



PARK STREET
CHURCH OF ENGLAND
PRIMARY SCHOOL

Park Street C of E Primary School
Full Governing Body Meeting Minutes (FGB)
Wednesday 16th July 2025 @ 18:30
Summer Term 2 – End of Year Review

Key: Minutes Questions Response Action Required

Minutes

1. Governorship

The meeting commenced at 18:33 with an opening prayer by EG.

a) Apologies

Apologies were received and accepted from Carys Myers (CM)
Not in attendance: Andrew Day (AD), Catherine Johnson (CJ)

In attendance:

Laura Kirsop (LK) Co-Chair
Nigel Moorhouse (NM) Co-Chair
Sarah Hawker (SH) Headteacher
Neil Chippington (NC)
Lorna Atwell (LGA)
Laura Oxley (LO)
Katherine Shankland (KS)
Edward Green (EG)

Kerry Thompson (KT) Minutes
The meeting was quorate.

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

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

c) Emergency Action Report (Chair)

The Co-Chair (CCoG) noted there were no actions to report.

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

The CCoG summarised:

- A governor agreed to continue with the GB (re-appointed); term of office details have been updated on GovHub.
- Accessing governor emails and to email the CCoG if governors experience any issues.
- The staff governor term of office will expire in November 2025 and confirmed a staff election will need to be organised for September 2025.
- Received a new application for a foundation governor position and highlighted the next steps to be approved by the Diocese. The candidate will not be voted on by the GB but will be appointed by the Diocese unless there are any objections.

GOV: Are there any vacant positions?

	<p>It was confirmed the GB will be full upon appointing the new applicant discussed. Governors considered any future vacancies and to find a suitable person with an interest/experience within finance.</p> <p>ACTION: NM to send KT the NGA skills audit to circulate with governors. ACTION: KT to input data received from the completed skills audit and present at the FGB in the Autumn term 2025.</p>
2. Approval of Meeting Minutes	<p>a) FGB Minutes dated 7th May 2025, Summer Term 1 Meeting Minutes dated May 2025 Summer Term 1 were agreed as a true account of the meeting and factually correct. No further comments, amendments or suggestions.</p> <p>b) Matters Arising Governors discussed actions and are updated on the action log below.</p>
3. Safeguarding	<p>a) KCSIE 2025 The CCoG noted KCSIE will be declared in September 2025 as part of the statutory documents, and requested governors review the changes and updates. The CCoG highlighted an updated regarding AI.</p> <p>b) Annual Safeguarding Report The CCoG shared for information only.</p> <p>The HT advised school safeguarding training will take place on 1st September 2025 from 9:30am and invited governors to attend. The HT will circulate slides to governors. Governors discussed online safeguarding courses available. It was confirmed all governors must complete safeguarding training.</p>
4. Health and Safety	<p>Governors discussed the Health & Safety policy first, followed by the H&S Risk Register.</p> <p>a) H&S Risk Register A governor summarised the H&S Risk Register, highlighting:</p> <ul style="list-style-type: none"> • Most are green, although under constant review • A few things to progress quickly • The school has received quotes but no work has been agreed, mainly due to quoters not responding when awarded work • Challenging finding companies to complete smaller jobs <p>GOV: Can the school advertise to the school community/parents who may be able to complete the smaller jobs? HT replied: Yes; could communicate to parents/PTA ACTION: SH to communicate to parents/the school community to ask for volunteers to complete the smaller jobs.</p> <p>Governors discussed the IOSH course.</p> <p>b) Health & Safety Policy A governor advised there were minor changes/updates to the previous policy agreed. All Governors agreed and approved the Health & Safety Policy for the next academic year 2025/26.</p>
5. Headteacher Report	<p>The HT report highlighted:</p> <p>a) Secondary School Admissions The HT/CCoG summarised:</p>

- An objection was submitted to the Adjudicator by a parent on behalf of the PTA.
- The Adjudicator has accepted the objection, and has requested lots of information from the school, secondary schools and LA .
- The CCoG and HT attended a meeting with the adjudicator last week.
- Adjudicator provided a balanced and fair meeting, was forensic in the detail and probed, asking good questions.
- The Adjudicator will now continue to investigate and will make a judgement by September 2025.
- It was confirmed the Adjudicator can make a judgement on whether the code has been breached and how it has been breached but cannot make recommendations on how to proceed.

