



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

Thursday 17th September 2020 – 19:00 by Videoconferencing

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

Also present: Laura Oxley (LO - Clerk)

Challenges are in blue. Actions are in red.

	Action
<p>1. Open with prayer and welcome.</p> <p>The meeting was quorate. The meeting opened with prayer and housekeeping.</p>	
<p>2. Governorship items</p> <p><u>a. Welcome to new term:</u> NM welcomed the governors to the first meeting of the school year.</p> <p><u>b. Apologies for absence:</u> Apologies were received and accepted from Ben Powell (BP), Catherine Johnson (CJ), and Paul Nicholson (PN). Debbie Hayden (DH) was not present at the meeting.</p> <p><u>c. Declarations of personal interest regarding items on the agenda:</u> None were declared.</p> <p><u>d. Report on any emergency action taken by the Chair since last meeting:</u> None has been taken since the last meeting.</p> <p><u>e. Terms of office and resignations:</u> No terms of office are due to expire at the moment and there have been no resignations.</p> <p><u>f. Election of Chair and Vice Chair:</u> Nominations were NM for Chair and AD for Vice Chair. Governors unanimously voted for NM as Chair and AD as Vice Chair.</p> <p><u>g. Confirmation of Terms of Reference for committees:</u> It was proposed that the number of meetings each year for each committee is reduced from previous years. This change was agreed by Governors. The terms of reference for the committees were confirmed by Governors.</p>	

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<p><u>h. Membership of committees:</u> The membership of the committees will remain as it was last year, except that FM will join the Personnel and Learning committee, instead of the Finance and Resources committee.</p> <p>Personnel & Learning Neil Chippington (Chair) Lorna Atwell Andrew Day Fleur McLennan Nigel Moorhouse</p> <p>Finance & Resources Kerry Walpole (Chair) Catherine Johnson Nigel Moorhouse Paul Nicholson Ben Powell</p> <p>Foundation Andrew Day (Chair) Lorna Atwell Neil Chippington Nigel Moorhouse Paul Nicholson Ben Powell (Action: TBC once NM has spoken to BP)</p>	NM/BP
<p><u>i. Election of committee chairs:</u> NC was elected as the Chair for the Personnel and Learning committee. KW was elected as the Chair for the Finances and Resources committee. AD was elected as the Chair for the Foundation committee. NM will clerk the Personnel and Learning committee and the Finances and Resources committee.</p>	
<p><u>j. Link governors:</u> Safeguarding – Andrew Day SEND and Pupil Premium – Lorna Atwell Health and Safety – Paul Nicholson (Action: TBC once NM has spoken to PN) and Nigel Moorhouse Data privacy – Nigel Moorhouse Covid-19 recovery and well-being – Kerry Walpole and Catherine Johnson (Action: TBC once NM has spoken to CJ) Curriculum – Neil Chippington RE – Lorna Atwell and Ben Powell (Action: TBC once NM has spoken to BP) Classes: Class 1 Owls – Catherin Johnson (Action: TBC once NM has spoken to CJ) Class 2 Flamingos – Lorna Atwell</p>	<p>NM/PN</p> <p>NM/CJ</p> <p>NM/BP</p> <p>NM/CJ</p>

	Action
<p>Class 3 Woodpeckers – Andrew Day</p> <p>Class 4 Eagles – Fleur McLennan</p> <p><u>k. Approve Code of Practice:</u> A discussion was held about how the Code of Practice demonstrated the Christian ethos of the school. Action: NM and AD to discuss a preamble to include this. The governors approved the code of practice, subject to changes to the preamble.</p> <p><u>l. Approve Standing Orders:</u> There has been a change to the number of meetings held each year and a change to approve video conferences to hold virtual meetings. The governors approved the standing orders.</p> <p><u>m. Confirm reading KCSIE:</u> The Governors have all received this. Action: Governors to fill in online confirmation form</p> <p><u>n. Register of interests:</u> The Governors are in the process of completing the necessary forms for this. Action: All governors to complete the pecuniary interests form.</p> <p><u>o. Programme of meetings:</u> These were agreed by governors and are included in the governors’ handbook.</p>	<p>NM/AD</p> <p>All governors</p> <p>All governors</p>
<p>3. Approval of Minutes of the meeting of the last Full Governing Body held on 16th July 2020</p> <p>The minutes were approved as an accurate record. Action: NM to sign these and file a copy.</p>	<p>NM</p>

