

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

**Monday 16<sup>th</sup> March 2020 – 7.30pm – Park Street CofE Primary School**

Governors present: Lorna Atwell; Neil Chippington; Andrew Day; Sarah Hawker  
(Headteacher); Debbie Hayden; Fleur McLennan; Nigel Moorhouse  
(Chair); Kerry Walpole

Also (via video link): Michael Denmead (Clerk)

Challenges are in blue. Actions are in red.

	<b>Action</b>
<p><b>1. Open with prayer and welcome.</b></p> <p>The meeting was quorate.</p> <p>The meeting opened with prayer led by Andrew Day and housekeeping (health &amp; safety meeting information).</p>	
<p><b>2. Governorship items</b></p> <p><u>Apologies</u>: Apologies were received and accepted from Paul Nicholson and Richard Summers.</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>: The LEA Governor's term is due to end on 2 May 2020. There is discussion around extending the term to the end of the academic year.</p> <p>Separately, the LEA has been in touch with a possible candidate for Governor, who may be suitable. The candidate has RE experience and may be suitable for a Foundation Governor role.</p> <p><u>DBS &amp; Section 128 checks</u>: up to date.</p>	
<p><b>3. Approval of Minutes</b></p> <p>The Minutes of the meeting of 25 November 2019 were approved as drawn and subsequently signed by the Chair prior to publication to the website.</p>	

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<p><b>4. Matters arising from the Minutes of 25 November 2019</b></p> <p><u>Data &amp; Assessment:</u> There was a detailed discussion around the gathering and use of data within the context of the school's operational environment. It was noted that 3 Governors had attended a course (details in item 6) on understanding the role and benefits of data in primary schools. The discussion covered FFT data and the ongoing Learning Ladders training.</p> <p>Additionally, a Governor challenged how data was being collected in the school on an ongoing basis. The Headteacher reported on the steps being taken to ensure assessment data is being collated by teachers as assessment was happening via classroom tech. Another Governor challenged whether the Wi-Fi was good enough to meet this requirement. It was confirmed that it was, and it was additionally confirmed that the system was web-based and thus was accessible remotely, when required. The Headteacher will continue to be in ongoing data collation and assessment through training teachers.</p> <p><u>Local Education Authority Behaviour &amp; Support:</u> A number of Governors challenged the Headteacher in relation to the level of support that the school is getting in practice from the LEA. The Headteacher reported that on the positive side, the support from the English Adviser was successful and positive. The contrary, however, was the case in relation to wider support for the school: This item relates to recruitment and is recorded as a Confidential Part 2 item. Separately, and more generally, the LEA has – no doubt with the best of intentions – taken a decidedly confrontational approach with the school and its staff. It was noted that rather than encouraging teaching staff, the effect of the LEA presence is perceived as something to be dreaded and it feels to many that it borders on bullying and harassment in certain circumstances. It is not the positive encouraging, solutions-oriented support which the school expects to receive and which its children need.</p> <p><b>Decision:</b> It was agreed by the GB that should the LEA seek to come back to the school before or during SATS, this was not to be agreed on the grounds that it is putting the school under additional pressure.</p> <p>A Governor challenged as to how this matter should be dealt with going forward. The Headteacher explained the support she was obtaining from LAIG. Around of the issue of recruitment, it was believed that CSoC could provide some assistance. Andrew Day and the Headteacher will follow up on this with CSoC.</p> <p>It was also agreed that the Headteacher would seek a meeting with the Diocese and LEA to relay the poor support being provided.</p> <p><u>Recruitment:</u> There was a good deal of challenge from Governors in relation to the extent and type of advertising planned which also covered the impact that Covid19 may have on the process. An approach was agreed which the Headteacher will implement with the support of the Personnel &amp; Learning Committee.</p> <p><u>Wellbeing:</u> The discussion naturally moved to Wellbeing at this point, so a full discussion took place – see item 11.</p>	<p>Headteacher</p> <p>A Day Headteacher</p> <p>Headteacher</p> <p>Headteacher K Walpole</p>

