

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

Wednesday 21st September 2022 – 18:30

Governors present: Nigel Moorhouse (NM - Chair); Sarah Hawker (SH - Headteacher); Katherine Shankland (KS); Catherine Johnson (CJ); Neil Chippington (NC)

Also present: Natalie Lealand (NL – Clerk)

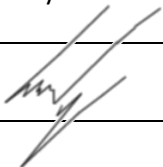
Apologies: Lorna Atwell (LA)

Absent: Benjamin Powell (BP); Kerry Walpole (KW); Fleur McLennan (FM); Andrew Day (AD)

Challenges are in blue. Actions are in red.

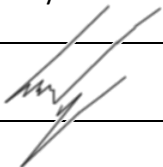
	Action
<p>Open with prayer and welcome.</p> <p>SH opened the meeting in prayer.</p>	
<p>1. Governorship items</p> <p><u>a. Apologies for absence:</u> Apologies were received and accepted from LA. Absent: BP; KW; FM; AD</p> <p><u>b. Declarations of personal interest regarding items on the agenda:</u> None declared.</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 due to expire, resignations, and DBS/Section 128 Checks:</u> NC's term due to expire at the end of the year. He confirmed that he is happy to be put forward to continue. NC to speak with the Diocese about extending his term.</p> <p>Resignation from KW. The Chair expressed thanks to KW for all her hard work over the past 8 years.</p> <p>Ed Green, a potential new governor subject to ratification from those present. The Chair provided a brief biography – he is a curate at St Benet's, and worked in education prior to ordination. APPROVED.</p> <p><u>e. Approve Code of Practice:</u> No changes to this from the previous year. APPROVED.</p> <p><u>f. Approve Standing Orders:</u> A couple of sections have been added at the end, and tidied up to make clearer. APPROVED</p> <p><u>g. Register of Interests:</u> No new interests declared.</p>	NC

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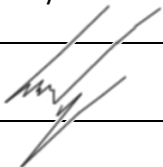
	Action
<p><u>h. Election of Chair and Vice Chair:</u> NM happy to stand for another year as Chair. AD has previously confirmed he is happy to remain as Vice Chair. NM left the room for discussion to be had amongst the governors present. APPROVED.</p>	
<p>2. Approval of Minutes of the meeting of the last Full Governing Body held on 14th July 22 and Matters Arising</p> <p>Minutes approved. To be signed by NM.</p> <p>School Streets – There has been no definite news about this. SH emailed KW to ask about legalities as the school has been questioned about how much official power it has to enforce the policy. The scheme at the school should have ended, according to the council, back in June. The school is in contact with the council to get it extended. The school is allowed to encourage people to follow the guidelines, but not to enforce it. Ongoing action.</p> <p>A governor asked whether this has to be renewed annually. SH responded: no. There is a programme whereby you can get a permanent agreement. This would be good.</p> <p>RE Policy – Chair asked whether Ben has returned on this. SH responded: no. Ongoing action.</p> <p>Succession Planning – Still in progress. Ongoing action.</p>	<p>NM</p> <p>SH/KW</p> <p>BP</p> <p>NM</p>
<p>3. Safeguarding</p> <p>a. KCSIE – Everyone present confirmed that they have read this document, and online confirmations received.</p> <p>b. Approval of Safeguarding and Child Protection Policy. NC had a couple of points – should we call those who have had the safeguarding lead training Deputy Safeguarding Leads? 2.2.2 – this part of the policy mentions who has received the training, then later in the document it talks about the responsibilities of the Deputy Safeguarding Lead.</p> <p>It was agreed that KS should be named as Deputy DSL in the document, and list the others who have received the training separately.</p> <p>SCPP to be amended to include KS as Deputy Safeguarding Lead.</p>	<p>SH</p>

