



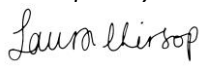
PARK STREET
CHURCH OF ENGLAND
PRIMARY SCHOOL

Park Street C of E Primary School
Full Governing Body Meeting Minutes (FGB)
Wednesday 26th March 2025 @ 18:30
Spring Term 2

Key: Minutes Questions Response Action Required
Minutes

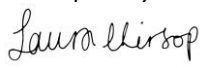
1. Governorship	<p>The meeting commenced at 18:35 with an opening prayer by SH.</p> <p>a. Apologies Apologies were received and accepted from Edward Green (EG), Andrew Day (AD)</p> <p>In attendance: Laura Kirsop (LK) Chair Nigel Moorhouse (NM) Neil Chippington (NC) Lorna Atwell (LA) Katherine Shankland (KS) Sarah Hawker (SH) Laura Oxley (LO) Catherine Johnson (CJ) <i>arrived</i> 18:39 Carys Myers (CM) LA Governor</p> <p>Kerry Thompson (KT) Minutes The meeting was quorate.</p> <p>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.</p> <p>c. Emergency Action Report (Chair of Governors/CoG) CoG noted there were no actions to report.</p> <p>d. Terms of Office/ Resignations/ DBS & Section 128 checks A governor confirmed the DBS process has been completed.</p>
2. Approval of Meeting Minutes	<p>a. FGB Minutes dated 29th January 2025, Spring Term 1 FGB Meeting Minutes dated 29th January 2025, Spring term 1 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. ACTION: NM to PDF the approved FGB meeting minutes dates 29th January 2025, Spring Term 1.</p> <p>b. Matters Arising Governors discussed actions and are updated on the action log below.</p>

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Signature of Co-Chair:  Dated: 7th May 2025

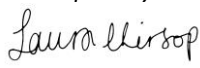
	<p><i>CJ arrived 18:39</i></p> <p>A governor updated the GB regarding EHCP processes, lack of EP's available, low retention of SAT team, no resources to process the applications. A governor highlighted three to four potential applications.</p>
3. Safeguarding	<p>HT confirmed attendance at the recent safeguarding conference.</p> <p><i>No further updates to report.</i></p>
4. Health and Safety	<p>a. Health & Safety Risk Register</p> <p>A governor confirmed some items on the risk register have now been actioned/closed and noted the (non-urgent) fire escape work remains outstanding.</p> <p><i>No other updates to report.</i></p> <p>Governors discussed IOSH a H&S Management course for additional H&S training.</p>
5. Headteacher Report	<p><i>HT report was provided in writing prior to the meeting, verbally discussed at the meeting.</i></p> <p>The HT report highlighted:</p> <p>Pupil Numbers (inc. Additional Needs/SEND)</p> <p>NOR: 115 (one child left to attend another school, three children leaving in year 4 at the end of this week due to secondary school admissions. HT highlighted that the criterion for neighbouring schools means that children who attend Park Street have missed out on places at Chesterton <i>and</i> Parkside (our current catchment school) this year. Governors discussed the criteria of catchment/location/siblings and admissions. The HT confirmed only siblings were accepted into Chesterton School this year. The HT presented a map of the current catchment area regarding some of the locations of admissions compared with secondary school catchments. The HT explained the difficult position Park Street is facing, and advised letters have been sent to LA directors to suggested/consider changing the catchment area (which is assumed to be LA decision). The HT confirmed approx. 49% of the children live in the Chesterton catchment area.</p> <p>ACTION: KS to share training slides with Governors.</p> <p>GOV: Where are other children going if they are not attending Chesterton or Parkside?</p> <p>HT Replied: North Cambridge Academy, Bottisham, Coleridge, St Bedes.</p> <p>Governors discussed the cohort of children. Governors discussed the potential criteria for the proposed catchment area. Governors noted that the Park Street catchment is not a residential area anymore and the catchment area should be updated to reflect the current location of students and local residential areas.</p> <p>Governors discussed previous trends and noted this year is the first year where there have been concerns for admissions.</p> <p>The HT confirmed there are four children currently on the waiting list from September 2024, who are most likely in other schools.</p> <p>GOV: Have the number children with SEND increased this year?</p>