<p>4. Matters arising from the Minutes</p> <ul style="list-style-type: none"> - Seek Camclerk for next year – Done - Ensure DBS and S128 are up to date – A governor stated that CJ and BP need their checks to be done as soon as possible. It was agreed that a marriage certificate would be suitable proof of a change of name through marriage. Action: BP and CJ to complete the necessary checks. - Publish minutes to website – Done - Chair, Head and Foundation Chair to attend LAIG – Done - Summary reports of online learning observations – LA has completed some. This action is no longer relevant at this time. - Put details of parent survey and online learning on website – Done - Implementation of safeguarding – Action: AD and SH to discuss, and AD to review Single Central Record. There was a discussion about the school's early help offer to ensure that governors were aware of this. SH asked governors to complete PREVENT training online. There was discussion about PRIDE training. Regarding governors interrogating safeguarding data, SH kept governors up to date with concerns over lockdown. During the lockdown period, there were 23 families who were contacted. 13 of these families were contacted regularly, once a week or fortnightly. Four families were visited, 2 of whom there were serious concerns about and SH asked to see the pupils. AD is link governor for safeguarding and will discuss further with SH. - KS1 playground construction to be done over the summer – Done. - Chair and SAO to be added to bank mandate – Mandate filled but needs final completion. The change needs to be signed off by the Local Authority. - Staff survey to be sent out – Completed and results are available. There were only 2 instances of disagreement. Overall it was a good result and a good rate of response. A governor asked if another staff survey should be done after full reopening. Action: SH suggested doing this after half term. - Give due priority to collective worship – SH explained that the school has tried different ways of doing this. They have been doing this on Jesus Green with a big gap between the two bubbles and this has worked better than using technology. SH said that the school needs to invest in decent microphones and webcams to do this successfully inside. A governor suggested using web casting through Office 365 instead of Teams. SH said this might work but it means it cannot be as interactive as collective worship should be. - Annexes to policies for COVID-19 to be added to website - Done - Communication Group to be set up – A discussion was had about setting up a working group. SH would like people who can help improve the PR of the school. A governor asked if this should be governors or volunteers. SH said that in a previous school this was done by governors and it worked well. A governor commented that there was a parent with a background in marketing who has expressed an interest in helping with this. Action: SH to speak with this parent and report back to the FGB. A governor suggested asking the PTA. Action: SH to explore this option. - Improve the front page of the website – SH has been keeping this up to date. 	<p>SH, BP, CJ</p> <p>SH, AD</p> <p>SH</p> <p>SH SH</p>
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<p>- Governor to check other schools for washing facility options – SH confirmed that the school is managing with a mixture of hand washing and hand sanitiser. There are sufficient supplies of these currently available. A governor asked if there was a budget for this. SH confirmed that the school can put in another claim this term. The deep clean can also be claimed for. However, the school cannot claim anything for staff time spent cleaning.</p> <p>- Invite governors to safeguarding training – unfortunately this did not happen. SH has been training volunteers and offered governors the opportunity to attend this tomorrow (18.9.20). AD suggested sending the training slide to governors. Action: SH to send these.</p> <p>Some governors have completed external safeguarding training. Action: Governors to send their safeguarding training certificates to SH.</p>	<p>SH</p> <p>All governors (where relevant)</p>
<p>5. Safeguarding</p> <p>This item was discussed under Matters Arising (above).</p>	
<p>6. Committees and Working Groups</p> <p>a. <u>Current BMR and pupil numbers</u>: BMR seems to be on track. There are no concerns about this. Current pupil numbers are 99. There are 4 or 5 applications currently going through the portal, and there may be some last minute applications when the university term starts. Year 3 is full, but other year groups have places available. A governor asked if all necessary appeals had already taken place. SH confirmed that these have happened. A governor asked if it was possible to find out what the pre-school numbers were like for this year, and commented that Park Street often gets a lot of children from Westcott House. Action: SH to find out about pre-school numbers. A governor commented that fewer children means less funding for the school and asked whether there was internal cover for staff if needed. SH confirmed that there is and there should be no need for supply staff. A governor asked if summer-born Year 3's could be placed in the class with the Year 2's, so that there were spaces in the Year 3 class. SH said that this wouldn't be appropriate due to the curriculum and maturity gap. A governor asked if there were any benefits to the school of having less children on roll. SH said that the school is calmer and there is an extra adult available. A governor commented that income for next year will be derived from the numbers on roll this year so it could cause an issue in the future. SH said that October is the time of the final census. Currently the school has 16 less children on roll than anticipated. The budget was based on 108 pupils. SH said that the school may need to lobby the Local Authority for contingency funding. Action: Pupil numbers to be added to the agenda for Finance and Resources committee to discuss.</p> <p>b. <u>Recovery report from HT</u>: This report was circulated to governors in advance. The risk assessment has been updated. SH confirmed that various parts of the recovery plan have already been done. Teams is back up and running which is a big advantage. Assessment of SEN and PP pupils is being done next week. Staff are looking at where the gaps are and how these can be addressed. A governor asked whether the children were being pushed too hard with these assessments. SH replied that they need to be pushed a little bit. The pupils are already quite tired but they are happy to be at school. A governor commented that the pupils are coming back into school having been away for 6 to 7 months and asked how the</p>	<p>SH</p> <p>KW</p>

