



**PARK STREET  
CHURCH OF ENGLAND  
PRIMARY SCHOOL**

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

**Wednesday 17<sup>th</sup> July 2024 – 18:30**

Governors present: Nigel Moorhouse (NM - Chair); Sarah Hawker (SH - Headteacher);  
Lorna Atwell (LA); Laura Oxley (LO); Andrew Day (AD); Neil  
Chippington (NC); Laura Kirsop (LK); Edward Green (EG); Katherine  
Shankland (KS)

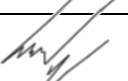
Also present: David Buckley (DB – Clerk)

Apologies: Catherine Johnson (CJ)

Challenges are in blue. Actions are in red.

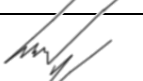
	<b>Action</b>
<p><b>AD opened the meeting with prayer and welcome.</b></p> <p>AD opened the meeting in prayer.</p>	
<p><b>1. Governorship items</b></p> <p>a. <u>Apologies for absence</u></p> <p>Apologies were received and accepted from CJ</p> <p>b. <u>Declarations of personal interest regarding items on the agenda</u></p> <p>Nil</p> <p>c. <u>Report on any emergency action taken by the Chair since last meeting</u></p> <p>None has been taken.</p> <p>d. <u>Terms of office due to expire, resignations, and DBS/Section 128 Checks</u></p> <p>The Chair informed the meeting that Catherine Johnson had just been appointed by the Diocese as a Foundation Governor, and that he was waiting for written confirmation of the appointment. The Chair also thanked David Buckley for his work as Clerk, and for helping the school, as he is stepping down for next academic year.</p>	

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Signature of Chair		Date	26/09/2024	Page	1 of 7
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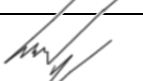
	Action
<p><b>2. Minutes of the meeting of the previous Full Governing Body held on 1<sup>st</sup> May 2024</b></p> <p>a. <u>Approval of minutes</u></p> <p>In the previous minutes spelling of CSoC in paragraph 2b needs to be amended. Previous minutes approved subject to the amendment above.</p> <p>b. <u>Matters arising</u></p> <p><b>Succession Planning:</b> Work ongoing.</p> <p><b>H&amp;S Audit:</b> The H&amp;S Governor reported on a recent governor visit, and outlined work ongoing in the H&amp;S register. The SAO expects to arrange an external audit in the new academic year.</p> <p><b>Boiler &amp; Water Heaters:</b> The boiler work will be finished in September 2024. The headteacher reported that the contractors have been very good and proactive. <a href="#">A governor asked about the new water heaters to ensure H&amp;S compliance.</a> It was reported that the contractor reported that the taps in the toilets are unsuitable for the pressure of the new systems and one will be replaced as a trial in September. Hot water system contractors will do this work. The Project Manager is still not doing a good job in ensuring works completion, and is contracted by CSoC. AD said he would liaise with CSoC regarding this.</p> <p><b>PREVENT Training:</b> <a href="#">A governor asked about provision for the new year,</a> and the Headteacher said it would be included in the INSET days at the beginning of the autumn term. Governors are welcome to attend.</p> <p><b>Fire Escape Plan:</b> Following an H&amp;S visit, the <a href="#">H&amp;S Governor challenged whether the fire escape state of repair and plan needed reviewing.</a> SH to review in the summer.</p> <p><b>CSR:</b> No progress on this yet. AD to review Corporate Social Responsibility options to assist in school improvements.</p> <p><b>RSE Policy Update:</b> <a href="#">A governor asked if the school is about to review the RSE Policy</a> in line with any updated government guidance. SH to arrange parent consultation in new academic year.</p> <p><b>PINS:</b> KS explained the PINS Project and outlined the 16 month wait for neurodiversity assessments on top of a 4 month triage. This was well out of timescale for the project due to County and the waiting list. Topics discussed included sensory needs within limitations of the building; workshops to upskill teachers and two days with the Education Psychologist for help with those who have needs but have no 1:1. This is all in place for September and the Staff have been very positive. County had explained that the delays were due to a lack of Education Psychologists. However, this had created two groups, a fast track and ‘the rest.’ <a href="#">A governor asked what the differentiator was for these two paths,</a> and the SENCO said it seemed pretty random. There is no budget to get help for the increasing number of children with these needs and it is exacerbated by the waiting. AD suggested that schools and CSoC must write to the local MP for more funding. <b>Closed</b></p> <p><b>GL Assessment Review:</b> <a href="#">A governor asked about governor reviews of the GL Assessments.</a> The HT and Progress and Outcome Working Group said that the current GL assessment results were now out of date, but there will be more in the</p>	<p>AD</p> <p>SH</p> <p>AD</p> <p>SH</p> <p>SH, KS</p>

