



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

Monday 25th November 2019 – 9.30am – Great St Mary’s Church

Governors present: Lorna Atwell; Neil Chippington; Andrew Day; Sarah Hawker (Headteacher); Debbie Hayden; Fleur McLennan; Nigel Moorhouse (Chair); Paul Nicholson; Kerry Walpole

Also present: Michael Denmead (Clerk)

Challenges are in blue. Actions are in red.

	Action
<p>1. Open with prayer and welcome.</p> <p>The meeting was quorate.</p> <p>The meeting opened with prayer led by Andrew Day and housekeeping (health & safety meeting information).</p> <p>Fleur McLennan was welcomed as the recently elected Parent Governor.</p> <p>It was noted that this was the final meeting for Kerry Walpole in her 4-year term as Parent Governor. The GB thanked Kerry for her strong contribution. A Governor challenged what the arrangements would be for leading the Personnel & Learning Committee going forward. The GB were informed by the Chair that Kerry has agreed to be co-opted as a non-Parent Governor, and would continue with her current responsibilities as far as possible.</p>	
<p>2. Governorship items</p> <p><u>Apologies:</u> Apologies were received and accepted from Richard Summers</p> <p><u>Declarations of interest:</u> none</p> <p><u>Emergency action taken since last meeting:</u> none</p> <p><u>Terms of office:</u> no changes. <u>DBS & Section 128 checks:</u> up to date. In response to a challenge on the issue, the GB was informed that the necessary DBS checks have been completed successfully in relation to the new Governor.</p>	
<p>3. Approval of Minutes</p> <p>The Minutes of the meeting of 16 October 2019 were approved as drawn and subsequently signed by the Chair prior to publication to the website.</p>	

	Action
<p>A Governor challenged as to how the GB was ensuring that Governors were undertaking targeted training appropriate to their roles and to supporting the Headteacher. Kerry Walpole has agreed to take on the role of lead on developing Governors' training. It was agreed that Nigel Moorhouse is to be the lead on setting up FFT training, and Sarah Hawker is the lead on Learning Ladders training.</p>	<p>K Walpole N Moorhouse Headteacher</p>
<p>7. LEA Leadership and Governance Review</p> <p>The Governance Review has been largely completed, though the matters raised still required attention with a view to ensuring that the GB maintains as much best practice as is possible. There was a challenge as to what this meant in detail. The Chair and Heads of Personnel & Learning and Finance & Resources detailed the history of improvements made by the previous Chair and ongoing changes to planning of meetings, determination of strategy and working through implementation of plans with school staff.</p> <p>The Chair moved the discussion to the School Leadership Review. The Headteacher reported on actions to be completed in relation to the leadership element. The GB noted the Headteacher's comments that there was support provided by the LEA in relation to Maths and Reading Advisors and challenged the Headteacher to continue to seek deeper, effective support from the LEA. Sarah stated that this was a high priority and that she would be putting significant effort into this crucial area.</p> <p>A Governor challenged as to how the GB was ensuring support for the Headteacher in this area. It was explained that the Committee Chairs were deeply involved in all LEA visits to the school, including preparation and follow up.</p> <p>As part of ensuring a strategy is developed to suit the school's needs and is implemented effectively, the GB will be attending the Inset Professional Day on 6 January. This will be discussed further under item 11 [Strategy].</p>	<p>Headteacher Committee Chairs All</p>
<p>8. Safeguarding</p> <p>Andrew Day reported on activity since the last FGB which was discussed in detail by the GB. A Governor, focusing on the crucial nature of this area, challenged as to how the GB's duties were being fulfilled. Andrew / Kerry Walpole [Kerry is outgoing Safeguarding Governor and Andrew is incoming Safeguarding Governor] reported that they have undertaken three visits to the school as part of their role of monitoring safeguarding practices in the school, with which Sarah Hawker was also closely involved. There followed a number of challenges from Governors to determine the robustness of the school's safeguarding processes. Andrew reported that Chris Meddle (Responsible for Safeguarding at the LEA) visited the school to review safeguarding and he confirmed that the Single Central Record is compliant. A Governor challenged as to whether this confirmation was made by the LEA in writing. The Headteacher reported that she has requested a report as none has been seen.</p> <p>Sarah will follow up with Chris Meddle to ensure he provides a written report of his visit to Park Street.</p> <p>Sarah Hawker confirmed that the school's Safeguarding Report had been sent to the LEA. The GB thanked the Headteacher and Andrew for their hard work in this crucial area.</p> <p>A further safeguarding visit to the school is taking place later today. Going forward it was agreed with Sarah that Andrew and Lorna would work jointly with Andrew</p>	<p>Headteacher Sarah, Andrew,</p>