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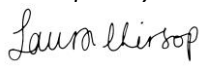
	<p>KS replied: Consistent with national statistics. Governors discussed and summarised the needs of SEND children, well supported and highlighted children who are showing positive progress.</p> <p>Pupil Premium – No updates to report, no questions received.</p> <p>Attendance 95.2% (<i>compared with the national 94.6%</i>) Governors noted good attendance. The HT mentioned a common trend, where attendance will lower towards to holiday period.</p> <p>Behaviour (incl. Racial incidents) The HT summarised the safeguarding conference highlights including the reality of categorisation.</p> <p>GOV: Is there any way of presenting the incidents as particular children but remain anonymised? HT replied: Confirmed it would not be possible to present currently but it would be useful. Governors discussed sections of the pie chart presented (<i>part of the HT report</i>). It was reported that one child's behaviour is worsening, one child has been suspended for four days (child with SEND). A governor mentioned some concerns for the emotional health of the child. Governors examined each heading's/section meaning.</p> <p>GOV: What falls under emotional health? HT Replied: For example, difficulties managing emotions or a child who is not doing well from an emotional or mental health perspective.</p> <p>Governors considered the suspension absence; it was confirmed suspension counts as an absence, including part-time timetables and will count as persistent absences. The HT confirmed attendance certificates will be awarded next week. <i>No further behaviour issues to report.</i></p> <p>Progress & Attainment The HT confirmed all the data is the same as last meeting, no updates to report.</p> <p>Governors discussed the data, noting some possible useful data from the end of term assessments. A governor summarised the planned interventions for those children who need more support.</p> <p>Update on Interventions No updates to report.</p> <p>Curriculum Governors discussed the R.E. curriculum needing to include Judaism in KS2 and the new reflection area.</p> <p>GOV: Did you find JC (R.E. advisor) visiting helpful? HT replied: Yes, JC gave a great briefing, providing practical solutions and suggestions.</p>
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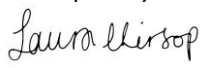
	<p>The HT mentioned the English LA advisor visited the school recently and gave some positive feedback, noticing improvements since the last visit and provided some useful points to achieve greater depth.</p> <p>Proposed Staffing It was noted staffing remains unchanged this year. The HT provided some updates of maternity leave; one staff member is returning from maternity leave, and one staff member will commence maternity leave in the summer term. The HT advised one teacher will be leaving at the end of the year. The HT advised an advert for a teacher post and maternity cover will be circulated in due course. The HT confirmed conversations with current staff regarding possible changes for September 2025 and exploring staff preferences. The HT avoided confirming too many details at present until staff have confirmed their preferences.</p> <p>Govs discussed the website pictures to and whether it is appropriate to show children's faces (without names). ACTION: SH/LK to consider if practices around website pictures needs to be changed.</p> <p>The HT highlighted a published author visited school recently and completed a workshop; positively received.</p> <p>Governors highlighted some events taking place over the next term.</p> <p>b. Strategy Progress on SDP No updates to report; see SPD.</p> <p>Progress on Strategic Plan No updates to report.</p>
6. Finance	<p>a. BMR & Forecast A governor summarised the end of year position, highlighting the carry forward, and better position than originally thought, confirmed a projected deficit of £-20,685 and £68,969 in reserves. A governor suggested keeping a healthy carry forward and considered the concerns for pupil numbers/admissions.</p> <p>Governors considered the national insurance (NI) payments and teacher pay increases; mindful of sustainability. Governors noted some schools will have larger deficit than Park Street.</p> <p>b. Debts, write-offs & Virements None</p> <p>c. Head's Expenses Reflection area from CSOC, no other expenses to report.</p> <p>d. Capital Projects (DFC & SCA) A governor presented the projects to be considered highlighting:</p> <ul style="list-style-type: none"> • Ceiling tiles • Painting

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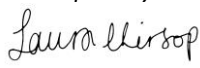
	<ul style="list-style-type: none"> • Velux windows • Cleaning gutters • External doors • Security lights and camera for consideration. <p>The HT updated governors on a recent incident, no damaged but was contacted by the police. The HT confirmed the security company did not attend the school to check the premises.</p> <p>A governor mentioned the school gates; not under warranty.</p> <p>e. Asset Management Plan Need to draft. ACTION: NM to draft an Asset Management Plan.</p> <p>f. Financial Benchmarking Governors reviewed the benchmarking website to analyse where the school compares to other similar sized schools and demographic. Governors reviewed all data presented and confirmed no concerns; ranking generally in the middle.</p> <p>g. Financial Risks & Insurance Governors noted the priority of sustainable pupil numbers.</p> <p>h. Lettings None.</p> <p>i. Budget Update A governor advised the budget has been accepted but not confirmed; to be confirmed at the next FGB meeting 7th May 2025.</p> <p>j. Reserves & Contingencies Policy Governors raised a discussion to retain the PAN of 18 with no concerns for retention of 18 and declined to increase the PAN due to space considerations.</p> <p>GOV: What should the minimum reserves be? Governors discussed the reserves amount considering £20k reserve, could be higher to coincide with rising costs. All Governors agreed to keep a minimum of £20k as a reserve and adopt the Policy as presented.</p> <p>k. SFVS It was confirmed the SFVS was approved at a previous meeting and submitted to the LA within the 31st of March 2025 deadline.</p>
7. Compliance	<p>a. Policies</p> <p>It was noted several policies were adopted via email or delegated authority outside of the meeting and a spreadsheet documented this.</p> <p>These policies were: SEND Policy & Information Report (Full FGB) Fire Safety (H&S Governor)</p>

