



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

Thursday 29th April 2020 – 19:00 by Videoconferencing

Governors present: Lorna Atwell (LA); Neil Chippington (NC); Nigel Moorhouse (NM - Chair); Kerry Walpole (KW); Catherine Johnson (CJ); Sarah Hawker (SH - Headteacher); Fleur McLennan (FM); Ben Powell (BP); Paul Nicholson (PN)

Also present: Laura Oxley (LO - Clerk); Anna-Marie Cooper (AMC – Governor Services (observer))

Apologies: Andrew Day (AD); Debbie Hayden (DH)

Challenges are in blue. Actions are in red.

	Action
<p>1. Open with prayer and welcome.</p> <p>The meeting was quorate. The meeting opened with prayer and housekeeping. AMC was welcomed as an observer to the meeting.</p>	
<p>2. Governorship items</p> <p><u>a. Apologies for absence:</u> Apologies were received and accepted from Andrew Day (AD) and Debbie Hayden (DH).</p> <p><u>b. Declarations of personal interest regarding items on the agenda:</u> None were declared.</p> <p><u>c. Report on any emergency action taken by the Chair since last meeting:</u> NM has approved the new caterer as this needed to be done at short notice. The contract has been circulated to governors. SH explained that the caterer was chosen after a tender process along with two other schools. They have been a good company so far. A governor asked whether the previous catering staff had been kept on at the school. SH confirmed that they had been. SH said that the number of meals being sold had increased and the children seemed happy with the menu.</p> <p><u>d. Terms of office and resignations:</u> LA's term of office is due to expire on 13 July 2021. NM and LA have discussed this and LA has agreed to continue as a governor for a further term. LA is a Foundation governor and will be re-appointed by the Trustees of the Church Schools of Cambridge.</p> <p>PN has offered his resignation at the end of academic year. The governors thanked PN for all of his work as a governor.</p>	

	Action
Governors discussed potentially recruiting Foundation governors from St Clements church.	
<p>3. Approval of Minutes of the meeting of the last Full Governing Body held on 10th December 2020</p> <p>The minutes were approved as an accurate record. Action: NM to sign these and file a copy.</p>	NM
<p>4. Matters arising from the Minutes</p> <ul style="list-style-type: none"> - KW to update safer recruitment course – this action is still outstanding. Other governors have undertaken the safer recruitment course. - BP to bring DBS certificate to school – this has been completed. - NM to sign minutes of previous meeting and file a copy – this has been completed. - SH to put road closure in a letter to parents to seek volunteers – this has been completed. - AD and SH to take another look at RSE policy in terms of Christian distinctiveness - this action is still outstanding. - SH to put together FAQ for parents – this has been completed and no feedback or questions have been received from parents. - AD and SH to review Accessibility Plan and add Christian distinctiveness – this action is still outstanding. - NM to put details of DPO in the governor handbook. SH to make staff aware by putting this in the staffroom – these actions have been completed. - SH to speak to Admissions about PAN – this has been completed. - PN to send details to SH about the last catering tender process – this has been completed. - Governors to explore options with their catering contacts and feedback to SH – this has been completed. 	
<p>5. Safeguarding</p> <p>SH reported that she has attended Prevent training online this afternoon. SH said that this was useful and she will cascade the information down to staff. There was also a local child protection meeting for teachers held, focussing on peer to peer sexual abuse and the safeguarding referral process. A governor asked if there had been any reported safeguarding incidents. SH confirmed that there has not been any. NC reported that he has attended a safeguarding webinar.</p>	

6. Update on Covid Recovery

SH said that assessments were started the week after the students returned to school on 8th March. Teachers have planned interventions to address gaps that have occurred over the lockdown period. For example, there is a phonics intervention currently running. Parents’ evening has been held this week. Parents have been positive about all the work that teachers did over the lockdown period.

A governor asked if the school has received extra money and how has this been spent. SH said that the school had received some extra funding. Some of this has been spent on maths resources. The majority is intended to be spent on tutoring. SH has registered with a local tutoring company and has a meeting with a potential tutor tomorrow for Year 5s and 6s. However, there is an issue with finding enough tutors in the local area.

A governor asked about teacher wellbeing. SH said that she felt that parents’ evening has helped with staff morale and there is a lot of enthusiasm for the job. The school are currently receiving a lot of applications for school places. SH plans to send a communication to parents to ask them to let the school know if they plan to leave the school in September, for example university employees moving away at the end of a contract.

A governor asked if staff were continuing to take lateral flow tests. SH said that staff do them twice a week.

A governor asked if the whole-school assemblies on the green could take place as they keep a sense of community between the bubbles. SH said that the whole school has been able to have assemblies on the green, keeping to bubbles.

7. Committees and Working Groups

a. Finance and Resources (inc. Health and Safety)

There has been a slightly positive out turn in the budget for next year, instead of the expected deficit. Numbers this year mean that some of this will need to be spent. The budget will be discussed later in the agenda.

b. Personnel and Learning

Discussions have been held on assessments and pupil wellbeing, as well as headteacher wellbeing. The minutes of the committee meeting have been circulated to governors. A governor asked if there was a list of staff members and their classes SH has uploaded this to the Teams channel for governors to access.

c. Foundation

There has not been a Foundation committee meeting since the last FGB meeting. AD is arranging this.

