

**Park House Primary School**  
**Minutes from**  
**Full Governors meeting 09th May 2019**

**Present:**

- S Kavanagh, A Harris, M Dore, P Nicholson, Z Thorpe, R Allen, R Shepherd, R Coulson, S Coates, C Chambers, C Whelpton, J Carter

**Clerk:** J Swift

**FG.05.19.01: Apologies/Vacancies**

- M Watts (work), F Boot (work)

**FG.05.19.02: Minutes of Previous Meeting and Matters arising**

- **March 2019** - The minutes were read, agreed as a true record and signed.
- **FG.03.19.15 - GDPR** - The Head reported that the quotes for a Data Protection Officer had been received. The Governing Body agreed to go with the quote from John Walker.
- **FG.03.19.06 - Skills Audit** - The Head reported that some of the audit paperwork had been received but asked for the outstanding ones to be submitted as soon as possible please.
- **FG.03.19.07 - Admissions** - The Head reported that the child place for Year 5 that went to appeal is no longer an issue. The child has been placed in another school.
- **FG.03.19.09 - School Breakfast Club** - Following the closing of Pilsley Pirates the Heads of the two schools with the backing of the Governing Bodies had decided to open their own Breakfast Clubs. The Breakfast Club at Park House is working well. It is not making a profit but then it was not set up to make a profit. There are about 10 children per morning. There was not enough uptake for the After School Club that was being offered. Premier Sport have approached the school to run a holiday club for 2 days during the Spring Bank break. Two members of their staff will run it at a cost of £10 to parents. They will offer a tuck shop and a film on the whiteboard. Two members of staff can take 32 children but if more staff are required they will be able to find the support.

- **FG.03.19.10 - Polling Day** - The Head reported that there is another Polling Day on the 23rd May. There is an audit being carried out on Polling Stations. The new sports pavilion could be a possibility if it is classed as Lower Pilsley as opposed to Pilsley. This would need to be checked.
- The Year 2 SAT's have had to be moved.
- Year 6 will be at Mount Cook.
- The Year 6 SAT's start on Monday - the results may not be as good as the school would like.

**FG.05.19.03: Declaring an Interest**

- A Harris - Correspondence

**FG.05.19.04: Policies**

- **Administration of Medication** - All medicines are to be labelled with the child's name and should be in the correct packaging.
- Governors agreed for the Policy to be adopted.

**FG.05.19.05 : Budget**

- The Head read through the report with the Governing Body highlighting the following points :-
- ***Confidential item removed***
- Fairshare is costing £650 per year but the school will not be renewing the contract for next year.
- There is £1,000 sickness pool refund.
- Buildings under spend of £7,000.
- The Head reported that the budget balanced and with care the budget will improve but spending needs to be limited.
- The Parish Council have given the school the money towards the cost of the Lollipop Lady.
- The Head has purchased the spreadsheet.
- The School Funds balances and has been signed by the Chair to Governors.
- The Annex 1 and 5 have been agreed by the Governing Body, signed by the Chair to Governors and given to the Head for sending to Matlock.

**FG.05.19.06: Governors Financial Skills Audit**

- The Head asked if any outstanding audit papers could be returned as soon as possible please.

#### **FG.05.19.07: Polling Station**

- The Head reported that the school is to be closed to children on the 23rd May.

#### **FG.05.19.08: Governor Visits**

- The Head is waiting for F Boot to arrange a date for a Safeguarding meeting.
- P Nicholson met with Mrs Kelly to discuss ICT. He reported that some of the equipment is out dated. Miss Matthews will work with Mrs Kelly so that meetings can be attended. Key Stage 1 and 2 will be covered with ICT experience. P Nicholson asked about funding if the building work went ahead. The Head replied that laptops will be purchased using ring fenced monies.

#### **FG.05.19.09: Inventory**

- Projector, scanner, 2 laminators , coffee machine and 3 laptops. A combined cost of £3,100. Governors agreed and the inventory can be signed off.

#### **FG.05.19.10: Health and Safety / Accident Book**

##### **CONFIDENTIAL ITEM**

- **Head Injury 1** - Bumped into corner of cabinet with head on the Reception corridor. Corner protectors have now been put on the cabinets.
- **Head Injury 2** - Child pushed off the trim trail and hit head on one of the posts.

- **Ankle Injury** - Fell of rope walk on the climbing frame - broken bone.
- J Carter reported that there is a school in Nottinghamshire that has a sign outside highlighting that accidents could occur and injure their child. This is to try to make the road a safer place. The Head reported that the PCSO had been asked to be visible at the start and end of school but they never came.

#### **FG.05.19.11: Correspondence**

- The Clerk presented a letter to the Chair which was read and discussed. Before the letter was read A Harris left the meeting.
- A request has been made by A Harris ( Deputy Head ) to work 4 days per week (3 teaching days and 1 day management / PPA ). The Head supports the request. There are 3 TLRs in school to give support if the Head is off. The school would need someone to teach 2 days per week. This could save the school money by paying MPS rather than UPS. The job needs to be advertised externally. Mrs Fidler does 1 day in Year 6 as supply but has no contractual rights. The post would be a 0.4 post for a year or 18 months.
- The Governors agreed a year post with experience.
- The Governors agreed for A Harris to reduce her teaching hours.

#### **FG.05.19.12: Any Other Business**

- J Carter asked about the ill child in Year 6. A Harris reported that he had deteriorated but had managed to visit last week.
- The school had a meeting with the parents before Easter to discuss the next school. The parents would just like social meetings for the child. They would like to put down for Home Education. The child could still visit the school 3 afternoons per week after the SAT's. The

school just needs to put this in writing. The Data will not go into the SAT's.

- **SAT's - Governors Availability -**
  - 13th May -
  - 14th May - J Carter
  - 15th May - R Allen and Claire Chambers
  - 16th May -

**FG.05.19.13: Agree Confidential Items**

- FG.05.19.05 - Budget

**FG.05.19.14: Date and Time of Next Meeting**

**2019**

- Full Governing Body Meeting Thursday 20th June at 6.00pm
- Full Governing Body Meeting Thursday 19th September at 6.00pm
- Full Governing Body Meeting Thursday 14th November at 6.00pm

**2020**

- Full Governing Body Meeting Thursday 16th January at 6.00pm
- Full Governing Body Meeting Thursday 05th March at 6.00pm
- 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.....