

Park House Primary School
Minutes from
Full Governors meeting 5th March 2020

Present:

- S Kavanagh, A Harris, M Dore, P Nicholson, Z Thorpe, R Shepherd, R Coulson, R Allen, F Boot, M Stanhope, D Faulkner, C Whelpton

Clerk: J Swift

FG.03.20.01: Apologies/Vacancies

- C Chambers (ill),

FG.03.20.02: Minutes of Previous Meeting and Matters arising

- **January 2020** - The minutes were read, agreed as a true record and signed.
- **FG.01.20.08** - The Head reported that there are only 3 adults going to Mount Cook not 4 as previously recorded.

FG.03.20.03: Declaring an Interest

- None.
- The Clerk reported that there are outstanding Declaration of Interest forms from F Boot, C Whelpton and C Chambers. F Boot and C Whelpton completed the forms during the meeting. C Chambers still needs to complete but was not present at the meeting.

FG.03.20.04: Policies

- **Whistleblowing Policy** - The policy was read, agreed and signed by the Chair of Governors.
- **Complaints Policy** - The policy was read, agreed and signed by the Chair of Governors.

FG.03.20.05 : Schools Financial Values Standards Audit

- The Head talked the Governors through the report. Benchmarking charts and financial implications were discussed. The report needs signing by the 31st March but the Head needs to resubmit the front page as it has not come through for printing. The Head apologised for the missing pages and explained that it has been very busy in the office due to being a staff member down due to illness.
- M Stanhope asked about self generated income - Park House income is low to some other schools - The Head replied that this is due to the amount of wrap around care provided by the other schools.
- The audit is done about every 4 years. At the last audit there was some paperwork missing but this is now being worked on.
- The Whistleblowing Policy has now been addressed.
- All Business Interest forms are near to completion. The Clerk will ask C Chambers to complete the form for the next meeting.

FG.03.20.06: Governors skills audit

- **Safeguarding Training** - Some Governors have completed the on-line training. The Head would like copies of the certificates when completed.
- **Subject Links and Roles** - The Clerk went through the list and amended it as necessary. An amended list will be available for the next meeting. The Head reported that owing to a misunderstanding and problems in communication M Watts had decided to stand down as a Governor. The Head and the Chair to Governors have both contacted M Watts to apologise about the breakdown.
- **Governor Hub** - The Head is keen to purchase the Governor Hub to help reduce the communication problems. The Hub can be accessed from phones, tablets and computers. The Head will send a link to all Governors for them to have a look and see what they think. This will be easier to access than Sims id which is currently in use. Ofsted can have a temporary link.
- **World book day** - The children had hot chocolate and stories in the hall - enjoyed by all. Potatoes have been decorated as their favourite book character and dojos awarded.

FG.03.20.07: Finance Report

- The Head reported that the funding formula had now changed and the school will no longer be in a deficit situation. The carry forward is looking to be in a more positive place (£4,000 to £7,000). The TA hours may be able to be increased on the back of this but nothing is definite until the budget has been set in a few weeks time. The teachers have had a pay rise of 2.75%. Three children with GRIP funding will be leaving this year.
- There are 81 applications for Reception class for September. 28 places are filled but this could change.
- The school has 6 post adopted children.
- The Head is to meet with C Whelpton and P Nicholson to discuss monies to do with looked after children and Pupil Premium.
- £10,000 match funding is due.
- The head highlighted the proposed building works - the Admin Office to move to the front of school and the kitchen to move into the computer suite. Dinners would then be served in the hall.
- The fire work needs doing.
- *R Allen asked about the whiteboards that need replacing - The Head reported that if monies allows some of the whiteboards will be replaced.*
- The Breakfast and After School Club will be able to continue according to finance if the numbers continue and if Governors are in agreement. The Governors agreed for the clubs to continue.
- Contracts need to be agreed for the budgeting to go ahead.
- Caretaking - DCC 49% and Vertas 51%. The school caretaker and cleaner asked if the school would take on the contracts. The Head looked into this but there would be no insurance if either was off long term sick. The new contract is less than last year. The caretaker has decided to retire and the cleaner has since asked if the school would be able to take on her contract. The Head feels that for the school to go through the route of advertising for a caretaker and doing the recruiting would be wrong due to the lack of expertise in this area. The cleaner has now decided to stay with the contract offered by DCC / Vertas for a year and see how it goes.

