



## PARK STREET CHURCH OF ENGLAND PRIMARY SCHOOL

### MINUTES OF THE FULL GOVERNING BODY MEETING

Wednesday 25<sup>th</sup> September 2024 – 18:30

Venue: School

**Governors present:** Nigel Moorhouse (NM - Chair); Sarah Hawker (SH - Headteacher); Lorna Atwell (LA); Laura Oxley (LO); Andrew Day (AD); Neil Chippington (NC); Laura Kirsop (LK); Edward Green (EG); Katherine Shankland (KS); Catherine Johnson (CJ)

**Also present:** Jen Hefti (JH – Clerk)

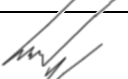
**Apologies:** None

Challenges/questions are in blue. Actions are in red. Decisions in bold/italic

The meeting was quorate.

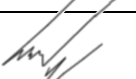
Item	Minutes	Action
	The meeting opened in prayer, led by AD	n/a
1	<b>Governorship Items</b>  <b>a. Apologies for absence</b> There were no apologies for absence.  <b>b. Declarations of Personal Interest regarding items on the agenda</b> (Governors are required to declare an interest, financial or otherwise, in the any of the items raised at this meeting)  AD declared his membership of the Church Schools of Cambridge (CSoC)  <b>c. Report on any emergency action taken by the Chair since the last meeting</b>  None taken.	

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

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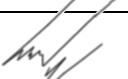
	<p><b>d. Terms of office due to expire   Resignations   DBS &amp; Section 128 checks</b>  It was noted that CJ had been appointed.  <u><b>FGB2509-01 – ACTION: CJ to obtain new DBS check</b></u></p> <p><b>e. Approve Instrument of Government</b>  The instrument of government had been circulated in advance of the meeting. <b><i>Governors approved the document as fit for purpose.</i></b></p> <p><b>f. Approve Code of Practice</b>  The Code of Practice had been circulated in advance of the meeting. <b><i>Governors adopted the Code of Practice for 2024 – 25.</i></b></p> <p><b>g. Approve Standing Orders (includes Governors Allowances)</b>  The Standing Orders had been circulated in advance of the meeting. <b><i>Governors adopted the Standing Orders for 2024 – 25.</i></b></p> <p><b>h. Register of Interests</b>  It was noted that all interests remain as previously recorded, except for the addition of LK's interest as a Director of Raspberry Pi Foundation, a charity that provides educational services</p> <p><b>i. Election of Chair and Vice Chair</b>  NM self-nominated for the position of Co-Chair.  LK self-nominated for the position of Co-Chair.  <b><i>NM and LK left the meeting for the vote.</i></b>  <b><i>Governors voted unanimously to appoint NM and LK as Co-Chairs of the governing body.</i></b>  <b><i>NM and LK returned to the meeting.</i></b>  AD self-nominated for the position of Vice Chair.  <b><i>AD left the meeting for the vote.</i></b>  <b><i>Governors voted unanimously to appoint AD as Vice Chair of the governing body.</i></b>  <b><i>AD returned to the meeting.</i></b></p>	CJ
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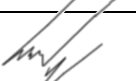
2	<p><b>Minutes of the meeting of the last Full Governing Body held on 17th July 2024</b></p> <p><b>a. Approval of Minutes</b></p> <p>The minutes had been circulated in advance of the meeting. <i><b>The minutes were approved as a true record, subject to minor amendments, and will be signed by the Chair.</b></i></p> <p><b>b. Matters arising from the Minutes of the meeting which are not included on this agenda</b></p> <p>See action table below.</p>	
3	<p><b>Safeguarding</b></p> <p><b>a. Confirm reading of KCSIE 2024</b></p> <p><i><b>Governors confirmed that they had read and understood the relevant sections of Keeping Children Safe in Education (KCSiE) 2024.</b></i></p> <p><i><b>A governor noted that it had been recommended that domestic violence and peer on peer abuse should be built into the PSHE curriculum.</b></i> It was suggested that this may be more relevant to secondary school age children.</p> <p><b>b. Approval of Safeguarding and Child Protection Policy</b></p> <p>The policy had been circulated in advance of the meeting. <i><b>Governors approved the policy for use by the school.</b></i></p> <p><b>c. Adoption of Children not Collected</b></p> <p>The protocol had been circulated in advance of the meeting. <i><b>Governors approved the document for use by the school.</b></i></p>	n/a
4	<p><b>Health &amp; Safety</b></p> <p>Nothing to report.</p>	n/a
5	<p><b>Committees, Working Groups and Link Governors</b></p> <p><b>a. Foundation Committee</b></p> <p>Governors discussed the quorum for the committee.</p> <ul style="list-style-type: none"> <li>• Election of Committee Chair</li> </ul> <p>LA nominated AD as Chair of the committee, seconded by NC. <i><b>Governors voted unanimously to appoint AD as Chair of the committee.</b></i></p>	