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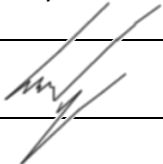
<p>A governor asked whether it's worth including contact numbers at that point. SH responded that the document goes on the website so she would not put phone numbers on there, but email addresses could be included. NC explained that this helps those outside of the school community report any safeguarding concerns.</p> <p>SH explained that those who are external to the school but who run clubs or events there have access to the reporting system.</p> <p>A governor commented that at 2.3 there is 'The governing body will...', and then at Section 6 there is 'Governing body safeguarding responsibilities'. There is some repetition, but they are not exactly the same. These could be moved in order to place together, but not necessary.</p> <p>The governor commented that they do like the 4 sections on the policy.</p> <p>A governor asked whether the template is Ofsted compliant. SH responded that it should be as it comes from the Local Authority and schools will have been inspected while using this.</p> <p>APPROVED subject to change above.</p> <p>c. Prejudice Related Incidents Policy. This policy has been added by the Local Authority. APPROVED</p> <p>d. Most of the Prevent Action Plan has now been completed. Prevent training has been completed. 2 staff were not at the training, but SH has been through the slides with them. Some training needed for ad hoc visitors.</p>	<p>Action</p>
<p>4. Health and Safety</p> <p>NM – nothing much to report, but a talk was given to staff at the beginning of term on health and safety. SH has also been through induction with new staff.</p>	
<p>5. Committees, Working Groups, and Link Governors</p> <p>Foundation Committee – AD has been Chair so far, and as far as is known he is happy to continue. The committee has had no minuted meetings this past year, so they do need some of those. Lorna is happy to continue as SEND governor – she has been in touch about plans for the year.</p> <p>Membership of the Foundation Committee – this was confirmed to be any Foundation governor, plus Ben as invitee.</p> <p>ACTION: Meeting schedule to be arranged. Might work better during the day. SH to email AD to organise.</p> <p>Link Governors – AD is happy to continue with Safeguarding; Lorna with SEN; Andrew PP; NM – Health and Safety; Ben – RE; can drop Covid for now (SH commented that advice has gone quiet on this for now, and there is no extra funding – a shame as some students would benefit from tutoring).</p> <p>Working groups progress and outcomes – NM asked whether Fleur still leaving in December. Yes. ACTION: NM will ask Ed Green to step in here.</p>	<p>SH/AD</p> <p>NM</p>

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	Action
<p>6. Wellbeing</p> <p>a. Pupils – KS reported that pupils have arrived back ‘remarkably well’. Although SH noted that several have been ill this week. In terms of mental wellbeing things are good, and Reception children seem to have settled well.</p> <p>A governor asked whether any children appear to have particular needs. KS responded that she is concerned about one pupil, but generally all seem okay. Starting some Healthy Me, Healthy Mind, Healthy Body work. ‘Mix-up day’, where during one half term the children are put in their house groups. This is to help the school regain its family feel which was somewhat lost over Covid. During the alternate half-term there will be a 45 minute talk on topics – Lent, diversity, celebrating nationalities etc. Mixed class lunches have returned. KS reported that staff are enthusiastic about this work.</p> <p>b. Staff – Spent some time at the recent staff meeting on this. Staff have some ideas about how to move forward, and ensure support and rest. Last year was difficult in terms of sorting the curriculum and subject leadership. There is still work to do, but of a different kind.</p> <p>A governor asked about the practical suggestions, such as shared calendars. KS reported that she has met with Mark about using Google more. SH is not keen on a shared calendar as it does not always work. But they are looking at planning ahead and making sure dates are settled as far as possible. Flexibility is needed, though. KS explained that sometimes events are offered, and they want to take advantage of them even if it means putting back other plans for teaching.</p> <p>A governor - When was the staff survey done? End of term, July. SH explained that she thinks that staff wellbeing will improve once Ofsted has been. KS explained that curriculum changes in maths mean that planning has to be done again. It is easier when teachers can re-use what they have already taught. It is a balancing act re. how to support people to have more time to do it. There is no budget for supply and – SH added – children also miss out if supply teachers are brought in to cover.</p> <p>SH commented that time pressures are always there, but it is important to encourage staff to rest as well.</p> <p>SH has confidence in the teachers, and in the school – it is a good school. There is always work, but nothing major.</p>	
<p>7. Strategy and Improvement</p> <p>a. Pupil Numbers</p> <p>118 pupils. Reception – 17, as one child has deferred. This place has been offered to another child, but whether they will move is not certain.</p>	

