

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

Thursday 2nd May 2019 – 9.30am – Great St Mary’s Church

Governors present: Lorna Atwell; Sarah Bennington; Barney Brown (Interim Headteacher¹); Andrew Day; Debbie Hayden; Megan Linebaugh; Paul Nicholson; Richard Summers (Chair); Kerry Walpole

Also present: Michael Denmead (Clerk); Sarah Merritt, Headteacher of Kings Hedges Primary School

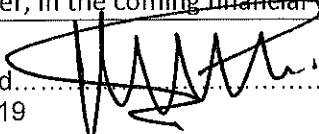
	Action
<p>The meeting was quorate.</p> <p>1. Open with prayer and welcome. The meeting opened with prayer led by Richard Summers.</p>	
<p>2. Governorship items <u>Apologies:</u> received and accepted from Nigel Moorhouse & Neil Chippington <u>Declarations of interest:</u> none <u>Training:</u></p> <ul style="list-style-type: none"> • Lorna Atwell – attended training on Governance of a Church School on 6 April 2019 • Lorna Atwell – attended training on the role of a SEND Governor on 2 May 2019 • Andrew Day – providing training for Teachers and Teaching Assistants around the school’s vision and values • The Clerk has signed up to attend the Clerks’ Briefing on Tuesday 14 May 2019 <p><u>Terms of office:</u> Nothing new to report <u>DBS checks:</u> There are no new Governors requiring checks. The Clerk reported a statutory requirement for the school to carry out Section 128 checks on all Governors. The Headteacher will ask the School Administrator to ensure these are carried out.</p>	<p>Clerk</p> <p>Headteacher</p>
<p>3. Approval of Minutes The Minutes of the meeting of 11 March 2019 were approved as drawn and duly signed by the Chair for publication to the website.</p>	

¹ The Interim Headteacher is referred to as Headteacher throughout.

The meeting was quorate.

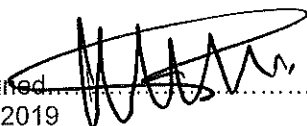
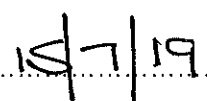
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<p>4. Matters arising from the Minutes of 11 March 2019</p> <p>Governors' Portal: The team had met again. The planned web-based approach is good, but not achieving everything we need. Cambridgeshire County Council is developing a document sharing system based on Office 365, which Nigel Moorhouse believes may prove most effective. This is being explored.</p> <p>Curriculum: The rolling curriculum programme has been published to the website.</p> <p>Health & Safety: The recently adopted policy has been published to the website.</p> <p>SEND Governor: Lorna Atwell has agreed to take up the role of SEND Governor and will undertake training [since done]. It was noted that it was appropriate that a non-parent Governor fill this role.</p> <p>Health & Safety: Nigel Moorhouse has taken over the role of Health & Safety Governor from Paul Nicholson.</p>	<p>Clerk N Moorhouse P Nicholson</p> <p>L Atwell</p>
<p>5. School Leadership Report</p> <p>The report was tabled at the meeting. It was noted that this was because the Interim Headteacher had only been in place for 8 days. At the next FGB, the GB requested that the report be provided a week in advance.</p> <p>Standards: A Governor questioned the situation as regards standards, pointing out that data has not been available since the start of the academic year, which makes it very difficult for the GB to test the veracity of the current position. The Headteacher acknowledged the situation and stated that tests are being put in place so that the necessary data could be made available to the Governing Body.</p> <p>The Headteacher gave a report on learning standards at the school, which were considered to be much lower than they could be and a cause for concern. As part of the induction process of the incoming Headteacher, there will need to be clarity on the data required so that the GB will be able to provide effective oversight. It was noted, however, that the school had been through a significant period of change.</p> <p>When challenged, the Headteacher reported they were gathering evidence through actions such as learning walks and book checks. There needs to be sufficient sound evidence to support judgements.</p> <p>A Governor challenged the Headteacher as to how better to provide the Governors with data. The Headteacher stated that FFT access is being set up for Governors. It was noted that training would be required for Governors. ASP (formerly RaiseOnline) can be used to check the veracity of data presented to Governors by the School Leadership.</p> <p>Admissions: We are still waiting for final admissions numbers, but the Headteacher reported that pupil number would remain at a similar level to previous years. A Governor challenged whether there was a point below which the number of pupils would pose an issue financially. It was agreed to deal with this under the Budget item later in the agenda.</p> <p>Attendance: The Headteacher reported that attendance had improved to more than 95% in the Spring Term (up from above 93% in the Autumn Term). A Governor challenged what was behind the improvement, noting that a single pupil</p>	<p>Headteacher</p> <p>Headteacher</p> <p>Headteacher</p>