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Signature of Chair		Date	26/09/2024	Page	2 of 7
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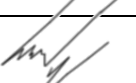
	Action
<p>autumn. When challenged into their effectiveness, the Headteacher said that they are very good for targeted interventions. Several governors who are involved in other schools said they were very familiar with GL and that they make very good predictions and so should be continued.</p> <p><b>Old Budget Reviews:</b> Based on a governor challenge in the previous meeting, the Chair provided historical budget figures, which all showed Year 3 being a very bad deficit. However, when compared against the actuals for those years, all years (except for one Covid-affected) were actually positive outturns. It was explained that the accounting by the LA always allowed for percentage increases in the costs, but not for revenue, which would always create a deficit for Years 2 and 3. In reality, funding increases were received each year, and wiped out these deficits. <b>Closed</b></p>	
<p><b>3. Safeguarding</b></p> <p>Regarding the draft KCSIE 2024, the Safeguarding Governor said only a few minor changes were probable. All governor safeguarding training is up-to-date, but AS needs to send notes out to remind all to complete any Safeguarding training which may be due.</p> <p>The Annual Safeguarding Report was provided prior to the meeting and approved by governors.</p>	AS
<p><b>4. Health and Safety</b></p> <p>No Health and Safety Model Policy update has been published since the previous policy date. The previous Policy was re-adopted without amendment.</p>	
<p><b>5. Headteacher Report</b></p> <p>SH said that 15 new pupils were coming to Reception. It was recognised that there was a big Y3/4 class of 34 pupils which was due to two brothers returning from the USA. A governor asked if the class teacher was comfortable with the number, and the Headteacher said that she was. The Y5/6 class will be 31 pupils. The overall total number of pupils could be 117, but realistically 115 at the moment. More applications could come over the summer break.</p> <p>GLD was above the national average. The results for the Statutory Tests for KS 1 and 2 were discussed and very good results were noted by governors, such as 100% in KS2 Maths.</p> <p><u>Attendance and Behaviour</u></p> <p>A governor challenged a drop in attendance in December. The Headteacher stated that this was due to a spike in illness. Attendance is very good when compared to the national average. Considering the international character of the school intake and their needs, the attendance record is very good indeed. It was mentioned that the logging system does not separate Behaviour and Safeguarding, so Behaviour issue numbers look very high when this is not the case. The lack of home visits, regarding drug issues, by the Social Services was mentioned and this needs to be raised with the LA, as the school is doing the right thing, but the follow-on services are failing.</p>	

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Signature of Chair		Date	26/09/2024	Page	3 of 7
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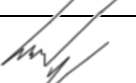
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<p><u>Staffing</u></p> <p>Additional staffing is probably required in the new term, once the school knows about new pupil needs, perhaps a supply teacher.</p> <p><u>SDP Priorities</u></p> <p>The Governors thanked the Staff and Chris Sharpe especially for all their hard work and for the results of the recent tests. The Governors thanked CS personally for KS2 SATS, and he was briefly invited to the meeting. CS said it was teamwork and would pass on the thanks to all concerned.</p> <p>A very long list was displayed titled 'Points to celebrate this term and upcoming events.' The Governors were very pleased with such a comprehensive list and could even mention items which had been missed off it.</p>	
<p><b>6. Finance</b></p> <p>The BMR was provided prior to the meeting. NM said the BMR was looking good currently, but it is very early in the financial year.</p> <p>Head's Expenses for the school play were noted, and had been approved by the Chair.</p> <p>No debts, write-offs or virements were noted.</p> <p>The list of possible capital projects was presented. It was noted that this had been steadily worked on through recent years through DFC and SCA funding, as well as PTA funding. The biggest problem with the projects is not necessarily funding, but lack of contractors.</p> <p>Lettings – The school currently has no lettings, nor plans to have any.</p> <p>Financial Regulations – The Chair and SAO provided the latest editions of the following for governor information:</p> <ul style="list-style-type: none"> <li>• Scheme for Financing Schools</li> <li>• Corporate Framework Requirements</li> <li>• Contract Regulations</li> <li>• Financial Regulations</li> <li>• CCC Anti-fraud and Corruption Policy</li> </ul> <p>Several of these had had no changes. All were noted by the Governing Body.</p> <p>Schedule of Financial Authority – <b>Re-ratified</b> with no changes</p> <p>Schedule of Day-to-Day Responsibilities – <b>Re-ratified</b> with no changes</p> <p>Schedule of Standing Charges – <b>A governor asked if there had been increases in meal charges.</b> NM said he would contact AS to review the cost of each pupil meal, currently at £2.80, which may need revising up if the contractor has changed the prices. <b>Ratified subject to the review above.</b></p>	<p>NM</p>