GOV: How was the Adjudicator appointed?

The HT/CCoG explained he is an ex HT who now works as an adjudicator. Adjudicators are appointed by the Secretary of State for Education.

GOV: If the Adjudicator finds fault in favour of Park Street, then who decides/proposes the solution?

The secondary school(s) whose admissions arrangements breach the code will need to find a solution.

GOV: How many children left because of the secondary school admissions?

The HT confirmed three children, noting those places have been filled/replaced and highlighted some of the factors that make an impact on the school.

b) Report Full HT report available on Teams: [5. Headteacher Report](#))

Pupil Numbers (inc. Additional Needs/SEND)

The number on roll (NoR) is 117 for September 2025; confirmed two further places requested but not offered yet

The HT noted:

- One, possibly two, children going into Robins with an EHCP. The school has confirmed it can meet the confirmed child's needs.
- May require H&S governor support, considering H&S in several areas for suitability. It was confirmed the child has an occupational therapist, will process through the SAT team.

Pupil Premium Impact

The HT advised there are no current changes to report to PP but will update Governors in September 2025.

ACTION: NM/LK to add pupil premium update to be added to the Autumn term FGB agenda.

Governors discussed the SATS results included in the HT report. Governors were pleased with the results. The HT provided feedback to governors and

noted one child who missed the pass mark by one point for missing a full stop.

Attendance

The HT explained the attendance figures including persistent absences and noted a three-week holiday, unauthorised. It was confirmed one parent will receive a fine.

The HT mentioned other absences have a good reason for absence.

Proposed Staffing

The HT updated governors and mentioned new teachers have visited the school and received an induction. The HT mentioned an ECT joining with great experience; previous childminder/home educator.

The HT summarised staff allocated for each class, staff to cover for PPA, include cover for subject leaders planning. *Full proposed staffing included in the HT report.*

The HT confirmed a member of staff had her baby and is on maternity leave.

Update on Interventions

GOV: Is there any progress on the outstanding EHCP application discussed previously?

ACTION: SH to email S. Callahan regarding the outstanding EHCP application form last year.

The staff governor summarised an EHCP application, including the dates/timeline, lack of support and incorrect/inaccurate information. Governors felt disheartened with the lack of support. Governors discussed the LA not meeting legal obligations and has been challenged.

GOV: Is the school providing the child with the provisions needed to support the child effectively?

HT confirmed: Yes, the school is currently funding the provisions

The HT confirmed three members of staff have completed Christianity training.

SDP

The HT confirmed the SDP will be updated over the summer and presented to governors in the Autumn term.

The HT noted many things to celebrate within school which are included in the full HT report.

Finance

Governors discussed the school meals subsidy falling short and needing an additional £3K than originally budgeted for. The HT suggested email parents regarding take up of free school meals and note the impact on the school. Governors discussed lack of uptake in free school meals (KS1). Governors reflected on the budget figures.

GOV: Is there something that could encourage more uptake?

The HT confirmed the 'lucky plates' day worked well previously.

	<p>Governors considered getting feedback from children and parents and needing more communications to parents. It was suggested adding some of the children's quotes in the newsletter and considering sending a paper copy of the menu home with children. The HT confirmed the menu is on the school website.</p> <p>Governors discussed the cost of the meal, what it takes to break even and considered increasing the cost per meal. Governors compared using a catering company versus in-house kitchen staff.</p> <p>Governor expressed gratitude to Mr Sharp, great SATS results compared with previous years/national. The HT confirmed writing this year was moderated.</p> <p>Governors discussed the cohort who have made lots of progress. A governor mentioned some children were on the SEND register but now removed due to progress made.</p>
<p>6. Finance</p>	<p>a) BMR and Forecast The CCoG advised the BMR is on Teams and provided a summary:</p> <ul style="list-style-type: none"> • Projections improving, although it can change • Agreed at the last FGB to carry forward £67K • Met with LA, confirmed finances for the school • Expressed gratitude to CSoC for the funding they provide <p>Governors discussed year end 2026, including staffing finances that will be saved over the summer.</p> <p>b) Debt's, Write-offs and Virements None to report.</p> <p>c) Head's Expenses None to report.</p> <p>d) Capital Projects (DFC & SCA) A governor presented spreadsheet, also included on H&S document. A governor confirmed nothing major to report but still some work to complete. The HT mentioned organising some space within the staff room. A governor summarised some of the work needed.</p> <p>GOV: Can the school ask for help to move forward? As mentioned above, communication with the school community. Governors mentioned the need to compose a condition plan from the Diocese, then ask for funding.</p> <p>e) Lettings (none) None to report</p> <p>f) External Financial Regulations</p> <ul style="list-style-type: none"> • Scheme for financing schools & financial regulations for schools • Corporate requirements framework • Contract regulations <p>g) Policies.</p> <ul style="list-style-type: none"> • Schedule of financial authority • Schedule of day-to-day responsibilities • Schedule of Standing Charges • Anti-fraud and corruption policy • Scheme of charging

