



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

Thursday 28 September 2023 – 18:30

Governors present: Nigel Moorhouse (NM - Chair); Sarah Hawker (SH - Headteacher);
Katherine Shankland (KS); Lorna Atwell (LO); Catherine Johnson (CJ);
Neil Chippington (NC); Edward Green (EG); Andrew Day (AD)


Also present: David Buckley (DB – Clerk)

Apologies: Laura Oxley (LO), Katherine Shankland (KS)

Challenges are in blue. Actions are in red.


	Action
<p>Open with prayer and welcome.</p> <p>AD opened the meeting in prayer.</p>	
<p>1. Governorship items</p> <p><u>a. Apologies for absence</u></p> <p>Apologies were received and accepted from Laura Oxley and Katherine Shankland.</p> <p><u>b. Declarations of personal interest regarding items on the agenda</u></p> <p>AD declared he was an Academies Trustee, Chair of the Education committee, Member of the Woodard Trust and CSoC.</p> <p><u>c. Report on any emergency action taken by the Chair since last meeting</u></p> <p>None has been taken.</p> <p><u>d. Terms of office due to expire, resignations, and DBS/Section 128 Checks</u></p> <p>None declared.</p> <p><u>e. Approve Code of Practice</u></p> <p>No change approved.</p> <p><u>f. Approve Standing Orders</u></p> <p>No change.</p> <p><u>g. Register of Interests</u></p> <p>As above (Section b).</p>	

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
	Action
<p><u>h. Election of Chair and Vice Chair</u></p> <p>Nigel Moorhouse was nominated as Chair, and Andrew Day as Vice Chair. Both left the meeting and were elected by show of hands. Chair and Vice Chair re-elected. They returned to the meeting.</p>	
<p>2. Minutes of the meeting of the previous Full Governing Body held on 13th July 2023</p> <p>a. <u>Approval of minutes</u> Meeting approved minutes of 13/7/23.</p> <p>b. <u>Matters arising</u></p> <p>i. The Parental Conduct Policy needs to be highlighted again due to an incident between parents outside the school gates last week. The policy has been sent out already and SH will do so again. The meeting approved the policy.</p> <p>ii. PTA Funding Request – CJ will send a draft to SH to review.</p> <p>iii. NM is starting a new Strategic Plan.</p>	<p>SH CJ SH NM</p>
<p>3. Safeguarding</p> <p>a) <u>Confirm reading of KCSIE</u></p> <p>All present confirmed having read the KCSIE</p> <p>b) <u>Approval of Safeguarding and Child Protection Policy</u></p> <p>SH said the was a Safeguarding twilight next week.</p> <p>A Governor challenged that there was a need to check and update the service for teachers and updates on staff DBS. This should be done every three years. The Headteacher is not on the update service.</p> <p>A governor asked about web-filtering. SH is to have a meeting with Mark Denny, our IT technician, on web-filtering and monitoring. He has recommended that we subscribe to a service in addition to ‘Smoothwall’, that allows us to monitor devices more closely. The Local Education Authority provides Smoothwall as the Firewall which filters and monitors children’s internet use. Mark Denny understands and does all this type of work.</p> <p>It is also necessary now to carry out basic internet search checks on new staff on anything in their past. This is mentioned on the job-application form.</p> <p>A governor asked for confirmation that SH is the online safety lead, which was confirmed. The headteacher stated that pupils understand that if they see something online at home or at school that worries them, then they tell the teacher. In one instance, a child told a parent at home that a pupil had carried out an inappropriate internet search, and the parent reported this straight away to the school. When investigated by the IT technician, it was clear that the search had not resulted in pupils seeing anything inappropriate.</p> <p>Notes need to be sent out on Prevent Training on a regular basis.</p> <p>The Safeguarding and Child Protection Policy was approved.</p>	<p>SH</p>

