

Park House Primary School

FGB Minutes 10th November 2022 - 6pm



Agenda Item:		Lead by:	Actions:
FGB 11.22.01	Welcome/Apologies for absence/ Vacancies	Clerk	
FGB 11.22.02	Declarations of Business Interest and Business Interest Register	Chair	Clerk to chase outstanding forms
FGB 11.22.03	Minutes of Previous Meeting	Chair	Head offer permanent contract – completed.

Signed by Chair..... Dated:

FGB 11.22.04	Governor Updates	<ul style="list-style-type: none"> ➤ The Instrument of Governance needs an Associate Governor adding. ➤ Skills Audit needs completing for January. ➤ Induction Training – The Head has spoken to Governor Support and they can offer 2 twilight sessions which are bespoke to the school. The dates offered are 1st, 6th, 7th, 8th, 13th, 14th and 15th December on Teams. L Smithies, J Hardy, G Smith, O Robinson and C Ellis proposed 6th and 7th or 13th and 14th. The Head will take the dates back to Governor Support. ➤ Please can all Governors ensure that they have viewed the GDPR video and let the Clerk have a copy of the certificate. Verification can be sent via email. ➤ Safeguarding – Please can the Clerk have copies of Safeguarding sessions completed. Verification can be sent via email. ➤ Curriculum Market Place – Completed forms are to be returned as soon as possible, please. C Stone thanked the Staff for their hard work and D Daysh thought that the evening worked well. M Dore as Chair to Governors asked for all the Staff to be thanked as soon as possible. C Stone thought that for next time ‘Staff Intent’ should be included. L Smithies asked about monitoring – The Head reported that book scrutiny’s and walk throughs are done. The Head reported that more can be seen and learnt by the observer walking about more regularly than being based in the room for formal observations. There was a discussion over the marking and how the children are encouraged to self-edit work. 	Clerk	Resend documents for audit and declarations of interest via email – completed.
FGB 11.22.05	Staffing	<ul style="list-style-type: none"> ➤ Pay Committee Discussion – Agreed by the Governing Body to be back dated to September 2022. <i>*CONFIDENTIAL ITEM* – C Ellis left the meeting</i> ➤ The Head reported that they had received a resignation from Mrs Murphy with an end date of 31st December 2022. Mrs 	Head	

Signed by Chair..... Dated:

		<p>Murphy would be happy to work on supply.</p> <ul style="list-style-type: none"> ➤ A number of scenarios were discussed but Governors agreed for a HLTA to cover teaching in the Year 6 class in the afternoons with a TA to back fill the in class support. ➤ Short term absence. ➤ Value basis – Clerk to caretaker/cleaner – Governors agreed ➤ Overpayment to a previous Staff member – being sorted <p>C Ellis returned to the Meeting</p> <p><i>*CONFIDENTIAL ITEM*</i></p> <ul style="list-style-type: none"> ➤ Cleaning Supervisor – 1 applicant with a lot of Safeguarding issues. Astrum Cleaning quote £18,479.76, 2 staff in an afternoon. M C Cleaning £ 16,769.26 – caretaker in a morning on a 44-week contract and a cleaner in an afternoon on a 38-week contract. ➤ Governors agreed to the Head contacting M C Cleaning to take on the contract. 		<p>Head to set up contract with MC Cleaning – completed and new caretaker & cleaner start 6.1.23</p>
<p>FGB 11.22.06</p>	<p>Head Teachers Report</p>	<ul style="list-style-type: none"> ➤ The Report was read ➤ Mrs Cook has been approved as a Key Stage 1 Moderator. ➤ Key Stage 1 and 2 results are above National Level. ➤ In EYFS 3 children short of the National Level. ➤ Attendance is at 95.7% for the school, this is low for our school but comparable to local schools. ➤ Persistent Absence is at 11.3% for the school. ➤ Reception class size is still low – 22 pupils ➤ <i>A Governor asked about an open evening, The Head replied that in an evening there would be no children on site where as during the day new parents can see the children interacting which gives a better view of the school. The Head is not ruling out the suggestion. Another Governor suggested that the Summer Fair could be advertised earlier and to a wider audience. Another Governor asked about offering the field or hall to nurseries for sports events or concerts.</i> 	<p>Head</p>	<p>Head to utilize these suggestions to try to raise pupil numbers for 2023 & 2024</p>

