

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

**Monday 24<sup>th</sup> January 2022 – 18:30**

Governors present: Lorna Atwell (LA); Nigel Moorhouse (NM - Chair); Sarah Hawker (SH - Headteacher); Catherine Johnson (CJ); Katherine Shankland (KS – joined at 1900); Andrew Day


Also present: Ann Abineri (Locum Camclerk)

Apologies: Neil Chippington (NC), Fleur McLennan (FM), Ben Powell (BP) and Kerry Walpole (KW)

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 (excepting item 9) and opened with prayer.</p>	
<p><b>2. Governorship items</b></p> <p><u>a. Apologies for absence:</u> Apologies were received and accepted from Neil Chippington (NC), Fleur McClennan (FM), Ben Powell (BP) and Kerry Walpole (KW).</p> <p><u>b. Declarations of personal interest regarding items on the agenda:</u> Rev. Andrew Day reminded Governors of his church roles. <b>The Clerk stated that she would check what has been recorded on the Register of Pecuniary Interests</b> and inform Rev. Day if he needs to submit updated information.</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> LA's DBS updated. No others due.</p>	Clerk/AD
<p><b>3. Approval of Minutes</b></p> <p>The minutes of the FGB meeting of 22<sup>nd</sup> November 2021 were approved as an accurate record.</p>	
<p><b>4. Matters arising from the Minutes</b></p> <p>Governor visits: to be arranged when Covid circumstances permit.</p> <p>Buddy system: also for review in due course.</p> <p>Document deletion: still to be arranged.</p>	

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

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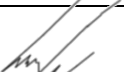
	Action
<p><b>5. Safeguarding</b></p> <p>AD reported that he has checked the Single Central Record (SCR) this term. Progress has taken place but there are still concerns over tabulation. There was one outstanding item and he will visit again to check that it has been completed. The HT confirmed that her checks indicate identified areas had been updated. Files are up to date.</p> <p>Concerns from the visit have been recorded and dealt with.</p> <p>The HT reported that Kinnerz are not able to provide DBS check evidence for employees who are under 16 years of age: a letter of assurance is expected and a <b>risk assessment will be done.</b></p> <p>It was confirmed that the Annual Safeguarding review takes place in the summer term.</p> <p>The importance of a rigorous approach to safeguarding was emphasised.</p>	HT
<p><b>6. Health and Safety</b></p> <p><b>a. External audit</b> – The Chair reported that the report has been received and matters have been addressed. The HT confirmed that paint treatment for the manhole cover has been purchased but has to be applied under specific weather conditions.</p> <p><b>b. H &amp; S Risk Register</b> – Items from audit have been added to the risk register.</p> <p><b>c. Accident Reports</b> – Data for 3 months was viewed.</p> <p>A Governor asked whether the data for accidents by location related to one classroom and the Chair and HT confirmed that the classroom category covers all classrooms. It was noted that data for individual classrooms would be more information.</p> <p>A Governor asked how Key Stage 1 and Key Stage 2 data can be separated. The Chair explained this can be done by class.</p> <p>A Governor commented that there are more Key Stage 1 accidents and the HT explained that Key Stage 1, particularly Reception, are outside for much longer</p> <p>A Governor asked about categorisation of accidents on Jesus Green and it was clarified that these are currently split into play and football. The Chair said that categorisation could be modified to give a clearer picture. It was also agreed that better categorisation for class accidents would be beneficial. The HT said she would pass on guidance to staff on completing reports. The breadth of types of injury that can be listed was also discussed.</p> <p>The HT suggested a tick box form to be used instead of carbon copies. It was noted this is also the form that goes home to parents.</p> <p><b>It was agreed that the office will create a form.</b></p> <p>This item concluded with the acknowledgement that the improvements to recording are going the right direction but needs further refinement.</p>	HT/Office

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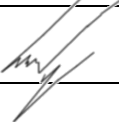
	Action
<p><b>7. Headteacher Report</b></p> <p><b>a. Pupil Numbers</b> – 121 on roll. 14 in reception for 2022, 15 with one deferral. 4 places available.</p> <p>AD reported that he had attended a Church Schools of Cambridge (CSOC) meeting in which a downward trend in numbers at Park St was predicted. It had been stated that this data came from the Local Authority website. The HT stated that this figure is based on birth numbers but numbers are unpredictable in terms of families joining the school from other countries. AD expressed concern that inaccurate information could adversely affect the distribution of funding by CSOC.</p> <p><b>b. Pupil Wellbeing</b> - 93% The HT stated that it is difficult to keep up to date figures due to Covid isolation.</p> <p><a href="#">A Governor commented this is higher than the national average of 90%.</a></p> <p>The HT updated on current Covid numbers which are rising, as well as an increase in the number of children with colds.</p> <p>The HT reported that it is a difficult time for children but teaching staff are working hard to keep their spirits up.</p> <p><b>c. Progress, Attainment and Expected Attainment</b> – Year 1 Phonics screening: 15/18 passed. Those who did not pass were children with English as an Additional Language and new to the school. These children are making good progress.</p> <p><b>d. Suggested Interventions</b> – no questions received</p> <p><b>e. Covid-19 Recovery</b> – no questions received</p> <p><b>f. Attendance</b> – <b>see pupil wellbeing:</b> no questions received.</p> <p><b>g. Behaviour (incl. Racist Incidents)</b> – Very few incidents. KS agreed that school feels calm and settled. Children with Education, Health and Care Plans (EHCPs) are well supported.</p> <p><a href="#">A Governor asked where lunchtime incidents take place</a> and the HT confirmed this is generally Jesus Green and often football related. A report of 3 incidents was queried and the HT confirmed this was 3 children in same incident.</p> <p><a href="#">A Governor asked about the grading of incidents</a> and the HT explained that these use terminology from the Schools Management System.</p> <p><a href="#">A Governor asked if all incidents are reported to parents</a> and the HT explained this is the case but in various ways i.e. Informative may be passed on through brief word rather than formal interview.</p> <p><a href="#">A Governor asked how many Attendance Certificates and badges were awarded</a> and the HT agreed to supply this information.</p> <p>Discussion took place around the fairness of the system as some children may be off due to circumstances beyond their control. The HT explained it is an incentive for some children.</p> <p><a href="#">A Governor suggested the awards could be made half-termly</a> and the HT said this would make more of it. <a href="#">A Governor suggested the HT could award at different</a></p>	

