

# Park House Primary School

## FGB Minutes 10<sup>th</sup> March 2022 - 6pm



Agenda Item:		Lead by:	Actions:
FGB 03.22.01	Welcome/Apologies for absence/ Vacancies	Chair	
	Present: A Hukins, M Dore, C Ellis, R Allen, L Smithies, D Daysh, Teams: S Kavanagh, C Stone (18.30), M Stanhope, R Coulson, Z Thorpe (18.40), L Moore  Apologies: D Faulkner (work)  Clerk: J Swift  ➤ The Meeting is being held over Teams due to Covid 19. The Chair welcomed everyone to the meeting. ➤		
FGB 03.22.02	Vacancy of LA Governor and training	Clerk	<b>The Clerk is to contact Governor Support again.</b>
FGB 03.22.03	Minutes of the Previous Meeting	Chair	
	➤ The Minutes of the meeting 20 <sup>th</sup> January 2022 were read, agreed that, with the following amendments, the minutes were a true record and signed. ➤ <b>FGB 01.22.04</b> – The Head asked for the Pay scale points to be omitted – <b>Governors agreed</b> ➤ <b>FGB 01.22.06</b> – <b>Staffing</b> – School crossing patrol question asked by L Smithies and not L Moore as recorded. ➤ <b>FGB 01.22.07</b> – There is a possibility of SAT's levels being lowered due to Covid. ➤ L Moore sent through quotes for the ventilation units but they are very expensive. ➤ The Head thanked L Moore for the time spent looking into and obtaining the quotes.		

Signed by Chair..... Dated: .....

		<ul style="list-style-type: none"> <li>➤ L Moore had sent a link to an adapted model which can be made but upon investigation by the Head with Health and Safety, school is not able to have them.</li> <li>➤ A copy of the Policies has been sent out to the Staff.</li> </ul>		
FGB 03.22.04	Declarations of Interest	<ul style="list-style-type: none"> <li>➤ The Clerk reported that there were a couple of pecuniary interest forms outstanding.</li> <li>➤ <b>Staffing</b> – C Ellis to leave the meeting for this agenda item.</li> </ul>	Chair / Vice Chair	
FGB 03.22.05	Covid Update	<ul style="list-style-type: none"> <li>➤ The Head reported that there have been 5 cases since February half term. Public Health are aware.</li> <li>➤ Flow test boxes will go with the two residential trips just in case of an outbreak. Parental consent for the Flow tests is being obtained for the children going on the residential trips.</li> </ul>	Head/ Deputy	
FGB 03.22.06	Policies	<ul style="list-style-type: none"> <li>➤ The following Policies are model DCC Policies –</li> <li>➤ Equality and Diversity in Employment</li> <li>➤ Facilities Agreement</li> <li>➤ Letter for Pre-employment checks</li> <li>➤ Missing References risk assessment</li> <li>➤ Maternity, paternity, parental and adoption leave schemes</li> <li>➤ Extremism and Radicalisation Policy</li> <li>➤ <b>The Policies were read, agreed, adopted and signed.</b></li> <li>➤ The Head is currently checking personnel files to ensure that all staff have two references and will deal with any that are incomplete.</li> </ul>	Head	

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FGB 03.22.07	SFVS	<ul style="list-style-type: none"> <li>➤ The Head needs to send off a signed copy of the SFVS as soon as possible to the LA.</li> <li>➤ <b>The Governors read through the report, agreed and signed.</b></li> <li>➤ The Head is to share the bench marking with the SLT's in the Summer term</li> </ul>	Head	
FGB 03.22.08	Finance / Budget	<ul style="list-style-type: none"> <li>➤ The next Governors meeting will be to set the Budget.</li> <li>➤ The Head presented the meeting with a list of the services that the school buys into and their costs.</li> <li>➤ Eduspot - Teachers to Parents, school money and dinner money is causing concern and another provider is being looked into. School will continue to budget for this provider but would like to go with a cheaper provider.</li> <li>➤ <b>The Governors agreed to the renewals.</b></li> <li>➤ The utilities this year are £13,014 but this is expected to be increased. DCC has a package with EDF as opposed to British Gas. <b>Governors agreed.</b></li> </ul>	Head	
FGB 03.22.09	Staffing	<ul style="list-style-type: none"> <li>➤ C Ellis left the meeting.</li> </ul> <p style="text-align: center;"><b>*Confidential*</b></p> <p style="text-align: center;">Confidential Item Removed.</p> <p style="text-align: center;"><b>*Confidential*</b></p>	Head	

