



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

Friday 18th January 2019 – 13.30pm – Michaelhouse Centre

Governors present: Andrew Day; Lorna Atwell; Neil Chippington; Debbie Hayden; Megan Linebaugh; Nigel Moorhouse; Paul Nicholson; Richard Summers (Chair); Kerry Walpole; Dan Watkins

Also: Michael Denmead (Clerk)

The meeting was quorate.

	Action
<p>1. Open with prayer and welcome. The meeting opened with prayer led by Andrew Day.</p>	
<p>2. Governorship items <u>Apologies:</u> received and accepted from Sarah Bennington. <u>Declarations of interest:</u> none <u>Training:</u></p> <ul style="list-style-type: none"> • Neil Chippington completed Safer Recruitment training on 19 November 2018 via NSPCC Online. • Paul Nicholson completed PREVENT training on 20 December 2018. <p><u>Terms of office:</u> Paul Nicholson's re-appointment has been confirmed by the Church Schools of Cambridge Trust for a further four years from June 2019 when his current term expires. Interim Headteacher Dan Watkins was welcomed by the Governing Body. The appointments of Andrew Day and Neil Chippington as Governors have been confirmed by the Diocese of Ely. Adrian Daffern has resigned as Governor. This role is by appointment of the Archdeacon and is normally the incumbent of Great St Mary's Church. The Chair will enquire as to whom will now fill this post. <u>DBS checks:</u> Both Andrew and Neil have had their DBS checks done. Andrew will ensure that he is using a transferable DBS (which is acceptable to the LA) rather than a Diocese DBS check (which is not).</p>	<p>R Summers</p> <p>A Day</p>
<p>3. Approval of Minutes The next item was the Confidential Minute of 12 November and this item is therefore recorded as a Confidential Part 2 item. Staff Governors Debbie Hayden and Dan Watkins left the meeting at c 13.50. The meeting remained quorate. Debbie Hayden and Dan Watkins re-joined the meeting at c 2.00pm.</p>	

The meeting was quorate.	Action
The Minutes of the meeting of 26 th November 2018 were approved as drawn and duly signed by the Chair for publication to the website.	
<p>4. Matters arising from the Minutes of 26th November 2018</p> <p>Governors' Portal: Kerry Walpole stated there is a strong need for a Governors' Portal, to be set up following launch of the new website in the near future, to make organisation of information more efficient and effective.</p> <p><u>Decision:</u> The clerk, Nigel Moorhouse and Paul Nicholson will get together to scope the options available and progress the project, keeping the GB fully informed. The portal is to include a training record for the GB.</p> <p>Headteacher Recruitment: The Chair reported on the meeting with the Church Schools of Cambridge Trust. Their plans have significant potential. There was a detailed, challenging discussion around the needs of the school, including the financial context, in relation to the recruitment of a permanent Headteacher. It was agreed that the CSoC plans, while central to the future of Park Street School, won't be implemented quickly enough to meet the school's needs in this regard.</p> <p><u>Decision:</u> the GB will push forward with the recruitment of a permanent Headteacher, with a view to seeking an appointment by September 2019, being the earliest achievable date. The GB's Headteacher WG are Andrew Day, Kerry Walpole, Nigel Moorhouse and Paul Nicholson.</p> <p>Paul Nicholson will share the Headteacher Recruitment Pack, as a first step in this process.</p> <p>Kerry Walpole will check with EPM to ensure compliance with the recruitment process.</p> <p>It is noted and welcomed that the Diocese wished to be involved in the recruitment process. Primary Advisor Lisa Murphy anticipates being involved on behalf of the Local Authority.</p> <p>Ethos and values: Andrew Day reported that the values were in good order, but that the GB needs to consider how they are underpinned in scripture.</p>	<p>Clerk N Moorhouse P Nicholson</p> <p>A Day K Walpole N Moorhouse P Nicholson</p> <p>A Day</p>
<p>5. Interim Headteacher's Report</p> <p>Daniel Watkins presented a written report to the GB, highlighting the main issues:</p> <ul style="list-style-type: none"> • There were 116 children on the roll on census day. • In relation to staff, DW is working toward replacing the agency staff. A Governor questioned as to how well this was working. DW finds the existing arrangement is working well, but a permanent arrangement is a requirement, preferably not an NQT. • DW reported that time on Jesus Green skews the staffing needs because of the staffing needed to ensure the children's safety. • DW reported that Year 6 has high EAL needs and there is a need to re-allocate resources to cover this. A Governor challenged as to how this was going to be achieved. DW said that he is still considering what is possible but agreed that he needed to ensure this issue was resolved sensibly. 	