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	Action
<p>A Year 5 pupil has also left. The place has been offered, but the school has not heard back. SH – it could be offered to a Year 6 aged pupil as it is a mixed class. 120 pupils in total would be ideal.</p> <p>One child is leaving from Year 2, but that should be after the census. Nobody is on the waiting list for Year 2.</p> <p>A governor asked whether there is a lot of movement during this first half term. SH – this depends on the parents.</p> <p>Some Ukrainian pupils are on the waiting list, but the school could probably only accommodate 2 in terms of supporting their English. A governor asked about grants – SH there is supposed to be some money, but they have not received it yet aside from FSM and PP funding.</p> <p>b. End of Year Assessments</p> <p>Data from end of year assessments was shown to governors during the meeting, and circulated prior.</p> <p>Attainment in Year 2 English was very good on the figures shown to governors. Progress good, with some anomalies that are being investigated and addressed. Attainment also good in Maths.</p> <p>A governor commented it is good to have notes on individual cases so issues can be identified and tackled. SH explained that the lists have been sent to staff including the names of pupils so they know who needs to be monitored more closely.</p> <p>Year 4 figures shown next. It was noted that this cohort is very mixed. A governor asked whether this has been the case all through school – KS, yes. Several EAL and SEN pupils in the cohort. Maths attainment is good.</p> <p>Year 5 attainment in English is good. Progress in maths has improved significantly, KS noted, since they started teaching in single year groups.</p> <p>Year 6 English attainment. Several children with severe dyslexia in this year group. SH highlighted the good progress made by several children with dyslexia and other needs.</p> <p>c. Draft SEF</p> <p>Governors were shown the SEF during the meeting, as well as it being circulated prior to the meeting.</p> <p>d. Draft SDP</p> <p>SH explained that they had some time at the staff meeting yesterday where they looked at priorities for this. A governor commented on the importance of including staff wellbeing as one of the strategic objectives.</p> <p>Thinking about: a developing ‘Christian Distinctiveness’ plan and Healthy Mind plans; ow to involve community more and other CSOC schools. The school is working on getting more pupils achieving ‘Greater Depth’ status as writers, as the children are able. Most schools appear to have suffered in this area due to Covid.</p> <p>There will be a focus on SEND children making more progress this year.</p>	

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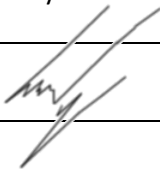
	Action
<p>There is an aim to improve children’s curiosity through questioning.</p> <p>A governor stated that teachers at a private school deliver one lesson during the week where they always ask questions, rather than giving answers. Their school has worked with the Philosophy Foundation Charity, which they say has been helpful.</p> <p>SH has asked teachers to do peer observations, and people have been enthusiastic about that.</p> <p>The school is eager to give children opportunities to tell their own stories, so that they know that they fit in and are celebrated. Also celebrating the uniqueness and strengths of all pupils.</p> <p>A governor commented that they think parents will really value this.</p> <p>Re. working with other CSOC schools, and sharing resources – SH commented that it is good to prepare in case of a plan for more multi-academy trusts from the government in future. KS noted that it would be good for CSOC to fund things that could be used by several schools.</p>	
<p>8. Finance</p> <p>a. BMR</p> <p>A governor commented that the budget is looking good at the moment. There is a large underspend at one point, which looks good on paper.</p> <p>Noting an underspend on PP and SP a governor asked – is this still an overhang from Covid? SH – it might be, although some transactions may not yet have gone through. A governor asked whether the school can use PP for tuition – SH, yes, although we have allocated the budget already. Perhaps some TA time can be invested in the children who would benefit from tuition.</p>	
<p>9. Compliance</p> <p>a. Policies to approve</p> <ul style="list-style-type: none"> • Protocol for Children not Collected – from LA – APPROVED • Equality Objectives – just an update on where we are after setting them 3 years ago. • Accessibility Plan – nothing to approve, but for governors to look at in case of additions being needed. They did consider a disabled toilet in the building. Potentially possible with work being done, but it is quite a big job and would cause disruption. A governor asked whether this has ever been an issue in terms of prospective parents? No, although you are supposed to look at things. There is no way a disabled pupil could access the upper floor at the moment. The work has been looked at and the company used said that it is not possible. • Complaints Procedure – NM has done an audit on this and it was all fine. APPROVED 	

