PARK STREET
CHURCH OF ENGLAND
PRIMARY SCHOOL

Park Street C of E Primary School Full Governing Board (FGB) Meeting Minutes
Wednesday 25th March 2026 at 6.30pm (in person)
Spring Term 2

KEY: Minutes Questions Responses/Approval Action Required

Minutes

Agenda Item	Topic for Consideration, Discussion and Approval
1. Introductions, Register of Attendance and Apologies	Apologies were received and accepted Andrew Day, Ed Green, Carys Myers and Laura Oxley. <u>In Attendance:</u> Laura Kirsop (LK) Chair of Governors (CoG) Sarah Hawker (SH) Headteacher (HT) Lorna Atwell (LA) Neil Chippington (NC) Georgina Leadbetter (GL) Chris Sharpe (CS) Kerry Thompson (KT) Clerk/Minutes The meeting commenced at 6.33pm and was quorate. A silent prayer started the meeting.
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 dated January 2026** The FGB minutes dated January 2026 were agreed as a true account of the meeting and factually correct. A governor noted an amendment regarding a title in the section mentioned about Oracy; wording was updated by the CoG at the meeting to reflect the correct title Director of Studes. No other comments or amendments were received. ACTION: KT to add approved minutes dated January 2026 to the approved folder.
4. Matters Arising	**Action Record & Updates** *Please see action record below for full updates.* **Report on any emergency actions taken by the Chair since the last meeting** Nothing to report since the last meeting.
5. Headteachers Report	*HT report was circulated prior to the meeting. The full report can be reviewed on GovHub.* **Pupil Information** The HT summarised: • 116 pupils on roll; positive numbers with a few spaces available in Robin Class • Discussed year 1 class numbers and challenges with accepting new pupils due to limited space. • 18 pupils in reception (increased since the last meeting) • 2 new pupils joined who came from a University of Cambridge Primary School • 14 first choice places for September 2026, although not confirmed

- SEND pupil information remains the same since the last meeting
- Pupil Premium (PP) pupil numbers have increased up to 21
- Only receiving PP funding for 14 pupils not 21, with the expectation to offer the same provisions and achieve expected results with a lack of funding.
- Discussed the impact on pupils not receiving full funding and when the funding for additional PP pupils would start.

Attendance

The HT summarised:

- Some pupils' attendance has lowered but due to very ill or dying family members who live abroad, and family needed to travel/exceptional leave.
- Exceptional leave data may raise concerns with the Local Authority (LA) but clarified every pupil has a genuine reason and will continue to support the families as the school is multi-cultural and pupils are from all over the world.
- Some pupils attendance dips at the end or beginning of the term
- Discussed pupils on a part-time timetable which impacts the data
- Part-time timetables are positively impacting, and attendance is improving with those pupils

GOV: What are the consequences of the LA raising concerns?

HT advised the LA would require reasons for individual cases. The HT noted that attendance is normally above national statistics but as mentioned the school understands its pupils is exceptionally international.

Staffing

The HT summarised:

- One member of staff has returned from sick leave, supporting the return and giving more time for PPA.
- Provided feedback on the current PGCE student who is doing well, fitting into the team and is very proactive, personable, interacting positively with pupils and staff.

School Development Plan (SDP)

The HT summarised:

- A member of staff will return from maternity leave in due course and is attending Keeping In Touch (KIT) days covering Oracy and will continue to implement upon her return.
- No reply has been received from the Cambridge Union regarding a class debate but will continue to encourage balanced arguments within class/part of the curriculum.

GOV: Will the member of staff who is due to return, be briefed on the recent parent concerns in Owls Class around Collective Workship and RE?

HT advised that member of staff will be prepped prior to her return and believed that she has most likely heard information from staff. The HT noted her return will provide continuity in that class and the school look forward to her return.

The CoG highlighted there is plenty to celebrate since the last meeting which was noted in the HT report.

