PARK STREET
CHURCH OF ENGLAND
PRIMARY SCHOOL

Park Street Ful Governing Board (FGB) Meeting Minutes
Wednesday at 3:30pm (in person)
Summer 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	No apologies were received. <u>In Attendance:</u> Laura Kirsop (LK) Chair of Governors (CoG) Sarah Hawker (SH) Headteacher (HT) Lorna Atwell (LA) Neil Chippington (NC) Andrew Day (AD) Ed Green (EG) *left the meeting at 5:17pm* Georgina Leadbetter (GL) Carys Myers (CM) Chris Sharpe (CS) *arrived:* Mark Denny (MD) (Observer) *left the meeting at 3:47pm* Kerry Thompson (KT) Clerk/Minutes The meeting commenced at 3.30pm and was quorate. The CoG introduced MD to the meeting to offer support to all governors to activate a two-factor authentication on their devices as a precaution and protection against cyber security. Governors were invited to contact MD for any IT issues: Mark Denny - mark.denny@majorseventh.co.uk *MD left the meeting.* EG opened the meeting with a prayer.
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	**Full Governing Board (FGB) Minutes dated March 2026** Governors agreed the FGB minutes dated March 2026 were accurate and factually correct. No further comments or amendments were received. ACTION: KT add the approved minutes dated March 2026 to the approved folder.
4. Matters Arising	**Action Record & Updates** *Please see action record below for full updates.*
5. Headteachers Report	**1. Headteachers (HT) Report** *(Circulated prior to the meeting)* The HT Summarised (agenda items 2-4): • Pupil numbers are stable • 16 year 6 leaving with 16 places offered for Reception • Currently 10 have accepted • Conducted some further family tours

- Shared optimism for the cohort to be full by September 2026
- Highlighted some known transfers with a few pupils leaving/moving to another country and one pupil being accepted for Kings.

The HT report included SEND / Pupil Premium (PP) numbers, highlighting £21K PP funding which has been planned into the budget.

The HT summarised the end of year predictions:

- Shared the pressures on pupils for SATS and how staff have been supportive
- Compared the positive predictions against national average
- Reflected on year 4 data - previously a cohort to watch, now performing well
- Mentioned information from ISDR, explained some of the figures
- Discussed Ofsted inspections and feedback received from other schools.

The HT summarised attendance:

- 94.4%
- Slightly under national average but each pupil has a larger % in a small school
- One pupil is attending school in Japan while remaining on role.

The HT presented governors with a pie chart showing incidents recorded since September 2025. The HT clarified:

- 16% of incidents relate to one pupil
- The pupil is currently on a reduced timetable, behaviour has improved and slowly reintegrating the pupil back into school.

The HT advised that staff are managing without a replacement maternity cover teaching assistant, but may have to consider employing another member of staff in September if the school receive funding for an EHCP.

The HT summarised the School Development Plan (SDP) updates:

- Not as much progress has been made as desired
- A member of staff is off on long term leave it has postponed some of the actions.
- Some of the actions will be carried out to the next academic year when all staff return to work.
- SIAMS focus for next year in preparation for an expected inspection
- Mentioned the plan to work towards net zero and assigned a governor

Governors noted the self-assessment was too harsh and many RAG rated orange items were green and on track. Governors reflected on the actions and how governors could support the SDP move forward.

The CoG discussed recent collaboration with St Philips and pursuing collaborations with other local schools. Governors considered the CSoC collaboration and the HT confirmed the recent funding application had been accepted.

5. Review (a report) on the planned transition support for pupil leaving in the summer term 2026

The HT confirmed transitions days will commence in due course and collaborating with schools to ensure a smooth transition for all pupils.