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FGB 03.22.10	Headteachers' Report	<ul style="list-style-type: none"> <li>➤ S Kavanagh and C Ellis have been looking at the attendance and currently it is around 95%.</li> <li>➤ If a child's attendance has improved a letter of congratulations is sent from C Ellis.</li> <li>➤ Persistent absentees are around 14.55%.</li> <li>➤ C Ellis reported that some children are referred to P4YP, the doctor or nurse depending on their needs.</li>   <li>➤ Admissions – Year 6 have now received their next school offers. The majority are going to Tupton, then Tibshelf and Newbold Academy. School is unaware if anyone has gone to appeal. The parent governors believe that all the children got their first choice.</li>   <li>➤ School Improvement – Carolyn Brierley (ASIA) is impressed by the changes and improvements that have been made to the Early Years. On this visit C Brierley and A Hukins concentrated on Year 1 and Year 3. There needs to be some minor changes but the feedback was positive. C Brierley was impressed by the art work displayed around the school.</li>   <li>➤ Governor monitoring needs addressing in the Summer Term. A Hukins asked if any governor would be prepared to come in to Year 6 to discuss their religious beliefs. R Coulson volunteered. A Hukins to liaise with R Coulson for date and time.</li> </ul>	Head	
FGB 03.22.11	Safeguarding and behaviour	<ul style="list-style-type: none"> <li>➤ The changes to the Safeguarding Audit have been made in red.</li> <li>➤ S Kavanagh and A Hukins have a Safer Recruitment training update planned in the next couple of weeks.</li> <li>➤ S Kavanagh and A Hukins are updating the Safeguarding folder and Governors will be kept up to date.</li> <li>➤ The Safeguarding Audit ensures that the school is keeping up to date. The Year 6 class are designing Safeguarding posters.</li> </ul>	Head	

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		<p>They have a road safety workshop later organized for later in the year.</p> <ul style="list-style-type: none"> <li>➤ Once the Safeguarding Audit has been amended it can be signed off by D Faulkner.</li> <li>➤ M Stanhope is to be the named governor for Antibullying.</li> <li>➤ There is a new computer curriculum and staff have received training on this.</li> <li>➤ S Kavanagh will do some Safeguarding Training with Governors at the end of the next meeting.</li> </ul>		<b>S Kavanagh – Safeguarding Training with Governors</b>
FGB 03.22.12	Inventory	<ul style="list-style-type: none"> <li>➤ Currently the server is backed up using 2 hard drives. One of the hard drives is kept off site. As the two class rooms across the yard are not attached to the main building these can be said as being off site. A hard drive box will be installed in one of those units.</li> </ul>	Head	
FGB 03.22.13	Health and Safety / Accident Book	<ul style="list-style-type: none"> <li>➤ The school has received joint match funding for work to be carried out on the flat roofed area outside the Year 3 classroom. £ 7,500 from DFC and the same from the LA.</li> <li>➤ To repair the roof, work to the office area, baking kitchen area ceiling, plasterwork in Year 4 and 3 smart sound door closures for the Reception Classroom will cost £13.000.</li> </ul>	Head	
FGB 03.22.14	Correspondence	<p><b>*Confidential*</b></p> <p>Confidential Item Removed.</p> <p><b>*Confidential*</b></p>	Clerk	
FGB 03.22.15	Any Other Business	<ul style="list-style-type: none"> <li>➤ L Moore reported that they had purchased face masks any child who was feeling vulnerable or nervous with Covid being around. Governors gave their thanks.</li> <li>➤ L Smithies <u>asked if the trim trail is going to be jet washed as it was looking green. The Head reported that Sovereign had been out to start the repairs but the rain had started so they will be back next week.</u></li> </ul>	Chair	

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		<ul style="list-style-type: none"> <li>➤ The Head reported that the summerhouse needs repairing/replacing, but it will cost £11,000.</li> <li>➤ The sump pump needs sorting in the boiler house.</li> </ul>		
FGB 03.22.16	Confidential Items	<ul style="list-style-type: none"> <li>➤ Staffing</li> <li>➤ Correspondence</li> </ul>	Chair	
FGB 03.22.17	What have we achieved tonight that will improve the outcomes for the children in our school	<ul style="list-style-type: none"> <li>➤ Agreed Policies.</li> <li>➤ Safeguarding training for the staff which will help towards ensuring the safety of the children.</li> <li>➤ Improvements for the building.</li> </ul>	Chair	
FGB 03.22.18	Date and time of next meeting.	<p>Thursday 28<sup>th</sup> April 2022</p> <p>Thursday 23<sup>rd</sup> June 2022</p> <ul style="list-style-type: none"> <li>➤ The Chair thanked everyone for attending the meeting on Teams.</li> <li>➤ Meeting closed at 19.25</li> </ul>	Clerk	

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