

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

Wednesday 23rd November 2022 – 18:30

Governors present: Nigel Moorhouse (NM - Chair); Sarah Hawker (SH - Headteacher); Katherine Shankland (KS); Lorna Atwell (LA); Neil Chippington (NC); Andrew Day (AD); Ed Green (EG); Fleur McLennan (FM)

Also present: Michael Denmead (MD – Clerk)

Apologies: Catherine Johnson

Absent: Benjamin Powell (BP)

Challenges are in blue. Actions are in red.

	Action
<p>Open with prayer and welcome.</p> <p>AD opened the meeting in prayer. NM dealt with housekeeping.</p>	
<p>1. Governorship items</p> <p><u>a. Apologies for absence:</u> Apologies were received and accepted from CJ.</p> <p>Absent: BP</p> <p><u>b. Declarations of personal interest regarding items on the agenda:</u> None declared, though it was noted that there may be one when dealing with staffing later.</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. AD confirmed that he had sent through NC's new application to the Diocese. DECISION: NC re-appointed as Governor for another term, subject to Diocesan approval.</p> <p>FM confirmed her resignation as Parent Governor. The Chair and Governors expressed their thanks for Fleur's hard work and contribution over many years and wished her well in her move back home.</p> <p>FM's resignation opens the position of Parent Governor. The Chair will draft an email to seek nominations and the Headteacher will circulate to all parents.</p> <p>The Chair welcomed EG as a Governor. Ed is a Curate at St Benet's and working in education prior to ordination. EG confirmed that he had carried out a DBS check.</p> <p>AD reported that he had followed up with BP since he had not attended this body since July. BP has apparently moved out of the area, and it is thought that BP may</p>	<p style="text-align: center;">NC/AD</p> <p style="text-align: center;">NM/SH</p> <p style="text-align: center;">AD/NM</p>

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	Action
<p>be unable to continue his role as a result. A message has been left for BP to confirm the position and the Governing Body will revisit next FGB meeting.</p> <p>The Clerk confirmed that he had completed the DBS check.</p>	
<p>2. Approval of Minutes of the meeting of the last Full Governing Body held on 21st September 2022 and Matters Arising</p> <p>Minutes approved. A Governor challenged the use of ‘special’ in Wellbeing (6), and also requested a change to tidy up the wording Draft SDP (7d). The changes were agreed. Amendments to be made by Clerk and to be signed by NM.</p> <p>School Streets – FM reported that the Local Authority was strongly supportive of the scheme and its renewal, noting in particular the significant benefit to the safety of the children.</p> <p>RE Policy – being looked at by the Foundation Committee. Ongoing action.</p> <p>Succession Planning – Still in progress. Ongoing action.</p> <p>Foundation Committee. AD is arranging a meeting schedule.</p> <p>The Chair is in the process of setting up a Governor Visit Programme based on Governor roles.</p> <p>KS has reviewed how long to keep school records with data privacy rules in mind and arranged for documents to be shredded as appropriate.</p>	<p>NM</p> <p>Foundation Committee</p> <p>NM</p> <p>AD</p> <p>NM</p>
<p>3. Safeguarding</p> <p>The Safeguarding Governor and Headteacher reported that they had run through the safeguarding documentation. There were some minor changes to be implemented, but overall the process seems to be working well, with any concerns being reported via MyConcern. A governor requested an explanation as to how MyConcern worked. KS and SH explained that it was a quick, easy access system to log concerns by any school staff, which immediately informs KS and SH and contains a tracking process designed to ensure follow-up takes place as appropriate.</p> <p>A governor raised the issue of the SCR. The Safeguarding Governor reported that he had been conducted visits twice this term to inspect the SCR and he was pleased to report that it was in good order. Some tidying up remains but this is being concluded. AD will do a visit report on Safeguarding.</p> <p>The Governing Body expressed their appreciation and thanks to Angela for doing a spectacular job.</p>	<p>SH/AD</p> <p>AD</p>
<p>4. Health and Safety</p> <p>a. Health and Safety Risk Register NM confirmed that he is working through the Register with Angela Spaxman</p> <p>b. Accident Reports KS and SH reported that there was an accident involving a child and how it was dealt with. When challenged, SH confirmed that it was reported immediately to the local authority.</p>	<p>NM</p>

