

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

Monday 21st March 2022 – 18:30

Governors present: Lorna Atwell (LA); Andrew Day (AD); Neil Chippington (NC); Nigel Moorhouse (NM - Chair); Sarah Hawker (SH - Headteacher); Catherine Johnson (CJ)

Also present: Louise Todd (LT – Locum Clerk)

Apologies: Fleur McLennan (FM); Benjamin Powell (BP); Katherine Shankland (KS)

Not present: Kerry Walpole (KW)

Challenges are in blue. Actions are in red.

	Action
<p>1. Open with prayer and welcome.</p> <p>The meeting was quorate.</p> <p>The meeting opened with prayer and housekeeping. This meeting was held virtually via Teams.</p>	
<p>2. Governorship items</p> <p><u>a. Apologies for absence:</u> Apologies were received and accepted from FM, BP and KS. KW was not present.</p> <p><u>b. Declarations of personal interest regarding items on the agenda:</u> None were declared that were relevant to the agenda.</p> <p><u>c. Report on any emergency action taken by the Chair since last meeting:</u> None has been taken.</p> <p><u>d. Terms of office and resignations:</u></p> <p>NM's term of office has been renewed by CSOC for 4 years from 15th March 2022</p> <p>There have been no resignations.</p> <p>The new foundation governor (Rev. Jon Sanders) has been verified by the Diocese. His term of office is due to start on 1st April 22. He will attend the next meeting.</p> <p>Clerking – a new clerk has been appointed and will be supporting 3 schools. She will start in September 22. The Chair is awaiting a response from the local authority (LA) regarding the last term of the Camclerk contract.</p>	

These minutes have been accepted by the FGB as an accurate record of the meeting

Signature of Chair		Date	04/05/2022	Page	1 of 10
--------------------	---	------	------------	------	---------

	Action
<p>6. Health and Safety</p> <p>Governors discussed the current COVID situation which has affected staffing. SH has spoken with the health advisor at the LA and the cleaner has been allocated further hours to clean the staff facilities.</p> <p>There was nothing further to report.</p>	
<p>7. Strategy</p> <p><u>a. Progress on Strategic Plan</u></p> <p>The plan was circulated prior to the meeting and the timetable has been updated. Objectives have been rated green when completed. Main points:</p> <p>The new Early Years Framework has been embedded</p> <p>Curriculum compliance – a lot has already been done and the website needs updating to reflect this. Work has been delayed by COVID but it is near completion.</p> <p><i>A governor asked “Fully embedded means to easily measure progress and outcomes” what is happening with Learning Ladders, how much is actually used?</i></p> <p>Teachers are using it for assessments. There will be a clearer picture at the end of the year. It is difficult to judge as the year goes on, as so much is adding things on when it has been covered, this measures coverage rather than understanding. There will be a better understanding in the summer term, this can be looked at by the working group.</p> <p>Maintain outcomes for all groups including SEND – pupils have been sitting SAT mock tests and this has highlighted pupils on the borderline of reaching expected. SH was confident they will achieve expected as interventions are in place.</p> <p>Improving school appearance – to be discussed later in the meeting</p> <p>Increase in extracurricular options – this has been delayed by COVID however provision is expanding to give children more choice.</p> <p>Preparation for Ofsted – to be discussed later in the meeting</p> <p>SIAMS – governors noted that the school will not be inspected this year. The priority is to prepare for Ofsted. A small working group have met on Christian Distinctiveness and SIAMS and this work will be useful for preparation for Ofsted.</p> <p>Reducing workload – the main workload issue has been updating the curriculum. Every member of staff is a subject leader and staff have been given time to work on their areas. In addition, the curriculum has been covered during staff meetings, this is working well. Once the work has been completed it will be easier to manage the workload.</p> <p><i>A governor asked if staff feel the extra time suggested by staff at the strategy day is helpful and available?</i></p> <p>Yes, feedback suggests it is helpful.</p>	

These minutes have been accepted by the FGB as an accurate record of the meeting

Signature of Chair		Date	04/05/2022	Page	3 of 10
--------------------	---	------	------------	------	---------

