



PARK STREET
CHURCH OF ENGLAND
PRIMARY SCHOOL

Park Street C of E School Full Governing Body (FGB) Meeting Agenda
Including Statutory Documentation
24th September 2025 at 6.30pm
Autumn Term 1

KEY: Minutes Question Responses/Approval Action Required

Minutes

Agenda Item	Topic for Consideration, Discussion and Approval
1. Introductions, Register of Attendance and Apologies	<p>Apologies were received and accepted from Katherine Shankland, Catherine Johnson, Andrew Day.</p> <p><u>In Attendance:</u> Laura Kirsop (KS) Co-Chair of Governors Nigel Moorhouse (NM) Co-Chair of Governors Sarah Hawker (SH) Headteacher Lorna Atwell (LA) Neil Chippington (NC) Ed Green (EG) Georgina Leadbetter (GL) Carys Myers (CM) Laura Oxley (LO) Kerry Thompson (KT) Clerk/Minutes</p> <p>The quorate meeting started at 6:41pm with an opening prayer performed by EG. Governors were introduced to a new foundation governor joining the board.</p>
2. 2025-2026 Statutory Elections	<p>a) Election of Chair/Co-Chairs and Vice Chair</p> <p>It was noted that two governors have resigned from the board, Catherine Johnson's resignation was effective immediately (governor preference) due to capacity and Nigel Moorhouse will end his term at the end of October 2025.</p> <p>A governor presented a long-standing governor who recently sent their resignation with a gift from the governing board to express appreciation and gratitude for all the hard work, over the years for the school and governors.</p> <p>LK self-nominated to stand as Chair of Governors for this academic year 2025-26. The clerk confirmed there were no other nominations received prior to the meeting. Governors voted unanimously in favour and approved LK as Chair of Governors.</p> <p>It was noted AD declined to stand as VC for this academic year. The clerk confirmed no nominations were received prior to the meeting.</p>

	<p>The HT nominated NC as Vice Chair and LO seconded the nomination. Governors voted unanimously in favour and approved NC as Vice Chair.</p> <p>b) Governors to appoint the Clerk Governors appointed the Clerk for this academic year 20205-26.</p>
<p>3. Declarations of gifts, hospitality, pecuniary interests or conflicts of interests</p>	<p>Governors confirmed no relevant declarations of gifts, hospitality, pecuniary interests relating to this meeting.</p>
<p>4 Agree Meeting Minutes</p>	<p>FGB: July 2025, Summer Term 2 – End of Year Review Governors confirmed no relevant declarations of gifts, hospitality, pecuniary interests or conflict of interests relating to this meeting. ACTION: KT to add approved FGB minutes to the folder on teams.</p>
<p>5. Matters Arising</p>	<p>Update on Actions / Matters Arising <i>Please see action record below for full updates.</i></p> <p>Report on any emergency action taken by the Chair since the last meeting. No matters to report.</p>
<p>6. Governing Board Business Matters</p>	<p>a) Statutory Documentation The CoG advised the governor handbook remains unchanged but noted/highlighted a (resigned) governor’s roles and responsibilities to offer remaining governors opportunities to explore other focus areas. The CoG summarised the handbook, covering key topics and showing links for documents. The HT noted a SIAMS inspection is due in the autumn term 2026 and will need to ensure RE/Collective Worship has monitoring visits this year and reminded governors that RE monitoring was mentioned/noted in the last inspection. ACTION: LK to review the other form for governor monitoring visits and add it to Teams.</p> <p>Governors considered training opportunities, and the clerk advised some governor induction training. ACTION: GL to complete governor induction training. (KT to send the link)</p> <p>A governor explained the policy review process, the clerk agreed to take on policy review alongside the CoG/HT.</p> <p>Declaration of Pecuniary Interests Form: Governors to complete via GovHub.</p> <p>Code of Practice (added to GovHub confirmations) Governors approved and adopted the Code of Practice for this academic year 2025-26.</p> <p>Standing Orders</p>

Governors approved the Standing Orders for this academic year 2025-26.

Foundation Committee Terms of Reference

Governors approved the Foundation Committee Terms of Reference for this academic year 2025-26.

Instrument of Government

Governors confirmed the Instrument of Government, with no planned changes for another academic year.

Keeping Children Safe in Education (KCSIE) via GovHub

b) Governor Roles and Responsibilities

Governor roles and responsibilities were updated live in the handbook.

ACTION: LK to remove NM/CJ and add GL in the governors' handbook

New roles accepted:

Finance – CM

H&S – LK

Net Zero - EG

ACTION: LK to update roles in the governors' handbook

Chair of the Foundation Committee

ACTION: KT to check with AD for Chair of Foundation Committee

Action: HTPM Panel to liaise and arrange a date with the HT to complete the HT performance.

c) Strategic Direction

The updated monitoring schedule is available on teams.

