PARK STREET
CHURCH OF ENGLAND
PRIMARY SCHOOL

Park Street Full Governing Board (FGB) Meeting Minutes
Tuesday 27th January 2026 at 6:30pm in person
Spring Term 1

KEY: Minutes Questions Responses/Approval Action Required

Minutes

Agenda Item	Topic for Consideration, Discussion and Approval
1. Introductions, Register of Attendance and Apologies	Opening prayer was performed by SH Apologies were received and accepted Laura Oxley (LO) and Andrew Day (AD) Not in Attendance: Ed Green (EG) <u>In Attendance:</u> Laura Kirsop (LK) Chair of Governors (CoG) Sarah Hawker (SH) Headteacher (HT) Lorna Attwell (LA) Neil Chippington (NC) Georgina Leadbetter (GL) Carys Myers (CM) Chris Sharpe (CS) Kerry Thompson (KT) Clerk/Minutes The meeting commenced at 6.38pm and was quorate. The clerk briefly discussed adding the governor strategic goals to the agendas for governor oversight and noted the vision had been added, which will add to governor knowledge of the school. ACTION: LK to add the governing board strategic goals to the next FGB meeting agenda.
2. Declarations of gifts, hospitality, pecuniary interests or conflicts of interests	Governors confirmed no relevant declarations of gifts, hospitality, pecuniary interests relating to this meeting.
3. Agree Meeting Minutes	FGB Meeting Minutes dated November 2025 FGB minutes were agreed as a true account of the meeting and factually correct. A governor raised a minor update relating to an action will the clerk updated in the action record below. No further comments or amendments were received. ACTION: KT to add the approved minutes dated November 2025 to the approved meeting folder on teams and the school website. The HT shared there has been a candidate (potential foundation governor) who had reached out via the Diocese and indicated an interest to join the governing board (GB). ACTION: HT to reply to the candidate to request further information of skills/experience and for consideration at the next FGB meeting.
4. Matters Arising	**Action Record & Updates** *Please see action record below for full updates.* ACTION: All governors to draft a short bio about their skills/experience and motivation for joining the GB.

	Report on any emergency action taken by the Chair since the last meeting Nothing to report since the last meeting.
5. Headteachers Report	*The HT report was circulated prior to the meeting and shared/on display during the agenda item.* **Pupil Information including Pupil Numbers** HT summarised: • Similar numbers to the last meeting with some minor fluctuations of new starters and leavers; explained the circumstances of leavers. Admissions • 7 siblings for September 2026 • 14 first preferences • A governor shared some parent feedback • Considered the declining birth rates across the county • Discussed concerns around the popularity of Church schools • SATS results are impacting local schools; noted good results at Park St • Discussed what could be preventing parents from sending children to school/school preferences. GOV: Are the numbers of students in receipt of Pupil Premium (PP) funding accurate? HT explained that the there are 7 additional pupils without funding that will be counted in the next census. GOV: Does the PP report acknowledge the specifics of the PP spending? HT showed the PP report and explained how the PP is spent and its impact. **Attendance** The HT advised attendance data shows a decline since the last meeting, mainly due to genuine family circumstances (family emergencies) which have been authorised under the HT discretion, knowing those pupils normally have good attendance, and several viruses. **Staffing** The HT explained similar staffing since the last meeting with some slight updates: • A member of staff is expecting a baby and will go on maternity leave in due course • A member of staff is absent (due to sick leave) and expected back after the February half term • Stable staffing remains; staff are covering where needed and supporting each other • A member of staff is completing training in Keeping in Touch (KIT) days • It was advised not to carry out a governor monitoring visit in Woodpeckers class until the teacher returns to work. GOV: Can you provide an update on parents opting their children out of collective worship? HT shared that a member of staff is staying in classrooms with the five pupils that have been withdrawn from collective worship and RE. The school is checking with parents about an upcoming festival, and the HT invited the parents to attend and observe collective worship. GOV: Do you think this is isolated to these families?

