

Park House Primary School
Minutes from
Full Governors meeting 14th November 2019

Present:

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

Clerk: J Swift

FG.11.19.01: Apologies/Vacancies

- C Whelpton (ill), C Chambers (ill)
- The term of office of S Coates expired on the 31st August after careful thought he has decided to stand down as a governor. The Head suggests that a hip flask engraved with the school name should be sought and presented to him. All governors agreed. M Dore as Chair to Governors will write a letter of thanks to him for his long service to the school.
- The Clerk reported that there are 2 applications for the post of Parent Governor. The Head proposed in the light of the above termination that an existing Parent Governor may like to become a Co-opt Governor and then the 2 parent applications could be accepted. This would also mean that all vacancies would be filled. Governors in agreement. M Watts is to become a Co-opt Governor.

FG.11.19.02: Declaring an Interest

- None.

FG.11.19.03: Minutes of Previous Meeting and Matters arising

- **September 2019** - The minutes were read, agreed as a true record and signed.

FG.11.19.04: Head teachers Report

- The Head read through the report with the Governors.
- There are 213 children on roll and of these there are 23 SEND, 16 Pupil Premium and 6 post adoptive.
- One of the targets to work on this year is the improvement of reading, maths and comprehension skills.

- M Watts has been in school to do the Health and Safety review.
- The curriculum is being looked at over 2 years, this has started with geography, history, PE and RE.
- On the school closure day for polling it is planned to look at geography and history in the morning.
- Miss Bailey has set up a reading meeting with parents for next week. There are displays going up in the classrooms targeting words.
- Maths at Key Stage 1 was below national and is a cause for concern.
- Mrs Cook has written an action plan for maths.
- The assessments have changed, the children are to be assessed on what they have been taught.
- Reading is still a concern at Year 6. The baseline at greater depth is low.
- Maths in Year 2 is a concern.
- Pupil Premium versus non - Pupil Premium figures are small in some classes. Some of Year 6 need to be looked at for reading.
- Attendance is good across the school.
- Year 4 have a lot of late arrivals but are better on holiday requests.
- There is an appeal next week for a child for Year 1 and there have been 2 or 3 requests for Year 6.
- Owing to a behaviour issue 1 child had to be excluded for 1.5 days. All parents have been supportive. The behaviour of the child has improved slightly and Behaviour Support are visiting to help. Pencil cases are no longer allowed in school and bags are not allowed in the classrooms. Any mobile phones have to be kept in the office until the end of the day. *F Boot asked if Staff can be sure that items are not still being brought into school in bags - The Head replied that the bags are not kept in the classroom and things are being monitored. All Staff are aware of the situation and are very vigilant.*
- The Head reported that the police have notified the school on 3 occasions of children being present in the house when domestic abuse has taken place.
- The Trim Trail is decaying and needs replacing.

- Some fire doors are required and a roller shutter and 2 fire doors are needed for the kitchen. Automatic closing fire doors are needed on the corridor. The Head has put into match funding for this.
- The Head has also put into match funding for new signage for the school.
- If the office and kitchen relocate then the front of school may have a new entrance area with the possibility of a bike shelter.
- A child in Year 1 tried has tried to leave the school grounds. This is intentional but cannot solve what is triggering this. The child is happy and achieving whilst in class. The parents of the child were asked to bring the child into the classroom but they were reluctant to do this because they thought it singled the child out. A trial is in place were the child lines up with the rest of the class. The Head asked for governors views on the following - Do we line the child up or do we only use the metal gates and stop using the bottom door. The bell would then be rung at 8.45am to hang coats and bags up and then at 8.50am for the start of school. F Boot thought that this would cause a lot of congestion.
P Nicholson asked could the children come in through the metal gates and go and hang their bags up as normal and go back outside and keep the bottom door locked. The children will still have to use the existing crossing.
The Head proposes that from January to just use the metal gates and keep the bottom door closed. The bells are to be kept the same and children can still access school to hang up their things. A letter to this affect will be sent to parents. Governors agreed.
- The website is being updated. The Governors section is up to date.

FG.11.19.05 : School Improvement Plan

- The Head read through the report with Governors
- SEND Policy read, agreed and signed off.
- Sports Premium - £17,855. Swimming is assessed and all children have to achieve 25 metres of swimming. The money is being used as in previous years but staff still need training and after school clubs still need funding. £10,000 is used on extracurricular activities like transport and staffing.

FG.11.19.06: Staffing

- ***Confidential items removed***
- S Kavanagh has undertaken her performance management and new objectives have been set and are being worked on.

FG.11.19.07: Safeguarding

- The school has not bought into the MAT team but are using P4YP. C Ellis is currently doing a lot of work with families.

FG.11.19.08: Finance Report and SEN Funding

- The finance situation has a positive outlook at the moment.
 - £7,000 deficit at the end of the year.
 - £3,000 in the building fund.
 - GRIP funding of £8,000 received and is being used for some TA hours.
 - Wrap around care is breaking even and will continue for the year.
 - DVFC has £17,000 in the pot,(£10,000 for Health and Safety match funding, £3,000 for moving gates, and £4,000 to keep school going).
 - Option 1 £6,400 (£3,000 for reception).
 - Deficit £7,000 Carry forward 2020/21 £47,000,
Carry forward 2021/22 £93,000
Carry forward 2022/23 £123,000
 - The Head would like to put extra TA hours in the classrooms in the future.
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- *M Watts asked if the work required in the kitchen would still be carried out if it was moving. The Head reported no but the fire doors would still be needed.*
 - The Head reported that the GRIP funding for 3 of the children is coming to an end but it is being reapplied for. There is a new child getting GRIP funding and SSEN are working in school to help. ! child has renewed GRIP funding and this will carry through to secondary

school. Funding for the TA supporting a child in Reception Class is there until July 2020.

FG.11.19.09: Health and Safety

- TA slipped on a carrot in the dining room - accident form filled in.
- Census day saw 175 dinners (35 extra meals)

FG.11.19.10: Correspondence

- The Head received an E-mail from S Coates resigning from the Governing Body.

FG.11.19.11: Any Other Business

- The Head and the Catering Supervisor had discussed the proposal of Junior Servers from Year 6. J Swift as Catering Supervisor outlined that this would be positions that the children would have to apply for, undertake a minimal interview and they would be trained on the job. Certificates would be available to work for. The Supervisor had sourced some information from Catering Services who would supply aprons, certificates and help as required to get the posts up and running. The children would be serving salad, bread and drinks to the younger Key Stage 1 children and helping to get them to the table and support them in cutting up of food. It is hoped this will get the children through faster and help the midday staff in supporting the younger children. The Year 6 servers that day could then have their dinners earlier. It would all be done on a rota basis. Governors agreed.

FG.11.19.12: Agree Confidential Items

- Staffing retirement and budget

FG.11.19.13: Date and Time of Next Meeting

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 7.25pm

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