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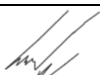
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<p>4. Health and Safety</p> <p>Nothing reported.</p>	
<p>5. Committees, Working Groups and Link Governors</p> <p>a. Foundation Committee</p> <p>Time set for the next FC meeting was 2.15pm 10th October after Collective Worship with the agenda set between AD and SH.</p> <p>Link responsibilities agreed upon for the next year were;</p> <p>Safeguarding: AD</p> <p>Finance: NM, CJ, LO</p> <p>SEND: EG</p> <p>Pupil Premium: LA</p> <p>Health and Safety and Data Privacy: NM</p> <p>Wellbeing and Curriculum: NC</p> <p>RE Governor: Foundation Committee</p> <p>Class Governors: no change Owls - LA</p> <p style="padding-left: 100px;">Robins – EG</p> <p style="padding-left: 100px;">Eagles – AD</p> <p style="padding-left: 100px;">Woodpeckers - CJ</p>	
<p>6. Wellbeing</p> <p>a. <u>Pupils</u></p> <p>Governors asked about pupil attendance. Ten pupils were away from Woodpeckers last week due to Covid. There are cough/cold symptoms and it also effects tummies. It takes two weeks for symptoms to go away.</p> <p>There is still a 95% attendance overall.</p> <p>After a governor challenge, the Headteacher said that the general wellbeing in school is good.</p>	
<p>7. Strategy and Improvement</p> <p>a. <u>Meeting Calendar</u></p> <p>b. <u>Pupil Numbers</u></p>	

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
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<p>Governors asked about pupil numbers. The Headteacher said that numbers are very good, as follows: Reception – 18, Year 1 – 18, Year 2 – 22, Year 3 – 17, Year 4 – 15, Year 5 – 19, Year 6 – 14 There are 20 Year 3 on the waiting list. SH said the school was full.</p> <p>c. End of Year Assessments</p> <p>GL assessment results – all governors were given a copy to peruse. Governors noted that Year 6 were slightly underperforming. All except one should pass. One pupil who was bottom in English has left school.</p> <p>It was asked how this information feeds into the teaching:</p> <p>One teacher does extra booster classes especially for maths. Each lesson has one objective with pupils given strategies to achieve it. Years 3, 4 and 5 have a focus group at the front of the class. The very able have challenge questions and work more independently. Time is spent with them at the end of the lesson to check they have understood the work. Woodpeckers are gradually coming into the KS2 type of work.</p> <p>End of year predictions were highlighted in green for achieved, red for not achieved and blue for well above.</p> <p>Alison Walker was to do phonics intervention to catch up on this which was highlighted by the results from last year. The school was also involved in a maths trial with some pupils doing a number sense intervention.</p> <p>Governors noted that Year 2 writing scores were a little low. The Headteacher stated the English lead was a returning teacher and she knew these pupils.</p> <p>National examples of work are used to moderate work.</p> <p>SH said that five pupils in Y2 are a concern and that Alison Walker was doing tuition and intervention. Three of the pupils were Pupil Premium and their attendance was being monitored. SH said that this particular year group are very much under her scrutiny.</p> <p>Governors said that the quality of education is good and in certain areas excellent. They said this needs to be highlighted and the Head's/Staff learning journeys need to be promoted more positively. The teaching was 100% Good or better. Governors asked if there was any outstanding teaching? Could teachers be made more aware of what makes outstanding teaching? SH has a proforma for what is outstanding teaching, but SH wants the teachers to continue to strive for better not just to be labelled outstanding.</p> <p>The pupils' behaviour is outstanding, and the children are engaged with their learning.</p> <p>The Headteacher reported that one pupil has a Risk Reduction Plan in place to phone the nanny or parent to come to school to help the child to regulate if</p>	