	GOV: Are there any repercussions from admissions adjudicator decision last year? HT confirmed: All children who desired Chesterton got in. The LA advised an broader admission system review but unsure if that will happen. The HT invited governors to attend any of the upcoming events being held at school. A governor highlighted a CSoC event 29th June 2026.
6. Safeguarding	**1. Review Termly Safeguarding Report from the Designated Safeguarding Lead (DSL)/Safeguarding Link Governor** The safeguarding governor agreed to liaise with the school to arrange a summer term safeguarding visit. It was confirmed a safeguarding visit was completed in the spring term and discussed at the previous meeting. ACTION: AD to liaise with the school to arrange a safeguarding governor visit. **2. Review the completed Local Authority (LA) Annual Safeguarding Monitoring Report for Governors 2025-26** – CARRIED to Summer Term 2 **3. Ensure Cyber Security is a standing agenda item to coincide with the allocated link governor from the spring term** Governors applied a two-factor authentication at the beginning of the meeting. The CoG advised staff will attend some training in cyber security on the 1st June. Governors briefly reiterated an early conversation (prior to the meeting) with MD on how to prevent and mitigate cyber security risks and noted human error is the largest issue. **4.** Working together to safeguard children - GOV.UK (For information ONLY) Updated March 2026
7. Curriculum Updates	CARRIED to Summer Term 2 **1. Review the termly SEND Report from the SENDCO/SEND Link Governor including impact of interventions** **2. Review the provision of enrichment activities including access, uptake by cohorts and impact**
8. Finance Updates	**1. BMR / Budget / Finance Updates** *(Circulated prior to meeting.)* The CoG shared commentary from the recent working group who disseminated the budget prior to the meeting. The CoG advised there was a system error that wasn't pulling the carry forward through, and once this was found, the status was much more favourable. The CoG presented the CSoC impact statement for funding. The HT advised reports will be sent to evidence the impact including SEND data where the gaps were reduced and SEND pupils performed better in assessments. **2.** Analyse the End of Year Budget 2025-26 **3.** Review and approve the 2026-27 Budget The CoG presented a 5-year budget plan including: • -£33K deficit • £102K carry forward • £70K in the bank at the end of the year. • Carry forward does not meet the threshold for clawback • LA agreed with the budget proposed at a recent finance meeting.

	GOV: Has the CSoC funding been included in the budget? HT confirmed the CSoC funding has been included with a plan to create more impact for the coming year. The HT advised there are 2 EHCP's now accounted for. **Resolution recommended. The governing board approves the school budget plan for the financial year 2026/27. No objections were received.** **TOTAL: £947,817.81** **4.** Confirm the School's Financial Value Statement (SFVS) was submitted by the deadline 31st March 2026 *It was confirmed the SFVS was submitted prior to the deadline.* **5. Review the PE/Sport Premium Impact Report for 2025-26 and ensure it is published on the school website by 31st July 2026** (DfE Guidance: PE and sport premium: conditions of grant 2025 to 2026 - GOV.UK) – CARRIED to Summer Term 2 **6. Continue to monitor the school's use of specific funding streams and the impact (lettings, donations etc)** The HT advised the PTA sent a letter out for the school community to set up regular donations, with no engagement. It was noted that a parent highlighted challenges with the website. The HT shared disappointment of the underwhelming response to support the school. Governors discussed how better to engage with the school community to increase response rates; explain the purpose for the donations/what the money will be spent on. **7. Debt, Write-offs and Virements** *Nothing to report - NIL* **8. HT Expenses** *Nothing to report – NIL* **9. Capital Funding Projects / Devolved Formular Capital (DFC) and School Condition Allocation (SCA)** The HT shared plans to meet with the Diocese next week, collecting quotes for the proposed work and a volunteer has offered support some of the work free of charge.
9. Health & Safety (H&S) Updates	CARRIED to Summer Term 2 **1. Review the school's Risk Assessments and Emergency Plan to include processes to follow if an emergency alert is issued in the local area**
10. Governing Board Business Matters	**Governance Compliance** **1. Review the School Governance Team (SGT) Service Level Agreement (SLA) 2026-27 Primary Offer** – COMPLETED and SUBMITTED **2. Consider meeting cycle and any required structural changes (for example: moving to the circle model of governance) (Clerk can provide further information)** – CARRIED to Summer Term 2 **3. Consider meeting dates for the new academic year 2026-27** - CARRIED to Summer Term 2 **4. Committees should review the Terms of Reference in preparation for Full Governing Board (FGB) approval in September 2026** - CARRIED to Summer Term 2

5. Conduct a 2025-26 annual review of the effectiveness and impact of the governing body

a) Governor Resignation

The CoG mentioned a governor has resigned with immediate effect due to lack of capacity and not being able to attend meetings. The CoG advised parent governor applications were sent out (deadline 8th May 2026).

ACTION: KT to update GovHub, remove LO from GovHub.