	<p>The CCoG added documents for awareness of new regulations.</p> <p>The CCoG confirmed the schedule of financial charges has been approved, the standing orders will need to be updated to include the increase in school meal prices.</p>
<p>7. Compliance</p>	<p>a) Appointment of HT Appraisal, Pay, and Pay Review Panel Governors considered the committees, inviting governors to volunteer. A governor confirmed will not form part of the HTPM Panel; another governor agreed to be a replacement. ACTION: LK to approach absent governors and invite them onto a panel.</p> <p>b) Policies</p> <p>Accessibility Plan Governors discussed the accessibility plan which has been updated, targeted and made clearer. GOV: Did you complete a sense check with accessibility regarding the new child? A governor confirmed the parent has visited the school/site, and the school is involved with the OT, there are currently no further changes to the policy. Governors agreed and approved the Accessibility Plan for the next academic year.</p> <p>Asset Management Policy It was confirmed there were no material changes to this policy Governors agreed and approved the Asset Management Policy for the next academic year.</p> <p>Data Protection Policy It was advised this policy was updated to the latest model from The Key and included AI. Governors agreed and approved the Data Protection Policy for the next academic year.</p> <p>Health & Safety Policy Approved, as above: agenda item 4b.</p> <p>Premises Hire Policy It was confirmed there were no material changes to this policy Governors agreed and approved the Premises Hire Policy for the next academic year.</p> <p>Privacy Notices It was confirmed there were no material changes to these notices Governors agreed and approved the Privacy Notices for the next academic year.</p> <p>Remote Education Policy It was advised the policy was updated to remove covid specifics. Governors agreed and approved the Remote Education Policy for the next academic year.</p> <p>Prejudice related Incidents Policy It was noted this policy was updated to include the latest links.</p>

Governors agreed and approved the Prejudice related Incidents Policy for the next academic year.

GOV: There were previous discussions regarding an incident with the use of prejudiced language, are there any updates?

HT replied: The incident was reported, spoke with parents and has been sorted.

GOV: Was the child who was targeted upset?

HT advised the word used was used as an adjective rather than projected at someone and updated governors about another incident using the same word. The HT confirmed the child was spoken to and that the first incident was reported.

Governors agreed and approved the Prejudice related Incidents Policy for the next academic year.

Visitor Policy

It was confirmed there were no material changes to this policy

Governors agreed and approved the Visitor Policy for the next academic year.

Anti-bullying Policy

It was confirmed there were no material changes to this policy

Governors agreed and approved the Anti-Bullying Policy for the next academic year.

SMSC Policy

It was noted the vision was added, a line about spirituality.

Governors agreed and approved the SMSC Policy for the next academic year.

Curriculum Policy

It was confirmed there were no material changes to this policy

Governors agreed and approved the Anti-Bullying Policy for the next academic year.

Invacuation Policy

The only change was to clarify contact with KS2 area.

GOV: How do you train the children for an invacuation?

HT advised children understand the three whistle blows, which is a system used when on Jesus Green when there is an external threat; Children will know the sound and head to the nearest adult. This system is practiced frequently and confirmed the children will respond the same in school.

GOV: Have you ever experienced any incidents?

The HT summarised some incidents experienced:

- Adults under the influence of alcohol, shouting/fighting (a few years ago)
- Shouting outside the school
- If adults remain within an area where children are, adults will be kindly asked to move
- Staff are very aware, constantly watching/screening for risks, adults using phones nearby etc.

GOV: Do all classrooms lock?