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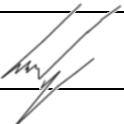
	<b>Action</b>
<p>levels taking into account circumstances. The HT acknowledged this but said it would be a massive task.</p> <p><b>HT to supply information to Governors on number of attendance certificates issued.</b></p> <p><b>h. Staffing</b> – The HT reported on a staff resignation and possibilities for recruitment.</p> <p><b>i. Staff Wellbeing</b> – The HT reported that staff wellbeing is good but there have been some positive cases. Staff have supported one another in planning and teaching. Socially distanced events planned.</p> <p><b>j. Quality of Teaching-</b> A Governor asked about the quality of teaching, noting that all teaching is rated ‘Good’ on the report. The HT confirmed that 100% are rated good and staff are developing within their roles.</p> <p>The HT shared an example of curriculum documents (Year A for Woodpecker class) explaining that this enables progression across each subject. It was noted that this is a two year rolling plan due to mixed age group classes.</p> <p>A Governor asked if documents of this sort are created for each subject and the HT confirmed that this is the case with the exception of English which is on another overview and maths which is WhiteRose.</p> <p>A Governor asked if these will be reviewed every year and the HT confirmed that this is the case.</p> <p>A Governor asked how this planning meets the needs of children in school and the HT explained there is a focus on Connections that children make with the topics and connections between topics. For example if looking at WW2, finding the connection with each child’s own experience as children may come from other countries and they and their families may have had different experiences.</p> <p><b>Solo taxonomy</b> – children identifying what they know and how this links to other things. A Governor asked if this working well, HT said one teacher focussed on this for her appraisal.</p> <p>A Governor asked about intent, impact and implementation documents as the presentation style is inconsistent. The HT agreed that the format will be improved.</p> <p><b>Points to celebrate</b></p> <p>Volunteers in class 2 and 4.</p> <p>LA reported that she is collating volunteer information from Great St Mary’s.</p> <p>DBS checks underway for several interested persons.</p> <p>PGCE placement student (UEA) commencing in March.</p> <p>Trips and Visits: some have taken place although some have been cancelled due to Covid.</p> <p>Link with Jesus College: no progress at present. This may be due to term having only just started or Covid risk. AD added that he has approached music link and this will be restarted.</p>	HT

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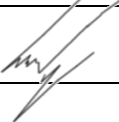
	<b>Action</b>
<p>PE at Kings College underway. AD to look into content. The importance of progress within this activity was discussed. The opportunity to use the excellent facilities was noted.</p> <p>Funding for toilets received.</p> <p>CSOC funding: received but allocation not confirmed yet.</p> <p>Demolition of Park Street Car Park has commenced.</p> <p>The PTA has received a donation of £100, 000 from an anonymous donor. One use for this already identified is the redevelopment of Key Stage 2 playground. It was noted that this could be used to support a bid for matched funding. <a href="#">A Governor asked if part could be used for trips and uniform</a> and the HT explained this is already covered by 'hardship' funding from CSOC. Brief discussion took place on a recent funding application and some possible were sources identified</p>	
<p><b>8. Finance</b></p> <p><b>a. BMR and Forecast</b> – currently positive, £10,000 over prediction.</p> <p>Funding figures received. Total per pupil down but per capita aspect higher (£110,000) core funding.</p> <p>Now funding figure received, teaching posts can be considered.</p> <p>The HT confirmed that she has identified a member of staff well suited to delivering Cultural Capital and well-being.</p> <p>AD encouraged the GB to consider their next bid to CSOC, with a focus on impact on children in the classroom.</p> <p>The HT asked if well-being and spirituality would be considered and AD said this may be a suitable application if clear links with impact on children can be identified.</p> <p><b>b. Debts, write offs and virements</b> – non reported</p> <p><b>c. Head's Expenses</b> – none</p> <p><b>Also noted:</b></p> <p><b>SFVS:</b> CJ has offered to work on the Schools Financial Value Statement.</p> <p><a href="#">A Governor asked about the increase in fuel prices</a> e.g. 300% gas price increase. The HT explained this is not clear yet and explained she will monitor this and will bring it up with the LA Financial Advisor.</p>	
<p><b>9. Pay</b></p> <p><i>The HT and KS left the meeting for following item. The Clerk advised that the meeting was not quorate for this item.</i></p> <p><b>a. Pay Review Committee Recommendations</b> – Decision on a scale adjustment had been made in last meeting but proved difficult to implement so a pro rata payment has been applied. <a href="#">A Governor queried whether it was EPM's responsibility</a> to act on this and suggested looking at other companies to provide personnel and payroll services.</p>	