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<p>5. Headteacher Report</p> <p>The Governing Body thanked SH for the detailed Headteacher’s Report provided in advance of the meeting.</p> <p><i>a. Pupil Numbers (incl. Additional Needs & SEND)</i></p> <p>A governor asked for an update on pupil numbers and SH ran through the current position, which is positive in terms of numbers, but we are reliant to an extent on the local authority being able to do their role in the process efficiently and in a timely manner. A governor challenged who shows prospective parents around the school. KS confirmed that it was her role in the main due to the complex questions asked around the mixed classes, especially for Reception.</p> <p>SH provided a detailed report of SEND and additional needs across the school.</p> <p><i>b. Pupil Wellbeing</i></p> <p>SH and KS reported that the school is facing significant challenges, but that pupil wellbeing is generally good. They have a clear picture of each and every child and their needs and are working hard to deliver great teaching.</p> <p><i>c. Progress, Attainment & Expected Attainment</i></p> <p>SH provided a detailed report on data as it relates to pupil progress. A governor commented that the data was looking impressive in parts. It was reported that more work would need to be done in the area of writing.</p> <p><i>d. Suggested Interventions</i></p> <p>KS reported doing an intervention group for maths in Years 5/6. A governor challenged whether this could also be done for Year 2? KS explained that there was significant teacher attention being delivered for the children, about whom they were very aware of who needs what attention.</p> <p>In the area of writing, KS and SH reported that interventions appeared to be most successful when targeted at single year groups.</p> <p><i>e. Covid-19 Recovery</i></p> <p>Covid continues to have an impact in terms of the need for catching up the children. It continues to have an impact on attendance levels, particularly at this time of year when attendance was just over 90%, as compared to the yearly average of around 95%.</p> <p><i>f. Attendance</i></p> <p>SH reported on attendance, confirming one fixed penalty had been issued, but that there had been a positive follow-up meeting with the parents. A governor challenged whether there is a concern about attendance. SH confirmed that this is something which requires careful watching. When challenged as to the process of issuing fixed penalties, SH confirmed that (notwithstanding the claim often made that this process is within the discretion of the Headteacher) in reality there is significant pressure from the Welfare Officer. SH also confirmed that she declined to issue a fixed penalty notice in the event of a bereavement.</p>	

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	Action
<p>When challenged by a governor about persistent lateness, SH confirmed that this too was something to watch carefully, but that there is a need to be mindful of the circumstances and also when people are clearly doing their best. SH also confirmed that a number of families had got much better on lateness. There is one EHCP pupil where lateness is an issue, but KS reported that they are working with the Castle school to transition / transfer the child, and Park Street is keeping a record of the advice from Castle.</p> <p><i>g. Behaviour (incl. Racist Incidents)</i></p> <p>SH provided a detailed report of behaviour. There were no exclusions.</p> <p>A governor asked whether the incidents reported were all separate pupils or repeat. SH explained it was a mixed picture, provided anonymised detail. KS also provided detail as to how they were taking careful note of 'triggers' (antecedent behaviour consequence) as a means to avoiding / reducing incidents.</p> <p><i>h. Staffing, i. Staff Wellbeing and j. Quality of Teaching</i></p> <p>SH provided a detailed report on these matters. Changes are being implemented to ensure constant improvement. KS shared with the Governing Body that the new TAs are doing an incredible job with the children.</p>	
<p>6. Strategy</p> <p><i>a. SDP Approval</i></p> <p>SH presented the School Development Plan (version 2) in draft form to the Governing Body, which was discussed. Issues were raised as to how to fully complete the current positions as regards (a) Wellbeing and (b) Resources. A governor stated that we needed to be clear as to where they are at the moment, but this should not be too difficult to resolve. SH confirmed that she is considering how best to resolve.</p> <p><i>b. Pupil Premium Action Plan</i></p> <p>The Pupil Premium Governor and SH reported that they had made some further changes to this plan earlier in the day, and they are happy with it. AD will do a visit report on Pupil Premium.</p> <p><i>c. PE & Sports Premium Action Plan</i></p> <p>SH reported that this will follow the format as the previous year, making use of Kinnerz and others, involving dance, gymnastics and athletics, taking a close interest in how skills and tactics are taught, encouraging the use of appropriate forms of games (and strongly discouraging games such as dodgeball).</p>	<p>SH</p> <p>AD</p>
<p>7. Finance</p> <p><i>a. BMR & Forecast</i></p> <p>A governor challenged whether it was certain that everything was in the BMR vis-à-vis the pay increase. This is thought to be the case, but the Finance Working Group will check with Angela to be doubly certain. A Governor questioned what was included in the CSOC (Church School of England) monies given to Park Street and was provided with the required information.</p>	<p>NM</p>