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<p>school will know what their baseline is and how they will get them up to the expected standard. SH said that there is baseline testing being done. The well-being project involves assessment of attainment, so the school has the GL assessment for Year 3, 4, 5, and 6. These will arrive in the next 4 days. There will be one English and one Maths test. The school is also making use of York Reading assessments, and assertive mentoring maths. This is happening this week and next week. Progress can be checked against the baseline, on Learning Ladders. A governor asked if the school is planning for regression. SH said that the tests the pupils are doing now are the ones they would have taken in May. They are not being tested on things that they would normally have covered by now, but instead what they had covered up to May. If it's not the right level for them to engage, then they can do the one for the previous year. A governor commented that there will be a lot of catching up to do. SH said that there will be for some children, but they do not want children going out of class for interventions. Instead Teaching Assistants are assigned to a class and stay in the class under the direction of the teacher. A governor asked if this applies to children with SEND as well. SH confirmed that they have differentiated work, and there are still high expectations for children at the school who have SEND.</p> <p>It was noted that Governors need to oversee any incidences of racism, as mentioned in the report for the last academic year, which had only 2 incidents, one of which did not involve any pupils.</p> <p><u>c. Communications Working Group:</u> This item was discussed under Matters Arising (above).</p>	
<p>7. Compliance</p> <p><u>a. Policies to approve:</u></p> <p>The governors approved the following polices:</p> <ul style="list-style-type: none"> - Charging and Remissions - Whistleblowing - Behaviour (COVID-19 Annex) - Code of Conduct (COVID-19 Annex) - Safeguarding and Child Protection (COVID-19 Annex) <p>It is particularly noted that the governors accepted the changes to the Safeguarding and Child Protection policy.</p> <p><u>b. Policies approved by delegation:</u></p> <p>The following polices were circulated to governors for their information:</p> <ul style="list-style-type: none"> - Health and Safety (COVID-19 Annex) - Lone Working <p><u>c. GDPR:</u> A governor asked if an external DPO had been confirmed. SH confirmed that an external data protection officer has been agreed.</p> <p><u>d. Ofsted (autumn):</u> If Ofsted visit this term, they will ask about the following areas and governors should be aware of these:</p> <ul style="list-style-type: none"> - Safeguarding - Blended learning (on site/remote education) - Any barriers in managing pupils' return to full education 	