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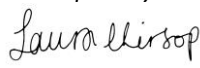
	<p>First Aid Policy (H&S Governor) Site Security Policy (H&S Governor) ACTION: KT to check approval of policies via email.</p> <p>Policies to be approved:</p> <p>Policy for Children unable to attend school due to health needs: no changes/updates. All Governors agreed and adopted the Policy for Children unable to attend school due to health needs.</p> <p>Behaviour Principles Written Statement: to be published on the website, added school vision, no other changes. All Governors agreed and adopted the Behaviour Principles Written Statement.</p> <p>Equality Objectives: No updates/changes. All Governors agreed and adopted the Equality Objectives.</p> <p>Accessibility Plan: <i>in progress</i> Governors mentioned having a disabled toilet as part of the accessibility plan; confirmed not possible for a disabled toilet due to limited space. ACTION: KS/LK to finalise and circulate the Accessibility Plan to governors.</p> <p>Governors discussed the need for a Family Leave Policy; to be actioned (model policy) ACTION: SH to liaise, draft and circulate the Family Leave Policy to governors to review, consider and approve.</p> <p>b. Website audit A governor shared the website audit and plans were made to address outstanding items.</p>
8. Governing Monitoring & Training	<p>a. Monitoring Visits Governors reviewed the Programme of Visits. CoG highlighted two governors who have consistently completed the visit form. ACTION: LK to chase governors who have visited school but not completed the visit form.</p> <p>Visits highlighted:</p> <ul style="list-style-type: none"> • SIAMS visit (LA): completed and report has been shared; considered recording the impact of the visit. • RE and Collective Worship Monitoring (LA): completed and report has been shared. <p>Governors examined the SDP and the key priorities (KP's) within the SDP. A governors requested to shadow a school monitoring visit. ACTION: LO/CM to liaise and arrange a school monitoring visit for CM to experience the process.</p> <p>The HT presented the record of impact from Collective Worship over the academic year to evidence changes and progression.</p> <p>b. Training Undertaken Reviewed the training record.</p>

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	ACTION: LK to chase governors who have visited school but not completed the visit form.
9. AOB	Nil
Closing Prayer	All closed the FGB meeting with a closing prayer.
Planned meeting Dates	Summer Term 7 th May @3:30pm , 16 th July 2025
Meeting Concluded at 8:49pm	

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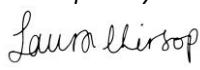
Park Street Primary School Action List: FGB 26th March 2025, Spring Term 2

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	
2. ACTION: KS to share training slides with Governors (5a)	KS	Spring Term	
3. ACTION: SH/LK to consider if practices around website pictures needs to be changed. (5a)	SH/LK	Summer Term	
4. ACTION: NM to draft an Asset Management Plan. (6e)	NM	Summer Term	
5. ACTION: KT to check approval of policies via email. (7a)	KT	Spring Term	
6. ACTION: KS/LK to finalise and circulate the Accessibility Plan to governors. (7a)	KS/LK	Summer Term	
7. ACTION: SH to liaise, draft and circulate the Family Leave Policy to governors to review, consider and approve. (7a)	SH/LK	Summer Term	
8. ACTION: LK to chase governors who have visited school but not completed the visit form. (8a)	LK	Summer Term	
9. ACTION: LO/CM to liaise and arrange a school monitoring visit for CM to experience the process. (8a)	LO/CM	Summer Term	
10. ACTION: LK to chase governors who have completed training but not recorded it on the log. (8b)	LK	Summer Term	

Park Street Primary School Combined Action List

Meeting	ACTION/ Updates	Responsible	Status
29/1/25	1. ACTION: NM to PDF the approved meeting minutes dated November 2024, Autumn Term 2 and store the minutes on Teams. (2)	NM	Completed
29/1/25	2. ACTION: AD to contact GC to ask if Governors are needed for the mock inspection. (7b)	AD	Completed
29/1/25	4. NM/LK to complete the website audit to present to governors at the next FGB meeting. (7c) Follow up action needed Kirsty	NM/LK	Completed
29/1/25	5. ACTION: KS to email KT with updated SEND Policy and Information Report. (7e)	KS	Completed
29/1/25	6. KT to circulate the policy and report to governors prior to the next FGB for review. (7e)	KT	Completed
29/1/25	7. NM to add SEND Policy and Information Report to the next FGB agenda for approval. (7e)	NM	Completed