	<b>Action</b>
<p><b>5. Governor Monitoring</b></p> <p>There was a catch-up on Governor Monitoring Visits since the last FGB. To summarise, the following monitoring visits were reported to and discussed by the Governing Body:</p> <ul style="list-style-type: none"> <li>• 04-12-19: Lorna Atwell, Nigel Moorhouse, Neil Chippington, Marguerite Roberts - School Walkabout to detect signs of its <b>Christian Ethos</b>, as follow-up to recent SIAMS report</li> <li>• 9-12-19: Lorna Atwell - attended school to witness <b>GenR8 Assembly</b>.</li> <li>• 16-12-19: Lorna Atwell - conducted <b>Mrs Fitzmaurice's exit interview</b>.</li> <li>• 17-12-19: Nigel Moorhouse - <b>GDPR &amp; Privacy items</b> on the log were revisited and updated as appropriate.</li> <li>• 17-12-19: Nigel Moorhouse - <b>Health &amp; Safety items</b> were reviewed from the previous audit, and items closed where these had been completed</li> <li>• 29-01-20: Fleur McLennan - <b>Behaviour in Lessons</b> - looking at indicators including attitudes to learning, attention paid, active participation, co-operation and problem-solving and much more.</li> <li>• 29-01-20 - Andrew Day and Lorna Atwell - <b>SEND / PPG visit</b> to establish an understanding of practice and implementation of SEND and PPG policies, strategies and efficacy in deployment of resources to meet the needs of the pupils with SEND and those in receipt of PPG</li> <li>• 12-02-20 - Lorna Atwell - Witnessed <b>Collective Act of Worship</b> - with a view to upgrading SIAMS Report</li> <li>• 09-03-20 - Richard Summers - Accompanying class 3 to the Church Schools of Cambridge, <b>Living in Creation Exhibition</b>, at St John the Evangelist, Hills Road, Cambridge, the purpose being to improve SIAMS status and observe behaviour for learning.</li> </ul> <p>There were a number of detailed discussions which included a strong endorsement by Lorna and Andrew of the impressive SEND / PPG visit, not just in terms of the teaching staff's knowledge, but also very much in the children's engagement and knowledge. Great ideas were discussed enthusiastically and knowledgeably and it was a most positive experience.</p> <p>Separately, Fleur made a point of commenting on the positive behaviour she had witnessed in her visit. The teachers were on it and the experience was an absolute joy.</p> <p><b>Governors are to continue making a strong effort to complete regular monitoring visits in line with the programme devised by the Chair, subject to probable future limitations with COVID-19 restrictions..</b></p>	<b>All</b>
<p><b>6. Governor Training &amp; Briefings</b></p> <p>Training is an item which Governors are required to complete as an ongoing task. In summary, Governors discussed and reported on the following training which had taken place:</p> <ul style="list-style-type: none"> <li>• SEND training - Lorna Atwell attended SEND: <i>What Governors Need to Know</i> on 3 March 2020</li> </ul>	

	<b>Action</b>
<ul style="list-style-type: none"> <li>• Strategy training - Nigel Moorhouse completed the NGA course <i>School Structures and What Pupils Should be Learning</i> 28 January 2020</li> <li>• Nigel Moorhouse is undertaking the NGA Leading Governance programme which runs from October 2019 to July 2020.</li> <li>• Developing &amp; Monitoring the Primary Curriculum – Kerry Walpole attended.</li> <li>• The Strategic Role of the Governing Body in Understanding Primary School Data – Kerry Walpole, Fleur McLennan and Neil Chippington attended.</li> </ul> <p>Governors are to continue training in line with requirements. The Clerk will continue to ensure Governors are made aware of training provided by Governor Services.</p>	All
<p><b>7. Safeguarding</b></p> <p>There was a detailed discussion around the safeguarding system and the single central record. <b>Governors challenged why the LEA position appears to have changed and the promised report has not been provided.</b> Safeguarding Governors explained that an LEA advisor had gone through the school’s system early in the academic year, including the SCR, and had verbally and clearly given it a clean bill of health. However, the promised written report has not arrived, that advisor is retiring, and the LEA are now saying that it will need to be redone.</p> <p><b>A Governor made the point that this was a crucial area to get right</b> and that, if the LEA is not in a position to fulfil its obligation, it may be possible to employ a professional who can do this in a timely manner. The GB agreed to keep this as an option, but also agreed that the LEA should be given time to comply with its obligation. <b>The Headteacher will raise this matter direct with the LEA.</b></p> <p><b>Separately, a Governor challenged the current status of the SCR.</b> The Headteacher confirmed that it is in good order, making the point that the new Administrator has solid experience of ensuring an up to date Single Central Record.</p>	Headteacher
<p><b>8. Compliance</b></p> <p><u>Policies</u></p> <p>In the previous FB, the Admissions Policy was presented to the GB for discussion (having been circulated in advance). <b>There were a number of challenges from Governors as to means for improving how the content of the document was presented to its readers.</b> As a result, the document is now shorter, clearer and more helpful. The document has been amended as agreed and published to the school’s website.</p> <p>The following policies had been presented to the Governing Body in advance of the meeting and were approved by the GB at the meeting:</p> <ul style="list-style-type: none"> <li>• <b>SEND Policy &amp; Information Report.</b> Approved. These documents had already been sent to Governors for review, and those who have responded are happy with the documents - a few amendments were requested and made.</li> <li>• <b>Behaviour Principles &amp; Policy.</b> Approved: The principles are based on the previous principles, but updated to Steps. They have been sent out to</li> </ul>	

