



## PARK STREET CHURCH OF ENGLAND PRIMARY SCHOOL MINUTES OF THE FULL GOVERNING BODY MEETING

**Thursday 18<sup>th</sup> October 2018 at 9.30pm at Park Street School**

**Governors present:** Lorna Atwell (LA); Sarah Bennington (SB); Adrian Daffern (AD); Debbie Hayden (DH); Megan Linebaugh (ML); Nigel Moorhouse (NM); Paul Nicholson (PN); Richard Summers (Chair) (RS); Kerry Walpole (KW)

**Also:** Michael Denmead (Clerk)

The meeting was quorate.

	<b>Action</b>
<p><b>1. Meeting Open</b></p> <ul style="list-style-type: none"> <li>• The meeting opened with prayer.</li> <li>• NM stated there were no fire drills planned. The nearest fire exit was noted.</li> </ul>	
<p><b>2. Welcome</b></p> <p>Canon Adrian Daffern was welcomed to his first meeting as Governor in the ex-officio role as Vicar of Great St Mary's Church. Adrian brings significant, wide-ranging experience of school governor roles.</p>	
<p><b>3. Apologies for absence</b></p> <p>Apologies were received and accepted from Nickie James (NJ) Headteacher.</p>	
<p><b>4. Governorship matters</b></p> <p>a) No declarations of interest of interest were made in relation to items on the agenda. AD stated that he is the line manager of RS.</p> <p>b) The position of Chair was opened to all members of the Governing Body. RS was nominated for Chair by PN and KW. <b>Richard Summers was elected Chair for 12 months.</b></p> <p>The position of Vice-Chair was opened to all members of the Governing Body. PN and KW were nominated as Co Vice-Chairs by LA and DH. <b>Paul Nicholson and Kerry Walpole were elected Co Vice-Chairs for 12 months.</b></p> <p>c) No emergency action was reported since the last meeting.</p> <p>d) Training since last meeting:</p> <p>LA and NM attended Governor Briefing training on 2<sup>nd</sup> October 2018.</p> <p>SB will be undertaking induction training in November.</p> <p>NM has completed the School Finance and Health &amp; Safety NGA modules.</p> <p>KW has undertaken Headteacher Appraisal training.</p>	<b>SB</b>

The meeting was quorate.

	Action
<p><b>Action:</b> KW is taking the lead on developing a New Governor Pack</p> <p><b>Action:</b> Clerk to work with Mrs O'Malley to ensure training record updated.</p>	<p>KW</p> <p>Clerk</p>
<p>e) It was noted that PN's term is due to expire in June 2019 and PN agreed to approach CSoC with a view to renewing his governorship for another term.</p> <p>AD confirmed that the appropriate DBS checks have been done. The Clerk to confirm that the Single Central Record reflects this.</p>	<p>PN</p> <p>Clerk</p>
<p>f) Two new Governors were proposed: (i) Neil Chippington who is Headteacher at St John's College School and (ii) Andrew Day is who Curate at Great St Mary's Church and has been a Headteacher in the past.</p> <p><b>The Governing Body agreed the appointments of Neil Chippington and Andrew Day as Governors to Park Street Primary School.</b> These are Diocese of Ely appointments and the Clerk was asked to send through the necessary paperwork for Neil and Andrew to complete.</p>	<p>Clerk</p>
<p>g) Annual Overview of Policies: The Clerk reported that the Headteacher had been updating the list of policies which were out of date.</p> <p><b>Action:</b> NJ to review list of policies and bring the list up to date.</p> <p><b>Decision:</b> It was clarified that where a policy is being reviewed and adopted unchanged, this can be dealt with by the relevant Committee via email. Where changes are needed or contemplated, then the review must be dealt with at the Committee meeting.</p>	<p>NJ</p>
<p>h) The Standing Orders for 2018-19 were presented and adopted.</p> <p>The Code of Practice for 2018-19 was presented, adopted and signed.</p> <p>Governor Declarations of Pecuniary Interests were signed by all present.</p> <p>Keeping Children Safe in Education (DfE booklet already circulated by KW to all) was noted and signed by all present.</p> <p>The Clerk will publish the updated Standing Orders and Code of Practice to the school website.</p>	<p>Clerk</p>
<p>i) Full Governing Body meeting dates were agreed as follows:</p> <ul style="list-style-type: none"> <li>• Monday 12 November 2018 at 9.15am - additional FGB the main purpose of which is to deal with leadership items</li> <li>• Monday 26 November 2018 at 7.30pm – Autumn 2 FGB</li> <li>• January 2019 – Spring 1 FGB – date to be agreed – <b>Action:</b> Clerk to arrange a meeting date via Doodle or similar to occur during week of 14 January.</li> <li>• Monday 11 March 2019 at 7.30pm – Spring 2 FGB</li> <li>• Thursday 2 May 2019 at 9.15am – Summer 1 FGB</li> <li>• Monday 15 July 2019 at 7.30pm – Summer 2 FGB</li> </ul> <p>The Clerk will publish the dates to the website.</p> <p>[AD was called away – the meeting remained quorate.]</p>	<p>Clerk</p> <p>Clerk</p>