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<p>taking the lead on Safeguarding and Lorna taking the lead on SEND.</p>	Lorna
<p>9. Policies and Processes</p> <p>The Admissions Policy was presented to the GB for discussion (having been circulated in advance). There were a number of challenges from Governors as to means for improving how the content of the document was presented to its readers. It needs to be much shorter, clearer and more helpful. The outcome was that Governors requested changes to the form of the document, though the substance remained unchanged.</p> <p>Action: Nigel Moorhouse will amend the document as agreed and publish to the school's website [since done].</p> <p>The following policies has been presented to the Governing Body in advance of the meeting:</p> <ul style="list-style-type: none"> • Flexible Working Policy • Redundancy Policy • Safer Recruitment Policy • Allegations of Abuse Policy <p>The above policies had been approved by the Personnel & Learning Committee and were provided to keep the GB informed. A Governor queried the position as regards the school's policies. Nigel Moorhouse reported that the school is now up-to-date as regards school's policies, but that ongoing monitoring is necessary and will continue. The GB thanked the Headteacher and Nigel for their hard work in this important area.</p> <p>Pay Review: There was discussion around how to deal with the pay award, because the LEA has yet to provide key information in this regard. There were a number of challenges by Governors with a view to ensuring that the school's staff were not treated unfairly as a result of the lack of LEA guidance. The GB decided to agree a pay award in line with the budgeted figure with a view to ensuring that the school's staff received their appropriate pay quickly. Paul Nicholson confirmed that the decision would not have a significant budgetary effect.</p>	N Moorhouse
<p>10. Committee & Working Group reports</p> <p><u>Finance & Resources Committee</u></p> <p>The Minutes of the last Finance and Resources Committee meeting had been provided in advance of the meeting by Paul Nicholson. The Committee met on 21 November. Fleur McLennan was welcomed to the Committee.</p> <p>Paul reported that the three-year forecast showed a challenging funding position. A Governor queried how this would be dealt with – the Committee Chair reported that additional advice was being sought from the LEA (Ray Byford) when setting the 20-21 budget, and the School and Chair of Governors would be attending a consultation on the budget.</p> <p>Governors challenged on the level of progress being made on snagging following the school refurbishment and other capital projects. The Committee Chair reported that capital projects are being pressed on with as firmly as possible, including IT.</p> <p>In response to a query from a Governor, the Committee Chair reported that the</p>	

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<p>SFVS is being sorted in a timely manner.</p> <p>Paper presented: The Committee’s updated Terms of Reference were presented to the FGB for approval.</p> <p>Decision: The Terms of Reference were agreed.</p> <p>The Committee and the GB expressed sincere thanks to Lillian Leedham for her contribution to the school over a long period of time.</p> <p><u>Personnel & Learning Committee</u></p> <p>The Minutes of the last Personnel & Learning Committee meeting had been provided in advance of the meeting by Kerry Walpole. The Committee met on 22 November.</p> <p>Governors challenged the Committee to provide an overview of the support being provided to the school and the Headteacher in the area of teacher and learning. Kerry reported that the Committee was focusing on staffing and the curriculum, working to support the Headteacher to deliver for the school’s children. There was a detailed discussion around how to shape the curriculum in a small team in a manner which breaks down barriers between subjects.</p> <p>Governors expressed an urgent need for up-to-date data from the school to be reported to the GB. The School Leadership Report is being finalised and updated with current data.</p> <p>Action: Sarah Hawker will circulate the report [since done].</p> <p>Paper presented: The Committee’s updated Terms of Reference were presented to the FGB for approval.</p> <p>Decision: The Terms of Reference were agreed.</p> <p><u>Foundation Committee</u></p> <p>The Foundation Committee is meeting next on 4 December. The meeting will include a walk-through the school with a focus on the school’s Christian ethos. There will be a focus on what is needed to improve the SIAMS rating.</p>	<p>Headteacher</p>
<p>11. Strategy</p> <p>A significant proportion of the meeting was set aside to discuss strategy. This will be the focus of the inset day set aside for 6 January, which will include governors as well as staff.</p> <p>It was agreed that detailed data and the views of staff to the extent possible will be sought. Additionally, pupils and parents’ views will be sought ahead of the meeting.</p> <p>The day will start at 9.30 for a 10am start and continue until 14.30. Neil Chippington will lead the day. A small working group comprising Andrew, Kerry, Neil and Sarah will meet in advance as part of the preparation.</p>	<p>N Chippington K Walpole S Hawker A Day</p>
<p>12. Any other business</p> <p>None</p>	

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<p>13. Close with prayer The meeting closed around 11am with prayer led by Andrew Day.</p> <p>The Governing Body next meets on 27 January 2020 at 7.30 pm at Park Street School.</p>	<p>All</p>