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<p>parents, with one comment in response. The policy is based on these principles and the Step-on approach. Governors were asked to review the Behaviour Principles &amp; Policy prior to the FGB.</p> <ul style="list-style-type: none"> <li>• <b>Fire Safety.</b> Approved. This was approved by Finance &amp; Resources Committee in November. It was reviewed by the fire safety officer at their last visit and approved.</li> </ul> <p>The Chair reported that the DfE is introducing a number of new statutory policies, <b>which he is following up on.</b> <b>There was a challenge from a Governor asking about the system being used to ensure our policies are up to date.</b> The Chair reported that we now have an ongoing rolling programme to ensure policies are kept up to date (the vast majority of which are up-to-date or being worked on).</p> <p><u>GDPR</u></p> <p>The Data Protection Governor reported an outstanding issue which is being dealt with. <b>A Governor challenged whether the request was vexatious</b> and there followed a brief discussion which culminated in agreement that the GB was being as helpful and as open as it could be, while complying with their duty of confidentiality.</p> <p><u>Ofsted</u></p> <p>There was a discussion around Ofsted, including the potential impact of COVID19. The Headteacher expressed a strong hope that the SATS would go ahead as she knew that the children would do well.</p>	<p>N Moorhouse</p>
<p><b>9. Leadership Report</b></p> <p>A detailed report from the Headteacher was sent to Governors in advance of the FGB. Additionally, the Headteacher provided the following documents to which the her report refers:</p> <ul style="list-style-type: none"> <li>• Sports Premium Strategy</li> <li>• Pupil Premium Strategy</li> <li>• SDP &amp; SDF 2019-2020</li> <li>• Spring Data 2020</li> </ul> <p>The Headteacher’s report was discussed in detail, with a strong focus on the data, working through each subject. <b>The Headteacher was asked to continue her already strong focus on training staff to ensure that they knew how to complete data on children’s progress on an ongoing basis.</b> Done properly and efficiently, this task will take a fraction of the current effort.</p> <p><b>A Governor challenged and suggested an improvement on the presentation of the data,</b> asking the Headteacher to ensure that wherever possible that data was always compared to national averages. <b>It was agreed that this comparison would remain a constant throughout all of each report.</b></p> <p>The Governors noted a much-improved attendance record and thanked the Headteacher for her successful effort in this regard. A Governor emphasised that this was also the ‘mark of a happy place’. Another Governor stated that there was a remarkable change in parents, who were so much happier. Yet another Governor commented that playtimes had improved.</p> <p>Governors approved of the project to engage parents in foreign language teaching. The Headteacher reported that this was a success and it was relatively</p>	<p>Headteacher</p>



	<b>Action</b>
<p><u>Personnel &amp; Learning Committee</u></p> <p>The Minutes of the last Personnel &amp; Learning Committee meeting had been provided in advance of the meeting by Chair of that committee. The Committee met on 27 January 2020.</p> <p>It was reported that the main areas of focus of the Committee has been dealt with in detail above, including recruitment; staff development; wellbeing; and challenges with LEA support.</p> <p><b>The Committee plans to meet again before the Easter break.</b></p> <p><u>Foundation Committee</u></p> <p>The Foundation Committee plans to meet after the Easter break. There is a medium term goal of December 2020 to achieve a revised, upgraded SIAMS. In the meantime, there is much work to be continued on the RE platform.</p> <p><u>Governors Portal WG:</u></p> <p>This project is progressing well. However, the discussion was kept to a bare minimum to allow time for urgent discussion around the potential impact of COVID19 under Any Other Business below.</p>	<p><b>Personnel &amp; Learning</b></p>
<p><b>11. Wellbeing</b></p> <p><a href="#">Responding to a request for information as regards wellbeing from a Governor</a>, another Governor described how the staff were generally placed in an ongoing stressful situation, exacerbated by inappropriate LEA behaviour, going on to state that there are clearly not enough TAs. However, the Governor emphasised that the TAs do very much support one another and they felt supported strongly by their Headteacher, to whom they could go with any problem or concern. Systems have improved and the school is a much better place to work than it has been. The challenge is to improve, while dealing with being constantly under-resourced, and under pressure from various different monitoring bodies.</p> <p><a href="#">Responding to an enquiry as to her wellbeing</a>, the Headteacher stated that she was strongly supported by the Chair, who was 'brilliant', and also has very strong support at home. The Headteacher also garners support from other headteachers and additionally received specific support in this area from CSoC.</p>	
<p><b>12. Any other business</b></p> <p>AOB was given over to discussion of COVID19. The Headteacher presented the checklist-style plan of actions to be undertaken in the event of sudden school closure being imposed by the government. <a href="#">A Governor challenged how contacting parents would work in this scenario</a>, and was reassured that the SIMS system would text and email all parents swiftly and efficiently, and direct contact could be made with parents without access to those contact methods. The website will also be used to convey information swiftly.</p> <p>There was detailed discussion around the ongoing Risk Assessment necessary on whether there was enough staff to keep the school open safely. The number of children out of school due to self-isolation was factored in.</p> <p>There was a further presentation of what would take place following school closure, and the use of tech to ensure that children continued to be educated. A</p>	

