



PARK STREET
CHURCH OF ENGLAND
PRIMARY SCHOOL

Park Street C of E Primary School
Full Governing Body Meeting Minutes (FGB) inc. BUDGET
Wednesday 7th May 2025 @ 3:30pm
Summer Term 1

Key: Minutes Questions Response Action Required

Minutes

1. Governorship

The meeting commenced at 18:37 with an opening prayer by Headteacher (HT)

a) Apologies

Apologies were received and accepted from Andrew Day (AD) and Carys Myers (CM). No apologies were received from Ed Green (EG) and Catherine Johnson (CJ).

In attendance:

Nigel Moorhouse (NM) Co-Chair (Chair for this meeting)
Laura Kirsop (LK) Co-Chair
Sarah Hawker (SH)
Neil Chippington (NC)
Lorna Atwell (LA)
Katherine Shankland (KS)
Laura Oxley (LO)

Kerry Thompson (KT) Minutes
The meeting was quorate.

b) Declarations of gifts, hospitality and pecuniary interests or conflicts of interest

All governors confirmed no relevant declarations of gifts, hospitality, pecuniary interests or conflict of interests relating to this meeting.

c) Emergency Action Report (Chair)

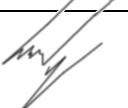
The Chair noted there were no actions to report.

d) Terms of Office/ Resignations/ DBS & Section 128 checks

The clerk confirmed a governor's term of office is due to expire 13th July 2025. A governor is considering re-appointment and will approach CSoC to consider and agree re-appointment.

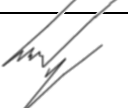
ACTION: LA to liaise with Isobel (CSoC) to discuss/consider LA re-appointment before the end of term expires.

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

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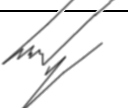
2. Approval of Meeting Minutes	<p>a) FGB Minutes dated 26th March 2024, Spring Term 2 FGB Meeting Minutes dated 26th March 2025, Spring Term 2 were agreed as a true account of the meeting and factually correct, subject to the minor amendments mentioned above. No further comments, amendments or suggestions.</p> <p>b) Matters Arising Governors discussed actions and are updated on the action log below. The HT discussed the building project nearby, noting the noise disruption heard at school. The HT considered emailing the Project Manager of the site to advise of the noise disruption and ask if the contractor would consider some community support work for the school. ACTION: SH to email/contact the project manager of the building project to discuss the noise disruption and the potential of community support.</p>
3. Safeguarding	No reports to present.
4. Health and Safety	No reports to present.
5. Headteacher Report	<p>The HT confirmed an EHCP has been accepted for a child but the school has not received the funding yet. Governors noted positivity for the acceptance of the EHCP. Governors discussed the budget covering the provisions in place.</p> <p>The HT report highlighted:</p> <p>a) Pupil Numbers (inc. Additional Needs/SEND)</p> <ul style="list-style-type: none"> • 111 currently numbers on roll (NOR) • 15 out of 18 places accepted for September 2025. • 3 children have not accepted due to parents deciding to home educate/attend a private school. • Positive numbers for September 2025 <p>The HT mentioned the in-year admissions has now opened and parents can make an offer by 14th July 2025. Governors discussed admissions considering:</p> <ul style="list-style-type: none"> • Who is applying • Year groups for applications • Considering accepting places where possible <p>GOV: IS there any way of being taught in smaller groups? HT advised smaller teaching groups already happen in school for example, Maths is taught in smaller groups across the school. Governors discussed class numbers and year group spaces where children can be accepted.</p> <p>GOV: What are the proposed numbers for census day? HT replied: 120.</p> <p>The HT confirmed nineteen year 6's leaving (over PAN). Governors discussed the variables for future pupil numbers, considering this year could be an anomaly, evening out the year after.</p>

