



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

**Monday 22<sup>nd</sup> November 2021 – 18:30**

Governors present: Lorna Atwell (LA); Neil Chippington (NC); Nigel Moorhouse (NM - Chair); Sarah Hawker (SH - Headteacher); Fleur McLennan (FM); Kerry Walpole (KW – joined at 19:23); Catherine Johnson (CJ)

Also present: Laura Oxley (LO - Clerk)

Apologies: Andrew Day (AD)

Challenges are in blue. Actions are in red.

	<b>Action</b>
<p><b>1. Open with prayer and welcome.</b></p> <p>The meeting was quorate and opened with prayer and housekeeping.</p>	
<p><b>2. Governorship items</b></p> <p><u>a. Apologies for absence:</u> Apologies were received and accepted from Andrew Day (AD). Kerry Walpole (KW) sent apologies that she would be late to the meeting. Ben Powell (BP) did not attend the meeting.</p> <p><u>b. Declarations of personal interest regarding items on the agenda:</u> None were declared that were relevant to the agenda. It was noted that FM is a tutor for Eagle Class at the school.</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> Debbie Hayden’s term of office has come to an end, and the governing body thanked her for her contribution. There is one member of staff who applied for the vacant role of staff governor. The governors voted for this staff member to join the FGB. <b>Action: SH to send LO contact details for this member of staff</b> so they can be registered as a new governor. DBS and Section 128 checks – LA, KW and NM need updated DBS checks with their new terms.</p>	<b>SH / LO</b>
<p><b>3. Approval of Minutes</b></p> <p>The minutes of the FGB meeting of 16<sup>th</sup> September 2021 were approved as an accurate record. Governors also approved the minutes of the Committee Meetings – Finance and Resources Committee met on 17 June 2021 and Personnel and Learning Committee met on 28 June 2021. <b>Action: NM to sign these and file a copy.</b></p>	<b>NM</b>

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

Signature of Chair		Date	24/01/2022	Page	1 of 8
--------------------	---	------	------------	------	--------

<p><b>4. Matters arising from the Minutes</b></p> <ul style="list-style-type: none"> <li>- A new staff governor has been agreed and been voted into post. <b>Closed</b></li> <li>- All governors have now confirmed they have read 'Keeping Children Safe in Education' (KCSIE). <b>Closed</b></li> <li>- SH asked the LA for the name of the LADO and was told that the LA does not currently have a named person. There is a phone number and email address. <b>Closed</b></li> <li>- <b>Action: AD is still to review the Single Central Register</b> – this action is outstanding.</li> <li>- SIAMS website strategy and Christian distinctiveness discussion – SH shared her screen to show the school website and the Christian Distinctiveness section that is now available on there. <b>Action: Review at Foundation Meeting</b></li> <li>- <b>Action: SH to check with class teachers about opportunities for class governor visits</b> – this action is outstanding.</li> <li>- Learning ladders embedded in training to governors – SH shared her screen to show governors the Learning Ladders programme. <b>A governor challenged how long it takes teachers to input data.</b> SH said it should not take long and should be used as part of the marking. It also does a gap analysis so teachers can see where support may be needed. Parents can access data and <b>SH will remind parents to look on here.</b></li> <li>- Review language teaching at local secondaries – SH has emailed some of the local secondary schools to find out which languages they offer, with limited responses, but French seems to be the main language. Currently Park Street is offering French. <b>Closed</b></li> <li>- Ofsted readiness pack – This will be ready to be distributed to Governors soon as the LA Advisor will forward data from recent visits in the area.. There is an Inset day that governors are invited to attend on 21 February.</li> <li>- Review the Buddy system – SH said that this can't happen while there is a Covid risk as the children should not be mixing more than is necessary. This is on the advice of the Local Authority. <b>A governor noted that there had been good partnering of Class 4 and Class 1 during the harvest festival walk. Keep under review as restrictions ease</b></li> <li>- Reviewing the budget – Governors will look at this later in the agenda. <b>Closed in actions as underway.</b></li> <li>- Curriculum review – SH said that all teachers have produced overview documents of the curriculum they teach. The next step will be to look at each subject in turn and the rationale of what is taught when. <b>Continue to review</b></li> <li>- Solo taxonomy – SH said that this was to be discussed at a staff meeting this term but has been postponed until next term. <b>Review next term.</b></li> <li>- Most actions in the finance and resources actions will be covered in the Finance section of this agenda. <b>Closed in actions as covered elsewhere..</b></li> <li>- <b>Action: NM to contact Paul (PN)</b> – this action is outstanding.</li> </ul>	<p>AD</p> <p>Foundation</p> <p>SH</p> <p>SH</p> <p>SH</p> <p>SH</p> <p>SH</p> <p>SH</p> <p>SH</p> <p>NM</p>
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These minutes have been accepted by the FGB as an accurate record of the meeting

