



**PARK STREET
CHURCH OF ENGLAND
PRIMARY SCHOOL**

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

Wednesday 31 January 2024 – 18:30

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

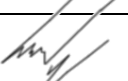
Also present: Michael Denmead (MD – Relief Clerk)

Apologies: Andrew Day (AD); Edward Green (EG)

Challenges are in blue. Actions are in red.

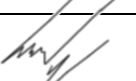
	Action
<p>Open with prayer and welcome.</p> <p>NM opened the meeting.</p>	
<p>1. Governorship items</p> <p>a. <u>Apologies for absence</u></p> <p>The Chair had received and accepted apologies for absence from AD and EG.</p> <p>b. <u>Declarations of personal interest regarding items on the agenda</u></p> <p>Declaration of interest for SH and KS vis-à-vis the headteacher’s pay item.</p> <p>c. <u>Report on any emergency action taken by the Chair since last meeting</u></p> <p>None has been taken.</p> <p>d. <u>Terms of office due to expire, resignations, and DBS/Section 128 Checks</u></p> <p>None declared.</p> <p>It was noted that Catherine Johnson was near to serving her full 4-year term as Parent Governor in April 2024, for which the Governing Body are grateful. Procedure will require a new election for Parent Governor.</p>	

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

Signature of Chair		Date	29/03/2024	Page	1 of 7
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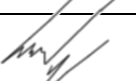
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<p>2. Minutes of the meeting of the previous Full Governing Body held on 22nd November 2023</p> <p>a. <u>Approval of minutes</u></p> <p>The minutes were approved subject to some minor formatting changes. Action: Chair to publish.</p> <p>b. <u>Matters arising</u></p> <p>The Action Summary was updated.</p> <p>The draft Parent Fund request form is being progressed. CJ to present to PTA</p> <p>The review of LA Governor training has been completed.</p> <p>The LA wellbeing help details have been passed on to staff.</p> <p>The Governing Body expressed their gratitude to the office staff for their good work on safeguarding.</p> <p>There was a detailed discussion on obtaining window blinds, a tricky issue given the nature of the building. A Governor queried the approach being taken and the Headteacher clarified the issues which need to be taken into account for the blinds implementation to work.</p> <p>There was a detailed discussion around planning for the replacement Playshed which is nearing the end of its life and is particularly useful in role-playing for the children. A Governor queried how it is being used and whether this was throughout the year. A summerhouse (rather than a shed as at present) is being considered, but there are issues around weather proofing and reinforced glass. A Governor suggested a possible supplier and will pass on the details to the Headteacher.</p> <p>The Headteacher informed the Governors about an issue of staffing for the Breakfast Club after Easter. Governors challenged what solutions may be put in place, including joining with other local schools. KS explained the difficulties in making this work at that time of day. The Headteacher will approach parents to determine whether there may be someone able to provide cover for Breakfast Club.</p>	<p>NM</p> <p>CJ</p> <p>SH</p>
<p>3. Safeguarding</p> <p>The Headteacher confirmed that she had reviewed the Safeguarding Policy and that there were only minor revisions with one referenced document, and that the policy remained the same as earlier in the year. It is the standard Cambridgeshire Safeguarding Policy.</p> <p><u>Decision:</u> The Governing Body approved the revised Safeguarding Policy.</p> <p>AD completed a safeguarding visit in the past week, the Chair reported. The SCR is reported to be in good shape and the staff are commended for staying on top of key safeguarding issues. A Safeguarding Audit is scheduled for 13 February.</p> <p>The Chair stated that he is conducting a review of safeguarding training for Governors. Although the recommendation is for Governors to complete training once every two years, but to read KCSiE every year, the GB agreed that it would be preferable if it were renewed every 12 months .</p> <p>Action: all governors to confirm to the office the status of their safeguarding training.</p> <p>A safeguarding update has taken place for all staff.</p>	<p>All Governors</p>

