

Park House Primary School
Minutes from
Full Governors meeting 14th January 2021

Present:

- S Kavanagh, A Harris, P Nicholson, R Allen, D Faulkner, M Stanhope, M Dore, D Daysh, C Stone, C Whelpton, Z Thorpe, L Moore, R Coulson

Clerk: J Swift

FG.01(14).21.01: Apologies

- C Chambers (Internet Issues),

Due to the coronavirus (Covid-19) the meeting was conducted through Teams.

The Head and the Chair thanked everyone for attending the meeting through Teams. Due to the Extra Ordinary meeting being called in January the numbering for this meeting will have a bracketed number in the minute numbers. The bracket contains the date of the meeting.

The Head and Chair welcomed D Daysh and C Stone to the meeting.

FG.01(14).21.02: Declaration of Interest

- No Declarations of Interest

FG.01(14).21.03: Minutes of Previous Meeting and Matters Arising

- **November 2020** - Read, agreed as a true record and signed
- **January 2020** - Extra Ordinary Meeting - read, agreed as a true record and signed.
- Governors agreed that a copy of the minutes are to be put on the school website but all confidential items should be omitted.
- The Head asked the Governors about the inclusion of the numbers of Staff submitting S44's being put on the website. It was now felt that this was no longer an issue in the light of the Government's decision to close schools. The numbers don't really identify staff.
- *P Nicholson asked why the numbers were causing a problem. The Head replied that a couple of parents felt that the staff were being swayed by the unions. M Dore replied that the moment had passed and the wording should stay as it is. Governors agreed.*

FG.01(14).21.04: Covid -19 Update

- The Head reported that the school had closed to all children except for the Key worker and vulnerable children in line with the Government guidelines. The Local Authority will not allow the capping of numbers but Heads can put a plea out to ask parents were possible if they would be able to keep their children at home to reduce the numbers both on site and in classes.
- One family has asked for a Key worker place but the Head would like more information and have advised them that they are on a waiting list. If the family comes back as needing a place then they could be offered a place on the quieter days. **Governors agreed.**
- The Key worker status has now changed to stay if they can stay home safely they should.
- The Head has thanked parents for reducing the hours that they originally required.
- One family has said that the children are being given too much work to do on-line but this is in line with what is being done in class.
- For those children who cannot work on-line then paper packs are being sent home.
- The Risk Assessment has been updated. The updates are in blue. The Local Authority Risk Assessment is due to be received. **Governors agreed the school Risk Assessment**
- Years 2,4,5 and 6 are having their dinners put into disposable trays and are taken to the classes. The Head thanked the Catering team for their co-operation and understanding at this time. There is a new timetable for lunches and breaks to reduce the congestion on the corridor. It appears to be a success.
- *R Coulson and M Stanhope said that parents are happy with the updates they are receiving.*
- The Head reported that there are some IT issues but the technician is not in school until next week.
- A few children are not engaging or interacting with some of the work. The classes are hoping to do a link up with all children via Teams.
- The Head feels that this situation of school closure will go on until Easter.
- There have been some media reports that school staff will need Covid-19 tests on a weekly basis. The Head would like these to be home tests to reduce the embarrassment of some staff who may find the swabbing uncomfortable.
- **Catch up Premium** - The Head reported that the Staffing and timetable had been sorted but then the Government closed the school.
- Speech and Language link subscription has been purchased with catch up funding.
- Athletics has been trialled but it has been decided it isn't suitable.

- NELI – School have been successful in securing NELI training and resources funded by the DfE. Training to be undertaken soon with Mrs Ellis being the lead. Mrs Moseley is taking on the intervention.
- There is a TA doing extra hours to work on Phonics although there is no testing this year.
- A lot of work is on hold due to the children not being in school.
- *P Nicholson asked if all the work planned educationally be able to be done by July - The Head replied that all classes are being targeted and the phases within the catch up premium report will be moved. The funding may be extended.*
- The Unions are asking the Government to make decisions for assessment testing next year.
- The Data this year will only be internal data.