Governors discussed:

- Being impressed by the Computing competition
- Success with the football match
- Staff deserve credit for all the achievements

	• PTA are continuing to work hard with the library resources GOV: In what way are St Faith's supporting the school with the library? HT advised visiting St Faith's to see their system with topic boxes and supporting the implementation of resources. Governors discussed a wartime project and pupils finding out about evacuees from London who attended the school. Governors discussed organising an alumni event to review the history of the building/school for the 150-year anniversary and considered whether the alumni would be interested. **Data (Pupil Premium/PP)** *The data was circulated prior to the meeting and was presented at the meeting for governors to discuss.* • The data presented was for predicted scores in English and maths • Highlighted yellow: pupils with an EHCP • Highlighted green: significant SEND needs • Highlighted red: recently joined the school • Governors discusses individual data scores to consider reasoning with the scores presented. • Governors were impressed with the data for all pupils It was noted that PP data shows an increase in PP from KS1 to KS2. The HT advised some pupils are very able but require additional support to reach expectations. The CoG celebrated how well the HT and staff knew/understood the needs of every pupil, identifying the gaps in learning/challenges and continuing to provide support for all pupils which can be seen in the data. **Collective Worship in RE** The HT discussed some continuing challenges with providing alternative provisions for pupils whose parents do not want them to take part in religious studies/Collective Worship. The HT summarised the recent challenges: • HT has contacted the Diocese to seek further advice • Governors discussed the advice provided by the diocese • A response has been provided to the parents in line with the guidance and that the school is taken reasonable actions to facilitate their preferences • Shared concerns that there may be more issues in the future • Discussed the challenges with the size of the school and staffing to provide provision and not attend Collective Worship • Considered the cohort of pupils within the school and international cohort of families • It was suggested to refer parents to the Complaint Policy and follow the written procedure if there are still issues The clerk provided some procedural advice: If parents opt to make a formal complaint, it would be advised that the clerk will convene an independent panel and explained the benefits of doing so.
6. Safeguarding	**Termly Safeguarding Visit Report from DSL/Link Governor including a range of data inc. Single Central Record (SCR), Human Resources (HR) file check)** A governor confirmed a Safeguarding visit was completed which included a review of the SCR which is all in order/organised. There were some administrative

	suggestions offered but it was clear the process/procedures are highly organised and demonstrating a thorough safeguarding process. A governor noted a learning walk with the HT to review mixed abilities within the curriculum which was positive; it was clear to see how well staff handled the mixed abilities of pupils, understanding individual pupils' needs and staff could present progress. **Safeguarding Concerns – Full Report CARRIED** The HT advised there were some incidents with social workers involved but has been managed. **Spring Term Cyber Security Visit Report** *The cyber security report was circulated prior to the meeting and presented at the meeting.* The CoG summarised: • Attended the LA briefing prior to carrying out the visit which mentioned guidance to have all schools achieving a new standard by 2030 • The school will used the self-assessment tool provided by the DfE • There will be some staff training covered during an inset day and the IT provider suggested a review of Multi-Factor Authentication (MFA) • The CoG will provide staff with some cyber security training, online safety training, acceptable use of the internet, Artificial Intelligence (AI) training • Discussed active rising threats to schools including phishing issues.
7. Curriculum Updates	**Termly SEND from SENDCO/SEND Link Governor including the impact of interventions** *The SEND visit report was circulated prior to the meeting.* The CoG presented the visit in the absences of the SEND governor and summarised: • SEND reviews including interventions, impact and effectiveness of provision/interventions • Review provision maps • Included a learning walk • No concerns • Pupil support plans in place for pupils who do not have an EHCP/do not meet the criteria but require additional support • Reviewed pupil process including updated provision maps • Staff have regular meetings to review progress and steps on the provision provided **White Paper** The clerk advised the white paper published also has a consultation paper and encouraged all governors to review the consultation and respond. Governors discussed the white paper with regards to the proposed changes and how it will impact mainstream schools. **Data** *Information was presented within the HT report.*
8. Finance Updates	*Finance information was circulated prior to the meeting.* **BMR / Budget / Finance Updates** The CoG advised there is little to report since the last meeting but presented the BMR from February 2026. The CoG summarised:

	• There are no major concerns to report • The Finance Manager and HT continue to work on the budget for the next academic year • There are many assumptions currently with regards to funding allocation but will be clearer once the Finance Working Group disseminate the information in due course. • Shared appreciation for the continued commitment and work by the Finance Manager. **Continue to monitor the school's use of specific funding streams and the impact** The HT advised the school has submitted two grant applications to CSoC to request funding to support for a teacher to release SENDCo from class one day per week and an extra TA two days per week. The HT clarified this funding is essential; the applications included an analysis of data to show the importance of the funding and the impact of pupil results/reaching expectations. The HT advised one grant is for £35K and the other for £18K to support subject leadership, to allow staff time to plan effective subject leadership as all staff lead more than one subject and to collaborate with the whole team. The HT mentioned additional income from the PTA; the PTA sent out letters to the parent community regarding monthly donations and using a new platform to receive donations. The PTA has also requested financial donations for books to support the redevelopment of the library resources. **Approve the Schools Financial Value Statement (SFVS)** *The SFVS was circulated prior to the meeting and presented at the meeting.* Governors briefly discussed the responses and agreed it reflected the school. **Governors unanimously approved the Schools Financial Value Statement for this academic year 2025-26. No objections were received.** ACTION: LK to sign the SFVS and submit the approved version before 31st March 2026. **Debts, Write-offs and Virements** None **HT expenses** None **Capital Funding Projects / Devolved Formula Capital (DFC) and School Condition Allocation (SCA)** The HT advised the school is in the process of seeking quotes for a few major projects: replacing the Velux windows, updating the fire doors and updating the kitchen space. No further updates currently.
9. Health & Safety (H&S) Updates	**Termly Updates from the H&S Link Governor** – Spring Term The CoG noted a light touch H&S visit (previously completed a full H&S visit) and summarised: • Essential work was flagged as part of the building survey • All doors now have finger guards • The fire alarms have been an issue, and a sensor has been changed • Updated the alarm protocol; the security company will be called in the first instance rather than the HT • The Intruder alarm continues to be monitored by a company.

10. Governing Board Business Matters	**Governance Compliance** **Governor Membership / New Governor Updates** The CoG: • reiterated the potential new governor had not replied to recent correspondence (as noted in the actions). • Advised one governor has shared intentions to step down at the end of their term in June but will find it challenging to attend meetings in the summer term • The GB will need to advertise for a new parent governor after June 2026 • Currently two Foundation Governor vacancies **Asset Management Plan** *Discussed in agenda item 4/part of the action updates.* **New Governor Induction Training** *Discussed in agenda item 4/part of the action updates.* **Ofsted** Governors discussed a recent Ofsted visit to another local school (St Paul's) and reviewed the Ofsted report in the new format. The HT shared some feedback received from the school and considered the new Ofsted outcomes. It was noted that writing is a focus for all schools within the county and nationwide. The HT advised receiving training from the LA to reflect the new Ofsted framework. **Governor Monitoring** **School Website Audit Actions Update** – Completed The CoG completed the school website audit with one action for the school regarding adding a reference to parents on how/where to purchase second hand uniform. The clerk was aware there were some updates to the governor page required and will be completed in due course.
11. Policy Review	2025 Statutory Policy List: **Maintained schools: governance guide - GOV.UK** *Policies were circulated prior to the meeting.* **Misconduct Policy** The CoG noticed this was reviewed and approved in September 2025. **Redundancy Policy** The CoG advised this policy had been reviewed in detail. The policy is an EPM model template adapted to reflect the school. **Governors approved and adopted the Redundancy Policy for this academic year 2025-26/recommended review period.** **Equalities Information Objectives** Governors reviewed and was updated to show representations against the objectives. No governor approval required. **Reserves and Contingencies Policy** **Governors approved and adopted the Reserves and Contingencies Policy for this academic year 2025-26/recommended review period.** **SEND Information Report and Policy** A governor noted a minor wording inconsistency whether to have SENDCo/SENCo. Governors agreed to add SENDCo for consistency. **Governors approved and adopted the SEND Information Report and Policy for this academic year 2025-26/recommended review period.**