Pupil/Staff/Parent Voice

GOV: When was the last parent survey completed?

HT replied: June 2024

Governors discussed the school council, PV and considered asking subject leaders to complete PV. Governors suggested aligning questions with the Ofsted framework. The HT noted curriculum was not implemented at the last Ofsted visit and suggested governors consider curriculum monitoring.

Admissions Arrangements

The CoG drafted notes to present updates, reminded governors of the change in criteria and advised a consultation period between October 2025 and January 2026.

The updated admission arrangements will be emailed to all consultees; comments will be compiled for governors to review and take into consideration. Governors considered adding the catchment area with the information to be sent.

	<p>ACTION: LK to update office staff on who to send consultation to, advising comments from the consultation will be received via the office and should collect the responses to present to governors.</p> <p>ACTION: LK/SH to liaise to draft a list of consultees (include CSoC).</p> <p>ACTION: LK to email (M) with the consultation information to be uploaded to the website.</p>
<p>7. Clerk Updates</p>	<p>The clerk reminded governors:</p> <p>Terms of Office due to expire, resignations, DBS & Section 128 checks</p> <ul style="list-style-type: none"> Two resignations received as mentioned in agenda item 2 <p>Governors were requested to complete the pecuniary interest declaration via GovHub.</p> <p>The HT was asked to review the website to ensure the updates from this meeting are presented correctly on the website.</p> <p>The clerk ask for GIAS to be reviewed and confirmed.</p> <p>ACTION: SH to review the website and email (M) with the updates for the website including key term dates.</p> <p>ACTION: SH to ensure GIAS is reviewed and updated.</p>
<p>8. Headteacher Report (Verbal)</p>	<p>HT summarised:</p> <ul style="list-style-type: none"> Two new children have joined with EHCP's, currently attending part-time. The school finally received funding for long overdue EHCP, went to panel at Christmas but will not be backdated. The school will challenge this decision. <p>Governors supported the HT with the decision to challenge and expressed appreciation with acceptance of the EHCP after such a long time.</p> <p>Congratulated the staff for their perseverance.</p> <ul style="list-style-type: none"> Pupil Premium (PP) has increased from 15 to 21; receiving more funding Presented data (<i>full report available on Teams</i>) SATS data included, presented to the governors and compared the results with the predictions. Discussed progress with SEND children Predicted census at 115 pupils which is slightly lower than usual for the school Governors discussed the impact of birth rate and geography barriers Highlighted 19 year 6 cohort left in July 2025 Attendance was slightly low at the beginning of the term but is improving. Explained staffing updates including praise for a teacher's approach to dealing with EHCP's and confirmed children have settled. One teacher is on a one year contract for Maths and PPA. SDP has been RAG rated A member of staff was leading outdoor learning but noted every teacher needs to do it for their own class, try to include at least once a month.

	<ul style="list-style-type: none"> • Training was received for S. Brown by an LA Advisor • Continue to use the grounds (Jesus College) but the College have declined for the school to use the courts. • The College have agreed to cut the trees back in the street. • Mentioned some of the different workshop opportunities including Lambeth Palace, Hero's book of Hope, Eagles Residential. • Invited governors to attend key events/occasions. • Updated the SEF <p>Governors discussed the forecasts for SATS and acknowledged some of the skewed data, impact of a small school and using percentages.</p> <ul style="list-style-type: none"> • The HT mentioned the term has started well, a few illnesses amongst children and staff, advising general staff wellbeing is good.
<p>9. Safeguarding</p>	<p>The HT confirmed staff completed LA safeguarding training and some governors attended.</p> <p>The clerk reminded all governors to complete safeguarding training and to email the certificate to the office/who enters information on the SCR.</p>
<p>10 Curriculum</p>	<p>The HT advised of new RSE guidance, the LA will publish the guidance and consider reviewing the policy to align with the new guidance.</p> <p><i>Other data was captured and discussed in the HT report.</i></p>
<p>11. Resources</p>	<p>BMR: Budget/Actuals <i>Commentary has been provided, available on Teams.</i></p> <p>The CoG highlighted:</p> <ul style="list-style-type: none"> • The high-level figures on the budget, cautiously optimistic. Governors reviewed the forecast budget compared with the project year end. It was mentioned there is some underspend currently that will balance out once things are paid. • Governors mentioned the challenges with the school funding EHCP's while processing applications, waiting for long periods and the lack of communication. • The CoG noted a saving during the summer term due to maternity cover contract ending and a member of staff not returning. • Free school meals (FSM) numbers have increased • Staff pay awards need to be included and will see the impact by the next FGB. The pay increase was not fully funded and does not include national insurance (NI). <p>GOV: Is the cost of the FSM covered by the funding received? HT advised the FSM do not cover the full cost of the meal form Aspen's</p> <ul style="list-style-type: none"> • No new subscriptions to report • Website to be updates with the latest sport premium (SP) information • The Financial Scheme of Delegation was approved at the last meeting. <p>The Pay Panel shared their approval of:</p>