Signed by Chair..... Dated:

		<ul style="list-style-type: none"> ➤ ASIA Report – positive feedback. The 3 Senior Leaders were asked Ofsted style questions and all were praised for their subject knowledge. The Ofsted window has opened for Park House. ➤ IDSR – Last year's data – Ofsted would look at the report. The data for KS1 and KS2 is above national, EYFS is below but it equates to 3 pupils. Discussions around the data were held. ➤ Future Events Invite – Key Stage 1 Nativities and Key Stage 2 Carol Services at Church. The space in church is limited so parents are being asked to attend the rehearsals. ➤ Strikes are a possibility but won't know more until January 2023. ➤ Bank Holiday – 1st May 2023 ➤ Polling Station – 4th May 2023 ➤ Coronation Bank Holiday -8th May 2023 ➤ Governors agreed for the Head to share the above dates with parents as soon as possible. 		Head to share dates with parents - completed
FGB 11.22.07	Finance Report	<p><u>*CONFIDENTIAL ITEM*</u></p> <ul style="list-style-type: none"> ➤ The report was read. ➤ UFSM are shown as running at a small loss, this is due to the reduction in numbers in Reception. ➤ The Breakfast and Afterschool Club are making a profit this year. ➤ The Head would like to reduce some of the costs to parents. Governors say that it is good value for money and the money received should be invested back into the club and the school. The Fees are to be maintained. ➤ The Private School Fund has gone to audit. <p><u>*CONFIDENTIAL ITEM*</u></p>	Head	
FGB 11.22.08	Policies	<ul style="list-style-type: none"> ➤ Teacher Pay Policy – Agreed, adopted and signed ➤ Pupil Premium – to be brought to January meeting ➤ Charging and Remissions – Agreed, adopted and signed 	Head	Head to bring pupil premium report to January FGB.

Signed by Chair..... Dated:

FGB 11.22.09	Safeguarding	➤ 2 Families are open to assessment	Head	
FGB 11.22.10	GDPR	➤ Statements signed. ➤ Data breach – Has been reported and apologies given out. Data protection officer happy with procedures and	Head	
FGB 11.22.11	Health and Safety	➤ Child hit in mouth with bat ➤ Manhole and drain cover repaired during inset day ➤ Roof work has been done but no invoice as yet. ➤ A patch of damp has appeared in office possibly caused by balls in the drain pipe. ➤ The Summer house is eligible for joint match funding. The PTA has raised £3000-£4000 already.	Head	
FGB 11.22.12	Inventory	➤ Nil	Head	
FGB 11.22.13	Correspondence	*CONFIDENTIAL* ➤ Resignation letter *CONFIDENTIAL*	Clerk/Chair	
FGB 11.22.14	Any Other Business	➤ Parents complaining about the leaves on the path and dog excrement on the pavement outside school. The Head to mention to D Faulkner (Parish Council)	Chair	
FGB 11.22.15	To Agree Confidential Items	➤ Staffing, Finance Report	Chair	

Signed by Chair..... Dated:

FGB 11.22.16	What have we achieved tonight that will improve the outcomes for the children in our school	<ul style="list-style-type: none"> ➤ Curriculum Market Place – staff know their subject areas and have updated Governors. ➤ IDSR – Governors have identified ➤ Financial Situation of the school 	Chair	
FGB 09.22.17	Date and time of next meeting	<ul style="list-style-type: none"> ➤ Thursday 19th January 2023 6pm 	Clerk	

The Chair thanked everyone for attending and looks forward to seeing them in the New Year.

Signed by Chair..... Dated: