

Park House Primary School
Minutes from
Full Governors meeting 07th March 2019

Present:

- S Kavanagh, A Harris, M Dore, P Nicholson, Z Thorpe, R Allen, R Shepherd, R Coulson, S Coates, F Boot

Clerk: J Swift

FG.03.19.01: Apologies/Vacancies

- C Chambers (Hosp Appt), J Carter (work), C Whelpton (work), M Watts (work),

FG.03.19.02: Minutes of Previous Meeting and Matters arising

- **January 2018** - The minutes were read, agreed as a true record and signed.
- **FG.01.19.05 - ID Badges** - These have now been purchased and the staff are wearing them.
- **FG.01.19.05 - Signing-in book** - This is in place and working well.
- **FG.01.19.05 - First Aid Book** - This is in place and working well. Completed pages are being passed to the office staff for record filing. There have been less football related incidents since the football has moved to the MUGA. The football is being refereed by children who have been trained and the use of red and yellow cards. More tennis and cricket is being played on the yard.
- **FG.01.19.09 - GRIP Funding** - This should be coming through at £11,000 for three children. There is a TA in place to start from Monday.
- **FG.01.19.12 - Inventory** - This still needs updating and the equipment needs PAT testing.

FG.03.19.03: Declaring an Interest

- None

FG.03.19.04: Policies

- **Social Media - Code of Conduct** - This will go on the school website. F Boot asked if it could be included as part of the Home and School Agreement - The Head will add it to that.
The Governing Body agreed to adopt the policy and signed it.

FG.03.19.05 : SFVS

- The Head thanked the Clerk for the time given in finding the information to start the SFVS document. The report was read by the Governors. The School Improvement Plan is now in place. The Budget predictions and reports are to be done on a regular basis. The Head would like to buy into the Spreadsheet at a cost of £280. Governors agreed. S Coates said from experience it is a good buy.
The SFVS was agreed and signed.

FG.03.19.06: Governors Financial Skills Audit

- The skills audit was read by the Governing Body and agreed to be adopted. The documentation was taken away for completing. All completed documentation should be handed back to the Head as soon as possible. Names will need to be put on the documentation before handing in.

FG.03.19.07: Headteacher's Report

- The Head went through the report in depth as this was her first at this school. The school has 214 children on roll and of these there are 39 SEND, 14 Pupil Premium and 5 post adoptive.
- **Reading** - this is being well addressed by Miss Bailey. The 'Golden Ticket' is still being looked for by children. The ticket is exchanged for a prize. There is also a raffle in place if children have read 3 or more times per week. Speed Read is on the website. The Head is to ask Miss Bailey to send out another letter to encourage parents to go on the site to help the children.

- **Maths** - this is being well addressed by Mrs Cook. The times tables are coming on well and credits can be achieved. TT Rock stars is on the website.
- New maths and reading assessments have been purchased.
- Fortnightly meetings are held with the staff.
- The staff have been looking at the clubs offered as afterschool clubs. Acro club and fencing have been added.
- The Head and staff are going to be looking at the curriculum for September.
- **Early Years** - Carolyn Brearley has done a couple of sessions in school with the staff. The furniture and the flow around the classroom is going to be addressed as soon as possible. Due to the voting day closing the school to children the staff will spend time trying to get the classroom and learning area support equipment sorted. Tapestry is being trialled by Mrs Kelly. Evidence will be put into folders which parents will be able to access. If Tapestry works well then the school will buy into the system. The Early Learning goals are changing.
- **Attendance** - The school is currently at 96.5%. 18 families have persistent absences. Year 6 have the worst attendance but this is due to the ill child in that year group.
The Head might have to meet with the poor attendance families as they might bring the levels down below the National Average.
The Chair of Governors has been invited to attend the GSLC meeting on the 2nd April at 2.00pm. R Shepherd is to attend representing the Chair. The Head is to look at seeing if the code that is being used for the ill child can be changed so that this does not impact on the attendance figures.
- **Admissions** - There have been four applications - One went to appeal and was rejected, two for Year 5 turned down, one for Year 4 turned down and one for Reception would put the class over 30.
- **September Intake** - There are 77 applications with 27 of these first choice, 40 second choice and 10 third choice. One family is moving from Derby and would like places.

- **Phonics** - This is being well looked at ahead of the testing in a couple of months time.
 - **Exclusions** - There are no exclusions.
 - The Head would like to buy into the Positive Play Programme.
 - **Buildings** - The school should receive about £9,934 (DFC) towards building costs. The Head has been meeting with other groups of people from the LA to see how we can improve the school. The double metal gates are locked in the morning. In phase 1 the admin office would be moved and in phase 2 the kitchen would be moved. The Head will bring any plans to future meetings. Funding may be the stumbling block.
 - There is a building plan in place for the next 4 years.
 - **Community** - Rev Lynn has spoken to the Head and would like to do some activities to include the school and the community. Easter stories will be held at the Church and possibly prayer space in the school for a week. Z Thorpe to ask PowerPack if they would like to be involved.
 - **Suggestion Box** - The school has an on - line suggestion box and some of the ideas have been good.
 - **Cake and Cuppa** - This is to be held again on Monday 25th March. This went very well in January. Everyone welcome.
 - **Tuck shop** - This went well for the PTA
 - **Trips** - From September some of the trip prices might have to increase. The trips are partially funded by the PTA but this is not covering costs and the school is picking up the difference left by the parental monies.
- The Head was commended by Governors on a very thorough report.

FG.03.19.08: Safeguarding

- **Visitors book** - In place now and working well.
- **Staff ID cards** - In place and working well

FG.03.19.09: Out of School Provision Update
CONFIDENTIAL ITEM Removed

FG.03.19.10: Polling Day

- The school will be closed to children but open to staff.

FG.03.19.11: Governor Visits and Feedback

- **Safeguarding** - A date is to be arranged between F Boot and the Head.
- **ICT** - A date is to be arranged with P Nicholson and the ICT co-ordinator.
- **Early Years** - A date is to be arranged with the Early Years Teacher and P Nicholson.

FG.03.19.12: Inventory

- To be done

FG.03.19.13: Health and Safety

- **Incident** - A member of staff fell from furniture whilst putting up a display. No major injuries were sustained. There must always be two members of staff to put displays up and down when climbing is required. The incident was reported in the accident book.

FG.03.19.14: Correspondence

- None

FG.03.19.15: Any Other Business

- **GDPR** - A data protection officer is required. DCC cost £1,450 for DPO only, DCC cost £2,070 for the full package and John Walker (Flint Bishop)_cost £1,195 + vat.
M Dore asked if it could be done through the cluster. The next cluster meeting is on 2nd April. S Coates suggests asking if any cluster school would like to join together and would John Walker do it cheaper if a group. S Coates advises going with John Walker - Governors in agreement

FG.03.19.16: Agree Confidential Items

- Item FG.03.19.09 (marked as Confidential)

FG.03.19.17 Date and Time of Next Meeting

2019

- Full Governing Body Meeting Thursday 09th May at 6.00pm
- Full Governing Body Meeting Thursday 20th June at 6.00pm

Meeting Closed at 7.30pm

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