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Signature of Chair		Date	26/09/2024	Page	4 of 7
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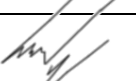
	Action
<p><b>7. Compliance</b></p> <p><u>Committees</u></p> <p>NM, AD and NC volunteered to be the HT Appraisal Committee.</p> <p>EG, LA and LO volunteered to be the new Pay Review Committee.</p> <p>The Pay Appeal Committee will consist of consisting of AD, NC and LK.</p> <p><u>Policies</u></p> <p>Several policies were provided prior to the meeting for review.</p> <p>The Freedom of Information Policy was <b>re-ratified</b> with no changes.</p> <p>The Lone Working Policy had been amended to reflect the use of the new staff WhatsApp group to report lone working. <b>Ratified.</b></p> <p>The Educational Visits Policy was <b>re-Ratified</b> with no changes.</p> <p>The Supporting Pupils with Medical Conditions Policy was reviewed. A governor challenged whether there had been any changes, and the SENCO stated there was no new model. <b>Re-ratified</b> with no changes.</p> <p>The Curriculum Policy was reviewed. A governor asked if solo-taxonomy was still bening used. The Headteacher said it was, and that the Class 2 teacher was a strong champion. <b>Re-ratified</b> with no changes.</p> <p>The PSHCE Policy was <b>re-ratified</b> with no changes. The SENCO stated that a new model is expected later in the year, and that a review would take place when this happened.</p> <p>The Attendance Policy had been updated to reflect the latest government and LA guidance around fines for non-authorized attendance. <b>Ratified.</b></p> <p>The Foundation Committee needs to review the Collective Worship Policy.</p>	<p>AD</p>
<p><b>8. Strategy</b></p> <p>The Strategic Plan progress was reviewed.</p> <p>There has been some progress on improvements to the school condition. <a href="#">A governor asked about some broken ceiling tiles</a>, and the Headteacher said that the school had some spare.</p> <p>The Christain character of the school is now very clear and governors noted this as reflected in class displays etc.</p> <p><a href="#">A Governor challenged on staff job satisfaction based on the recent survey</a>. While it was broadly positive, teachers did not feel they had enough involvement in decisions which affect their work and work/life balance. The Headteacher and Chair said that they had arranged a Strategy Day in the autumn term to involve all staff and governors to look at ways to improve this.</p>	

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Signature of Chair		Date	26/09/2024	Page	5 of 7
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	<b>Action</b>
SH thanked the PTA, especially Katrina and Liz for getting working parties together for minor improvements and organising events. They should be thanked praised and thanked for all their hard work.	
<p><b>9. Governing Monitoring and Training</b></p> <p>Diocese Training: A schedule of training by the diocese was presented. Governors were encouraged to attend relevant sessions.</p> <p>Other training: NM outlined continued efforts to get the access to training that has been paid-for by the school, as a number of the systems appear to have changed in the last year, which has locked the school out. This is a mix of the LA, The Key and NGA, but none seem to respond to any of the many means of communication tried. NM to continue to work on this.</p>	
<p><b>AOB</b></p> <p>The meeting closed with much praise and thanks to SH and KS for all their hard work.</p>	
<b>AD</b> closed the meeting with a prayer.	

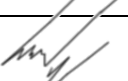
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Signature of Chair		Date	26/09/2024	Page	6 of 7
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## Action Summary

Meeting Date	Action	Action By
21/09/22	Succession planning to continue.	NM
01/02/23	External audit of Health & Safety Register	AS/NM
27/03/24	Review PREVENT training for next academic year September	SH
27/03/24	Review fire escape condition and plan	SH/AS/NM
27/03/24	Look into CSR options	AD
27/03/24	Consultation on RSE Policy	SH
17/07/24	Consult CSoC on works Project management	AD
17/07/24	Contact MP regarding SEND services	SH/KS
17/07/24	Send reminders when training required for Safeguarding	AS
17/07/24	Review Standing Charges with AS	NM
17/07/24	Review Collective Worship Policy (Foundation)	AD

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Signature of Chair		Date	26/09/2024	Page	7 of 7
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