	HT explained that this issue appears to be isolated and noting parents are entitled to withdraw their children from collective worship, and arrangements have been put in place to accommodate them. One parent has offered to help, by completing a Disclosure and Barring Service (DBS) and volunteer application with the school. Governors discussed in detail and suggested some ways to support the HT and manage the parents' expectations. **Summary of the School Development Plan (SDP)** *The SDP was circulated prior to the meeting and shared/on display during the agenda item*. The HT advised a member of staff completed the baseline assessment for Oracy across the school. It was noted that the pupils really engaged and thoroughly enjoyed oracy work - displaying balanced arguments, taking turns and listening to each. A member of staff has suggested introducing a debate exercise to provide pupils with a more formal structure to share different points of view. A governor suggested reaching out to a professional (Director of Studies at St John's) who have completed a doctorate/thesis on Oracy. GOV: How are St Faith's supporting the library refresh? HT updated governors with the progress/support received: • Two members of the PTA and HT met with St Faith's school librarian • Discussed what needs to be carried out regarding the refresh of the school library • Considered raising money to support updating the library and what books to buy, discussed liaising with companies • Offered to support the school with library monitors to work with pupils to clear the library, catalogue the new books using a colour coded system that pupils will be able to use. GOV: If the PTA raise funds for the re-development, could donors have a name plate added to new books? HT advised the preference for the school to choose the books, but it could be a consideration to label books with the names of those who donate. **Celebrations** *A section included in the HT report to celebrate events in the autumn term*. The HT celebrated well attended events in the autumn term, shared positive feedback received from parents and shared plans for the spring term. Governors discussed in detail the free opera resources. The CoG expressed appreciation and gratitude to the HT and all staff for all the hard work during the autumn term.
6. Safeguarding	**Termly Safeguarding Visit Report from DSL/Link Governor including a range of data inc SCR, HR file check)** The CoG discussed the light touch safeguarding visits being conducted during the autumn term, due to the safeguarding link governor being unavailable. The clerk clarified safeguarding monitoring is statutory termly and reminded all governors attending monitoring visits to include safeguarding on every visit, speaking to staff and pupils, checking processes/policies. The CoG invited governors to complete a safeguarding visit in the absence of the safeguarding governors.

	A governor who is an ex-Headteacher and knowledgeable about safeguarding volunteered to complete a full safeguarding visit for the Spring term. A governor advised that the safeguarding link governor noted some technical issues with receiving emails. The clerk suggested the safeguarding governor should contact the school office to notify technical issues with governor emails. ACTION: LK to email AD / LA to message AD to check AD availability/capacity to complete a full safeguarding governor visit in the spring term. ACTION: Upon receiving AD response/depending on the response LK to email NC (if needed) to complete a full safeguarding visit in the spring term. **Cyber Security / Link Governor** The clerk clarified the document shared prior to the meeting (from the LA) and advised the drive to improve/take responsibility for cyber security. The clerk noted the guidance includes governor responsibilities. GOV: Is there any training for staff to complete cyber security training? Clerk confirmed there is cyber security training available through the Local Authority (LA) but Park St is not subscribed to the training services. A governor confirmed other training providers available for governors to access. The CoG noted a policy on Artificial Intelligence (AI) and the use of AI in schools is also required. Governors considered training opportunities during meetings and discussing resources and key factors. ACTION: LK to carry out a cyber security audit and share the results at the next FGB meeting (March 2026). ACTION: LK to review AI policies for consideration for the governing board to incorporate in the school. ACTION: LK to reach out to 3 local schools to invite governors to consider joint training with cyber security, AI/data protection. GOV: What is the current policy for pupils with mobile phones? HT confirmed pupils are not allowed phones in school; where pupils do bring a phone it must be brought and left in the school office. It was noted that staff do have mobile phones but are not used during class. Staff take phones when using Jesus Green for safety/emergency purposes only.
7. Curriculum Updates	**Termly SEND from SENDCO/SEND Link Governor including the impact of interventions** – CARRIED It was confirmed that a governor will attend and completed a SEND visit tomorrow (Wednesday 28th January 2026) ACTION: KT to add termly SEND Visit Report to the next FGB meeting agenda. ACTION: EG to complete a SEND governor visit report and circulate with governors prior to the next meeting. The HT advised (included in the HT report) of the recent visit from the LA regarding SEND provisions in school and received positive feedback, evidence of making a difference supporting pupils and offering inclusion opportunities. GOV: Are there any EHCP assessments outstanding? HT advised one on-going, waiting for a response. **Analyse pupil progress data towards targets gathered in the Autumn Term (including school level, years groups, disadvantaged pupils, pupils with**