	Action
<p>Governors discussed French provision at the school. A new scheme has been brought in for KS2; it will need reviewing.</p> <p>Action: A governor requested access to the new platform to better understand. SH to organise.</p> <p>Stabilising staffing – governors discussed implementing a new staff survey, it was agreed to wait until the summer term.</p> <p>Succession planning for governors – NM is planning to step down from his role as chair with the next few years and asked governors to consider taking on the role. The clerk suggested the option of co-chairing and shadowing.</p> <p><u>b. Progress on SDP</u></p> <p>The SDP has a summary of the SEF and is red, amber and green rated. Main points are:</p> <p>Christian Distinctiveness Plan – the working group is making progress but Ofsted is now a priority.</p> <p>The Curriculum on a Page is on the website, SH explained it in more detail. The progression documents are linked with the topics.</p> <p>Healthy me, healthy mind, healthy workload – the focus on the curriculum has meant this has not taken off. Teachers are finding it difficult to cover additional schemes outside of the curriculum.</p> <p>Assessment for Learning policy – this is being used successfully.</p> <p>Staff are ensuring pupils are taught good behaviours for learning. Governors discussed knowledge organisers in more depth.</p> <p>A governor asked is there a plan for the LA School Improvement Advisor to scrutinise the books?</p> <p>Not yet, she has been contacted by SH and has been informed of the COVID situation. An LA advisor will look at the English books on Friday.</p> <p>Children are developing knowledge progression. SH explained the parent evening and how children lead the conversation. Parent governors fed back their positive experience of the format.</p> <p>A governor asked if it helps the child’s learning going forward</p> <p>Yes, it helps to identify their strengths, it is important the parent evening is based around the children’s agenda.</p> <p>It was noticed that the format was used previously in KS1, governors felt it was an interesting and helpful format. SH will follow up why KS1 did not proceed with this format at the most recent parent evenings.</p>	SH

These minutes have been accepted by the FGB as an accurate record of the meeting

Signature of Chair		Date	04/05/2022	Page	4 of 10
--------------------	---	------	------------	------	---------

	Action
<p>A governor asked if there is anything a teacher would want to discuss without the child present and how would this be achieved?</p> <p>This is more difficult with children with particular SEN needs but this is achieved at other meetings which the SENCO would organise. It is important SEN children have a voice. The SENCO is spending time on pupil voice for SEN and she is driving this forward.</p> <p>There were no further questions.</p> <p>The LA School Improvement Advisor visited the school for training but has not been into classes to monitor standards.</p> <p>A governor asked if the Healthy Me, healthy mind scheme crosses over with PSHE provision.</p> <p>It does, the school follows the PSHE service scheme and is compliant with statutory requirements. SH wanted to celebrate some areas outside of the PSHE curriculum, this includes a topic called Keen to be Green with classes 3 and 4 and work has been done with the school council.</p> <p>Governors were asked to send any additional questions to SH.</p> <p><u>c. Reserves and Contingency</u></p> <p>The reserves are reviewed every year. The minimum reserve is currently at £25k. A governor proposed the minimum reserve should increase to £35k based on experience from the current FY.</p> <p><i>Decision: Governors approved the policy and increase of the minimum reserve to £35k on condition it is reviewed annually.</i></p> <p>At this point of the meeting, governors moved to item 9</p>	
<p>9. Finance</p> <p><u>a. BMR and Forecast</u> – the expected outturn is -£31k, the school had budgeted for -£34k. This is slightly better than forecast. There will be £51k in reserves at the end of the year.</p> <p><u>b. Debts, write offs and virements</u> – no update</p> <p><u>c. Head’s Expenses</u> – no update</p> <p>A governor asked if school lunch money covers the costs of the caterers.</p> <p>It nearly does. The numbers of children having school meals has increased. The school receives a marginally lower fee for the numbers having school lunches. Some parents have set up direct debits to help with school meals. Governors discussed the fees of school universal free school meals in more detail.</p> <p>A governors asked there are significant changes in the budget, where are the main areas of expenditure?</p> <p>The school is slightly better off as there has been more income and revenue than expected. However, there has been extra cleaning and supply teaching costs. The school had to pay slightly more to the caterers as they were taken on at short notice. The government will not pay back the extra supply costs.</p>	

These minutes have been accepted by the FGB as an accurate record of the meeting

Signature of Chair		Date	04/05/2022	Page	5 of 10
--------------------	---	------	------------	------	---------