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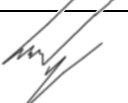
	<p>GOV: Can you confirm the staffing plans for the next academic year? HT to confirm staffing next week as interviews have only just been completed. ACTION: SH to email governors to confirm staffing plan for the next academic year.</p> <p>b) Christian Distinctiveness The HT summarised and highlighted Christian Distinctiveness within the school.</p> <p>c) Any other urgent notifications None</p>
6. Finance	<p>a) Head's Expenses None.</p> <p>b) Debt's, Write-offs and Virements None. A governor noted CSoC Financial Statement (added to Finance folder) for governors to review. Governors discussed the value of funding from CSoC.</p> <p>GOV: Does the statement indicate where grants are allocated? HT confirmed the CSoC statement only shows Park Street allocated funding. Governors discussed, noting the school understands the system to request funding and using the funding as requested.</p> <p>GOV: Is there a way to review a comparison for CSoC schools? Governors considered, noting it could present as a conflict of interest. ACTION: LA to investigate if funding information is available to compare with other schools.</p> <p>c) Closing Accounts 2024-25 The Chair shared the year end closing accounts. Governors discussed.</p> <p>GOV: Is the carry forward presented for 2025 carried into the next academic year's budget? NM advised the carry forward is more than originally planned and will show on the budget. Governors considered the figures and agreed the school is in a positive position, with the deficit decreasing each year. The HT shared other schools' financial position with the carry forward, mentioning other schools are in a worse position.</p> <p>GOV: Is there a benchmark for the carry forward? NM confirmed £25K with the aim not to go below that unless needed as stated in the Reserves and Contingency Policy.</p> <p>GOV: What happens if the school go below the benchmark of £25K? NM confirmed the GB would need to meet and discuss what went wrong and why the carry forward was not planned effectively.</p>