	<ul style="list-style-type: none"> • The Pay Policy • Teachers pay award • Support staff pay awards • Recommendations for individual staff payscale progression <p>The Pay Panel asked the HT for an update on the member of staff who wanted to move to Upper Pay Scale last year but didn't yet meet the criteria.</p> <p>The HT advised the member of staff is currently on maternity leave. Governors advised the HT to review this teacher's position, and ensure all legislation was being adhered to.</p> <p>ACTION: SH to review criteria/pay grade and the responsibility of the school/HT to mitigate discrimination.</p>
<p>12. Policy Review</p>	<p>a) Statutory Policies to be agreed, approved and adopted for the next academic year 2025-26</p> <p>Safer Recruitment and Employment Policy (3/12 review required, governors to annually approve the policy to coincide with KCSIE) Governors approved and adopted the Safer Recruitment and Employment Policy for the three year review period and will continue to adopt annually to coincide with KCSIE.</p> <p>Safeguarding and Child Policy Governors approved and adopted the Safeguarding and Child Protection Policy for this academic year 2025-26.</p> <p>Code of Conduct Governors approved and adopted the Code of Conduct for this academic year 2025-26. ACTION: KT to add Code to Conduct to GovHub for governors to record reading.</p> <p>b) Policies due for Review</p> <p>Complaints Policy Governors approved and adopted the Complaints Policy for this academic year 2025-26.</p> <p>Collective Worship Governors approved and adopted the Collective Worship Policy for this academic year 2025-26.</p>
<p>13. SIAMS</p>	<p>The HT advised the school is due for a SIAMS inspection next year and presented the RE and Collective Worship calendar. Governors expressed a priority for Foundation governors to meet regularly this year and monitor accordingly. The HT advised it could be more challenging this year as the RE Lead has resigned and the HT has taken the role. It was suggested for foundation governors to review SIAMS training available.</p>

	<p>ACTION: SH to email KT to circulate the RE calendar for all governors to review.</p>
<p>14. Governor Training</p>	<p>KCSIE (as mentioned in previous items) Governors were asked to record reading the KCSIE via GovHub.</p> <p>Governor Skills Audit Governors reviewed the skills audit results from the summer term. The CoG highlighted:</p> <ul style="list-style-type: none"> • Scoring 3/4 in all areas • Lower scoring with HTPM (governors noted that experience would increase) • Varied skills on the board; the board would benefit from a candidate with finance experience • Good balance, not too parent heavy <p>ACTION: LA to add the vacancy to the newsletter for a finance experience governor application.</p> <p>Training Log Governors to continue to log training via the governor handbook link.</p>
<p>15.</p>	<p>Any other Business (AOB) A governor raised two discussions for governor consideration:</p> <ul style="list-style-type: none"> • Collaborating with the other Church Schools of Cambridge. For the Autumn term consider a carol service, suggesting a couple of year groups per school to perform a song, a prayer and include all in singing some traditional songs. • Collaborating with the four Church Schools' Governor's, share experiences and arrange a good speak/trainer, to include food. <p>Governors discussed and suggested organising both collaborations; would need someone from CSoC for the CoG's could liaise. Governors considered meeting in the spring term and suggested Christian Distinctiveness as a speaker topic. Action: LK to email other CSoC Chairs of Governors</p> <p>The HT reminded governors of the school's 150th Anniversary (1877-2027) and to consider the potential celebrations would be important for governors to be involved. Governors agreed to liaise with the PTA to offer support. The HT invited governors to attend a PTA meeting.</p> <p>The CoG provided an update on the adjudicator findings/process and advised Chesterton and Parkside admissions policies were in breach of the admissions code and have (now) 6 days to publish a revised admission policy, removing the unfairness that affected Park Street. Governors considered the plan of action if schools didn't update their policies to mitigate unfair admissions. <i>It was noted the adjudicator findings are binding by law, notice given on the LA website.</i> Governors discussed the updates required and reflected on the adjudicator process and considered the appeal process.</p>

	<p>Governors discussed applications from independent schools (regarding families leaving due to VAT). It was noted that some have moved out of the independent sector.</p> <p><i>No further comments received.</i></p>
16. Dates for the next FGB meetings	<p>Closing Prayer performed by EG. The meeting concluded at 20:46.</p> <p>Autumn Term: Thursday 27th November 2025 at 6.30pm</p> <p>Spring Term: Tuesday 27th January 2026 at 6.30pm, Wednesday 25th March 2026 at 6.30pm</p> <p>Summer Term: Wednesday 6th May 2025 at 3.30pm inc BUDGET, Wednesday 15th July 2026 at 6.30pm</p>