	SEND, pupils with low prior attainments and greater depth) – CARRIED The HT noted the data will not be ready to share until later in the spring term. ACTION: KT to add - Analyse pupil progress data towards targets gathered in the Autumn Term (including school level, years groups, disadvantaged pupils, pupils with SEND, pupils with low prior attainments and greater depth) to the next meeting agenda.
8. Finance Updates	**BMR / Budget / Finance Updates circulated prior to meeting.** *The finance information was created by the CoG/Finance Manager and circulated prior to the meeting.* The CoG shared the information and summary of commentary up to December 2025 highlighting key finance factors: • Currently in a good position but need to continue to monitor • Agreed a small deficit in the budget last year • Discussed the predictive budget for next year, which could be more challenging • Discussed the staff increase of 6.5% over three years which will impact the budget, National Insurance (NI) not fully funded including pensions • Discussed the three-year forecast, which indicated some significant pressure ahead, but noted it always looks this way, and then is resolvable • Governors discussed being grateful for the ongoing support of the Church Schools of Cambridge (CSoC) which allows the school to maintain a good adult-child ratio. GOV: What are the biggest risk factors? HT/CoG: Pupil numbers and staffing. A governor raised a discussion that some schools PTA help fund the school by requesting a regular financial contribution from parents who are able to and the governors were supportive of this approach. Governors discussed in detail: • Funding/investments • Parent donations • Fundraising platforms • Normalising parental engagement/donations • Communicating to parents what the funding will support • Parental donations/funding would not pay for staffing/salaries but support the school with additional resources. • The need to make it clear that this is optional ACTION: SH to work with PTA chair to devise approach to regular donations. **Discuss and complete the Schools Financial Value Statement (SFVS)** *To be submitted to the LA by 31st March 2026* Schools financial value standard - GOV.UK ACTION: LK to draft the SFVS and present at the FGB in March for governor approval. **Prepare for budget setting 2025-26 including a 3 year forecast** *To be approved by the FGB submitted to the LA by 22nd May 2026* ACTION: LK to assemble a budget working party prior to the budget approval meeting in May 2025 and liaise with the Finance Manager to establish the budget for 2025-26 in preparation for the FGB approval.

	Receive and evaluate the school's financial benchmarking data *Financial benchmarking data was circulated prior to the meeting and shared/displayed at the meeting for governor discussion.* The CoG highlighted: • Some inconsistencies with the data presented • Noted the data presents that the school does not spend enough on resources compared with other, similar schools – need to check the budget codes/question the coding with the LA • Discussed changes in staffing costs compared with last year, governors agreed experienced staff are worth budgeting for. **Continue to monitor the school's us e of specific funding streams and the impact** *Included in the HT report and finance agenda item above.* **Debts, write offs and Virements** *None to report.* **HT Expenses** *None to report.* **Capital Funding Projects / Devolved Formula Capital (DFC) and School Condition Allocation (SCA)** The HT advised a condition report was carried out by the Diocese and a CSoC premises survey. The HT summarised: • An application has been submitted for SCA funding and included work identified in the condition report • Application included four projects, kitchen remediations, replacing windows, fire doors, and replacement of the electric meter and outdoor lighting. • Once allocated the school will seek quotes and the plan to carry out the projects during the holidays. **Lettings** *No lettings to report.* **Headteacher's Performance Management (HTPM) Panel Confirmation** It was confirmed the HTPM has convened and completed the process.
9. Health & Safety (H&S) Updates	**Termly Updates from the H&S Link Governor** The H&S Link Governor reported on the outcomes of her monitoring visit. The visit included a walk around the school, following which an updated tracker was produced - this was presented to governors. **Ensure there is an annual inspection of premises and priorities for maintenance and development have been/are identified** The annual inspection of premises was covered under the condition report from the Diocese and CSoC premises survey, discussed earlier in the meeting. **Review the schools Risk Registers and Emergency Plan(s)** The updated tracker was presented to governors using a new template. She noted there were no red flags to raise at this level. Everything else was in hand and the