The meeting was quorate.	Action
<p><b>10. Parental Complaints and Outcome of Review Panel</b></p> <p>A formal complaint was received from a group of parents. The complaint was investigated independently from the school and Cambridgeshire County Council. The parents requested a review of the outcome of that report and the consequent decision. This review is currently underway – the Review Panel have just met on 16 October and their response is awaited.</p> <p>RS reported that the Leadership and Governance Review is part of the process of taking the actions recommended by the independent investigators and an additional FGB has been set up for 12 November for this purpose.</p> <p>Once the Review Panel has reported, the Clerk was asked to circulate to Governors the core information on the group complaint.</p>	Clerk
<p><b>11. Programme of Governor Monitoring Visits</b></p> <p>It was noted that Governor visits need to align with the SDP which is currently being reviewed.</p>	All
<p><b>12. Developing Strategy</b></p> <p>A Governors' Strategy Day took place on 17<sup>th</sup> July to look at the school's strategic development requirements, which was facilitated by Neil Chippington, headteacher at St John's College School. The away day was attended by the School's Leadership Team and the Governing Body and fed into the whole school improvement away day on 4<sup>th</sup> September to which all Governors were invited.</p> <p>The strategy statement developed needs to be implemented via the SDP and needs to be driven forward via the working parties agreed on the 4<sup>th</sup> September training day. The Headteacher is to confirm the agreed Chairs of the Working Parties in order to push forward their work.</p>	NJ
<p><b>13. School Refurbishment</b></p> <p>PN reported that he was waiting for more information from Rachael Lamb on the detail of the plans. Once more information is available, the GB will be in a position to communicate and consult with parents on the plans.</p>	
<p><b>14. Website</b></p> <p>This has already been dealt with under item (matters arising).</p>	
<p><b>15. GDPR</b></p> <p>The school's GDPR policy is in hand.</p>	NM
<p><b>16. Wraparound Care</b></p> <p>PN reported that the 'Before School' club is a simpler arrangement than before and appears to be working. It is accessible to parents in a more flexible manner.</p> <p>After school care is proving more difficult, however, as the numbers don't add up for it to be a viable operation run in-house – the parents involved agree that this is the</p>	




The meeting was quorate.	Action
<p><b>5. Approval of Minutes of the meeting of the Full Governing Body held on 16<sup>th</sup> July 2018</b></p> <p>The minutes were accepted as a true and accurate record and were duly signed by the Chair.</p>	RS
<p><b>6. Matters arising from the Minutes of the meeting of the Governing Body held on 16<sup>th</sup> July 2018, not included on this agenda, including outstanding actions.</b></p> <ul style="list-style-type: none"> <li>• The Clerk met with the Headteacher during the summer break on the creation of a simple, straightforward but mobile-friendly <b>website</b>. The agreed web concept has been created in outline, including its look and feel. SB   NM   PN and the Clerk to meet to flesh out content and related issues.</li> <li>• SEND demand is anticipated to increase and the Headteacher is seeking funding from CSoC to proceed with applications for support.</li> <li>• The sports premium report requires updating.</li> <li>• Follow up on the Wellbeing survey is required and is being followed up within the Personnel &amp; Learning Committee.</li> <li>• The Attendance Policy and the Anti-Bullying Policy have been published to the website.</li> <li>• The Headteacher to provide the Clerk with the SRE policy for publication to the website.</li> <li>• The Headteacher to consult on the functionality of the new locks installed at the school, and report back to the Governing Body.</li> </ul>	<p>Clerk   SB   NM   PN</p> <p>NJ</p> <p>NJ</p> <p>P&amp;L Committee</p> <p>NJ   Clerk</p> <p>NJ</p>
<p><b>7. Head Teacher's Report</b></p> <p>The Headteacher's Report was circulated to Governors prior to the meeting. In the absence of the Headteacher, this item is deferred to the additional FGB planned for 12 November.</p>	NJ
<p><b>8. Governance and Leadership Review</b></p> <p>A team from the local authority undertook a governance and leadership review on 1<sup>st</sup> and 2<sup>nd</sup> October. The Vice Chairs are meeting to discuss the report with the local authority this afternoon, so this item is deferred to the planned additional FGB on 12 November.</p>	
<p><b>9. Safeguarding</b></p> <p>The Safeguarding Governor reported that the school has been in touch with the local authority in relation to a number of safeguarding incidents around the ability of children to leave the school premises. Governors are concerned about this situation and are working hard to ensure it is resolved.</p> <p>A Governor challenged whether the risk assessment in relation to activities on Jesus Green has been reviewed recently.</p> <p>KW stated that she has arranged to complete further safeguarding training in the spring.</p>	<p>KW</p> <p>NM</p> <p>KW</p>



The meeting was quorate.

	Action
<p><b><u>Personnel &amp; Learning Committee</u></b></p> <p>Governors reviewed the minutes of the P&amp;L meeting of 10<sup>th</sup> October 2018 which had been circulated prior to the meeting.</p> <p>The P&amp;L Committee had not received the usual Headteacher's Report – however, this was dealt with via follow-up questions.</p> <p><b><u>Paper presented:</u></b> The <b>Personnel &amp; Learning Committee's Terms of Reference</b> were presented to the Governing Body. KW pointed out that Section 9 (Policy Review Schedule) has yet to be finalised.</p> <p><b><u>Decision made / ratified:</u></b> The above Terms of Reference were adopted by the Governing Body, with a request that Section 9 be completed as soon as possible. The new policy is to be published to the website in place of the previous one. [done] The new policy to be re-published to the website as soon as Section 9 (Policy Review Schedule) has been finalised.</p> <p><b>The date of the next P&amp;L Committee meeting is to be confirmed.</b></p> <p><b><u>Foundation Committee</u></b></p> <p>This Committee has not been schedule to meet since the last FGB.</p> <p><b>The date of the next Foundation Committee meeting is 12<sup>th</sup> November 2012.</b></p>	<p style="text-align: center;">KW   Clerk</p> <p style="text-align: center;">Foundation Committee</p>
<p><b>20. Any other business</b></p> <p>None.</p>	
<p><b>21. Close with prayer</b></p> <p>The meeting closed with prayer at 12.05pm.</p> <p><b>The Governing Body next meets 12<sup>th</sup> November at Park Street School at 9.15am.</b></p>	<p style="text-align: center;">All</p>