Signature of Chair		Date	24/01/2022	Page	2 of 8
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	Action
<p><b>5. Safeguarding</b></p> <p>A governor reported that there has been an incident involving bullying and racial abuse which has been put on social media. The Headteacher has been advised to make sure that everything has been written down to record what has happened with this case, and that details should only in outline at FGB in case of the need for governor panels in the future. Parents have been broadly supportive of the school. <a href="#">Governors challenged on what is taught in PSHE etc.</a> SH said that all the PSHE messages about being kind are continuing to be stressed in the school, both in lessons and in collective worship. It was noted that the PSHE curriculum is published on the school website. Some parents are considering setting up their own group to support minority ethnic people.</p>	
<p><b>6. Health and Safety</b></p> <p><b>a. External audit</b> – This was done 2 months ago. It was broadly positive. The school has not had the report yet.</p> <p><b>b. H &amp; S Risk Register</b> – It was noted that most items on the register are covered off. <a href="#">A governor asked if action had been taken about a slipping hazard at a manhole cover.</a> SH said a log is placed on this when it is raining to stop it being too slippery, <b>but this needs to be marked in the register for further action.</b></p> <p><b>c. Accident Reports</b> – The location and numbers of accidents were reviewed. It was noted that numbers were decreasing, but November was only a part month, so needs to be reviewed with winter approaching. <a href="#">Governors challenged whether the locations were significant.</a> SH said that the playground can be quite crowded, and the children have room to run around on Jesus Green at lunchtime. SH has been discussing with Jesus College about being able to use some of their outdoor space. This has been agreed and will be made use of next term for PE lessons and outdoor learning. <a href="#">A governor asked about Eagles attending outdoor PE at Kings.</a> SH said that this would continue.</p>	SH/NM
<p><b>7. Headteacher Report</b></p> <p><b>a. Pupil Numbers</b> – 121 children are currently on role. There is one pupil leaving this week and one pupil joining in Reception.</p> <p><b>b. Pupil Wellbeing</b> - Prospective parents are being shown around if they contact the school for next year’s Reception. There are 3 children with EHCPs in the school. One EHCP is not fully funded, and an emergency review is being held as full time 1-1 support is needed.</p> <p><b>c. Progress, Attainment and Expected Attainment</b> – School assessed data – EYFS was low last year. This was due to various factors, including the lockdown. Phonics should be fine. <a href="#">A governor asked about the difference in attainment between boys and girls.</a> SH said that there is careful thought about how this is being supported and there are interventions being run to support this particular cohort of boys. <a href="#">A governor asked if there was teaching in separate gender groups.</a> SH said that this was not deliberately done but noted that the intervention group is all boys.</p>	

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

Signature of Chair		Date	24/01/2022	Page	3 of 8
--------------------	---	------	------------	------	--------

