



**PARK STREET
CHURCH OF ENGLAND
PRIMARY SCHOOL**

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

Thursday 22 November 2023 – 18:30

Governors present: Nigel Moorhouse (NM - Chair); Sarah Hawker (SH - Headteacher);
Katherine Shankland (KS); Lorna Atwell (LO); Laura Oxley (LOx);
Andrew Day (AD)

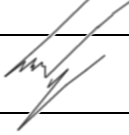
Also present: David Buckley (DB – Clerk)

Apologies: Neil Chippington; Edward Green; Catherine Johnson

Challenges are in blue. Actions are in red.

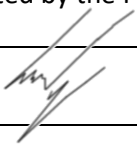
	Action
<p>Open with prayer and welcome.</p> <p>AD opened the meeting in prayer.</p>	
<p>1. Governorship items</p> <p>a. <u>Apologies for absence</u></p> <p>Nil</p> <p>b. <u>Declarations of personal interest regarding items on the agenda</u></p> <p>Nil</p> <p>c. <u>Report on any emergency action taken 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>None declared.</p>	

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	Action
<p>2. Minutes of the meeting of the previous Full Governing Body held on 28th September 2023</p> <p>a. <u>Approval of minutes</u></p> <p>The minutes were approved subject to a few agreed minor clarifications which were raised by the Headteacher. Action: Headteacher to amend and Chair to Publish.</p> <p>b. <u>Matters arising</u></p> <p>The Action Summary was updated.</p> <p>Science Framework was completed.</p> <p>Staff Wellbeing -ongoing- a staff Wellbeing meeting was held the previous week. County offers a health insurance scheme details of which can be obtained from Angela in the school office. This needs to be fed back to the staff.</p> <p>Strategy Plan – see agenda item below</p> <p>IT Support A governor asked if the Headteacher had contacted the IT support to ensure compliance with KCSiE. SH liaised with Mark Denny(MD) regarding web filtering. The firewall sends breaches to SH who reports them to MD. The school is going to subscribe to a new system which is only £4 per device per year. This is far more detailed flagging individual devices. SH to review as needed. Closed</p> <p>Monitoring: NM has created the Governor Monitoring Programme. Closed</p> <p>Training Programme: Created. LA said the Governor Update Training was very straight forward, being given by a new LADO. LA said the Governor Hub is useful if it is available to the school and that the NSPCC was good for Safeguarding. There is a need to review/look at the budget before choosing which one to use. NM will review this with the budget available.</p>	<p>NM/SH</p> <p>SH</p> <p>NM</p>
<p>3. Safeguarding</p> <p>The safeguarding governor said there was nothing to add further to the report from earlier this year and that all was up to date. AD planned to go to Westcott House on 4th December. AD remarked that rigour for Safeguarding at Park Street was of a far higher standard than other places he had visited and especial thank yous should be extended to Angela and Alison in the school office regarding this.</p>	<p>SH</p>
<p>4. Health and Safety</p> <p>a. <u>Accident Reports</u></p> <p>NM was still working on graphs to best present the relevant information. And identify trends</p>	<p>NM</p>

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5. Headteacher Report

a. Pupil Numbers

A governor asked about pupil numbers and sustainability. Numbers were full with 20 in Year 2 now, but with two leaving at the end of the year. There are 22 applications and 4 first preferences for applications for next year. A Year 2 and a Year 5 pupil were going to the U.S.A. after Christmas. Parents asked if their names could be kept on the roll, but were told they would have to reapply. One Reception pupil had returned to Israel. The parents had not been replying to emails and would possibly have to be taken off the roll if nothing was heard from them by Christmas. SH said there was normally as 6 weeks grace before names were removed from the roll.

Governors made it clear that they expected consistency to be applied in circumstances above, so it was clear to parents what was expected.

The items below were in the Headteacher report and discussed at the meeting. Notes provided below where necessary.

b. Pupil Wellbeing

A governor asked about external learning opportunities and the Headteacher explained that pupils' wellbeing was improved by these opportunities.

c. Progress, Attainment & Expected attainment

d. Suggested Interventions

e. Attendance

Attendance had gone up after half-term following a dip due to colds. It was now over 98%.

f. Behaviour

There had been a short-term exclusion. On collecting the pupil with his work for home, the pupil's mother did not say anything, nor on the phone. However, the parents are really appreciative of all that the school does, 1:1 support being given with the most experienced TA in the school. The SENCo and Headteacher explained the pupil's pattern of schooling. SH/KS expressed how the LEA is very supportive of the school. SH/KS planned to extend his education time in school in the coming term.

