

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

**Thursday 30<sup>th</sup> March 2023 – 18:30**

Governors present: Nigel Moorhouse (NM - Chair); Sarah Hawker (SH - Headteacher);  
Katherine Shankland (KS); Andrew Day (AD); Neil Chippington (NC);  
Laura Oxley (LO); Lorna Atwell (LA)

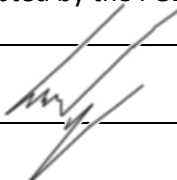
Also present: David Buckley (DB – Clerk)

Apologies: Edward Green (EG); Catherine Johnson (CJ)

Challenges are in blue. Actions are in red.

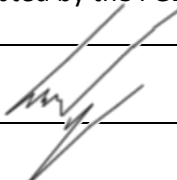
	<b>Action</b>
<p><b>Open with prayer and welcome.</b> AD opened the meeting in prayer.</p>	
<p><b>1. Governorship items</b></p> <p><u>a. Apologies for absence</u> Apologies were received and accepted from EG and CJ.</p> <p><u>b. Declarations of personal interest regarding items on the agenda</u> None declared.</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 due to expire, resignations, and DBS/Section 128 Checks</u> None</p>	
<p><b>2. Approval of Minutes of the meeting of the last Full Governing Body held on 1<sup>st</sup> February 2023 and Matters Arising</b></p> <p>a. <u>Approval of minutes</u> Minutes approved. A few minor amendments were received prior to the meeting to be corrected before approval. <b>To be signed by NM.</b></p> <p>b. <u>Matters arising</u>  SH highlighted the need to tweak the RE policy, particularly the time set aside to teach it. SH required a little more time and a final look.</p>	<p style="text-align: center;"><b>NM</b></p> <p style="text-align: center;"><b>SH</b></p>

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

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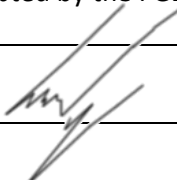
	<b>Action</b>
AD aims to have a Foundation Meeting before the end of the academic year.	AD
<p><b>3. Safeguarding</b></p> <p>AD was pleased with the Safeguarding in the school. SH is involved with a particular pupil in moderating the impact of the one child. AD pointed out that Safeguarding was in a place and highlighted that Ofsted agreed.</p>	
<p><b>4. Health and Safety</b></p> <p>From a recent audit of health and safety, a governor noted improving the signage for the fire escapes and their general utility was currently being addressed. External audit will be requested when work is completed. <b>Ongoing action on H&amp;S Register</b></p> <p>SH reminded the meeting that the school boiler was being replaced over the Easter holiday by a firm already well known to the school and that new heaters were being placed in three classrooms to combat the possibility of Legionnaires. <b>Report back at next meeting.</b></p>	<p>NM</p> <p>SH</p>
<p><b>5. Strategy</b></p> <p>a. <u>Progress on Strategic Plan</u></p> <p>A discussion was held on progress on the strategic plan.</p> <p><b>Governors challenged the use of Learning Ladders</b> which opened a discussion regarding the practicality of Learning Ladders (LL). LL have termly summative assessments which could replace LL records. Ofsted had shown no interest in LL and there was a need to approach staff regarding this and whether to abandon LL altogether. <b>Review.</b></p> <p>KS said she oversees interventions, evidence of work and holds pupil progress meetings at the end of term. SH and KS track progress. <b>A governor suggested recording data with a method devised by and suited to the school itself.</b></p> <p>SH wanted a further look at the new Science framework with a view to provision of evidence of progress. <b>Review.</b></p> <p><b>A governor pointed out the Strategic Plan needed dating to say when aims were achieved and when it was last looked at to show it was being reviewed. Action to be done.</b></p> <p>b. <u>Progress on SDP</u></p> <p>SH opened the discussion regarding the use of Art in developing an understanding of the vision of the school. The Learning Section of the Ofsted report contained good points on pupils' retention of learning, knowing where they need to progress and how to achieve this.</p>	<p>SH, KS</p> <p>SH, KS</p> <p>NM</p>

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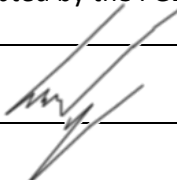
	Action
<p>There is a need to invigorate learning through experience to enhance book learning.</p> <p>Mindset Learning needs considering to address aspects of resilience, self-awareness, empathy, excellence and teamwork with a particular focus on those who need it, such as those pupils who suffered from the impact of covid. Reception children were suggested as a starting point where its need was more apparent.</p> <p>Computing resources needed further attention and the computing scheme required more of a learning experience.</p> <p>How more outdoor learning could be included into the curriculum was being discussed at the next staff meeting. It was recognised that covid had affected the Year 2s' socialising and writing. <b>To be reported back.</b></p> <p>SH recognised the requirement for more time to be spent teaching RE. This meant two and a half hours each week, perhaps cross-curricular with English and History.</p> <p><u>c. Reserves and Contingency</u></p> <p>There was a discussion on the Policy. Previously, the reserves had been increased after a year with low pupil numbers. It was agreed that the reserves could be reduced to £20,000 based on forward projections of pupil numbers to ensure that money was spent on current pupils. <b>Amend and publish.</b></p>	<p>SH</p> <p>NM</p>
<p><b>6. Headteacher report</b></p> <p>The Headteacher Report was provided prior to the meeting. There were discussions on each element. Governors noted areas of concern mentioned by the Headteacher in the report.</p> <p>The impact of support staff wages and teachers' wages on the school budget was discussed. SH and KS strongly praised the work of the support staff, their loyalty and how they gave so much more than their wages paid.</p> <p><b>A governor said pupil numbers needed looking at</b> and stressed that outcomes in the report showed outstanding results which unfortunately were not recognised by Ofsted, such as Maths which was 29% above the national average.</p>	
<p><b>7. Finance</b></p> <p>NM opened the discussion and the meeting was pleased to understand that the BMR showed a possible 'carry forward' this year. This was especially good considering a £30,000 deficit from last year. A governor said it was a well-managed budget and value for money. A foundation governor wanted <b>a thank you given in recognition of the support from the Church Schools.</b></p> <p>There were no debts, write-offs and virements reported.</p> <p>There were no reported Head's Expenses.</p> <p>The list of capital projects was provided prior to the meeting. The boilers and windows are going ahead with SCA funding.</p> <p>The asset management plan was provided. It is being updated by the SAO.</p>	<p>AD</p>