FG.01(14).21.05: Staffing

- **Head Teacher Performance Management** - Mrs Kavanagh was asked to leave the meeting and Mrs Harris would text when allowed to rejoin the meeting.
- M Dore reported that although the Performance Management had been discussed at the November (FG.11.20.12) meeting Governors needed to readdress the item for payroll purposes.
- M Dore, P Nicholson and Carolyn Brearley (ASIA) had met over Teams with the Head. The Head had been set targets over the past year and these had been achieved. Covid 19 had been taken into account. Targets have been set for the coming year - Reading, Maths and Curriculum.
- M Dore and P Nicholson proposed that the Head should progress to the next step on the pay scale moving from L13 to L14 and for this to be back dated to the 1st September 2020.
- The **Governing Body agreed** and the minute was ratified.
- Mrs Harris sent text to Mrs Kavanagh and the meeting continued.
- ***CONFIDENTIAL Ill Health Retirement – item removed***
- ***Long Term Sickness – item removed CONFIDENTIAL***
- **Maternity cover** – Mrs Watkinson will be going on maternity leave at some point. Mrs Robinson will cover the maternity leave. At February half term Mrs Watkinson will have reached 28 weeks of pregnancy and depending on medical advice will depend on whether she can still be classroom based or if she will have to work remotely until maternity leave is taken.

FG.01(14).21.06: Safeguarding

- Training for the midday supervisors was undertaken during lockdown.
- There are no families currently being supported by Social Care.
- A domestic violence notification has been made aware to school.

FG.01(14).21.07: Headteacher Report

- Governors were sent a copy of the report prior to the meeting. The Head highlighted areas of the report to the Governors.
- Carolyn Brearley has submitted a report update and is impressed by the COVID-19 work being done by the school.
- Ofsted are doing virtual meetings if needed.
- Two families have put comments on Parent View – this is viewed by Ofsted but we need 10 comments to be able to see them.
- **Data** – There is an anomaly in Reception Class but this is due to a change of Staff personnel who are not as proficient with procedures. Training is being looked into and support is being given.
- **Year 2 Phonics** – 90% pass rate achieved. Retakes will not be done as assessments going forward this academic year have been cancelled. Really pleased with the results.
- **Year 1 Phonics** – Looking at 67% pass rate at the moment. November/December 2021 when they are in Year 2 will most likely be screened as per this year.
- *M Stanhope asked about the Year 4 Reading at 53% - is this expected or should it be higher – The Head replied that the results need to have an eye kept on them due to the lockdown but hopefully when school is back the result will improve. The Head reassured the Governors that the class has a very good teacher who will address this.*
- **Writing** – Year 4 have a dip again but there is a good jump from Year 3 to Year 4.
- **Year 5** – Data has dropped and an eye needs to be kept on them. Miss Bailey is working with them and using other techniques and the class are getting better.
- Early Years data is more accurate and Year 2 data has improved.
- **Maths** – place value gave a good picture but now results are dipping a little as other math tasks are explored.
- Children would be assessed soon but lockdown is causing some issues.
- Year 6 Reading has increased at 74% when previous it was 39%.
- Year 6 are finding long division hard. 12% would have got expected.
- 74% would have passed Reading but another couple are only just behind.
- Writing is getting better.
- *M Dore asked if parents would know what areas to concentrate on for individuals – The Head replied that this would have been discussed during the Parents Evening. The February Parents Evening is coming up and this will be addressed again then. Work done at home takes longer to do due to the structure of the day being different.*
- **Pupil Premium Children** – Some areas narrowed but some are widening.

- **Government Update** - Statutory data – Key Stage 1 testing, Key Stage 2 testing and Phonics are cancelled but there is no mention of the Early Years Baselines.
- Data will not be published online but school will continue to track internal data.
- *A Harris said that the Secondary Schools will still need Data from the Primary Schools.*
- **Attendance** – COVID-19 – Bubble closures are marked by X and doesn't affect overall school attendance which is 97%.
- Persistent absences are down to 6% and support has been given to families by the school.
- Year 3 have a large number of days holiday requested.
- Less late arrivals.
- All Year groups are full with a few on waiting lists.
- There are 69 applicants for Reception Class in September and 30 are first choice so we should be full in September.
- **Moderation** – Internal moderation is planned but no external moderation can be undertaken with the cluster due to COVID-19.
- **Health and Safety** - The school has had blocked drains, which have now been cleared. Legionella testing has been done but the report has highlighted that some of the taps run too hot. A new water heating system may be needed.
- The Christmas performances were put on line for parents to watch. Sophie Robinson helped with the filming – Thank You.
- *D Faulkner commented on how good the recordings of the Christmas performances were. The Head commented that the children enjoyed doing the performances. The Staff and children did the school proud.*

FG.01(14).21.08: Policies

- **COSHH** – Governors agreed, adopted and signed
- **Health and Safety** – Governors agreed, adopted and signed
- **PSHE Policy** – Governors agreed, adopted and signed
- **Invacuation and Lockdown Policy** – Governors agreed, adopted and signed
- **DSE Policy** – Governors agreed, adopted and signed
- A risk assessment has been done for all staff on DSE.