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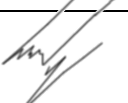
	<p>Governors expressed appreciation to CSoC and grateful for the funding opportunities from CSoC. The HT explained some of the funding covers staff costs who in turn feel valued, work harder because staff feel appreciated, generating a strong workforce.</p> <p>Governors discussed staffing challenges regarding pay rises. The HT considered the importance of good, valued staff.</p> <p>Governors agreed to review the carry forward and ensure it does not get too low.</p> <p>d) Budget 2025-26 Ratification</p> <p>The HT advised governors the expected EHCP has not been included in the budget as funding has not been confirmed. Governors considered a particular case for considering a different school facility/setting for a child.</p> <p>The Chair highlighted a problem with the Local Authority (LA) system today. Governors reviewed the presented budget for approval and the projected three year forecast.</p> <p>Governors discussed the planned deficit for next year and considered the worst case scenario for the deficit.</p> <p>A governors advised there is a need to present to the bank, including the plans to avoid ending in a worse position or increased deficit.</p> <p>The HT confirmed the school has two members of staff joining on a one year contract which will be supported by CSoC funding and provides contingency in case staffing needs to be reduced in years ahead.</p> <p>GOV: Are you expecting staff to be on a similar pay scale next year? HT discussed the potential of government pay rises next year could be a challenge but expected all staff to be on similar pay scales. The HT noted one member of staff who will be moving up the pay scale next year.</p> <p>Governors discussed staff costs as it remains the largest cost on the budget. The HT confirmed staff are valued and of a high calibre, adding the importance of retaining good staff.</p> <p>Governors considered other possible sources of income or potential savings.</p> <p>GOV: Are there any updates regarding the wraparound care initiatives? HT confirmed the school applied for the government initiative but will not be going ahead with the pilot. The HT explained the costs would not be fully covered by the funding, considering the potential impact by not offering breakfast club.</p> <p>Governors discussed if there was a shortage of wraparound care. Governors agreed to wait and see how the pilot goes before making any further decisions.</p> <p>A governor summarised the budget details and the projected three year budget including the proposed deficit. Governors discussed CSoC funding and potential additional funding that could mean the school will break even, rather than end next year in a small in-year deficit.</p> <p>GOV: Is the income based on pupil numbers?</p>
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	<p>It was confirmed the income is based on last year's census of 118 pupils.</p> <p>Governors highlighted the positives of the school:</p> <ul style="list-style-type: none"> • Good teachers, who are committed • Beneficial structure for every year group for key subjects • A good curriculum offer <p>Governors suggested sharing more information within the community to raise the profile of the school.</p> <p>The HT mentioned there will be celebration next year as the school is 150 years. The HT confirmed to plan a big event or several smaller events throughout the year to celebrate and will include many learning opportunities for the children.</p> <p>Resolution recommended by The Finance Working Group; The Governing Body approves the school budget plan presented for the financial year 2025/26.</p>
7. Compliance	<p>a) Data Privacy</p> <p>A governor raised a recent issue for discussion regarding data sent to GL Assessments. The HT explained that the school address was not put on the outside of the box and the assessments containing pupil names were not received. The HT added some assessments were sent to Park Street in St Albans, but the rest remain lost in the post. The HT confirmed the assessments were sent and received a receipt (proof of posting), but did not include tracked delivery. Governors considered the process for the next time, including tracked delivery.</p> <p>GOV: Has the data issue been reported to the Data Protection Officer (DPO)? It was confirmed there was no harmful information but will have pupils' names.</p> <p>A governor suggested checking on the government website as there is a checklist that can help consider if the issue should be reported to the DPO.</p> <p>ACTION: School Office to review the data breach checklist on the government website.</p>
8. AOB	<p>a) Secondary Admissions</p> <p>The HT confirmed the plan to appeal to the Office of Education Adjudicator and compiling information which was reviewed today. The HT noted the deadline to submit is 15th May 2025. The HT advised the key points to put forward for the case and explained some of the challenges, lack of LA oversight due to academisation and the impact affecting the school this year.</p> <p>The HT advised liaising with other schools but who are not impacted by the same catchment. Governors discussed the need for local co-ordination.</p>
Closing Prayer	NC closed the FGB meeting with a closing prayer.
Planned meeting Dates	Summer Term 16 th July 2025
Meeting Concluded at 16:28	

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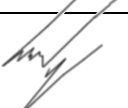
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ACTION/ Updates	Responsible	Timeframe/ Deadline	Status
1. ACTION: LA to liaise with Isobel (CSoc) to discuss/consider LA re-appointment before the end of term expires. (1d)	LA	Summer Term	
2. ACTION: SH to email/contact the project manager of the building project to discuss the noise disruption and the potential of community support. (2b)	SH	Summer Term	
3. ACTION: SH to email governors to confirm staffing plan for the next academic year. (5a)	SH	Before the end of Summer Term 1	
4. ACTION: LA to investigate if funding information is available to compare with other schools. (6b)	LA	Summer Term	
5. ACTION: School Office to review the data breach checklist on the government website (7)	School Office	ASAP	

Park Street Primary School Action List: FGB 26th March 2025, Spring Term 2

ACTION/ Updates	Responsible	Timeframe/ Deadline	Status
1. ACTION: NM to PDF the approved FGB meeting minutes dates 29 th January 2025, Spring Term 1. (3)	NM	Spring Term	Completed
2. ACTION: KS to share training slides with Governors (5a)	KS	Spring Term	Completed
3. ACTION: SH/LK to consider if practices around website pictures needs to be changed. (5a) UPDATE 7/5/25: governors considered the practices for the website. A governor suggested using AI rather than real children from the school. Governors AI generated pictures felt impersonal and mentioned the AI pictures are not good enough at present.	SH/LK	Summer Term	On-going – long term
4. ACTION: NM to draft an Asset Management Plan. (6e)	NM	Summer Term	CARRIED
5. ACTION: KT to check approval of policies via email. (7a) Agenda item 2b. UPDATE 7/5/25: KT clarified that all policies must be approved at a quorate meeting (FGB or Committee, in person or virtually).	KT	Spring Term	Completed
6. ACTION: KS/LK to finalise and circulate the Accessibility Plan to governors. (7a)	KS/LK	Summer Term	Work in progress: on-going
7. ACTION: SH to liaise, draft and circulate the Family Leave Policy to governors to review, consider and approve. (7a) UPDATE 7/5/25: A governor advised of an EPM Model Policy draft to re-brand and update to reflect the school.	SH/LK	Summer Term	CARRIED
8. ACTION: LK to chase governors who have visited school but not completed the visit form. (8a)	LK	Summer Term	CARRIED
9. ACTION: LO/CM to liaise and arrange a school monitoring visit for CM to experience the process. (8a)	LO/CM	Summer Term	Completed