	Action
<p><u>d. Capital Projects (DFC and SCA)</u> – the school has received funding from the Diocese in regard to refurbishing the toilets and improving boiler room ventilation. The work will be completed during the Easter holidays. The school is due to meet with Bouygues to discuss the installation of an air source heating pump. The funding is through a local consortium.</p> <p>The PTA have agreed to do some environment improvement at Easter.</p> <p>The roof and other maintenance issues have been factored into next year’s budget.</p> <p>Governors discussed the consortium work in more detail and asked SH if there was a contingency plan should the work on the toilets be incomplete by the end of the Easter holidays. SH reassured governors and will ask again at the next meeting.</p> <p><u>e. Asset Management Plan</u> – a formal plan is needed; SH will investigate further with CSoC (the site owners) on her return.</p> <p>Action: SH to produce a formal Asset Management Plan.</p> <p><u>f. Financial Benchmarking</u> – the benchmarking report was uploaded to Teams prior to the meeting. There is nothing of concern, schools of a similar size between 90 and 120 pupils were selected, but data is from the previous FY. Governors noted the supply and services and the self-generating funding, which the school scored highly on. It was not clear what was included in this category.</p> <p>SH and the Finance Officer are due to review all the codes and define them to make coding clearer.</p> <p><u>g. Financial Risks and Insurance</u> –CSoC chose the insurance for all their schools this year, the Department for Education RPA scheme was selected. The selection process was robust and the CSoC will fund the difference between this and the LA scheme.</p> <p><u>h. Lettings</u> – governors discussed letting the school on weekends. It was felt the costs of doing this would outweigh any benefits.</p> <p><u>i. Budget Update</u> – NM met with SH, the LA advisor and the Senior Administrator to start work on the budget. Once comments are collated, the budget will be formalised. The next meeting is at 9.30 on Thursday 31st March, the draft budget will be circulated for review after this meeting and ratified at the next FGB meeting.</p> <p><u>k. Schools Financial Value Standard (SFVS)</u> – the draft was uploaded onto Teams prior to the meeting – CJ explained the extra questions.</p> <p><i>Decision: Governors approved the SFVS</i></p> <p>Governors moved to the Headteacher’s report item.</p>	<p>SH</p>

These minutes have been accepted by the FGB as an accurate record of the meeting

Signature of Chair		Date	04/05/2022	Page	6 of 10
--------------------	---	------	------------	------	---------

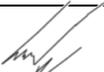
	Action
<p>8. Headteacher Report</p> <p>The report was uploaded onto Teams prior to the meeting.</p> <p><u>a. Pupil Numbers (including additional needs and SEND)</u> – 119 – the school has reached its PAN. There have been 17 first choice for reception in September. SH will know more at the beginning of April but was optimistic that they would reach the PAN. The number of applications who have selected the school as one of their three choices has significantly increased on last year.</p> <p>SH explored the funding for Pupil Premium and Service children in more detail.</p> <p><u>f. Attendance</u> – the figure has increased but there are still a small number of children isolating with COVID.</p> <p>Letters will go out next week to parents/carers of persistent absentees. SH explained the current situation to parents. There are a small number of families where attendance has to be addressed. SH referred governors to her report included in the Head’s report.</p> <p>A governor asked what was being done to tackle lateness.</p> <p>The families involved have been informed, this was discussed further.</p> <p><u>b. Pupil Wellbeing</u> – the school staged a few extra curriculum activities last week to boost wellbeing. The TAs are coping well in the absence of teaching staff.</p> <p>Governors discussed special school provision.</p> <p><u>g. Behaviour (including racist incidents)</u> – the behaviour reporting system will need to be reviewed. There has been one incident since the last report relating to football on the green which is being investigated. Governors discussed the sports provision.</p> <p><u>h. Staffing</u> – SH updated governors on staff leavers and replacements. There is also a vacancy for an English subject lead. There has been extra funding from CSoc for additional educational needs which is being used to fund a TA. Governors noted the conditions of the funding should be read carefully; A governor asked if the funding was per year, or total for the two years. It was confirmed it was the annual amount for 2 years.</p> <p>SH relayed her thanks to CSoc for the extra funding which makes a significance difference to the staffing budget.</p> <p><u>i. Staff Wellbeing</u> – Governors extended their thanks to Celine Wares and Chris Sharpe for taking on extra responsibilities when admin and leadership staff were all off sick.</p> <p><u>j. Quality of teaching</u> – <i>Decision: AD, NC and SH will form a working party and review the progress and assessment after Easter.</i></p> <p>Action: AD, NC, SH to convene working party to review progress and assessment, NC to convene the first meeting and report back to the next FGB.</p>	<p>AD, NC, SH</p>