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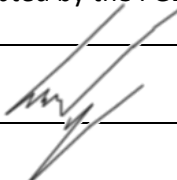
	<b>Action</b>
<p>Financial benchmarking was presented. The school was shown to be in a good position through this exercise, with nothing standing out as unusual.</p> <p>No new financial risks were presented. Insurance is through RPA.</p> <p>NM said Lettings needs to be reviewed annually. The school does not currently have any lettings.</p> <p>A governor said that the budget looked healthy. <b>The Chair wanted it looking at again</b> after Easter.</p> <p>The SFVS was presented with no material changes to 2022 and approved. <b>Chair to sign and send to LA.</b></p>	<p>NM/SH/AS</p> <p>NM</p>
<p><b>8. Compliance</b></p> <p>The Disciplinary Rules relating to Misconduct Policy was reviewed. There were no major changes, and the latest EPM model used. <b>Approved for publication.</b></p> <p>The Headteacher had updated the policy for the use of images, with new checklists in the appendices. <b>Approved for Publication.</b></p> <p>The Online Safety &amp; Acceptable Use of IT Policy was provided. It had been approved by delegation to the Chair of Governors and published prior to the meeting.</p> <p>SH provided a draft policy prior to the meeting and flagged up the need for a 'parental code of conduct' ready for September 2023 in the form of a 'school agreement'. <b>Governors to review before the end of summer term.</b></p> <p>The meeting agreed to abandon the Union Recognition Policy on review as it contained a number of false statements. <b>Remove from Policies.</b></p> <p>There were no reported data privacy issues.</p>	<p>SH/NM</p> <p>SH/NM</p> <p>All</p> <p>SH</p>
<p><b>9. Governing, monitoring and training</b></p> <ul style="list-style-type: none"> <li>• LA has taken on the role of Pupil Premium Governor.</li> <li>• LO went on a Governor induction and Safeguarding Training Course.</li> <li>• LA did a SEN visit, which went well, a visit on 'strike' day and a visit to the dress rehearsal for the Passion Play. All agreed that the play was a complete success and pleased with the religious content compared with previous years.</li> <li>• NM went on a Health and Safety visit.</li> <li>• AD visited Class 6, assemblies and has observed RE being taught.</li> </ul>	

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	<b>Action</b>
<p><b>12. AOB</b></p> <p>The meeting gratefully acknowledged receipt of funding and other support throughout the year. A trustee of CSoC said that the school was especially good at impact reports which helped the issuing of funding to the school such as the Heffers Bookshop visit.</p>	
<p><b>12. Close with a prayer</b></p> <p>AD closed the meeting with a prayer at 20:45.</p>	

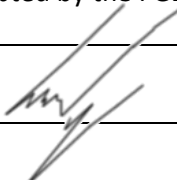
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## Action Summary

Meeting Date	Action	Action By
03/05/22	SH/KS to send RE policy to June to check it is complete, ready for ratification	SH, KS
03/05/22	Foundation Committee to look at the RE policy	SH, LA, AD, BP, JS
21/09/22	Succession planning to continue.	NM
21/09/22	Meeting schedule for Foundation Committee to be arranged. SH to email AD to organise. (May be better during the day.)	SH/AD
23/11/22	NM will coordinate with AS and EPM vis-à-vis the pay policy recommendations	NM
23/11/22	Annual Report to Parents	NM
01/02/23	Write to AS thanking her for excellent work on safeguarding	NM
01/02/23	External audit of Health & Safety Register	AS/NM
01/02/23	Review staffing requirements	SH
01/02/23	Review the Contracts Register	AS/NM
01/02/23	Respond to Ofsted Report requesting a clarification change to the wording on SEND	SH/KS
01/02/23	Write to staff thanking them for their work and dedication	NM
01/02/23	Write to classes thanking them for their work and dedication	NM
01/02/23	Publish Admissions Arrangements for the 2024 intake	SH
01/02/23	Schedule of School Monitoring Visits for Governors	AD
01/02/23	Re-arrange class visit	CJ
30/03/23	Sign and publish Feb minutes	NM
30/03/23	Report back on boilers	SH
30/03/23	Review Learning Ladders	SH
30/03/23	Review Science Framework	SH
30/03/23	Review Strategic Plan Dates	NM
30/03/23	Look at improved outdoor learning opportunities	SH
30/03/23	Amend and publish Reserves & Contingency Policy	NM
30/03/23	Thank CSoC	AD
30/03/23	Review Budget	SH/SM/AS
30/03/23	Publish approved policies	SH/NM
30/03/23	Review Parental Conduct Policy	All
30/03/23	Remove Union Recognition Policy	SH

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