priorities on the School Development Plan (dropdown). In addition, you can upload a supporting document, so if you have written something in Word or Excel because it is quite long and detailed, then you can do that. The link to the form is here.</p> <p>Visits carried out since the last FGB include:</p> <ul style="list-style-type: none"> • Acts of Worship – various virtual Governor Visits during term time the Summer Term – by Lorna Atwell • SEND Governor Visit - report by Lorna Atwell – 24 June 2020 • Health & Safety School Walk: At the Headteacher’s request, the H&S Lead carried out a (socially-distanced) H&S walk before school arrivals on Monday 1st June. Things had been set up with a lot of care and thought, and staff had 	

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<p>clearly worked well with the guidance. It was reported that everything was as ready as could be, with a minor action of removing unlidged bins.</p>	
<p>Training</p> <p>The courses completed by Governors since the last FGB include the following. Detailed information can be found in Teams:</p> <ul style="list-style-type: none"> • School Recovery: The Governor's Role - attended 25 June 2020 by Nigel Moorhouse and by Lorna Atwell • Child Protection in Education - completed 6 May 2020 by Andrew Day • Safer Recruitment Training - 5 May 2020 by Andrew Day • Safeguarding Young People - completed 4 May 2020 by Andrew Day • Prevent duty - level 2 training - 6 May 2020 by Andrew Day • Planning Ahead during Covid-19 - with the Key for School Governors – completed 14 May 2020 by Lorna Atwell & Nigel Moorhouse • Parliamentary Select Committee entitled 'Covid 19 : Impact on Education' with the Chair of the Education Committee, the Schools Minister and the Director General of the Dept for Education – completed 27 May 2020 by Lorna Atwell • Prevent Training – completed 10 June by Benjamin Powell – BP also covers this in INSET at the start of each term, as part of his Level 3 Safeguarding Training • Governor Induction Certification – completed 10 June 2020 by Benjamin Powell • Finance for new Governors Certification – completed 10 June 2020 by Benjamin Powell 	
<p>Any Other Business</p> <p><u>Admissions Policy:</u> There was a brief discussion around whether there was a need for changes to the school's Admissions Arrangements in light of Covid-19. It was agreed none are required with the current number of vacancies.</p> <p><u>Handwashing Facilities:</u> A Governor challenged how these would work in practice and there was a discussion around what had been done and what further could be done to prepare for September. A Governor took the action of determining what was happening at another school and whether this could be implemented in a cost-effective manner at Park Street.</p> <p><u>Appointments of Staff:</u> A Governor challenged our process for appointing staff. It was pointed out that the responsibility for the recruitment process lies fully with the Governing Body and not the LEA. It was noted that the LEA has a right to sit in on the Headteacher recruitment process in an advisory capacity. The Headteacher confirmed that she would keep this in mind in relation to future recruitment.</p> <p><u>Headteacher Wellbeing:</u> The GB asked the Headteacher how she felt her own wellbeing was holding up. The Headteacher responded that she was doing well but, unsurprisingly, sorely in need of a break. The Chair confirmed that he was around and contactable all</p>	<p>K Walpole</p> <p>Chair</p>

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<p>summer break and said to make sure she got in touch if ever the need arises. The GB thanked the Headteacher for her professionalism and dedication to the school and encouraged her to ensure she had a good break over the summer. The Headteacher commented that she and all of the staff were looking forward to seeing the children in September.</p> <p><u>Inset Day – Safeguarding Training – 3rd September – All Governors invited:</u> The Headteacher extended an invite to all Governors to attend Safeguarding training, details to be confirmed, but likely to be scheduled for around 10 am.</p>	<p>Headteacher All</p>
<p>Close with prayer The meeting closed with prayer led by Andrew Day.</p> <p>The Governing Body next meets on Thursday, 17 September 2020 at the changed time of 7.00 pm.</p>	<p>All</p>