	Action
<p>- How any identified health and well-being issues for specific pupils are being addressed and any support your school needs (on a local and/or national level) with this</p> <p>- How pupils are settling back into expected routines and behaviours</p> <p>In regards to barriers in managing pupils' return to full time education, SH made governors aware that there were some families who are reluctant to send their children back to school. Staff are working with families to try and find ways to give them confidence. SH noted that there are also some pupils who are not in school due to colds and quarantining</p> <p><u>e. SIAMS:</u> SH and AD suggested a SIAMS inspection in the summer term, which will be two years on from the last one. There is a need to focus on the teaching of RE.</p> <p>Action: Foundation Committee to meet to discuss this. There is the possibility of funding from the Emmanuel Trust for some resources on other faiths. 66% of RE base should be on Christianity as a church school.</p>	AD
<p>8. Strategy, Recovery and Improvement</p> <p><u>a. Approval of Strategy:</u> The governors approved the strategy. AD suggested keeping it as a working document, subject to change. NM agreed that the document is a living document and will get updated on a regular basis.</p> <p><u>b. Approval of Improvement / Recovery Plan:</u> SH said that it would be fine to use this to support the School Development Plan (SDP) but quite a lot is COVID-19 related so the school needs the improvement / recovery plan as well as the SDP. As COVID-19 becomes less of an issue, there can be more of a focus on the SDP. There was a discussion about whether bubbles should be closed if there are several children with COVID-19 symptoms, rather than waiting for test results to come back. Governors felt that this should not happen and children should stay in school as much as possible. Information from Public Health England (PHE) for head teachers has not been clear. SH said that a class would probably be closed if there were several children with symptoms waiting for test results. A governor asked what would happen if a child with symptoms had brothers or sisters in other classes in the school. SH said that there may be a need to send extra children home. Having a blocked/runny nose is not a symptom and does not require a test. A governor commented that there are lots of coughs and colds at the beginning of every school year, and people are nervous. There are some independent schools that are buying their own tests. SH said that having the tests is not the issue. It is waiting for the test results coming back. Governors commented that track and trace cannot be effective if test results are not back quickly; the school and governors are responsible for the safety of the staff and children in the school; and the well-being of the children is also important as well as mitigating the risk of COVID-19. SH said that decisions would need to be made as situations arose. A governor asked if there was a need to close a bubble, who would SH need to consult. SH said that she would consult NM and the Local Authority. There is also a DfE line to report confirmed cases. The grey area is children with clear symptoms and no test results. A governor commented that children with clear symptoms should go home and others should stay at school until the child's test result is confirmed. Closing bubble should be a last resort. SH said that there could be an issue if teachers are ill. A governor commented that they agree with this as there is no other choice in that situation. SH said that she is reading all the guidance and there is not a clear line of advice on what to do. The most important thing is</p>	

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<p>keeping as many children in school as possible. A governor asked if any schools have positive results, are they reporting back to the Local Authority so that other schools can learn from their experiences. SH confirmed that this is happening but there are very few actual cases. It was agreed that SH will need to make a decision based on facts at the time.</p> <p><u>c. Governor Action Plan:</u> NM has been asked by the Local Authority to put this together. Governors agreed that NM should write this and they would like to see it once complete. It will be formalising things that are already planned to be done anyway. Action: NM to write Governor Action Plan.</p>	NM
<p>9. Governor Monitoring</p> <p><u>a. Visits made:</u></p> <p>NM made two health and safety visits prior to the school re-opening. He went on the first morning to review what was being done against what was said would be done. Visits to the school should be minimised at the moment, and should follow all guidance related to COVID-19. Anything done remotely would also be classed as a visit. There is a form available on Teams so governors can complete this and record their engagement with the school.</p> <p>AD has visited the school and will write a report on this. Action: AD to write report.</p> <p><u>b. Upcoming visits and associated training:</u></p> <p>Safer recruitment training:</p> <p>Action: KW to update her training on this area. AD has just done training on this. NC has done this in the last two years. Action: NC to send details of his training to NM and SH. SH said that it is useful to have governors who have completed this training and can sit in in interviews.</p>	AD KW NC
<p>10. Governor Training and Briefings since last FGB</p> <p><u>a. Strategy: living your values, reaching your vision, managing the risk:</u> NM completed this training.</p> <p><u>b. How to monitor quality of education during school recovery:</u> LA and NM both completed this training. LA said that The Key seminars are getting better. It was well presented and interesting.</p> <p><u>c. Fighting for education: SEND needs:</u> LA completed this training.</p> <p>There is not a lot of training needed for upskilling. Governors are encouraged to attend training on anything that is relevant to their link governor role. Action: LO to check with Governor Services for the 2020-21 Governor Training programme.</p>	LO
<p>11. Any Other Business</p> <p>SH made governors aware of an incident after school today. Children were being dismissed over the road to parents and a motorbike almost hit a child today. Following this, parents are now being asked to go over the road to collect their children at the gate, rather than the children crossing the road to their parents. A governor asked if the school could ask the council whether a barrier can be put in place. SH said that it is not cars that are the issue, but the number of bikes. A governor commented that there is an issue with parents picking up their children</p>	