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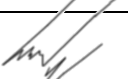
	<ul style="list-style-type: none"> <li>• Confirmation of Terms of Reference The terms of reference had been circulated in advance of the meeting. <b>Governors approved the terms of reference for 2024 – 25.</b></li> <li>• Confirmation of Membership of Committee <b>The committee will be formed of all foundation governors.</b></li> </ul> <p><b>b. Link Governors</b></p> <ul style="list-style-type: none"> <li>• Safeguarding – AD</li> <li>• SEND – EG</li> <li>• Pupil Premium – LA</li> <li>• Health &amp; Safety – NM</li> <li>• Data Privacy – LK</li> <li>• Wellbeing – LO</li> <li>• Curriculum – NC</li> <li>• RE – Foundation committee</li> </ul> <p>Class governors</p> <ul style="list-style-type: none"> <li>• Class 1 – LA</li> <li>• Class 2 – EG</li> <li>• Class 3 – LK</li> <li>• Class 4 – AD</li> </ul> <p><u>Boards and working groups</u> Progress &amp; Outcomes: Ed Green, Neil Chippington &amp; Andrew Day</p> <p>Budget and Budget Monitoring: Laura Kirsop, Laura Oxley, Nigel Moorhouse</p> <p>Headteacher Appraisal: Neil Chippington, Andrew Day, Nigel Moorhouse</p> <p>Pay Review: Ed Green, Lorna Atwell, Laura Oxley</p> <p>Pay Appeal: Andrew Day, Neil Chippington, Laura Kirsop</p>	
6	<p><b>Strategy &amp; Improvement</b></p> <p><b>a. Pupil Numbers</b> Governors were advised that three in-year admissions would be completed before the October census. There is currently a waiting list for Year 6 places.</p> <p>Governors discussed catchment areas and intake rates for local feeder secondary schools.</p>	

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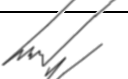
	<p>Governors considered whether the potential changes to VAT for private school fees would have an impact of primary children seeking places at maintained schools.</p> <p><b>b. End of Year Assessments</b></p> <ul style="list-style-type: none"> <li>• The data was reviewed at the previous meeting; outcomes had been extremely positive</li> <li>• Final phonics screening outcomes may be lower than previous years due to children with English as an Additional Language (EAL)/no English joining school late in the year</li> </ul> <p><b>c. Verbal Head's Report</b></p> <ul style="list-style-type: none"> <li>• SEND <ul style="list-style-type: none"> <li>- One Education, Care and Health Plan (EHCP) application in process. This had missed the processing deadline (on the part of the Local Authority). It was noted that costs relating to funded support can be claimed back if the application process breaches a certain number of weeks past the deadline</li> <li>- One child without an EHCP is receiving 1:1 support funded by the school</li> </ul> </li> <li>• Attendance <ul style="list-style-type: none"> <li>- 96.5%</li> </ul> </li> <li>• Pupil Premium <ul style="list-style-type: none"> <li>- 14 children are in receipt of Pupil Premium Funding, nine of whom have SEND needs</li> <li>- Funds are used to support the work delivered by teaching assistants, intervention resources, software etc. There is a focus on Social, Emotional and Mental Health (SEMH) support, and cognitive and learning needs</li> <li>- Children in receipt of PP funding do not pay for school trips and can attend PTA events with no charge</li> </ul> </li> </ul> <p><b>A governor noted that £20, 720 of funding had been allocated (as noted in the Pupil Premium Strategy document) however the budget was £30, 370 and asked where this discrepancy arose from.</b> Governors were advised that some grants had been received and that this would need to be clarified in the document.</p> <ul style="list-style-type: none"> <li>• Staffing <ul style="list-style-type: none"> <li>- No changes</li> </ul> </li> </ul> <p><b>A governor asked whether the system of Teaching Assistants covering PPA time was proving effective.</b> Governors were advised that this was the case, and children enjoy having a familiar adult to lead sessions</p>	
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	<p><b>A governor asked whether new staff had settled well.</b> Governors were that that this was the case.</p> <ul style="list-style-type: none"> <li>• Other <ul style="list-style-type: none"> <li>- Year 6 residential to take place next week</li> </ul> </li> </ul> <p><b>d. Self Evaluation Framework (SEF) and School Development Plan (SDP) Draft Update</b></p> <p>Governors were advised of the following:</p> <ul style="list-style-type: none"> <li>• Priorities will be finalised after the vision day</li> <li>• Some priorities will be carried over from the previous academic year – spirituality and outdoor education</li> </ul>	
7	<p>Finance a. Budget Management Report (BMR)</p> <p>The report had been circulated in advance of the meeting. The following points were noted:</p> <ul style="list-style-type: none"> <li>• The position had improved at the six-month outturn</li> <li>• The position will be clearer once the migration to the new finance system is complete</li> <li>• £13K had been received to part fund the teacher pay award (3% of the 6.5% award)</li> <li>• The agency staff budget was overspent due to 1:1 support provided by the school</li> <li>• Learning resources and IT budget close to overspend, however this was due to high level of expenditure at the beginning of the academic year</li> <li>• £44K reserve predicted at end of financial year</li> </ul>	
8	<p><b>Compliance</b></p> <p><b>a. Policies to approve</b></p> <p>All policies had been circulated in advance of the meeting.</p> <ul style="list-style-type: none"> <li>• Whistleblowing</li> <li>• Appraisal &amp; Capability</li> </ul> <p><b>Governors discussed the frequency of performance management reviews and agreed to continue with one interim review.</b></p> <ul style="list-style-type: none"> <li>• Management of Sickness Absence</li> </ul>	