The meeting was quorate.

	Action
<ul style="list-style-type: none"> DW reported that staff sickness days were not an issue – no-one has reported sick yet this year. Governors wanted to know how the staff were coping and DW reported that the staff have coped well with the changes and challenges they have faced. A Governor queried how DW would encourage improved teaching standards; DW pointed to training and planned training alongside his intention to bring all teachers to Colville for training. Both NQTs have passed their initial assessments. In relation to the curriculum, there is a two-year rolling programme in place. DW will email the programme to the Clerk for publishing to the website. Attendance is poor at around 92%. There followed a detailed discussion to try to understand what caused this, particularly as it seems that the numbers have disimproved recently. The Personnel & Learning Committee took an action to dig down into the numbers to uncover why the figures have disimproved. Pupil premium funding included spend on the Inclusion role by the SENCO, which DW considers to be a very good allocation of resources. There is, however, a need to publish the pupil premium plan. DW will resolve this and send it to the Clerk for publishing to the website. It was agreed that the ongoing high-level focus for DW will be attendance and assessment. DW reported he was (temporarily) holding off on 'Blink' for now to avoid pressure on teaching staff. 	<p>D Watkins Clerk</p> <p>K Walpole P&L Committee</p> <p>D Watkins Clerk</p>
<p>6. Governance Review</p> <p>This item is postponed for discussion at a later date.</p>	
<p>7. Wellbeing SMSC</p> <p>The Pastoral Group will seek to support Staff Wellbeing. This will include liaising with Lisa Murphy, Local Authority Primary Advisor.</p>	L Atwell
<p>8. Safeguarding</p> <p>As planned, the Local Authority (Chris Meddle) has undertaken a 'safeguarding' visit, to act as a check on continuing compliance.</p> <p>Dan Watkins and Kerry Walpole have an action to complete the Safeguarding Policy which is being reviewed. It was noted that a policy can be uploaded to the website (via the Clerk) while it is subject to final approval. The policy should be noted as being subject to final approval.</p>	D Watkins K Walpole
<p>9. Developing Strategy School Development Plan</p> <p>Dan Watkins reported the Raising Achievement Plan (one term) has been written and shared with the Local Authority. The SDP will be drafted and completed for circulation at the next FGB on 11th March.</p>	D Watkins
<p>10. Website replacement</p> <p>Nigel Moorhouse and the Clerk reported that the new website was nearing readiness to launch, which was planned for the next week or two.</p>	

The meeting was quorate.

	Action
<p><u>Personnel & Learning Committee</u> This Committee is scheduled to meet shortly – a precise date is being sorted.</p> <p><u>Foundation Committee</u> The Foundation Committee meeting is yet to be scheduled. Andrew Day confirmed that he would be taking over as Chair of this Committee.</p>	
<p>14. Any other business Richard Summers reported that the Primary School Adviser is offering a Strategic Governance training session. It was agreed to seek to arrange this for 6.30pm for one hour ahead of the planned FGB on Monday 11th March 2019. [Actioned by Richard and since confirmed by Lisa Murphy, Primary School Adviser.]</p>	R Summers ALL
<p>15. Close with prayer The meeting closed with prayer.</p> <p>The Governing Body next meets on 11th March 2019 at Park Street School at 7.30pm. Strategic Governance training one hour before from 6.30pm at Park Street School.</p>	All



11/3/19