These minutes have been accepted by the FGB as an accurate record of the meeting

Signature of Chair		Date	04/05/2022	Page	7 of 10
--------------------	---	------	------------	------	---------

	Action
<p>11. Compliance</p> <p><u>a. Policies to approve</u></p> <p>The following policies were uploaded to Teams prior to the meeting:</p> <p>ai. Curriculum policy</p> <p>aii. Children not in school due to ill health policy</p> <p>aiii. Exclusion policy</p> <p><i>Decision: All policies discussed above were approved</i></p> <p>aiv. Action: Discretionary pupil absence policy – to ratify at next meeting</p> <p><u>b. Data Privacy</u> – no issues</p> <p><u>c. Ofsted</u> - A checklist for governors around questions Ofsted might ask was uploaded to Teams prior to the meeting. This was reviewed by governors with template answers. There were no further additions.</p> <p><u>d. SIAMS</u> – as discussed earlier in the meeting, there will be no inspection this year and the Christian Distinctiveness plan is making good progress.</p> <p>Governors reported their concern with assessment tasks in RE, which was an outcome from the last SIAMS inspection. SH felt these had moved forward as the assessment systems in place were working well.</p> <p>Governors agreed that behaviour had improved, the teaching of Christian values is having a positive impact.</p> <p>SH would like to see more children involved in the collective worship and in courageous advocacy.</p> <p>AD explained the Eucharistic approach, which will be used at St Clements. A letter to parents explaining the approach will need to be sent out. There will be a focus on children’s development in leadership skills using the act of worship, this can be tied to courageous advocacy. AD explained the scheme in more detail.</p>	Agenda
<p>12. Governor Monitoring</p> <p><u>a. Visits list</u> – the list was uploaded to Teams prior to the meeting.</p> <p>LA attended the act of worship on 3rd March 22</p> <p>SH asked NM for the link governors so teachers know who is the link governor for their class.</p> <p>AD visits the school every week for the act of worship and will always have an informal chat with the Head. It was agreed it was good practice to record these informal meetings.</p>	

These minutes have been accepted by the FGB as an accurate record of the meeting

Signature of Chair		Date	04/05/2022	Page	8 of 10
--------------------	---	------	------------	------	---------

	Action
<p>13. Governor Training and Briefings since the last FGB</p> <p><u>a. Training undertaken</u> – the list has been updated and is on Teams.</p> <p>AD has completed a Safeguarding leadership module for the Church of England.</p> <p>LA has completed an Awareness of domestic abuse on 10th February. AD is also due to attend this training.</p> <p>CJ is halfway through her finance training and will complete it by the end of April.</p> <p>AD will mentor the new governor and arrange an informal meeting with him. NM has sent him the induction checklist.</p> <p>Action: NM will double check the new governor's DBS check has started.</p> <p>Governors discussed the progress of the DBS check of a volunteer. SH will check with the Senior Administrator on her return to work.</p>	NM
<p>14. AOB</p> <p>AD informed governors he has been appointed an ex-officio on the trustee board of CSoC. There is now a vacancy on the board and CSoC has recently run a recruitment for school foundation governors.</p> <p>NM thanked SH for attending the meeting even though she was off sick and thanked the locum clerk.</p>	
<p>15. Close with a prayer</p> <p>The meeting closed with a prayer at 8.33pm</p>	

These minutes have been accepted by the FGB as an accurate record of the meeting

Signature of Chair		Date	04/05/2022	Page	9 of 10
--------------------	---	------	------------	------	---------

Action Summary

Meeting Date	Action	Action By
16.09.21	SH to ask class teachers to contact link class governors to let them know when a good opportunity would be to visit.	SH
22/11/21	HT to review buddy system when restrictions ease	SH
24/01/22	Create form for accident reporting	SH
21/03/22	NM to sign the FGB meeting minutes and file a copy	NM
21/03/22	Discretionary Pupil Absence Policy – ratify at next meeting	Agenda
21/03/22	NC to send accident reporting form template to SH	NC
21/03/22	SH to organise access for LA to the new French online scheme	SH
21/03/22	SH to produce a formal Asset Management Plan	SH
21/03/22	AD, NC, SH to form working party to review progress and assessment, NC to convene the first meeting.	AD, NC, SH
21/03/22	NM will double check the new governor's DBS check has started.	NM

These minutes have been accepted by the FGB as an accurate record of the meeting

Signature of Chair		Date	04/05/2022	Page	10 of 10
--------------------	---	------	------------	------	----------