FG.01(14).21.09: Governing Body Matters

- All trips are cancelled at present.
- **Residential Trips** – 2 x day trips are booked for Year 5 at Lea Green – Governors are happy for these to go ahead. The Head stated that the coaches caused concern during COVID-19. The trips are booked for the end of March and Early April.
- *D Daysh pointed out that their school cancelled their trip for March.*

- M Stanhope asked if it could be rescheduled for September. The Head pointed out that Year 5 usually go to Lea Green and Year 6 to Mount Cook. The Head worried that the expense for 2 trips in Year 6 would be too expensive for parents.
- The parents of Year 5 at the time of asking wanted their children to go.
- P Nicholson asked if the trip should be cancelled for this year?
- C Stone pointed out that trips pre- Easter would not go ahead due to the restrictions in place.
- R Allen asked if it could be moved to later in the academic year – **The Head is to look into this.**
- The Head asked if the Year 6 trip to Mount Cook should go ahead or not
- A Harris asked if they could go for 1 day later in the year. **The Head is to look into this.**
- Governors agreed for the trips to go ahead as day trips, not residential, if they could be moved to later dates.
- **Training** – Induction training has been undertaken by the new Governors D Faulkner, M Stanhope, D Daysh, and C Stone. Future dates will be shared with L Moore. Further training will be posted throughout the year. There is a Safeguarding Link on the Governor Hub – all Governors should follow the link and forward a copy of the certificate to the Head or Clerk.
- **Business Interest Forms** – The Clerk asked Governors again for the completed forms to be forwarded either to herself or the Head.

FG.01(14).21.10: SEN Update

- There some changes to be made. A Harris and C Ellis are trying to get the children more involved.
- There are 21 children on the list. 16 have Individual Educational Plans (IEPs), 5 are GRIP funded and 2 are supported by SSEN, 7 are supported by Speech and Language.
- There are some children with Health care plans.
- Some children have passports supported by outside agencies which share pertinent information.
- Two children have been taken off the SEND list.
- One new child may need putting on the SEND list.
- Targets are set for children.
- Mrs Harris and Ms Ellis have applied for extra funding and secured it.

FG.01(14).21.11: Finance Report

- At Christmas the school was looking at being £1000 in deficit but due to not spending the budget, it is looking at a £15,000 carry forward.
- Money has been saved on swimming lessons – Sports Premium can be used to boost lessons in future years.

- There is an overspend of nearly £2000 using supply staff.
- There is an overspend on software licences.
- The school may be able to get insurance back for sickness.
- £1350 spent on PPE but we have received this back as a Covid payment.
- Catch up funding is about £17,000.
- Breakfast and Afterschool Club was breaking even before this lockdown. The Club is still running but with reduced numbers.
- Mrs Watkinson maternity cover - can claim against insurance if she has to work remotely.
- Pupil Premium (Jan 21st) free school meals – the Data is to be taken from the October census due to COVID-19 19 school closure.
- Additional lockdown has an impact on the schools 2% carry forward next year.
- 2.75% uplift for teaching staff in September 2020.
- Ill health retirement position will need replacing.
- The Head would like the increased TA hours to be continue.

FG.01(14).21.12: Health and Safety / Accident Book

- Nothing to report

FG.01(14).21.13: Inventory

- Nothing to report.
- Five laptops have been received for disadvantaged children and 1 has been issued. Seventeen children are eligible for a laptop.
- *C Stone said another money pot can be accessed.*
- *D Faulkner asked if they had to be on line and have broadband – The Head replied that some families have more than 1 sibling. Eleven children have free school meals but six more have previously been free school meals. Any ideas from Governors would be greatly received.*
- *D Daysh said their school looked at children who were struggling to get their work in – The Head replied that some children were working off mobile phones. Families have not complained. Some free school meals are SEN as well. Families could be surveyed but this could lead to disappointment.*

FG.01(14).21.14: Correspondence

- The Head has received a letter of resignation from a TA. **Governors accepted the resignation.**
- After the Long-Term Sickness meeting on Monday a better picture will be made. A temporary job may need to be advertised depending on the outcome.

FG.01(14).21.15: Any Other Business

- A Harris said the letters from Governors to Staff had been very much appreciated.

FG.01(14).21.16: To Agree Confidential Items

- Staffing for Ill Health and sickness.

FG.01(14).21.17: What have we achieved tonight that will improve outcomes for the children in our school?

- Keeping our children and Staff safe
- Endorsed policies

FG.01(14).21.18: Date and Time of Next Meeting

2021

- Full Governing Body Meeting Thursday 4th March at 6.00pm
- Full Governing Body Meeting Thursday 29th April at 6.00pm
- Full Governing Body Meeting Thursday 17th June at 6.00pm

Meeting Closed at 7.52pm

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