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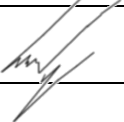
	Action
<p>It was noted that the pay review committee had agreed this recommendation. Those present agreed although not quorate, but quorate with absent members of the pay review committee..</p> <p>A Governor asked about teaching grading. The chair answered the query.</p> <p><b>Non-teaching staff:</b> negotiations continue. Payment will be backdated to April when made.</p> <p><i>The HT and KS returned to the meeting.</i></p>	
<p><b>10. Compliance</b></p> <p><b>a. Policies to approve</b></p> <p>- <b>Remote Learning</b> – minor changes. A Governor asked if all children’s families have the equipment at home. Some families may need some support including loan of laptops.</p> <p>In response to a Governor question, KS reported on engagement with Tapestry.</p> <p>A Governor asked about the policy date. It was confirmed that dates will be updated.</p> <p>A Governor asked if the school is still a partner school of the Faculty of Education. Logo removed for the time being until checked.</p> <p>It was noted that it is difficult to manage both teaching in class and remote learning.</p> <p><b>Approved subject to amendments above.</b></p> <p>- <b>Discretionary Staff Leave</b> – Optional section 7.10. Full pay option agreed. <b>Approved</b></p> <p>- <b>Discretionary Pupil Absence</b> – This is a proposed policy. Guidance has been received from School Admissions. Examples of circumstances in which this may apply were noted. It was noted that this is an infrequent occurrence but the demographic of the school does mean it occurs. Those present agreed that the policy is useful.</p> <p><b>Action: Comments to NM and the HT on Discretionary Pupil absence Policy.</b></p> <p>- <b>Health &amp; Safety</b> – It was noted that this is an adapted policy from The Key, and has taken into account recent H &amp; S audit. <b>Approved.</b></p> <p><b>b. Data Privacy</b> – no incidents</p> <p><b>c. Ofsted</b> – NC has attended an Ofsted Readiness course. A questionnaire has been shared.</p> <p><b>Action: all Governors to look at this and prepare response for next FGB.</b></p> <p><b>d. SIAMS</b> – To be dealt with at the Foundation Committee</p>	<p>All Governors</p> <p>All Governors</p>

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	<b>Action</b>
<p><b>11. Governor Monitoring</b></p> <p><b>a. Visits</b></p> <p>Visit reports were circulated prior to the meeting.</p> <p>LA reported on SEND visit to KS which she found informative and useful.</p> <p>AD Safeguarding already covered under item 5.</p> <p>CJ, NM and the HT preliminary budget meeting. Meeting with Local authority advisor will take place on 28.1.22.</p> <p>Website audit: NM. Some changes made.</p> <p>Policies: two statutory policies being updated (Exclusions and Children who cannot attend school due to health)</p> <p>NM agreed to monitor Collective Worship.</p>	
<p><b>12. Governor Training and Briefings since last FGB</b></p> <p><u>Training undertaken</u></p> <p>AD has undertaken Safeguarding training.</p> <p>LA: Governor Briefing</p> <p>It was noted that there is New Diocese Training available</p>	
<p><b>13. Any Other Business</b></p> <p><b>a. Feedback from Termly Review Meeting</b> – Governor’s Feedback Points were provided. It was noted that the suggestion of a caretaker is proving difficult. This would be a part time role.</p> <p><b>Action: HT to follow up on caretaker ideas</b></p> <p>Time and day of Governor meetings discussed. This will be reviewed.</p>	HT
<p><b>14. Close with prayer</b></p> <p>The meeting closed with prayer at 21:05</p> <p><b>The Governing Body next meets on Monday 21 March 2022.</b></p>	

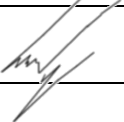
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## Action Summary

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
24/01/22	NM to sign the FGB meeting minutes and file a copy.	NM
22/11/21	HT to review buddy system when restrictions ease	SH
17/06/21	Arrange document handover / deletion	NM / PN
24/01/22	Provide numbers of attendance certificates issued	SH
24/01/22	Provide feedback on Draft Discretionary Pupil Absence Policy	All
24/01/22	Amend Draft Curriculum Policy and Circulate	SH/NM
24/01/22	Review Ofsted Questionnaire and feedback to next meeting	All
24/01/22	Review AD Register of Interests	Clerk / AD
24/01/22	Risk Assess Kinnerz Helpers	HT
24/01/22	Create form for accident reporting	HT / Office

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