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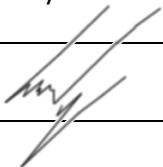
	Action
<p>b. Approved Policies (for information)</p> <p>These have been reviewed by NM and SH and approved as per delegation.</p> <ul style="list-style-type: none"> • First Aid • Site Security • Invacuation Procedures • Code of Conduct for All Adults <p>c. Data Privacy</p> <p>To look at guidance for how long to keep documents and shred those no longer needed. Child who has moved to home education is SEN, and so KS says she thinks their records need to be kept by the school until the pupil is 25. An electronic copy should be okay, so these will be scanned. KS to create an electronic copy of these records.</p> <p>d. Prejudice-related incidents</p> <p>None to report.</p> <p>e. Ofsted</p> <p>New inspection framework over the summer. SH – nothing massive, they have just incorporated Covid parts into the main framework. She thinks the school is reasonably ready.</p> <p>f. SIAMS</p> <p>Not on the current list, so this will not happen this year.</p>	KS
<p>10. Governor Monitoring</p> <p>NM will outline a visit programme based on people’s roles.</p>	NM
<p>11. Governor Training & Briefings since last FGB</p> <p>NM summarised recent training that governors have participated in. Those who have certificates are to forward them to SH, as records of safeguarding training have to be kept.</p>	All governors
<p>12. AOB</p> <p>Meeting calendar – There will be 5 more FGB meetings through the year. SH suggested a Doodle poll as several governors were missing from the meeting.</p> <p>For planning: Tuesdays or Wednesdays work best for KS. Wednesdays for C. SH cannot do Mondays.</p> <p>NM to coordinate a poll and finalise dates for FGBs with governors.</p> <p>SH – Kinnerz have asked whether they can run a holiday club again. The school has taken a 10% cut in the past. A governor asked, is access the main issue for this? SH – I think Phil (the organiser) is trustworthy, and they are happy to manage it. The school could ask for it to be just 3 days a week, as they have asked for 3-5 days a</p>	NM

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	Action
<p>week in the summer. This will still allow staff to come into school and plan on other days. Any half-term club would be just one day a week.</p> <p>KS – a benefit of this provision for children in the past has been the inclusion of children with additional needs. Parents are finding it difficult to find childcare in the holidays for children with SEN, so she thinks this will be welcomed.</p> <p>A governor commented as long as it is well run, it would be good. Another governor – I think it would be very popular. Having children in a setting they already know, with friends, is good.</p> <p>A governor – why do they want to reinstate this, do we know? SH – they have a good relationship with the school, and also probably need to increase their income.</p> <p>What is the contractual agreement? Some kind of trial?</p> <p>SH – They would need some kind of contract. H&S and safeguarding need to be covered.</p> <p>Kids R Us would also be involved (Poppy), so under 5s can be included (she is trained in paediatric first-aid). Phil & Michael and David have all had safeguarding training and been DBS checked. A governor challenged that they need to contract our school, not the school contract them.</p> <p>KS – it is worth thinking whether it would be exclusive to Park Street parents or to a wider population. It was opened up in the past and this did lead to some issues with children not being used to the school and going where they should not go. A governor noted at least the school now has locks for various areas now which they did not have before. Worth making it Park Street parents and staff only at first.</p> <p>In principle – APPROVED.</p>	
<p>12. Close with a prayer</p> <p>The meeting closed with a prayer at 20:45.</p>	


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Action Summary

Meeting Date	Action	Action By
03/05/22	SH/KS to send RE policy to June to check it is complete, ready for ratification	SH, KS
03/05/22	Foundation Committee to look at the RE policy	SH, LA, AD, BP, JS
03/05/22	SH to speak with KW to find out who the school needs to speak to about extending the School Streets scheme	SH
21/09/22	NC to speak with the Diocese about continuing as a Foundation Governor.	NC
21/09/22	Succession planning to continue.	NM
21/09/22	SCPP to be amended to include KS as Deputy Safeguarding Lead.	SH
21/09/22	Meeting schedule for Foundation Committee to be arranged. SH to email AD to organise. (May be better during the day.)	SH/AD
21/09/22	NM to ask EG to step into working group where Flora is leaving.	NM
21/09/22	KS to create an electronic copy of home-schooled pupil's records where these need to be kept.	KS
21/09/22	NM to outline a visit programme for governor monitoring based on people's roles.	NM
21/09/22	Governors with safeguarding or training certificates to forward to SH so they can be kept on file.	All governors
21/09/22	NM to coordinate a poll and finalise dates for FGBs with governors.	NM/Governors

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