	Action
<p><b>d. Suggested Interventions</b> - There have been significant improvements in reading and writing. It has been a good year for Key Stage 2. <a href="#">A governor challenged if there was continued work on maintaining the improvements in writing.</a> SH explained that this work was ongoing.</p> <p><b>e. Covid-19 Recovery</b> - Tuition has been organised in Maths for Year 5. Improvements have been impacted for some families who moved abroad during the lockdown and the children were not accessing education during this time. Year 6 are already accessing tuition as well. <a href="#">A governor asked if GL tests will be used again.</a> SH said that there would be another set in January and then again in June. The tests give useful information and allow targeted intervention.</p> <p>Writing was noted as less secure within Year 3 and 4. There is a school led tutoring fund which the school will utilise. This should be running after Christmas. Writing has been impacted by lockdown.</p> <p><b>f. Attendance</b> – Attendance was affected by an outbreak of Covid in October. Currently at 92% overall which is good within the current circumstances.</p> <p><b>g. Behaviour</b> – It was reported that there was a half-day Fixed Term Exclusion for a child who physically assaulted a member of staff. While behaviour in the school has been good on the whole, behaviour at Kinnerz after school club has been an issue and the next step would be to get parents involved.</p> <p><b>h. Staffing</b> – Staff absence figures were shared with governors. <a href="#">A governor asked how this compared to previous years.</a> SH said that some staff have been impacted by having positive Covid results.</p> <p><b>i. Staff Wellbeing</b> – Each member of staff has been given information on teacher well-being and self-care, and it was noted that the governor-led strategy day focused on this area, and that the Headteacher was implementing teacher-led suggestions.</p> <p><b>j. Quality of Teaching</b>- There are two new subject leaders, and they are attending training.</p> <p>SH gave an outline of positive points to celebrate, which have happened since the last FGB meeting.</p>	
<p><b>8. Strategy</b></p> <p><b>a. SEF approval</b> – Governors approved the SEF.</p> <p><b>b. SDP approval</b> – Governors approved the SDP.</p> <p><b>c. Pupil Premium Action Plan</b> – SH shared the action plan with governors. It is a three year plan, but funding has only been received for 1 year so far. <a href="#">A governor questioned how the objectives would be measured.</a> SH said the main indicator would be whether the children have caught up to age related expectations. The school also has access to a hardship fund through Church Schools of Cambridge. A lot of strategies are those that the school is already using for all children, for example Quality First Teaching.</p>	

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Signature of Chair		Date	24/01/2022	Page	4 of 8
--------------------	---	------	------------	------	--------

	<b>Action</b>
<p><b>d. PE and Sports Premium Action Plan</b> – This action plan is no longer required. The school now just need to report on what the funding has been spent on. SH said it is spent on Kinnerz and Cambridge United and tennis coaching, among some other things, and a report will follow in the statutory reporting cycle.</p>	
<p><b>9. Finance</b></p> <p><b>a. BMR and Forecast</b> – This was as expected. <b>Prior to the meeting, a governor had questioned the finance team about an anomaly in maintenance</b> (a negative figure) and was told this was the reversal of a misposting of an invoice that should have gone to Church Schools of Cambridge.</p> <p><b>b. Debts, write offs and virements</b> – There were none of these.</p> <p><b>c. Head's Expenses</b> – These are signed off by NM and have been shared with Governors.</p> <p><b>d. Premises inspection</b> – This was done in 2020. Some matters were raised which have been put into a plan and prioritised.</p> <p><b>e. Capital Projects</b> – After meetings with the Diocese, the Chair gave an overview of the new arrangements required for Capital Projects. A register of these projects and their order of precedence was provided prior to the meeting. An SCA application for funding for improvements for the toilets and ventilation in the boiler room has been made and provisionally awarded, but it was noted that the Diocese were very restrictive about the work dates, which may make it impossible to achieve. <b>A governor asked if the applications are open at any time.</b> NM said that the applications are open all the time, but the work needs to be done by certain times depending on when the application is put in.</p> <p>Salix (Government Green Funding) – an application has been put in.</p> <p><b>f. Contracts Register</b> – There is no update at the moment. This will coincide with the budget, for which an initial meeting will take place later in the week.</p> <p><b>g. Lettings</b> – There are no lettings at the moment.</p>	
<p><b>10. Pay</b></p> <p><b>a. Pay Review Committee Recommendations</b> – NC reported that the pay committee have met and outlined their recommendations. They received a recommendation about teachers' pay from SH and this was agreed by the committee. A pay rise was agreed for support staff in line with the Civil Service final offer. A recommendation on Headteacher Pay was received from the HT Appraisal Committee. These recommendations keep within budget. Governors approved the decisions of the pay committee.</p> <p><b>b. Pay Policy</b> – The committee agreed the pay policy and governors approved this decision. <b>The spine-point table at the back of the policy needs to be updated to reflect the decisions above.</b></p>	<b>NM</b>