	ACTION: HT to upload the SEND Information Report and Policy to the school website. **AI Policy Updates** The CoG advised the AI Policy is currently in draft and will be reviewed at the next FGB in the summer term. The CoG wanted to share with staff and gain staff voice before presenting to the FGB. Online Safety Policy and Exclusion Policy is currently in draft, seeking the latest version from The Key.
12. SIAMS	The HT summarised the recent SIAMS visit: • The visit was positive and reassuring • There was a couple of suggestions received which included getting pupils to practice answering questions from people they do not know • Suggested questions could include vision, values, Collective Worship for the school and spirituality of the school • Focus on giving pupils opportunity to share pupil voice/views verbally and writing • Three lens approach (sociological, philosophical and theological) • Consider substantive knowledge from KS1 and develop through to KS2 to give pupils understanding of differences in religion and how different people approach religion in life. • Continued support from staff with good knowledge of multi-cultural and religion within school community (staff and pupils). • Continue to respect world faiths, consider literature and thoughts to link all people together.
13. Any other Business (AOB)	Governors said Grace to conclude the meeting.
14. Dates for the next FGB meetings	**Summer Term:** Wednesday 6th May 2026 at 3.30pm inc. BUDGET, Wednesday 15th July 2026 at 6:30pm ACTION: KT to send a reminder of the earlier meeting time in May.

The meeting concluded at 8:29pm

ACTION – March 2026	Governor	Deadline	Status
1. ACTION: KT to add approved minutes dated January 2026 to the approved folder. (3)	KT	ASAP	
2. ACTION: LK to sign the SFVS and submit the approved version before 31st March 2026. (8)	LK	ASAP	Completed
3. ACTION: HT to upload the SEND Information Report and Policy to the school website. (11)	HT	Summer Term	
4. ~~ACTION: KT to send a reminder of the earlier meeting time in May. (14)~~	KT	ASAP	Completed

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	Completed
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	Completed
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	Completed

UPDATE 25/3/26: HT advised reaching out to the candidate but has not received a reply. A governor suggested an alternative member of the clergy to approach from St Clements.			
5. ~~ACTION: All governors to draft a short bio about their skills/experience and motivation for joining the GB.~~	ALL GOVS	Spring Term	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	Completed Agenda item 6
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	Completed Agenda item 6
9. ACTION: LK to review AI policies for consideration for the governing board to incorporate in the school. (6) Not quite ready or how to approach with staff, will bring back in the summer term in progress.	LK	Spring Term	Agenda item 11
10. ~~ACTION: LK to reach out to 3 local schools to invite governors to consider joint training with cyber security, AI/data protection. (6)~~ UPDATE 25/3/26: LK advised liaising with Chairs at other local schools but were not interested in joint cyber security training but were focusing on monitoring visits being effective and Park St governors have been invited to attend training at St Philips.	LK	Spring Term	Completed
12. ~~ACTION: EG to complete a SEND governor visit report and circulate with governors prior to the next meeting. (7)~~	EG	Spring Term	Completed Agenda item 7
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	Completed Agenda item 7
14. ~~ACTION: ACTION: SH to work with PTA chair to devise approach to regular donations. (8)~~	SH	Spring Term	Completed Agenda item 8
15. ~~ACTION: LK to draft the SFVS and present at the FGB in March for governor approval. (8)~~	LK	March FGB	Completed Agenda item 8
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) UPDATE 25/3/26: Governors provisionally added a date in the diary but will need to confirm.	LK/working party	May 2025	Agenda item 8
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	Completed Agenda item 10
18. ~~ACTION: HT to PDF the PP strategy and request (Michael) to publish the updated PP strategy to the website. (10)~~	HT	ASAP	Completed
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	Completed Agenda item 12
20. ~~ACTION: LK/HT to liaise and address actions raised from the website audit report. (10)~~	LK/HT	Spring Term	Completed Agenda item 10

ACTION – FGB November 2025, Autumn Term 2	Responsible	Deadline	Status
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. UPDATE 25/3/26: GL agreed to send a photo for the website.	GL/LK	Autumn Term	Completed
6. ACTION: LK to contact NM for locate the Asset Management Plan. (4) UPDATE 25/3/26: LK advised there has been no reply from NM.	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	Completed
8. ~~ACTION: HT to contact with Parent L to liaise and seek advice/guidance on building improvements. (6)~~	HT	Spring Term	Completed
9. ~~ACTION: GL to circulate information about sharing resources. (6)~~	GL	Autumn Term	Completed
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	Agenda item 11
15. ACTION: CS to attend a governor induction training session via GovHub. (14) UPDATE 25/3/26: CS advised some training is happening but intermittently.	CS	Autumn / Spring Term	Ongoing