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Signature of Chair		Date	29/03/2024	Page	2 of 7
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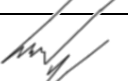
	Action
<p>4. Health and Safety</p> <p><u>Accident Reports</u></p> <p>The Chair led an analysis of accidents at the school from the 2020 through to March 2024. There was a detailed discussion of the numbers over time, by type and by location. There was a challenge as to the significance of the high number of head injuries. It was explained that any minor trips which involved the head were included but there is nothing of concern to note. There was a further challenge as to the high number of accidents where the location was unrecorded, and also that there was the naming of locations appeared random. The Headteacher explained that this was to do with the method of recording and that this has been overcome in recent reports with limited entry options now available on the spreadsheet, although blank locations are down to being missed on initial recording, as staff priority at the time is treating injuries.</p>	
<p>5. Headteacher Report</p> <p>The Governing Body discussed the Headteacher’s Report which had been delivered as part of the document pack in advance of the meeting.</p> <p>a. <u>Pupil Numbers</u></p> <p>The Headteacher brought the GB through the pupil figures in detail. There are a few places remaining in KS1, but the numbers are holding up very well.</p> <p>The school had the highest number of first preferences ever received, and there are around 25 children on the waiting list.</p> <p>b. <u>Attendance</u></p> <p>The attendance numbers are improving, which the Headteacher reported is a function of less illness and an increasing awareness among parents of the importance of ensuring their children attend all of their schooling.</p> <p>A Governor challenged why the figures had not been better pre-Christmas, and it was reported that this was due to a high level of illness.</p> <p>c. <u>Behaviour</u></p> <p>There are ongoing issues with two children. The TAs and Teachers are working hard to build good relationships.</p> <p>d. <u>Progress and Attainment</u></p> <p>The Headteacher reported on the statutory data at this point in the year, providing figures at national level for comparison.</p>	

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Signature of Chair		Date	29/03/2024	Page	3 of 7
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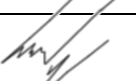
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<p>e. <u>Update on Interventions</u></p> <p>There have been two temporary exclusions resulting from dysregulated behaviour. A Governor challenged as to what was meant by dysregulated behaviour and what was being done, and an in-depth discussion ensued to work through what was happening. Strategies are being put in place to assist the children, including working with the parents.</p> <p>f. <u>Staffing</u></p> <p>An overview was provided in advance to the GB. Ms Erens started in January as a TA. In response to a challenge from a Governor, KS explained how the TAs were being utilised to maximise their skills with across classes and with particular children. Further changes are planned to take advantage of staff skills and abilities.</p> <p>The school are currently advertising for a suitable TA.</p> <p>g. <u>Catering</u></p> <p>The Headteacher also reported on the catering situation. The school communicated a need for improvement in the food and it is believed that this is resulting in much needed improvements. In response to questioning from Governors, the Headteacher confirmed that they were still keeping open the option of bringing the provision in-house. However, a much better ‘mixed’ menu has been agreed with more home cooked food and the feedback from parents is positive.</p> <p>h. <u>Points to celebrate or of note</u></p> <ul style="list-style-type: none"> • Successful Christmas events took place – see website – Nativity (Owl and Robin Class), Christingle (Woodpeckers and • Eagles), PTA Fair, discos and Father Christmas. Carol singing at the Round Church. • Mrs Johnson completed ‘Writing in the Outdoors’ training • Mr Sharpe is attending ‘Maths Hub’ training, and a Royal Opera House singing day in February. • Teaching Assistants are taking online sessions in autism and autism in girls. Mrs Shankland has also organised Lego • Therapy training and ‘Colourful Semantics’, both to take place here. • Mrs Hawker is attending the Church of England Conference – Growing Faith and Sustaining Hope – next week (1st February) in London. • Mrs Shankland is continuing with NPQH • Eagle Class have been on a trip to Cambridge Museum of Technology • Trips are taking place to Heddingham Castle – 29th February – Owl and Robin Class • Sedgewick Museum – Woodpecker Class, who also have a ‘Roman Day’ booked, to be led by ‘History off the Page’. • Eagle Class residential will be to Burwell House next year. 	
<p>6. Finance</p> <p>a. <u>BMR & Forecast</u></p>	

