



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

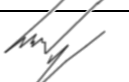
**Wednesday 27 March 2024 – 18:30**

Governors present: Nigel Moorhouse (NM - Chair); Sarah Hawker (SH - Headteacher);  
Lorna Atwell (LA); Catherine Johnson (CJ); Laura Oxley (LO); Andrew  
Day (AD); Neil Chippington (NC);  
Also present: David Buckley (DB – Clerk)  
Apologies: Katherine Shankland; Edward Green;

Challenges are in blue. Actions are in red.

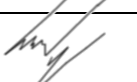
	<b>Action</b>
<p><b>Open with prayer and welcome.</b></p> <p>AD opened the meeting in prayer.</p>	
<p><b>1. Governorship items</b></p> <p>a. <u>Apologies for absence</u> Katherine Shankland; Edward Green</p> <p>b. <u>Declarations of personal interest regarding items on the agenda</u> Nil</p> <p>c. <u>Report on any emergency action taken by the Chair since last meeting</u> None has been taken.</p> <p>d. <u>Terms of office due to expire, resignations, and DBS/Section 128 Checks</u> CJ is finishing her term as a parent governor of the school and all present praised and thanked her for her hard work and commitment.</p>	

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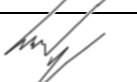
	Action
<p><b>2. Minutes of the meeting of the previous Full Governing Body held on 31st January 2024</b></p> <p>a. <u>Approval of minutes</u></p> <p>The previous meeting's minutes were approved.</p> <p>b. <u>Matters arising</u></p> <p><b>Succession Planning</b> is ongoing.</p> <p><b>External H&amp;S Review</b> will take place when we request it.</p> <p><b>Equality Objectives</b> to be reviewed next term.</p> <p><b>Playshed:</b> A governor asked about progress on the playshed. The Treasurer of the PTA is currently getting quotes for the playshed and is liaising with the Reception teacher to ensure suitability.</p> <p>The <b>Pupil Premium Action Plan</b> has been updated to the school website. Closed</p> <p><b>Boiler Work:</b> A DfE M&amp;E survey of the school carried out earlier in the week found an H&amp;S compliance issue as there is a requirement for there to be hot water in all the toilet rooms. <b>Governors challenged the Headteacher that this needs to be progressed with urgency.</b> The Headteacher stated that this was planned for Easter 2023 (and cancelled due to supplier failure. Barkers should be managing the new boiler project, but have been extremely slow to acquire three to four quotations for a new boiler, and also the hot water. Barkers should be informed that comprehensive toilet water heaters are now a Class D emergency. SH will spend time on this tomorrow to move this forward.</p> <p><b>Funding Request:</b> CJ informed the PTA that it is setting up a platform on the website which also allows for gift aid donations to school.</p> <p><b>Breakfast Club:</b> A person has been found to cover the breakfast club. They will begin with close supervision, but it is hoped that this will become a long-term solution. Closed</p> <p><b>Safeguarding training:</b> All governors provided the office with relevant information. Closed</p>	SH
<p><b>3. Safeguarding</b></p> <p>The Safeguarding Governor reported that the LA audit was successful, and that the LA were helpful with suggestions for improvement. The Headteacher has put together an Action Plan based on the findings. He reported that Safeguarding in the school was in a strong position after the inspection of the SCR, and was very pleased with the work which had gone into this and thanked Angela in particular. The filing system impressed the LA inspectors. Alison also deserves thanks for observing safeguarding protocol with visitors and is very good with parents here. It is a very positive Safeguarding Report with very good feedback, such as the removal of past members of staff as quickly as possible. <b>A governor noted that there was more focus on PREVENT</b> and said there was a need to look into more Prevent training. SH said she would look in to doing more of this in September.</p>	SH