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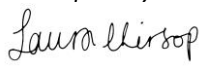
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29/1/25	8. ACTION: (7f) TBC	TBC	
29/1/25	9. ACTION: (7f) TBC	TBC	
29/1/25	10: ACTION: Foundation Governors to review the Collective Worship Policy and present at the next FGB for approval. (7f) UPDATE 26/3/25: It was advised foundation governors were not able to meet.	Foundation Governors	CARRIED
29/1/25	11. NM to add Collective Worship Policy to the next FGB meeting agenda for approval. (7f)	NM	CARRIED
29/1/25	12. ACTION: NM to circulate the training log link to AD/KT to log training completed. (8b) Gov Handbook	NM	Completed
29/1/25	13. ACTION: NM to confirm new date with KT, KT will circulate the new confirmed date with all governors. (9b) confirmed 3.30pm and to attend in the staff room.	NM/KT	Completed
27/11/24	2. ACTION: CM to liaise with the school office to obtain DBS. (1e)	CM	Completed
27/11/24	8. ACTION: SH/AD to liaise and discuss resolution for an unresolved safeguarding incident. (3)	SH/AD	Completed
27/11/24	9. ACTION: SH/AD to liaise and apply to CSoc for support for the year 3 cohort. (5c) UPDATE: 29/1/25 – It was confirmed the private EHCP has been submitted. Governors discussed the criteria through the Hardship Fund. A governor advised the next CSoc meeting will be held in February 2025. UPDATE 26/3/25: £70,000 confirmed from CSoc, support for disadvantaged children, three days of TA, carry on with outdoor learning, therapy cont'd, paying separately.	SH/AD	Completed
27/11/24	14. ACTION: NM/LK to add Fire Safety Policy to the next FGB meeting agenda for the spring term. (9a) – (b)	NM/LK	Completed
27/11/24	15. ACTION: EG to write up governor visit reports and circulate with the GB. (9b) – (a)	EG	
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	

Park Street Primary School Action List: Various Meetings included

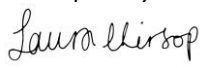
Meeting Date	Action	Action By
21/09/22	Succession planning to continue. UPDATE 25.9.24 - ongoing UPDATE: 27/11/24: remains on-going	NM Completed

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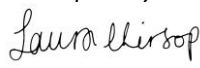
	UPDATE: 26/3/25: No updates, action to be completed, add an item on the agenda.	
01/02/23	External audit of Health & Safety Register UPDATE 25.9.24 -a small number of tasks to be completed, then audit can take place, ongoing UPDATE 26/3/25: Not essential	AS/NM Completed
27/03/24	Review fire escape condition and plan. UPDATE 25.9.24 - photos to be sent – ongoing UPDATE 27/11/24: HT confirmed most recent fire practice was held 2/52 ago, confirmed an efficient practice, children responded well. UPDATE 26/3/25: No updates. Governors discussed and a governor/HT gave a summary of the process to date, no other updates.	SH/AS/NM
27/03/24	Look into CSR options. Update 25.9.24 – AD had spoken to CSoC, awaits response – ongoing 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. UPDATE: 29/1/25: as above. UPDATE 26/3/25: Merge with action around review at next meeting.	AD
17/07/24	Consult CSoC on works Project management. Update 25.9.24 – some support is available but query over effectiveness – ongoing 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. 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. 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.	AD
17/07/24	Contact MP regarding SEND services. Update 25.9.24 – ongoing Panel to xmas eve, not heard from the panel, meeting with SEN Services, horrified, gone to team leaders given till Monday. 1 year since application. School paying for 1-2-1, may have to say can't	SH/KS Completed

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	<p>meet needs, on child, other children and adults working with the child.</p> <p>UPDATE 27.11.24: An update was provided on a recent EP visit, advising a child engaged with no support during the visit and struggled once the visit was completed. A governor advised high levels of staff illness within the LA SEND team, assessment has been completed, now waiting for a panel review. Governors agreed to write a letter to the local MP. Remains ongoing.</p> <p>Governors discussed the different options with the greatest impact, the importance to capture evidence and share more widely. A governor highlighted the positive impact of outdoor education. It was suggested to continue raising discussions, including in writing and liaise with Director at CSoC.</p> <p>UPDATE 26/3/25: It was advised that parents received EHCP confirmation and information directly, no information has been shared with school other than the parents advising school. A governor confirmed the funding will not be confirmed at a consultation, but staff will continue to put provisions in place for that child.</p>	
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