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<p>and then driving back past the school. There is free parking at the Park Street car park for up to 20 minutes and it may be helpful to make parents aware of this. SH to put this in the newsletter, and to contact the council to see what measures can be put in place. A governor mentioned that there could be 'slow down for schools' signs by pupils put on lamp posts around the school. Students on bicycles are an issue and this may raise their awareness about the school. SH to consider this option. A governor asked whether it would be possible to have a member of staff with a lollipop sign standing at the barrier so that it looks like a pedestrian crossing. NM said that there may need to be training for staff to do this. SH said that it is safer for the children to wait for their parents in the playground. A governor commented that there is also an issue with the road at drop off in the morning. SH said that there are some parents who have children in both classes so they are there at the late and early drop off times, and that parents will now have to come to the gate to drop off their children in the morning. Action: SH to contact police community support officer to come and have a look at the issue with the bicycles. A governor commented that if someone had noted the plate of the motorbike, then a complaint could be made to the police. Action: SH to find out about this. A governor commented that this may prompt signs to be written on the road as this is only done if there is an incident reported.</p>	<p>SH</p> <p>SH</p> <p>SH</p> <p>SH</p>
<p>12. Close with prayer</p> <p>The meeting closed with prayer.</p> <p>The Governing Body next meets on Thursday 10th December at 7pm</p>	

Action Summary

Meeting Date	Action	Action By
16/07/2020	Update DBS for CJ and BP	Head, BP, CJ
16/07/2020	Implementation of safeguarding	Head, Safe Gov
17/09/2020	NM to speak to BP about membership of Foundation Committee.	NM/BP
17/09/2020	NM to speak to PN about being link governor for Health and Safety.	NM/PN
17/09/2020	NM to speak to CJ about being link governor for Covid-19 recovery and well-being.	NM/CJ
17/09/2020	NM to speak to BP about being link governor for RE.	NM/BP
17/09/2020	NM to speak to CJ about being link governor for Class 1 – Owls.	NM/CJ
17/09/2020	NM and AD to discuss a preamble to the Code of Practice.	NM/AD
17/09/2020	Governors to use online form to confirm they have read KCSIE.	GOVERNORS
17/09/2020	Governors to complete the pecuniary interests form.	GOVERNORS
17/09/2020	NM to sign minutes of FGB mtg held on 26/07/20 and file a copy.	NM
17/09/2020	BP and CJ to complete necessary checks.	BP/CJ
17/09/2020	AD and SH to discuss implementation of safeguarding - AD to review SCR.	AD/SH
17/09/2020	SH to speak to parents and PTA regarding communications working group.	SH
17/09/2020	SH to send safeguarding training slides to governors.	SH
17/09/2020	Governors to send their safeguarding training certificates to SH (where relevant).	GOVERNORS
17/09/2020	SH to find out about pre-school numbers for this year.	SH
17/09/2020	Pupil numbers to be added to the agenda for Finance and Resources committee.	KW
17/09/2020	Foundation Committee to meet to discuss SIAMS.	AD
17/09/2020	NM to write Governor Action Plan.	NM
17/09/2020	AD to write report of his governor visit.	AD
17/09/2020	KW to update her Safer Recruitment training.	KW
17/09/2020	NC to send details of his Safer Recruitment training to NM and SH.	NC
17/09/2020	LO to check with Governor Services for the 2020-21 Governor Training programme.	LO
17/09/2020	SH to put information about free parking in the newsletter, and to contact the council to see what safety measures can be put in place.	SH
17/09/2020	SH to consider 'slow down for schools' signs option.	SH
17/09/2020	SH to contact police community support officer to come and have a look at the issue with the bicycles.	SH
17/09/2020	SH to find out whether anyone noted the plate of the motorbike involved in the incident outside the school on 17.9.20.	SH