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	Action
<p>necessary. With this pupil incidents occur without warning and there has been a need for two exclusions. SEND services are involved and the pupils has been given and EHCP and a diagnosis.</p> <p>The Headteacher reported that a pupil has had a two-day internal exclusion, resulting from dangerous behaviour in class.</p> <p>A governor went through the 'dashboard' with SH.</p> <p>d. <u>Draft Strategic Plan</u></p> <p>To be confirmed</p> <p>e. <u>Draft SEF</u></p> <p>The Headteacher provided the latest draft to where she thought the school to be.</p> <p>f. <u>Draft SDP</u></p> <p>A draft SDP was provided prior to the meeting.</p> <p>Governors asked about Subject Leads and the Headteacher stated that Subject Leaders have assessed the previous year's curriculum coverage, but have not yet had the opportunity to use this assessment to impact the teaching of the curriculum, as we have a two-year rolling programme. They are now looking at this year's.</p> <p>A governor challenged that subject leaders evaluate subjects taught but more of the term needs to be passed through before this and any actions can take place, to ensure the curriculum is being followed and taught. Christina List is leading RE this year and is to talk to the subject leaders regarding her role and how they can integrate spirituality into their curriculum areas.</p>	
<p>8. Finance</p> <p>a. BMR</p> <p>A BMR was presented prior to the meeting. Governors noted that it looked healthy, but also noted that the new format was difficult to read.</p> <p>Governors agreed to follow guidance on EPM for teachers' pay.</p>	
<p>9. Compliance</p> <p>a. <u>Policies to approve</u></p> <p>i). Protocol for Children not Collected</p> <p>Provided prior to the meeting and Approved.</p> <p>ii). Equality Objectives</p> <p>Provided prior to the meeting. The school is a Victorian building so has no RAAC, but there is no wheelchair access to upstairs areas. There was a governor request to change the equality objectives; there are not only physical mobility disabilities and it was also to be acknowledged that the school was very inclusive to pupils with other</p>	SH

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
	Action
<p>forms of disability, including visual impairment. The current objectives were ratified, but request to review was accepted for this year.</p> <p>iii). Accessibility Plan</p> <p>Provided prior to the meeting and discussed. Pupils with visual impairment sit at the front of the class and their photocopies are enlarged. Wheelchair access for staff, parents and pupils was discussed as the building itself limits this. In such a case reasonable adjustments would have to be made and a plan in place for this. There is a statutory requirement for this plan to be in place. Apart from wheelchair access everything else could be accommodated for currently. Approved</p> <p>iv). RE</p> <p>The policy was provided prior to the meeting for reference. The Chair of the Foundation Committee has read through this and approved it</p> <p>v). Behaviour</p> <p>This was provided prior to the meeting. SH had made a couple of minor changes, yellow cards are not used, so this section was removed and recording on SIMS has been changed to Arbor. It was suggested to highlight and keep the positivity of the rules and have consequences of breaches if rules were not followed. This was approved.</p> <p>A governor asked about STEPS. The Headteacher said that STEPS is a Cambridge-wide behaviour strategy.</p> <p>b) <u>Data Privacy</u></p> <p>Nothing reported</p> <p>c) <u>Prejudice-related Incidents</u></p> <p>None reported</p> <p>d) <u>Ofsted</u></p> <p>Nothing to report</p> <p>e) <u>SIAMS</u></p> <p>SIAMS is not coming this year, but could come next year.</p>	
<p>10. Governing Monitoring</p> <p>The Chair to create a governor monitoring programme for the year</p>	<p>NM</p>
<p>11. Governor Training & Briefing since last FGB</p> <p>a) Training Programme</p> <p>It was noted that training with Local Education Authority hadn't been renewed, but the school had not received an invitation. Chair to review.</p>	<p>NM</p>

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	Action
Safeguarding Training is available at the school on Tuesday 3 rd October 3.30 – 5.30pm	
<p>12. AOB</p> <p>a) LA Support. See above on Training Programme</p> <p>The date of the next meeting is Wednesday 22nd November 2023 – 1830 - 2100</p>	
AD closed the meeting with a prayer.	


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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
30/03/23	Review Science Framework	SH
10/05/23	Draft Parent Fund request	CJ
13/07/23	Chase Accident Report	NM
13/07/23	Review Staff Wellbeing Comments	SH
13/07/23	Draft new strategic plan based on suggestions	NM
28/09/23	Contact Mark about Web Filtering	SH
28/09/23	Review Quality Objectives	SH, NM
28/09/23	Create Governor Monitoring Programme	NM
28/09/23	Review LA Governor Training	NM

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