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<p>can make a significant difference in our small school. This was acknowledged and further noted that attendance is still too low and needs to go higher than 96% to be at the national average.</p> <p>A Governor emphasised that it was really important the school becomes consistent at following up with parents whose children were persistently absent. This will be reviewed to determine if it can be done better. The Safeguarding Governor is to check the attendance data and to query whether the follow up system is working as it should.</p> <p>Behaviour: There were two short-term exclusions since the last FGB. Following Governor questioning, the Headteacher stated that behaviour learning walks were being used to understand and minimise disruptive behaviour across the school and that behaviour for learning was a priority.</p> <p>Staffing: Induction of the new teacher is underway.</p> <p>School Priorities: Governors wanted to know whether the Local Education Authority agreed with the school priorities. The Headteacher stated that these had been presented to Rosemarie Sadler and Lisa Murphy, both of whom agreed the priorities were appropriate and were accepted by the LEA. There are further review meetings planned with the LEA (Lisa Murphy and Rosemarie Sadler) on 5th June and 17th July.</p> <p>Lisa Murphy (LEA Primary Adviser) will continue to support the school, and there is a visit planned for 20th May to look at half-termly data.</p> <p>Tom Coakley (Maths Adviser) has been providing support and the Headteacher reported that he is seeking support from an English Adviser at the Local Education Authority.</p> <p>Statutory School Inspection by Church of England (SIAMS): The background to this was explained, including the benefits of the inspection in raising standards for children at the school. The support received from the Church Schools of Cambridge (CSoc) was noted. Andrew Day and the Foundation Committee have been working hard in this area – see report under item 13.</p>	<p>Headteacher Safeguarding Governor</p> <p>Headteacher</p>
<p>6. Budget Presentation</p> <p>A draft budget had been provided to the Governing Body in advance of the meeting.</p> <p>Paul Nicholson (Chair, Finance & Resources Committee) reported that the school had had a small surplus (£600) for the year ended April 2019, a much better position than anticipated (there was a budgeted in-year deficit of £8,000). PN noted this was down to the hard work of the staff and some good fortune.</p> <p>This year, the GB had set the challenge of a balanced budget going forward and the presented budget – worked on by the Business Manager, the Headteacher and the Finance Committee – achieves this. In response to queries as to how the budget was constructed, PN stated that a key element is the staffing structure: there is more focus on continuous staffing and the Assistant Headteacher will be spending more time back in the classroom in KS1.</p> <p>In response to a Governor query, PN stated that the budget was conservative and not 'cut to the bone'. However, in the coming financial years (end April 2021 and</p>	