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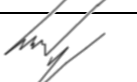
	Action
<p><b>4. Health and Safety</b></p> <p>The H&amp;S Governor reported on a recent visit, and <b>challenged that the new fire escape signage had not been fitted</b>. This was immediately completed. A member of staff also helpfully noted that the fire escape plan may need updating to avoid crowding on exiting the site. SAO and Headteacher to review plan.</p> <p>A recent fire extinguisher inspection had noted that upgrades were available, at a cost of about £500. <b>A governor asked if the current extinguishers were compliant</b>, and the Headteacher confirmed that they were, so no action is needed, but it should be reviewed if that changes.</p>	SH/AS/NM
<p><b>5. Strategy</b></p> <p>The <b>Strategic Plan</b> for the year was provided prior to the meeting and reviewed.</p> <p><b>A governor asked how progress was going for SATS</b>. The Headteacher reported that work being done for SATS preparation was very good and was going well. One SEN pupil and one pupil who had been in the UK too long for adjustments were highlighted.</p> <p><b>A governor asked if it was time for the curriculum to be reviewed</b>. The Headteacher said that a lot of work was done before Ofsted regarding curriculum topics and SH wants to keep it as it is and have it constantly under review. SH said that the curriculum needs time to embed before any changes are made.</p> <p>AD was pleased with the Christian Distinctiveness of the school and how it is seen by visitors.</p> <p>Planned Improvements – <b>A governor noted that the interior of certain classrooms needed redecorating</b>. It was suggested that we could have a PTA ‘paint in’, but this would have to be carefully considered due to possible Health and Safety issues. <b>A governor asked about Corporate Social Responsibility programmes</b>, and whether this might assist. AD said he had connections with a company which could possibly do this as part of their corporate social responsibility and said he would look in to it.</p> <p>The <b>School Development Plan</b> update was provided prior to the meeting</p> <p>The Governors had all seen the Development Plan. <b>They focused on areas which were marked as not met</b>.</p> <p>SH said that the representative of Commando Joe’s was being replaced after Easter as the current one was not knowledgeable enough with their own system.</p> <p>AD leaves the meeting 7.15pm.</p>	AD

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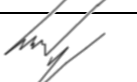
	<b>Action</b>
<p>There is an Outdoor Learning Meeting on the 6<sup>th</sup> May, but it is still waiting to know the level of funding to take any discussion forward.</p> <p>There followed a discussion on exploring and considering a closer relationship with one of the senior schools in the area.</p> <p><b>Reserves &amp; Contingency Policy</b></p> <p>There were no suggested changes to the Policy, with the contingency remaining at £20,000. The policy was ratified subject to the change below:</p> <p>‘To stand by the Christian ethos...’ should be changed to... ‘To promote the Christian ethos...’</p>	
<p><b>6. Headteacher Report</b></p> <p>The Headteacher’s Report was provided prior to the meeting.</p> <p><u>a. Pupil Numbers</u></p> <p>Pupil numbers are healthy. There are currently 17 first choices in Reception and on 15<sup>th</sup> April the school will receive the actual numbers for Reception. There are two more starting in Year 1 after Easter going from 16 to 18. A few more pupils can come in to Year 1. Year 3/4 is getting large now. Some places are available in Eagles. There is a prediction of a minimum of 117 in September. SH was confident that there would be no problems filling spaces.</p> <p><u>b. Pupil Wellbeing</u></p> <p><b>Governors asked about the needs of new pupils.</b> It was noted that incoming pupils still lack independence and can be egocentric in behaviour after having spent time at home during Covid lockdown. Time was required by teachers to get such pupils focused on their work for the protracted period necessary.</p> <p><u>c. Progress, Attainment and Expected Outcomes</u></p> <p>The Headteacher outlined these and discussions had been had in the prior part of the meeting.</p> <p><u>d. Interventions</u></p> <p>These had been discussed in the prior part of the meeting.</p> <p><u>e. Attendance</u></p> <p>Attendance is very good and above national averages, with 100% Attendance Certificates being handed out to pupils in tomorrow’s assembly in celebration and recognition of this.</p> <p><u>f. Behaviour (including prejudice-related incidents)</u></p>	