	school has a good grasp of the H&S requirements. She noted the next monitoring visit was to include the Headteacher.
10. Governing Board Business Matters	**Governance Compliance** **Confirm admission arrangements for September 2027 (by28/02/26) and publish on the school website by 15/03/26** The CoG presented the six comments received from the admission consultations. It was noted that the Diocese did not provide a response. Governors approved the updates to the admission arrangements for September 2027. ACTION: LK to liaise with the website co-ordinator (Michael) and publish the new changes on the school website and send to LA. **Governor training and development, referencing any gaps identified in effectiveness or sills audit analysis** The CoG submitted a training record to the LA as the school do not subscribe to the training options via the LA. Governors can view content on GovHub but do not have access to live training (without incurring an additional cost of £95 per governor, per course). The GoG advised a skills audit was completed in August 2025; there were no obvious training gaps to report. Governors were encouraged to continue attending training and should feel to request training courses as required. **Confirm the Pupil Premium (PP) Strategy Statement has been published on the school website (deadline 31st December 2025)** The HT advised the updated PP has not been published on the website. Governors reviewed the PP strategy approved the strategy with no objections. ACTION: HT to PDF the PP strategy and request (Michael) to publish the updated PP strategy to the website. **Strategic Direction** **Review and challenge the schools Self Evaluation Form (SEF)** The CoG included the SEF/SDP, circulated prior to the meeting. Governors were invited to ask questions; no questions were received. **Ensure progress updates are made regarding the School Development Plan (SDP)** SDP updates were covered in the HT report (agenda item 5) **Ensure governors create and follow a plan for monitoring the SDP targets (monitoring schedule)** Governors discussed the SDP objectives, school leads/link governors to align with the SDP and continue active monitoring. Planned Visits: • SEND • Curriculum Governor Visit • SIAMS meeting with Gemma – 20th March 2026 and invited two foundation governors to attend ACTION: HT to liaise with LA/GL to attend the SIAMS meeting 20th March 2026; time to be confirmed. **Governor Monitoring** Monitoring Visits (including written reports in accordance with the monitoring schedule) *No monitoring reports shared at this meeting.*

	School Website Audit *A website audit was completed with some actions to be completed.* ACTION: LK/HT to liaise and address actions raised from the website audit report. **Publish Gender Pay Gap information where applicable *(if not applicable, note the reason)*** The clerk advised the school is not required to publish the gender pay gap information, following LA guidance as the school does not employ more than 250 members of staff. **Monitor staffing including reviewing and approving any structural changes, absences, retention, cover deployment, workload, wellbeing and ensuring performance management mid-year reviews are taking place including the HT** The CoG noted staffing will continue to be included in the HT report/finance data. GOV: Can you provide any updates on the wellbeing of the staff? Staff Governor advised moral is positive, with the team being described as the strongest it has ever been. Staff collaborate well, share ideas, to support one another and are willing to cover when needed. Although there are some challenges due to high needs pupils, staff remain supportive, understanding and continue to manage daily school demands together. **Review Equality information demonstrating compliance with the Public Sector Equality Duty and ensure the school website is updated** *It was noted the Equality Information is up to date and published on the website.* **Ensure the Complaints Policy is shared with staff to enable staff to have a clear view of the full process as well as their role in the initial, informal stage.** The clerk clarified: • There is and continues to be a rise across the county in complaints ranging from stage 1 to stage 3 • There are no particular complaint trends • The LA are reviewing the Model Complaint Policy during the spring/summer term • Initially the LA will reach out to clerks to gain feedback, followed by CoG/HT's • Encouraged the HT to ensure staff can access the Complaint Policy and understand their responsibilities
11. Policy Review	2025 Statutory Policy List: **Maintained schools: governance guide - GOV.UK** **Misconduct Policy –** CARRIED **Redundancy Policy –** CARRIED *Action noted above regarding implementing an AI policy.*
12. SIAMS	*SIAMS meeting arranged as mentioned in agenda item 10.* A governor mentioned training opportunities available via SIAMS/Diocese.
13. Any other Business (AOB)	*Nothing to report.*

14. Dates for the next FGB meetings	**Spring Term:** Wednesday 25th March 2026 at 6.30pm **Summer Term:** Wednesday 6th May 2025 at 3.30pm inc BUDGET, Wednesday 15th July 2026 at 6.30pm
Closing Prayer	**All governors**