7. Compliance

a. Policies to approve:

The governors approved the following policies, as detailed below:

- Reserves and Contingency Policy – this has been reviewed by the Finance and Resources Committee. The reserves should be maintained at a minimum of £25,000. There has been no change on previous years. The policy was approved by governors.
- RSE – this was presented at the last meeting. SH reported that this has been sent out in draft form to parents with links to the materials that will be used. A questionnaire has also been sent out to parents. SH collated the results and there were some questions from parents. SH addressed these questions with another letter to parents and a list of FAQs. SH has also offered the opportunity for a Zoom meeting for any parents who still had questions, but no parents have chosen to take this up. The teaching will happen on w/b June 28th and a further letter will go out to parents nearer this time, letting them know what they need to do if they wish to withdraw their child from this. [A governor asked if the materials had been uploaded to Teams](#). SH said that the material for each class has been uploaded to Teams for each class for parents to access. The policy was approved by governors.

8. Budget

a. 2020-21:

There was a higher carry forward in the budget than expected. This is down to fewer costs being incurred due to the Covid closures.

b. 2021-22:

This has been reviewed closely by the Finance and Resources Committee. SH explained that due to the low student roll in October, the school expected to use all its carry forward but this has not been the case because the carry forward was higher than anticipated. There are some children leaving the school with EHCPs which will impact funding. However, there are some other children in the school who may be receiving EHCPs. This will make a difference to the budget. SH has put in a proposal to CSoC for funding for a TA to support with pupil wellbeing. The budget should be closer to being balance in future years, as pupil numbers are increasing rapidly, this will result in increased funding. [A governor asked whether children moving to the school from abroad receive the same support if they require an EHCP](#). SH confirmed that they would do. There may be a need for an increase in TAs in the school. There will be one teacher vacancy for next academic year. The advert is currently out and so far there have been three applications so far. [A governor asked if there were any budget implications with the new appointment](#). SH said that she did not think that there would be.

NM said that there should be reserves of about £40,000 at the end of the year, which is within the agreed Reserves and Contingency policy.

[A governor asked about the decrease in pupil premium funding](#). SH said that this is due to there being less children in the school who are eligible for pupil premium funding, plus there has been a change in the government's Pupil premium year.

[A governor asked if there are any LAC children in the school](#). SH said that there are no LAC children in the school at the moment.

<p>NM said that there are assumptions made in the budget for the coming year so there may be some slight changes. The Finance and Resources Committee are going to look at where reductions could be made if there are lower pupil numbers in future years.</p> <p>A governor asked if there was a planned reduction in administration. SH said that there were no plans for this as the budget was sufficient, but it is under review.</p> <p>The governors approved the budget for 2020-21.</p>	
<p>9. Governor Monitoring (reference only – budget meeting)</p> <p><u>Visits made:</u></p> <p>A governor asked how a wellbeing visit could be made without being able to visit the school. SH suggested an email could be sent to staff. Debbie Hayden is the wellbeing lead in the school and did some training for staff on the last inset day.</p> <p>A governor asked if a behaviour visit would be useful, via interviewing staff. SH said that she would speak to staff about this and a virtual meeting could potentially be arranged. Action: SH to speak to staff about their thoughts on a meeting with governors about behaviour.</p> <p>A governor asked if there had been any issues with behaviour recently. SH said that there had unusually been a couple of racist incidents and these have been dealt with. A governor challenged if these had been reported to the LA. The Headteacher said that she wasn't sure of the system, and the Clerk and LA observer thought it should be done on PRIDE system. LA observer to check.</p>	<p>SH</p> <p>AMC</p>
<p>10. Governor Training and Briefings since last FGB (reference only – budget meeting)</p> <p><u>Training undertaken:</u></p> <p>NM attended the termly governance briefing yesterday. Key points from the briefing were:</p> <ul style="list-style-type: none"> - The Covid measures are expected to continue for the entire term. - SH should be receiving attendance reports with a benchmark against other schools. - Ofsted will be doing some visits to schools from May, but these will not be graded. Graded visits will resume in September. <p>NM has received his certificate for Leading Governance.</p> <p>SH and NM reminded governors that training is available and is funded as part of the budget.</p> <p>NM said that a skills audit is planned before the next FGB meeting. This will help governors to recruit suitable candidates for the vacancies available.</p> <p>A governor asked if there were suggestions for which courses to attend. Action: KW will organise course options for governors to choose from.</p>	<p>KW</p>

<p>11. Any Other Business</p> <p>PN highlighted that there have been some significant improvements on the school website. Governors expressed their thanks to all who have worked on the website.</p> <p>Governors expressed their thanks to SH and to all school staff for their work in keeping the school running with a strong sense of community throughout the pandemic.</p>	
<p>12. Close with prayer</p> <p>The meeting closed with prayer at 20:11.</p> <p>The Governing Body next meets on Thursday 15th July at 7pm</p>	

Action Summary

Meeting Date	Action	Action By
17/09/2020	KW to update Safer Recruitment Training	KW
10/12/2020	AD and SH to take another look at this policy in terms of Christian distinctiveness.	AD and SH
10/12/2020	AD and SH will review Accessibility Plan and add Christian distinctiveness.	AD and SH
29/04/2021	NM to sign the minutes of the previous meeting and file a copy.	NM
29/04/2021	SH to speak to staff about their thoughts on a meeting with governors about behaviour.	SH
29/04/2021	KW will organise course options for governors to choose from	KW
29/04/2021	AMC to check about racist incident reporting system	AMC