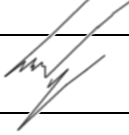
g. Staffing

A new member of staff will be coming to work in the school as a TA after Christmas, but cannot get Teaching Status currently as they are from South Africa. The plan is that she starts as a TA for at least a year.

h. Staff Wellbeing

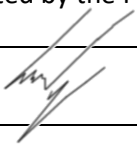
i. Quality of Teaching

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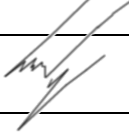
	Action
<p>6. Strategy</p> <p>a. <u>Strategy Approval</u></p> <p>NM updated the School Strategy by removing Covid information. A governor questioned progress on minor improvements in the plan. No Government grants were available for the new school boiler. Angela was to investigate funds for blinds.</p> <p>Two governors asked that the wording Improve Christian Distinctiveness needed to be changed to 'continue to grow' or 'nurture' instead of 'improve' on the Academic Timetable for 2023_24. This was agreed upon.</p> <p>KS said there was a need to replace the Adventure Shed in the KS1 playground. The PTA have the necessary funds. A discussion followed whether to replace it with a summer house style shed with plastic windows so staff on duty could more readily monitor the play areas and the shed at the same time.</p> <p>b. <u>SDP Approval</u></p> <p>This was re-presented after review previously. No new questions were raised. NM had added the appropriate links to the Strategic Plan. The SDP was ratified by those present.</p> <p>c. <u>Pupil Premium Action Plan</u></p> <p>This was presented prior to the meeting. Ratified subject to the Gov/Trustee Lead Column to be changed to include LA.</p> <p>It was noted that four in Year 2 are being closely monitored by staff and SH is very much aware.</p>	<p>SH</p> <p>NM</p> <p>SH/KS</p> <p>NM</p>
<p>7. Finance</p> <p>a. <u>BMR & Forecast</u></p> <p>Governors asked about the forthcoming budget. The notional SEN Budget for 2024-25 is £48,000 and its shortfall puts pressure on the rest of the budget which in turn effects the rest of the pupils. EHCP cost £6,000 per pupil. The school is getting a reputation for working very well with SEN pupils. KS explained the provisions and interventions for SEN pupils which the school made and the Governors were very pleased with this</p> <p>c. <u>Debts, Write-Offs and Virements</u></p> <p>None</p> <p>d. <u>Head's Expenses</u></p> <p>None</p> <p>d. <u>Capital Projects (SCA, DFC)</u></p> <p>A governor challenged about the boiler work and windows. The Headteacher advised that the boiler work continues to be delayed due to contractor availability,</p>	

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<p>The Attendance Policy had had minor amendments based on LA discussions. It had been approved by relevant delegation and was presented prior to the meeting for information and comment. No comments received.</p> <p>c. <u>Data Privacy</u></p> <p>Nothing to report</p>	Action
<p>10. Governing Monitoring and Training</p> <p><u>Visits</u></p> <p>Outlines of the visits below were provided to the governors prior to the meeting</p> <p>LA: Owls, Collective Worship, Pupil Premium.</p> <p>NM: Website, H&S, Finance</p> <p><u>Training Undertaken</u></p> <p>NM reported on the Small Schools Meeting. Park Street was in a reasonable position based on the criteria.</p> <p>LA reported on the LA termly briefing which included an element on Wraoaround Care.</p> <p>The new training programme was presented and published to Teams</p>	
<p>11. AOB</p> <p>There was a discussion on wraparound provision.</p> <p>Before and after school clubs/activities ran very well from 8am to 5pm. Any later would be a very long day for the pupils and would not allow time for staff to prepare classrooms for the next day. SH did not want the day to go beyond 5pm and patrolled to help maintain pupil behaviour at these hours.</p> <p>After school provision was to be discussed ibn conjunction with St. Lukes to perhaps coordinate with this school in the future.</p> <p>Meeting schedule for the remainder of the academic year:</p> <ul style="list-style-type: none"> • Wednesday 31st January 2024 • Wednesday 27th March 2024 • Wednesday 1st May 2024 • Wednesday 10th July 2024 	SH
<p>AD closed the meeting with a prayer.</p>	

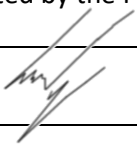
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Action Summary

Meeting Date	Action	Action By
21/09/22	Succession planning to continue.	NM
01/02/23	External audit of Health & Safety Register	AS/NM
10/05/23	Draft Parent Fund request	CJ
28/09/23	Review Equality Objectives	SH, NM
28/09/23	Review LA Governor Training	NM
22/11/23	Pass on LA wellbeing help details to staff	SH
23/11/23	Pass on thanks to office staff re safeguarding	SH
23/11/23	Produce Accident Graphs	NM
23/11/23	Check funding for blinds	SH/AS
23/11/23	Amend Christian Distinctiveness on strategic plan	NM
23/11/23	Replacement Playshed	SH/KS
23/11/23	Amend Pupil Premium Action Plan	NM
23/11/23	Chase boiler work and window completion	SH
23/11/23	Complete SEND Information Report	KS
23/11/23	Investigate wraparound care	SH

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