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

Signature of Chair		Date	24/01/2022	Page	5 of 8
--------------------	---	------	------------	------	--------

<p><b>11. Compliance</b></p> <p><b>a. Policies to approve</b></p> <ul style="list-style-type: none"> <li>- <b>Appraisal and Capability</b> – It was noted that this been updated to reference STPCD rather than reiterating the information from STPCD. Governors approved this policy.</li> <li>- <b>Critical Incident Plan</b> – This has been updated with current contact and role details. Governors approved this policy.</li> <li>- <b>Staff Induction</b> – This has been updated with the addition of statutory Internet Safety within induction. Governors approved this policy.</li> <li>- <b>Admissions Arrangements</b> – This was updated after the last meeting based on feedback from the Diocese on exact wording to use for some definitions, this created no material changes to the arrangements. Governors approved this policy.</li> <li>- <b>ECT Policy</b> – <a href="#">A governor asked the Headteacher to outline the requirement for this policy</a>. It is a new statutory policy outlining what the school needs to do support early-career teachers (new term for previous NQTs). Governors approved this policy.</li> </ul> <p><b>b. Data Privacy</b> – There is nothing to report under this point.</p> <p><b>c. Ofsted</b> – This has been discussed elsewhere in the agenda.</p> <p><b>d. SIAMS</b> – There is unlikely to be a SIAMS inspection this year.</p>	
<p><b>12. Governor Monitoring</b></p> <p><b>a. Visits</b></p> <p>Visit reports were circulated prior to the meeting.</p> <p>NM has conducted visits around Health and Safety.</p> <p><a href="#">Governors asked if in-school visits are currently possible</a>. SH reminded governors that the advice is currently for them not to come into school but virtual meetings are possible. FM is seeing one class in her capacity as tutor. KW is assisting on a forthcoming school trip and could review the risk assessment as part of a governor visit.</p>	
<p><b>13. Governor Training and Briefings since last FGB</b></p> <p><u>Training undertaken</u></p> <p>Training Reports were circulated prior to the meeting</p> <p>FM attended training on Analysing data and Improving outcomes. NC attended training on managing staff workload and well-being. LA and NM attended training on Ofsted Readiness. LA, NM and KW have attended Safeguarding training. <b>Action: KW to send Safeguarding training certificate to SH.</b> Each person gave highlights of their training.</p>	KW

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Signature of Chair		Date	24/01/2022	Page	6 of 8
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<p><b>14. Any Other Business</b></p> <p><b>a. Annual Report</b> – The Chair has been collating this to give an overview of what the Governing Body has done in the past year. It will be distributed to all governors for comment in the next few days. The intention is for it to go out to all parents. <a href="#">A governor asked if it would be published on the school website</a>, to which the answer was affirmative.</p>	
<p><b>15. Close with prayer</b></p> <p>The meeting closed with prayer at 20:52.</p> <p><b>The Governing Body next meets on Monday 24 January 2022.</b></p>	

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Signature of Chair		Date	24/01/2022	Page	7 of 8
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## Action Summary

Meeting Date	Action	Action By
16.09.21	AD to come into school to review the Single Central Register.	AD
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	NM to sign the FGB meeting minutes and file a copy.	NM
22.11.21	HT to review buddy system when restrictions ease	SH
22.11.21	Continue Curriculum Review	SH
22.11.21	Solo Taxonomy Review	SH
22.11.21	SH to send contact details to LO of new staff governor so that they can register with Governor Services	SH / LO
17.06.21	Arrange document handover / deletion	NM / PN
22.11.21	KW to send Safeguarding training certificate to SH.	KW
22.11.21	Foundation Committee to review Christian Distinctiveness	Foundation
22.11.21	SH to remind parents of Learning Ladders	SH
22.11.21	Further action on manhole in H&S register	SH/NM
22.11.21	Update Spine-point tables in Pay Policy and Publish	NM

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Signature of Chair		Date	24/01/2022	Page	8 of 8
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