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Signature of Chair		Date	29/03/2024	Page	4 of 7
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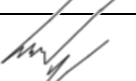
	Action
<p>The Chair reported on the December BMR which is better than budgeted. There are no major surprises overall. A Governor challenged as to the impact of the rise in pension contributions. It was reported that additional expenditure from a number of sources meant that this was under control, though it can be hard to properly measure the level of support which will be available due to the intricacies of governing funding and local authority allocation, coupled with the LA's adoption of a new system which is not fully embedded as yet.</p> <p>Looking through the data, a Governor challenged the reliance on agency staff. This was discussed in detail with the pros and cons worked through, and it was agreed the current level of agency staff is appropriate in the circumstances, as the school has to support pupils with EHCP applications before EHCPs have been completed.</p> <p>b. <u>Debts, Write-Offs and Virements</u></p> <p>None</p> <p>c. <u>Head's Expenses</u></p> <p>None</p> <p>d. <u>Budget Update</u></p> <p>The Headteacher reported that the school are awaiting the relevant information from the local authority, who have indicated that it should be with the school in the next week or so.</p>	
<p>7. Pay</p> <p>a. <u>Headteacher Pay</u></p> <p>SH and KS left the meeting for this discussion. Following a detailed report by the Chair, the Governing Body accepted the recommendation of the Appraisal Committee and Pay Committee.</p>	
<p>8. Compliance</p> <p>a. <u>Ofsted</u></p> <p>Nothing to report.</p> <p>b. <u>SIAMS</u></p> <p>This will potentially take place in the next academic year 2024/2025.</p> <p>c. <u>Website</u></p> <p>The Chair reported that a website audit had been undertaken. A number of minor issues required remedying and these have been actioned.</p> <p>d. <u>Admissions Arrangements</u></p> <p>The Headteacher reported that admission arrangements needed to be communicated to the local authority by mid-March. Following a challenge and an in depth discussion by the GB, it was agreed to retain the current arrangements – set at a PAN of 18 pupils for Reception.</p>	

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Signature of Chair		Date	29/03/2024	Page	5 of 7
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	Action
<p>e. <u>SEND Policy and Information Report</u></p> <p>This policy is due its annual update. The Headteacher reported the implementation of a CSOC-funded online system which works well.</p> <p><u>Decision:</u> The GB confirmed it approved the policy and report.</p>	
<p>9. Governing Monitoring and Training</p> <p>a. <u>Monitoring Visits</u></p> <ul style="list-style-type: none"> • NM conducted the website audit. • AD conducted the safeguarding audit. • LA reported on her site visits vis-à-vis: <ul style="list-style-type: none"> ○ The Nativity Play ○ Christingle ○ Carol Singing <p><i>The children put their soul into the performances. These were marvellous experiences.</i></p> <p>b. <u>Training Undertaken</u></p> <p>The Governors are signed up on Key.</p> <p>The LA courses tend to be repeats of previous years content, and consequently of limited value to those who have already undertaken the training.</p> <p>The Governor Briefings are reported as being very good.</p> <p>A number of Governors reported recent safeguarding training.</p>	
<p>10. AOB</p> <p><u>Planning:</u> There was an open-ended discusson around the strategy for the school's future development.</p> <p><u>Safeguarding:</u> The Headteacher demonstrated a new filtering and monitoring innovation – Classroom Cloud – which is being introduced into the classroom as part of keeping our children safe online. The application monitors online activiity provides real-time reporting to the school's management.</p>	
<p>LA closed the meeting with a prayer at 8.15 pm.</p>	

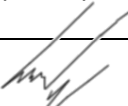
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Signature of Chair		Date	29/03/2024	Page	6 of 7
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Action Summary

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	SH/KS
23/11/23	Amend Pupil Premium Action Plan	NM
23/11/23	Chase boiler work and window completion	SH
23/11/23	Investigate wraparound care	SH
31/01/24	Publish previous meeting's minutes	NM
31/01/24	Present Parent Fund Request to PTA	CJ
31/01/24	Continue to review Breakfast Club cover	SH
31/01/24	Provide details of latest Safeguarding Training to the office	All

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Signature of Chair		Date	29/03/2024	Page	7 of 7
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