6. Review and evaluate engagement in governor training linked to skills gaps, roles and succession planning - CARRIED to Summer Term 2

7. Review information on the school website, ensure website audit review tasks have been/are being actioned - CARRIED to Summer Term 2

8. Review Get Information About Schools (GIAS) and update where appropriate

ACTION: HT/Angela to ensure GIAS is updated and LO is removed (due to resignation) from GIAS.

9. Asset Management Plan - CARRIED to Summer Term 2

Strategic Direction

1. **Consider reports from school leaders on key areas, improvement priorities including curriculum development** - CARRIED to Summer Term 2
2. **Review and challenge the school's Self-Evaluation Form (SEF) including arrangements for 2026-27 -** CARRIED to Summer Term 2
3. **Undertake an annual review of the school's Vision, Values, Ethos and Strategic Plan -** CARRIED to Summer Term 2

Governor Monitoring

1. **Monitoring Visits including written reports conducted in accordance with he agreed schedule**

The CoG presented a report of all the visits completed this academic year and summarised since the last meeting: SEND Visit, Foundation Visit, Finance working group, and cyber security have been monitored.

2. Mental Health and Wellbeing including Staff Governor, Headteacher (DfE guidance: Promoting and supporting mental health and wellbeing in schools and colleges - GOV.UK)

The staff governor shared feedback of staff wellbeing:

- supportive colleagues, understand each other's roles, responsibilities and capacities.
- Mentioned previous survey results of workload and support staff not being available, challenging cohorts
- Staff will intervene in class to support colleagues.

GOV: Can you provide an update on the families who have withdrawn their children from collective worship and RE?

HT advised the situation has settled down and staff continue to support their wishes. It was noted that some pupils did not take part in the Easter service and parent collected pupils early (their choice). Governors shared sadness that pupils are missing out on parts of the curriculum.

3. Review any outcomes from stakeholder surveys – parent, staff, pupil

Nothing to report.

11. Policy Review	2025 Statutory Policy List: **Maintained schools: governance guide - GOV.UK** • **Artificial Intelligence (AI) Policy –** *draft ongoing* *EG left the meeting.*
12. SIAMS	The HT mentioned that the school will have a SIAMS inspection next year.
13. Any other Business (AOB)	The CoG shared the CSoC letter in an earlier agenda item. The headteacher raised concerns about a parent sending a high volume of emails to a class teacher, persistently and at all hours, including late at night and the early hours of the morning. Governors discussed seeking an informal meeting to find a resolution. The clerk suggested a Communication Policy/Statement that can be published on the school website and would provide explicit expectations for communication. The HT raised a further discussion regarding a racist incident, which is rare in the school. The incident was recorded on My Concern, parents were notified and a meeting was held.
	AD closed with Grace.
14. Dates for the next FGB meetings	**Summer Term:** 15th July 2026 at 6.30pm – End of Year Review

The meeting concluded at 5:27pm

ACTION – May 2026	Governor	Deadline	Status
1. ~~ACTION: KT add the approved minutes dated March 2026 to the approved folder. (3)~~	KT	ASAP	Completed on GovHub
2. ACTION: AD to liaise with the school to arrange a safeguarding governor visit. (6.1)	AD	Summer Term 2	
~~3. ACTION: KT to update GovHub, remove LO from GovHub. (5a)~~	KT	ASAP	Completed
4. ACTION: HT to ensure GIAS is updated and LO is removed (due to resignation) from GIAS. (5.8)	HT/Angela	ASAP	

ACTION – March 2026	Governor	Deadline	Status
1. ~~ACTION: KT to add approved minutes dated January 2026 to the approved folder. (3)~~	KT	ASAP	Completed
3. ACTION: LK to upload the SEND Information Report and Policy to the school website. (11)	LK	Summer Term	

ACTION – January 2026	Governor	Deadline	
9. ACTION: LK to review AI policies for consideration for the governing board to incorporate in the school. (6) UPDATE: Not quite ready or how to approach with staff, will bring back in the summer term - in progress. UPDATE 6/5/26: completing a session with teachers and will bring back to governors, recommended from Anglia Learning. Review transparency statement. June mini training with staff presented by LK.	LK	Spring Term	Agenda item 11
16. ACTION: LK to assemble a budget working party prior to the budget approval meeting in May 2025 and liaise with the Finance	LK/working party	May 2025	Completed

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.			

ACTION – FGB November 2025, Autumn Term 2	Responsible	Deadline	Status
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	Agenda item 10a.9
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	On-going