	<p>HT confirmed all classrooms lock with a master key and external doors are quick to lock. It was confirmed one child who has a personal evacuation person (PEP) will be leaving the school.</p> <p>Governors agreed and approved the Invacuation Policy for the next academic year.</p> <p>Intimate Care Policy It was noted this policy will be updated by the staff governor by merging two separate guidance documents into one.</p> <p>c) Review of Admissions Policy The Admissions Policy was discussed, which was highlighted last year and opinions expressed to change the policy but the policy could not be updated. The CCoG summarised:</p> <ul style="list-style-type: none"> • Governors will need to decide to go to a consultation period to change the policy • Agree to switch B and C within the admission criteria • Consult period from October 2025 – January 2026; communicate with all stakeholders - including nurseries, LA and school community/parents • The LA advised the school must have a catchment area. <p>Governors reviewed the section relating to the school being oversubscribed. ACTION: LK to check all text is standard (including “<u>statutory assessment</u>”), and swap the order of B and C as discussed.</p> <p>Governors discussed previous experiences, engaging with a lawyer and the school was subsequently charged. ACTION: LK to update the admissions document and consult all parties, then submit it to the LA.</p> <p>A governor raised a discussion regarding the school being named on an EHCP and highlighting the policy states the school will accept the child.</p> <p>Governors considered the complications if the school cannot support a child/meet the child’s needs. Governors discussed the PAN and different circumstances. The HT confirmed some of the legal framework.</p> <p>d) DPO Report None received</p>
<p>8. Strategy</p>	<p>a) Self Evaluation</p> <p>b) Strategy for 2025/26 (Full strategy available on Teams) Governors summarised progress against the current strategy:</p> <ul style="list-style-type: none"> • Overall progress is good with the HT continuing have a positive impact on the school • Agreed to move SIAMS over to the next academic year, as inspection was not held this year • Maintaining progress and outcomes is ongoing • Phonics outcomes are good • Published outcomes have been improved • Items around SEND provision are progressing well • Attendance and Behaviour is going well and was covered in the HT report

	<ul style="list-style-type: none"> Reducing workloads is ongoing, many systems in place for planning to improve work/life balance, CSoC funding supports staff time, staff appreciate PPA time at home, and there is stability in the classes teachers are assigned to Reviewing the curriculum and reviewing opportunities to improve the offer for children is going well Marketing to nurseries will be continued in 2025/26 HT is engaging in open days for prospective parents which provides a personal touch Curriculum opportunities visits included a Lab visit to AstraZeneca. It was confirmed the budget is continually monitored. Staffing plan has been created for 2025/6 as shared earlier in the meeting. <p>Action: SH to update the strategy doc as per discussion.</p>
<p>9. Governance Monitoring and Training</p>	<p>a) Monitoring Visits The CCoG::</p> <ul style="list-style-type: none"> Expressed gratitude to all governors completing visits and training. Noted improvements required for next year: more training to be completed by all governors. Declined the LA offer for training, it was noted the Diocese offer training Considered if CSoC would offer another session with other schools, select a topic and ask for funding, able to connect and network with other schools, governors/chairs <p>Action: LK speak to CSoC about joint training offer for governors across CSoC schools.</p> <p>GOV: Does the school/GB have a net zero governor? Governors discussed the need to have a net zero governor, considered finances and expressed the topic being disheartening because it was hard to make changes as a small school with a limited budget.</p> <p>b) Training Undertaken The CCoG reminded governors to add training to the training record linked to from the handbook.</p> <p>Governors discussed new government RSE guidance from 2025 that will be mandatory in Sept 2026. A governor confirmed all staff completed RSE training thoroughly. Governors considered the changes, less impact for primary children but will give the HT more freedom to teach what is age-appropriate and consider levels of maturity.</p>
<p>10 AOB</p>	
<p>Closing Prayer</p>	<p>ED closed the FGB meeting with a closing prayer.</p>
<p>Planned meeting Dates</p>	<p>Autumn Term 2025 FGB Wednesday 24th September 2025 at 6:30pm FGB Thursday 27th November 2025 at 6:30pm</p> <p>Spring Term FGB Tuesday 27th January 2026 at 6:30pm FGB Wednesday 25th March 2026 at 6:30pm</p> <p>Summer Term FGB Wednesday 6th May 2026 at 3:30pm FGB Wednesday 15th July 2026 at 6:30pm</p>