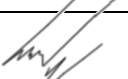
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	<ul style="list-style-type: none"> <li>• Mobile Phones</li> </ul> <p>Governors noted the addition of staff being able to use their own mobile phones whilst off-site</p> <p><b>Governors approved all policies for use by the school.</b></p> <p><b>b. Website Audit</b></p> <p>The audit had been circulated in advance of the meeting. All updates had been completed. Received and noted.</p> <p><b>c. Data Privacy – No incidents</b></p> <p>d. Prejudice-related Incidents – Annual Report from Headteacher One incident had been recorded and appropriate action taken</p> <p><b>e. Ofsted – Not expected</b></p> <p><b>f. SIAMS – Not expected</b></p>	
9	<p><b>Governing Monitoring &amp; Training</b></p> <p><b>a. Visit Programme</b></p> <p><b><u>FGB2509-02 – ACTION: NM/LK to develop programme of visits</u></b></p> <p><b>b. Training Programme</b></p> <p>Governors reported that the Foundation Governor and Monitoring &amp; Filtering/safeguarding training had been useful.</p> <p><b>It was noted that a governor should undertake Cyber Security training.</b></p> <p>Governors noted their allocated/suggested training (document circulated in advance of the meeting)</p>	NM/LK
10	<p><b>Any other business</b></p> <ul style="list-style-type: none"> <li>• 21.10.24 – strategy day – governors welcome to attend (9am for 9.30am)</li> <li>• One potential new governor had made contact.</li> <li>• Cycle to work scheme – it was agreed that the finance working group would review the details</li> </ul>	

Meeting closed 8.10pm


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## Actions

Meeting Date	Action	Action By
21/09/22	Succession planning to continue. Update 25.9.24 - ongoing	NM
01/02/23	External audit of Health & Safety Register Update 25.9.24 – a small number of tasks to be completed, then audit can take place - ongoing	AS/NM
27/03/24	Review PREVENT training for next academic year September Update 25.9.24 – Prevent training was completed during INSET day. COMPLETE	SH
27/03/24	Review fire escape condition and plan. Update 25.9.24 – photos to be sent - ongoing	SH/AS/NM
27/03/24	Look into CSR options. Update 25.9.24 – AD had spoken to CSoC, awaits response - ongoing	AD
27/03/24	Consultation on RSE Policy. Update 25.9.24 – proposed changes to guidance will no longer take effect. Current version of policy will be readopted - COMPLETE	SH
17/07/24	Consult CSoC on works Project management. Update 25.9.24 – some support is available but query over effectiveness - ongoing	AD
17/07/24	Contact MP regarding SEND services. Update 25.9.24 - ongoing	SH/KS
17/07/24	Send reminders when training required for Safeguarding. Update 25.9.24 - ongoing	AS
17/07/24	Review Standing Charges. 25.9.24 - COMPLETE	AS/NM
17/07/24	Review Collective Worship Policy (Foundation). Update 25.9.24 - ongoing	AD
FGB2509-01	CJ to obtain new DBS check	CJ
FGB2509-02	NM/LK to develop programme of visits	NM/LK

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