The meeting concluded at 8:51pm

ACTION – January 2026	Governor	Deadline	Status
1. ACTION: LK to add the governing board strategic goals to the next FGB meeting agenda. (1)	LK	March FGB	
2. ACTION: KT to add the approved minutes dated November 2025 to the approved meeting folder on teams and the school website. (3)	KT	ASAP	
3. ACTION: HT to reply to the candidate to request further information of skills/experience and for consideration at the next FGB meeting. (3)	HT	March FGB	
5. ACTION: All governors to draft a short bio about their skills/experience and motivation for joining the GB.	ALL GOVS	Spring Term	
6. ACTION: LK to email AD / LA to message AD to check AD availability/capacity to complete a full safeguarding governor visit in the spring term. (6)	LK/LA	ASAP – **URGENT**	Completed
7. ACTION: Upon receiving AD response/depending on the response LK to email NC (if needed) to complete a full safeguarding visit in the spring term. (6)	LK/NC	Spring Term	
8. ACTION: LK to carry out a cyber security audit and share the results at the next FGB meeting (March 2026). (6)	LK	Spring Term	
9. ACTION: LK to review AI policies for consideration for the governing board to incorporate in the school. (6)	LK	Spring Term	
10. ACTION: LK to reach out to 3 local schools to invite governors to consider joint training with cyber security, AI/data protection. (6)	LK	Spring Term	
11. ACTION: KT to add termly SEND Visit Report to the next FGB meeting agenda. (7)	KT	March FGB	
12. ACTION: EG to complete a SEND governor visit report and circulate with governors prior to the next meeting. (7)	EG	Spring Term	
13. ACTION: KT to add - Analyse pupil progress data towards targets gathered in the Autumn Term (including school level, years groups, disadvantaged pupils, pupils with SEND, pupils with low prior attainments and greater depth) to the next meeting agenda. (7)	KT	March FGB	
14. ACTION: ACTION: SH to work with PTA chair to devise approach to regular donations. (8)	SH	Spring Term	Completed
15. ACTION: LK to draft the SFVS and present at the FGB in March for governor approval. (8)	LK	March FGB	
16. ACTION: LK to assemble a budget working party prior to the budget approval meeting in May 2025 and liaise with the Finance Manager to establish the budget for 2025-26 in preparation for the FGB approval. (8)	LK/working party	May 2025	
17. ACTION: LK to liaise with the website co-ordinator (Michael) and publish the new changes on the school website and send to LA. (10)	LK	Before March 2026	
18. ACTION: HT to PDF the PP strategy and request (Michael) to publish the updated PP strategy to the website. (10)	HT	ASAP	

19. ACTION: HT to liaise with LA/GL to attend the SIAMS meeting 20th March 2026; time to be confirmed. (10)	HT/LA/GL	Spring Term	
20. ACTION: LK/HT to liaise and address actions raised from the website audit report. (10)	LK/HT	Spring Term	

ACTION – FGB November 2025, Autumn Term 2	Responsible	Deadline	Status
~~1. ACTION: KT to add CS to GovI hub and send notifications to complete declarations. (1)~~ ~~UPDATE 3/12/25: Added to GovI hub, waiting for registration to confirm declarations.~~	KT	ASAP	Completed
~~2. ACTION: KT to add approved FGB minutes dated September 2025 in the appropriate approved folder on teams. (3)~~	KT	ASAP	Completed
3. ACTION: GL to send LK a photo for the website, LR to email Michael to update the website. (4) UPDATE 27/1/26: Governors discussed photos/bios for the website. It was noted that governors could refrain from adding a picture but agreed to add a bio which could encourage others to share an interest/succession planning. The clerk noted the benefits of having a bio on the website.	GL/LK	Autumn Term	CARRIED
~~4. ACTION: Angela to add CS to GIAS at staff governor term of office from 17th November 2025. (4)~~	Angela	Autumn Term	Completed
5. ~~ACTION: LK to email LA the foundation governor recruitment advert to share with CSoC. (4)~~	LK/LA	Autumn Term	Completed
6. ACTION: LK to contact NM for locate the Asset Management Plan. (4)	LK	Autumn Term	CARRIED
7. ACTION: LK to liaise with other Church schools in the area to reach out to collaborate with governor training opportunities. (5) UPDATE27/1/26: LK discussed liaising with another CoG (St Paul's) regarding shared training opportunities and invited the CoG to share some topics/themes for training that would benefit both schools.	LK	Autumn / Spring Term	On-going
8. ACTION: HT to contact with Parent L to liaise and seek advice/guidance on building improvements. (6)	HT	Spring Term	CARRIED
9. ACTION: GL to circulate information about sharing resources. (6)	GL	Autumn Term	CARRIED
~~10. ACTION: KT to add Capital Funding Projects to the next FGB agenda. (9)~~	KT	Spring Term	Completed Agenda item 8
~~11. ACTION: KT to add HTPM Panel Confirmations to the next FGB agenda. (9)~~	KT	Spring Term	Completed Agenda item 8
12. ACTION: LK to contact NM to prepare the Misconduct Policy and the Redundancy Policy for the next FGB meeting in the spring term and update the policy schedule to include the approved policies. (12)	LK/NM	Autumn Term	CARRIED Agenda item 11
13. ~~ACTION: LK to complete School Information Published to the Website check (12)~~	LK		Completed

14. ACTION: LK to contact NM to prepare the Misconduct Policy and the Redundancy Policy for the next FGB meeting in the spring term. (12)	LK/NM	Spring Term	CARRIED
15. ACTION: CS to attend a governor induction training session via GovHub. (14)	CS	Autumn / Spring Term	CARRIED