- Governors agreed to go with DCC and Vertas.
- The Head is to contact Debbie Godfrey tomorrow with the decision.
- During the Easter break the metal gates are to be moved and a spur point in the kitchen is also due to be moved.
- Contracts - Property Package £6,500
 - Grounds Maintenance
 - Health and Safety
 - Education Psychologist
- £47,294.53 cost
- Governors agreed
- Tracking system, HR, Broadband, Teacher to Parents, P4YP and subscriptions will cost about £17,000
- Gas, water, electricity and photocopier £15,500
- Alarm systems, AS1 £390. The alarm is now connected to the police.
- Governors agreed all of the above.

FG.03.20.08: Headteachers Report

- The Head reported that the focus is still on maths and English.
- English has been looked at but maths still needs to be worked on. Reading needs to be worked on. The school is working with cluster schools to monitor, writing, reading and maths.
- Phonics has been looked at by Mrs Watkinson and the Head. A visit was made to North Wingfield Primary to look at the work that the teachers are doing there. Reception, Key Stage 1 and possibly Year 3 are to use teacher chosen reading books and these will contain the phonics sound being worked on.
- The maths scrutiny had some positive feedback. Marking is not as consistent across the whole school. The marking of books needs to move away from the bubble and block as children may not be being given the feedback that they need.
- The curriculum is being looked at.

- Sex and relationship work in Year 5 needs to be looked at. A Policy is needed. R Shepherd reported that North Wingfield Primary have a package from Year 1 to Year 6 using the correct terminology. Two meetings were held one for parents of children in Key Stage 1 and one for parents in Key Stage 2 so that parents are aware of what is being taught. R Shepherd to bring more details and information for the Head. The Head would like to buy into this but more details are required before a decision is made.
- The academic data is not available for this report.
- The absences are slightly below where the Government would like us to be.
- ***Confidential item removed***
- Coronavirus updates are being sent to the school on a daily basis. There are codes to be used by the school for absences in these circumstances.
- M Stanhope asked why North Wingfield and Hunloke Park Primaries have been chosen - The Head reported that they are similar in what they are looking at. The schools are sharing information to see if what works well in one school is suitable to be used to help in another.

Confidential item removed

FG.03.20.09: Staffing

- ***Confidential item removed***

FG.03.20.10: Safeguarding

- The Head reported that some parents are concerned about the language and behaviour of some of the children. This is being addressed by the Head and Staff.

FG.03.20.11: Polling Station

- The Head reported that the school would be closed to children on the 7th May for the Police and Crime Commissioners elections.

FG.03.20.12: Inventory

- None

FG.03.20.13: Health and Safety

- **Staff Accident** - a child accidentally bumped into a member of staff.

- **Road Markings** - would cost £2,000 but the school would not have to pay. To put double yellow lines opposite the school would have to have the residents agreement.

FG.03.20.14: Correspondence

- M watts e-mail resignation

FG.03.20.15: Any Other Business

- Z Thorpe asked about the September 2020 start date.
- Term starts on 2nd September and the children will be in Thursday and Friday.
- Inset days will be 20th September, 7th January, 7th June, and 22nd July.

FG.03.20.16: Confidential items

- Exclusion and Staffing

FG.03.20.17: Date and Time of Next Meeting

2020

- Full Governing Body Meeting Thursday 30th April at 6.00pm
- Full Governing Body Meeting Thursday 18th June at 6.00pm

Meeting Closed at 7.55pm

Signed..... Dated.....