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<p>Otherwise the BMR is looking good and is APPROVED.</p> <p><i>b. Debts, Write-offs and Virements</i></p> <p>None</p> <p><i>c. Head's Expenses</i></p> <p>No new expenses. The school is working toward moving to a more efficient electronic system for expenses.</p> <p><i>d. Capital Projects (Salix, SCA, DFC)</i></p> <ul style="list-style-type: none"> • The boiler project has been put on hold. • The project to replace the school windows is ongoing. The complexities of the project were discussed with suggestions for solutions. • DFC monies have been used to replace classroom screens and new staff laptops. • Looking to implement a code lock at the school entrance for bin collections. <p><i>e. Lettings</i></p> <p>None at present. It is possible there could be a holiday club in the summer.</p>	
<p>8. Pay</p> <p><i>a. Pay Review Committee Recommendations</i></p> <p>There was a discussion around the impact of the pay increase. The Pay Review Committee had approved the suggested teaching grade changes and standard NJC/STPCD increases.</p> <p>The DECISION was taken to accept <u>the approval by the Pay Review Committee of the pay policy recommendations and to proceed accordingly.</u> SH/AS will coordinate with EPM.</p> <p><i>b. Pay Policy</i></p> <p>KS left the room for this discussion. A governor requested why a staff member is being moved up possibly 2 levels. It was explained why to the complete satisfaction of all present.</p> <p>A date was set for the Headteacher Performance Review – 15 December at 1-4pm. AD, NM will serve on the Review Committee – NC to revert as to whether he is available.</p>	<p>SH/AS</p> <p>NC, AD, NM</p>
<p>9. Compliance</p> <p>a. Policies to approve</p> <ul style="list-style-type: none"> • Safer Recruitment Policy • Management of Allegations of Abuse • Disciplinary Rules for All Employees • Grievance Procedure 	

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	Action
<ul style="list-style-type: none"> • SEND Policy & Information Report • Behaviour Policy <p>It was reported to the Governing Body that on each of the above policies, the first 4 bullets were essentially identical to the previous policies, save for updating to comply with latest local authority models.</p> <p>A governor challenged the repetition of wording the SEND Policy & Information Report. KS explained why the repetition was required and this was accepted by the Governing Body.</p> <p>It was reported that the Behaviour Policy was updated to include a paragraph on harmful sexual behaviour and also on prejudice-related incidents.</p> <p>DECISION: All six policies listed in the above bullets were approved.</p> <p>c. Approved Policies (Information only)</p> <ul style="list-style-type: none"> • Attendance Policy <p>It was reported that the Attendance Policy has been approved by the Chair and that there were no material changes with the previous policy.</p> <p>d. Data Privacy</p> <p>The Data Privacy Governor confirmed that the school went through the school's process with the DPO.</p> <p>There have been no breaches reported and no requests for deletion of information.</p> <p>e. Ofsted</p> <p>SH reported that it is understood that Park Street School is on the list for the next round of inspections, possibly next term.</p> <p>f. SIAMS</p> <p>It was reported that a SIAMS inspection is not imminent. It was noted briefly that there is a new SIAMS framework.</p>	
<p>10. Governor Monitoring and Training</p> <p>a. Visits</p> <ul style="list-style-type: none"> • KS, AD and LA attended a SEND Link Planning meeting. The governors reported that it was very clear that KS knew the children very well and had a good relationship with them. • LA observed a Collective Worship. • AD had completed a Safeguarding and Pupil Premium Visit (notes above) <p>b. Training Undertaken</p> <ul style="list-style-type: none"> • NM undertook training on Staff Wellbeing • NM and SH met (virtually) with Jon Lewis (LA) on the Academisation White Paper 	

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	Action
<ul style="list-style-type: none"> CSOC is providing support for Church of England's Headteachers Conference <i>Flourishing Together</i>. SH and KS plan to bid for CSOC funds for reading books, including KS2 phonics books, but also literary development for other classes. 	KS, SH
<p>11. AOB</p> <ul style="list-style-type: none"> Annual Report: NM in process of writing the annual report to parents. A governor challenged the reason behind the change in cleaner. SH explained that the cleaner had found a position in an organisation closer to where her family lived. The new contract cleaners appeared to be up to the challenge of their new role. Succession Planning. This is the subject of a confidential minute. 	
<p>12. Close with a pra</p> <p>The meeting closed with a prayer at 20:50 led by EG.</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
21/09/22	Succession planning to continue.	NM
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 outline a visit programme for governor monitoring based on people's roles.	NM
23/11/22	FM's resignation opens the position of Parent Governor. The Chair will draft an email to seek nominations and the Headteacher will circulate to all parents.	NM/SH
23/11/22	Report on Safeguarding	AD
23/11/22	NM working through the Health and Safety Risk Register with Angela Spaxman.	NM
23/11/22	Finalise School Development Plan	SH
23/11/22	Report on Pupil Premium	AD
23/11/22	Confirm that everything is in the BMR vis-à-vis the pay increase.	NM
23/11/22	NM will coordinate with AS and EPM vis-à-vis the pay policy recommendations.	NM
23/11/22	Headteacher Performance Review – 15 December at 1-4pm.	AD/NC/NM
23/11/22	Bid for CSOC funds for reading books, including KS2 phonics books, but also literary development for other classes.	KS/SH
23/11/22	Annual Report to Parents	NM

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