Meeting Concluded at 21:03pm

ACTION Record July 2025, Summer Term 2

ACTION/ Updates	Responsible	Timeframe/ Deadline	Status
1. ACTION: NM to send KT the NGA skills audit to circulate with governors. (1d)	NM	Summer Term	Completed
2. ACTION: KT to circulate the NGA skills audit and input data received from the completed skills audit and present at the FGB in the Autumn term 2025. (1d)	KT	Autumn Term	Completed
3. ACTION: SH to liaise with AD to gain opinions of information of funding received/allocated to schools from CSoC (ACTION 3: May 2025 FGB Minutes)	SH/AD	Autumn Term	
4. ACTION: LK to support ED using Teams complete outstanding Governor visit reports.	LK/ED	Autumn Term	
5. ACTION: Governors to compose a letter to send to the Diocese referencing the frustrations experienced by the school regarding snagging jobs including the windows and doors.	Governors	Autumn Term	
6. ACTION: SH to communicate to parents/the school community to ask for volunteers to complete the smaller jobs. (4a)	SH	Autumn Term	
7. ACTION: NM/LK to add pupil premium update to be added to the Autumn term FGB agenda. (5b)	NM/LK	Autumn Term	
8. ACTION: SH to email S. Callahan regarding the outstanding EHCP application form last year. (5b)	SH	Autumn Term	
7. ACTION: LK to approach absent governors and invite them onto a panel. (7a)	LK	Autumn Term	
8. ACTION: LK to update point 3, statutory assessment and check the information/links. (7c)	LK	Autumn Term	
9. ACTION: Governors to update the admission changes/considerations document and submit it to the LA, followed by the consultation to be circulated. (7c)	ALL Governors	Autumn Term	

ACTION Record: May 2025, Summer Term 1

ACTION/ Updates	Responsible	Timeframe/ Deadline	Status
1. ACTION: LA to liaise with Isabelle (CSoC) to discuss/consider LA re-appointment before the end of term expires. (1d)	LA	Summer Term	Completed
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) UPDATE 16/7/25: SH spoke with the project manager and agreed to paint some classrooms.	SH	Summer Term	Completed
3. ACTION: SH to email governors to confirm staffing plan for the next academic year. (5a) Agenda item, included in the HT report.	SH	Before the end of Summer Term 1	Completed

4. ACTION: LGA to investigate if funding information is available to compare with other schools. (6b) UPDATE 16/7/25: Governors discussed, it was noted overall figures will be shared but not figures per school.	LA	Summer Term	Completed
5. ACTION: NM to review the data breach checklist on the government website (7) UPDATE 16/7/25: Governors discussed whether the data breach would meet the criteria threshold, noting a website to check the breach against a checklist. It was confirmed the breach contained the children's first name, Park Street School (no address), no reference to Cambridge.	NM	ASAP	Completed

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

ACTION/ Updates	Responsible	Timeframe/ Deadline	Status
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. UPDATE 16:7/25: Governors discussed and agreed the school will not consider using AI generated images for the school website.	SH/LK	Summer Term	Completed
4. ACTION: NM to draft an Asset Management Plan. (6e) UPDATE 16/7/25: NM advised the Asset Management Plan has been drafted but it is not ready to present.	NM	Summer Term	On-going
6. ACTION: KS/LK to finalise and circulate the Accessibility Plan to governors. (7a)	KS/LK	Summer Term	Completed
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	Completed
10. ACTION: LK to chase governors who have completed training but not recorded it on the log. (8b)	LK	Summer Term	Completed

Park Street Primary School Combined Action Record

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. UPDATE 16/7/25: Foundation Governors have not met to consider the policy.	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

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 Completed
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 Completed
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 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. Concerns expressed at the meeting, take away from meeting. 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> <p>UPDATE 16/7/25: SH updated governors on experience of contractors not returning challenges finding contractors to complete the work.</p> <p>GOV: Who decides on the contractors to complete the work? HT advised HT/AD.</p> <p>GOV: Are the Diocese aware of your frustrations? HT confirmed: Yes, constant chasing.</p> <p>GOV: Can you opt out and use a different provider/contractor? HT confirmed the school cannot opt out as the permission/funding comes from the Diocese.</p> <p>The HT noted the consultation with the Blinds company and requested motorised blinds, instead solar powered blinds were installed and do not work.</p> <p>GOV: Can governors communicate the frustrations to the Diocese? HT: It could be helpful.</p>	AD Completed

	Governors agreed to close this action and raise a new action, as noted above.	
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