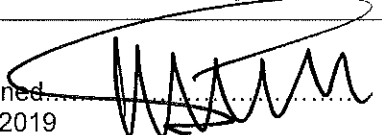


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<p>The meeting was quorate.</p> <p>onwards), on current trends of relatively low government funding, there are projected in-year deficits which will need to be resolved.</p> <p>A Governor challenged whether this would have an impact specifically on Teaching Assistants. PN responded that it would not, save that it would replace agency staff with a more full-time permanent Teaching Assistant, whose role would be to focus on SEND interventions.</p> <p>A number of Governors asked whether the proposed staffing structure placed too much burden on the Headteacher. It was agreed that this needed to be looked at over time to determine how best to spread management tasks across the leadership team.</p> <p>Decision: The proposed new staffing structure should be put to the incoming Headteacher before making it more widely available within the school.</p> <p>Still in relation to the staffing structure, a Governor mentioned that we needed to be careful to make sure that there were not too many different staff teaching the children particularly in Class 1. It was stated that having a permanent TA (rather than supply) would assist significantly with this concern. The Governors also felt that it should be clear which Teacher is in charge in Class 1, but noted that operational decisions are the remit of the school's Leadership Team.</p> <p>Returning to the question raised by a Governor in the previous item (Headteacher's Report – Admissions), PN reported that the budget is based on having 117 children on census day, a number below which the school has never been below.</p> <p>Decision: The Budget was approved as presented and Paul Nicholson was asked to submit it to the Local Education Authority within time.</p> <p>Item presented: PN proposed a Bank Mandate (provided in advance to the GB) to reflect changes in the school.</p> <p>Decision: The Bank Mandate was adopted by the GB as presented.</p> <p>Item presented: PN proposed the Schedule of Financial Authority (provided in advance to the GB) dated 23 April 2019.</p> <p>Decision: The Schedule of Financial Authority was adopted by the GB as presented.</p> <p>Item presented: PN proposed the Terms of Reference (provided in advance to the GB) for the Finance & Resources Committee</p> <p>Decision: The Terms of Reference were adopted by the GB as presented.</p> <p>A Governor raised an issue in relation to the planned building project over the summer to improve the school premises, as to whether the project was on schedule. PN reported that it was moving forward, largely in the hands of the Diocesan Surveyor (Rachael Lamb). RL is doing a great job, and while she has a lot of work on, she is clearly very committed to her role and working hard to ensure the school premises is improved as much as possible within the budget available.</p> <p>Another Governor queried whether this was going to place a burden on the Headteacher. PN confirmed that this would not be the case, as he is taking on this task on behalf of the school. The intention is to hand over the school to the</p>	<p>P Nicholson</p> <p>P Nicholson</p> <p>P Nicholson</p>

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<p>Building Contractor over the summer period. PN will ensure that the Local Authority Building Works are aware of the plans.</p> <p>A Governor wanted to know whether the plans were being communicated to parents. PN reported that following the consultation with staff and parents, a planning permission application was being submitted by RL and the next stage is to finalise the specification and put it out to tender.</p> <p>The Governing Body thanked Paul Nicholson for his hard work and also extended thanks to Lillian Leedham, Business Manager, for her hard work and efficiency in producing the budget and to Katherine Shankland, Assistant Headteacher, for her work on staffing.</p>	
<p>7. Headteacher Recruitment</p> <p>Kerry Walpole reported that an offer has been made to an experienced Headteacher, who will take up the post in September 2019.</p> <p>Governors queried what arrangements were being made for the induction of the incoming Headteacher. KW reported that the Business Manager has taken ownership of ensuring an induction programme is set up. An Offer Letter has been sent. The new Headteacher will visit the school before the end of Term and plans to come in for teacher training days. The (Interim) Headteacher will get in touch with the incoming Headteacher to make the arrangements.</p> <p>While she is an experienced Headteacher, it was agreed that she should go on the new Headteachers' course as this is an ideal way of meeting the key contacts in the education sector. There is also going to be some funding available for training from the Church Schools of Cambridge (CSoC).</p> <p>A separate FGB meeting took place on Friday 26th April to ratify the appointment.</p>	Headteacher
<p>8. Leadership and Governance Review</p> <p>This item was postponed to the end of this meeting in order to be able to give it more time and allow the Governors to focus on it without the distraction of the upcoming agenda items. This is recorded as a Confidential Part 2 item.</p>	
<p>9. Safeguarding</p> <p>The Headteacher reported that the Safeguarding Report had since been received from Chris Meddle (County). Working with the Assistant Headteacher, Katherine Shankland, many of the items raised have already been actioned, but there are some actions remaining.</p> <p>Kerry Walpole reported that Lorna Atwell had become the SEND Governor. Andrew Day is to become the Safeguarding Governor from 1 June 2019. The Governing Body noted it was appropriate that these roles be filled by non-parent Governors, that Lorna has completed appropriate training recently, and that Andrew has previous experience in this role.</p> <p>Kerry reported that she is meeting with the Headteacher to carry out a detailed annual safeguarding check. It was agreed that Andrew should attend too. Kerry noted that Chris Meddle (from the Local Education Authority) had re-set up the Single Central Record and he wants to see it again before signing it off.</p>	Headteacher K Walpole A Day Headteacher