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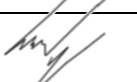
	Action
<p>A pie-chart on Behaviour and Concerns from September 2023 to March 2024 was presented, which was most comprehensive and detailed. A governor challenged whether behavioural concerns were always brought to the attention of the pupils' parents, and the Headteacher confirmed this.</p> <p><u>g. Staffing</u></p> <p>Governors asked about the forthcoming staffing with one member of staff soon to be taking Shared Parental Leave. The Headteacher informed the governors of the proposed staffing to cover the period.</p> <p><u>h. Staff Wellbeing</u></p> <p>A governor noted that while at the school for a governor visit, she had been invited to attend an end-of-term get-together with the staff. She reported that staff seemed to get along very well together, and had good camaraderie. It was noted that the TAs were all very knowledgeable.</p>	
<p><b>7. Finance</b></p> <p><u>a. BMR &amp; Forecast</u></p> <p>The latest BMR was presented. It was noted that the predicted outturn was better than at the last review.</p> <p>The largest budget overspend was Agency Staffing, and this was due to having to cover for SEND pupils awaiting EHCP funding, and this cannot be predicted year-on-year. The Headteacher noted that agency cover for sickness had reduced. Governors noted that it is important that the needs of some SEND pupils do not disrupt the education of the rest of the class, so this staffing is needed. There followed a discussion regarding the cost and funding of 1:1 teaching out of the classroom.</p> <p>Governors asked about training budget overspend. The Headteacher said getting an experienced overseas teacher to UK QTS had caused this..</p> <p><u>b. Debts, Write-off and Virements</u></p> <p>None reported.</p> <p><u>c. Head's Expenses</u></p> <p>None reported</p> <p><u>d. Capital Projects</u></p>	

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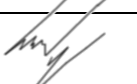
	Action
<p>The school has taken quotations on window blinds and these are being done after Easter using environmental DFC funding.</p> <p>e. <u>Asset Management</u></p> <p>A finance governor is currently reviewing this with the SAO and Headteacher.</p> <p>f. <u>Financial Benchmarking</u></p> <p>Financial Benchmarking was carried out by a finance governor prior to the meeting and the results of the government tool were presented. <b>Governors noted that nothing stood out</b>, with the school mostly being in the middle of the comparator schools, but <b>the budget still needs to be carefully considered</b>.</p> <p>g. <u>Financial Risks and Insurance</u></p> <p>It was reported that insurance would be continued through the RPA scheme.</p> <p>h. <u>Lettings</u></p> <p>It was reported that there are no current or planned lettings.</p> <p>i. <u>Budget Update</u></p> <p>The first draft budget was presented. It was noted that changes to the LA system had caused delays, but the first draft was much better than previous first drafts. The Finance Working Group is working with the SAO and Headteacher to review this draft in detail prior to the full budget build.</p> <p>j. <u>SFVS</u></p> <p>The School Financial Value Statement was completed prior to the meeting by the Finance Working Group and approved by the Governors at the meeting. It needs to be signed by the Chair and provided to the LA by the end of March.</p>	<p>NM</p>
<p><b>7. Compliance</b></p> <p>a. <u>Policies to approve</u></p> <p><b>Exclusion Policy:</b> <b>Governors questioned the Introduction section</b> of the policy. The meaning of the bulleted 'Anti-bullying' from the LA model was questioned and remained unclear in the context of the other agencies already listed, but it was agreed to leave it, as the LA is jointly responsible for excursions.</p> <p>The Governors agreed that in Appendix 4: The Permanent Exclusion document was very clear.</p> <p>b. <u>Forthcoming Policy reviews</u></p> <p><b>Governors noted that the RSE Policy was coming up for review</b>, so the Headteacher needs to enter into consultaion as required.</p>	<p>SH</p>

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	<b>Action</b>
<p><b>8. Governing Monitoring and Training</b></p> <p>Reports of recent visit were provided prior to the meeting, and these were discussed at the meeting. These included training included Finance, Health and Safety, Staff Welfare, Collective Worship and Pupil Premium.</p>	
<p><b>9. AOB</b></p> <p>SEND PIN: This was noted on the agenda, but KS's absence meant that it would be postponed until the next meeting.</p> <p>Meeting schedule for the remainder of the academic year:</p> <p>Wednesday 1<sup>st</sup> May 2024</p> <p>Wednesday 10<sup>th</sup> July 2024</p>	KS
<p>8.10pm. The meeting was closed with a collective prayer.</p>	

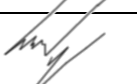
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## Action Summary

Meeting Date	Action	Action By
21/09/22	Succession planning to continue.	NM
01/02/23	External audit of Health & Safety Register	AS/NM
28/09/23	Review Equality Objectives	SH, NM
23/11/23	Replacement Playshed ordered	SH/KS
23/11/23	Chase boiler work and window completion	SH
27/3/24	Chase water heaters for toilet rooms	SH
27/3/24	Review PREVENT training for next academic year September	SH
27/3/24	Review fire escape plan	SH/AS/NM
27/3/24	Look into CSR options	AD
27/3/24	Consultation on RSE Policy	SH
27/3/24	Bring SEND PIN to next meeting	KS

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