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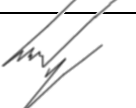
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10. ACTION: LK to chase governors who have completed training but not recorded it on the log. (8b)	LK	Summer Term	CARRIED
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Park Street Primary School Combined Action List

Meeting	ACTION/ Updates	Responsible	Status
29/1/25	10: ACTION: Foundation Governors to review the Collective Worship Policy and present at the next FGB for approval. (7f) UPDATE 26/3/25: It was advised foundation governors were not able to meet. UDPATE 7/5/25: Governors confirmed Foundation Governors have not met but due to arrange.	Foundation Governors	CARRIED
29/1/25	11. NM to add Collective Worship Policy to the next FGB meeting agenda for approval. (7f)	NM	CARRIED
27/11/24	15. ACTION: EG to write up governor visit reports and circulate with the GB. (9b) – (a)	EG	CARRIED
27/11/24	16. ACTION: LK/NM to complete report to parents/carers and circulate to governors for review prior to publishing. (10a)	LK/NM	Completed

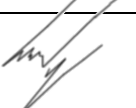
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Park Street Primary School Action List: Various Meetings included

Meeting Date	Action	Action By
27/03/24	<p>Review fire escape condition and plan.</p> <p>UPDATE 25.9.24 - photos to be sent – ongoing</p> <p>UPDATE 27/11/24: HT confirmed most recent fire practice was held 2/52 ago, confirmed an efficient practice, children responded well.</p> <p>UPDATE 26/3/25: No updates. Governors discussed and a governor/HT gave a summary of the process to date, no other updates.</p> <p>UPDATE: doing a condition survey form Diocese. SH to circulate.</p>	SH/AS/NM
27/03/24	<p>Look into CSR options.</p> <p>Update 25.9.24 – AD had spoken to CSoC, awaits response – ongoing</p> <p>UPDATE 27/11/24: AD advised in discussions. Governors discussed further highlighting the school's needs, next investments depending on financial position. A governor suggested the need for SEND support, provision map. Remains on-going.</p> <p>UPDATE: 29/1/25: as above.</p> <p>UPDATE 26/3/25: Merge with action around review at next meeting.</p>	AD
17/07/24	<p>Consult CSoC on works Project management.</p> <p>Update 25.9.24 – some support is available but query over effectiveness – ongoing</p> <p>Discussed at board meeting, no with much success, quite a bit of</p> <p>Spent nearly £££ on another school. Project management process can't do heat source. SH happy with builder, problems are windows, doors and toilets.</p> <p>AD summarised regarding certain projects and recent declines.</p> <p>Concerns expressed at the meeting, take away from meeting.</p> <p>Not getting far with the carpark, too busy with the hotel. Need to look for quotes or it won't get done, PTA happy to pay for some of it. SH advised cosmetic stuff needs doing.</p> <p>UPDATE 26/3/25: HT noted still waiting for confirmation from Gilbert Ask as part of the social responsibility conditions. HT expressed frustration as no contact has been received. Governors offered to help where possible; HT confirmed tried to make contact again today.</p>	AD

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