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The meeting was quorate.	Action
<p>10. Communications</p> <p>At the Chair's request, this item was postponed to be dealt with later in the meeting under the Leadership & Governance Review.</p>	
<p>11. GDPR</p> <p>The Clerk confirmed that the new regime has settled in.</p>	
<p>12. Policies & procedures</p> <p>A Policies Overview had been circulated in advance of the meeting by Nigel Moorhouse, the purposes of which was to set out a proposed rolling programme of policies review and adoption. A Governor suggested using The Key to assist in the adoption of policies which need updating, and that there was a need to include the school's Church of England status in the policies.</p> <p>Paper presented: The Equality & Inclusion Policy had been circulated prior to the meeting. The Governing Body asked that reference to the Headteacher be removed, but otherwise the document was agreed.</p> <p>Decision: The Governing Body ratified the Equality & Inclusion Policy. The Clerk is asked to ensure the document is published to the website. [since done]</p> <p>Paper presented: The Equality Objectives had been circulated prior to the meeting. The Governing Body asked that reference to the Headteacher be removed, but otherwise the document was agreed.</p> <p>Decision: The Governing Body ratified the Equality Objectives. The Clerk is asked to ensure the document is published to the website. [since done]</p> <p>The Governing Body thanked Nigel Moorhouse for his work and is grateful to him for taking an overview of the rolling programme of policies review and adoption.</p>	N Moorhouse
<p>13. Committee & Working Group reports</p> <p><u>Finance & Resources Committee</u></p> <p>Governors had been provided with the minutes of F&R Committee meeting of Friday 1 May 2019 in advance. All matters have already been dealt with in the Budget item above.</p> <p><u>Personnel & Learning Committee</u></p> <p>The Personnel & Learning Committee met on Tuesday 30th April.</p> <p>Kerry Walpole (Chair, Personnel & Learning) reported to the Governing Body at the meeting that the key issue of focus is Assessment, including data gathering, moderation of the data, reporting and strategic planning.</p> <p>All governors will now be given access to FFT Aspire (the data analysis system) and the P&L Committee meet in May with Katherine Shankland and the Headteacher to review the data gathered year to date. Governors emphasised that there now needs to be a refocus on appropriate gathering of data. They also noted that the</p>	P&L Committee Headteacher

	Action
<p>The meeting was quorate.</p> <p>first step would be to work with the newly appointed HT to identify a suitable data system for adoption.</p> <p>Paper Presented: A Policy for the Management of Educational Visits and Learning Outside the Classroom had been circulated in advance of the FGB. This does not need ratification by the Governing Body, but was being presented as it is a new policy following best practice. The Headteacher indicated that he would need to update the Critical Incident Pack. He will action this.</p> <p>The Governing Body thanked Kerry for her hard work in the area of Personnel, including Headteacher Recruitment.</p> <p><u>Foundation Committee</u></p> <p>The Governing Body had been provided with the Minutes of the Foundation Committee meetings dated 22nd March, 1st April and 29th April in advance.</p> <p>Andrew Day (Chair, Foundation Committee) reported on the meetings of the Foundation Committee since the last FGB. He reported that the SIAMS (Statutory Church of England Inspection) was expected soon, though not in this half term, but probably before the end of June.</p> <p>Andrew reported that it was key that all of the staff are aware of current Church of England thinking and that a compliant SEF is produced. Andrew has significant professional experience of the SIAMS process. In the absence of staff with this experience and with the agreement of the Interim Headteacher, he agreed to provide training for staff on 8 May 2019 at Park Street (Teaching Assistants first, then Teachers) looking at visions and values within a Church of England school.</p> <p>A Governor queried whether the strategy document produced from last year's strategy away day and the SIP were being used. Andrew confirmed that these are feeding into the preparation for SIAMS. They are also working on ensuring that the school's visions and values are underpinned by theology.</p> <p>A Governor challenged as to why EDRA have not been providing the school with support and whether they would be in a position to assist us now. Andrew felt that the best approach at this stage is to be open to those areas which required work, and the Governing Body concurred.</p> <p>The Governing Body thanked Andrew and the Foundation Committee for their work.</p>	<p>Headteacher</p> <p>A Day</p> <p>A Day</p>
<p>14. Any other business</p> <p>None</p> <p>Debbie Hayden left the meeting at 11.30. The meeting remained quorate. The meeting took a short break and resumed at 11.40 to deal with agenda item 8, which is recorded as a Confidential Part 2 Minute.</p>	

The meeting was quorate.

	Action
<p>15. Close with prayer The meeting closed with prayer at 1.05pm.</p> <p>The Governing Body next meets on Monday 15 July 2019 at 7.30pm at Park Street School.</p>	All