

# Park House Primary School

## FGB Minutes 15<sup>th</sup> September 2022 - 6pm



Agenda Item:		Lead by:	Actions:
FGB 09.22.01	Welcome/Apologies for absence/ Vacancies	Clerk	Parent Governor G Smith Associate Governor J Hardy
FGB 09.22.02	Election of Chair/Vice-chair	Clerk	
FGB 09.22.03	Governing Body Structures	Clerk	

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

FGB 09.22.04	Declarations of Interest	➤ <b>Agenda item 10</b> – C Ellis to leave the meeting	Clerk	
FGB 09.22.05	Staffing Update	<ul style="list-style-type: none"> <li>➤ The Caretaker has resigned and Governors accepted the resignation. The position had been advertised but candidates withdrew from the interview.</li> <li>➤ The Head reported that split shifts are hard to recruit but the school could go down the route of advertising the post as a Cleaner Supervisor but some work would need maintenance work done by another body.</li> <li>➤ A company called Astrum have quoted and would offer a Cleaner Supervisor role.</li> <li>➤ The caretaker post would cost £16,411 and Astrum would charge £18,479.76. They would be able to do some maintenance work but would find it difficult to recruit for a split shift.</li> <li>➤ The Head is looking into costs of adding locking up to the After School Leader role.</li> <li>➤ Astrum thought that 25 hours was not enough and would like an extra ½ hour. They would also prefer 2 people in the morning or 2 in the afternoon. Astrum pay living wage.</li> <li>➤ <u>A governor asked what interest had there been when the post was advertised. The Head replied that about 6 had applied and had been shortlisted to 3 but 1 dropped out.</u></li> <li>➤ Astrum has hidden costs for like stripping and sealing the hall floor but they could provide cover within 4 weeks.</li> <li>➤ The Head reminded Governors that at the moment some of the hours for the cleaning are being picked up by J Swift and H Swift (Catering Team) and the Governors gave their thanks for the service that they are providing.</li> <li>➤ The Head reported that the gentleman who does the crossing patrol had been approached about the role but is not interested in the caretaking post.</li> </ul>	Head	<p><b>The Cleaning Supervisor post has been advertised.</b></p> <p><b>The closing date is 2<sup>nd</sup> November 2022</b></p> <p><b>The Head has also sourced an additional quote from a company called MC Cleaning.</b></p>

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

		<ul style="list-style-type: none"> <li>➤ <u>A governor asked if there is scope in apprenticeships for caretaking. S Kavanagh reported that this would incur additional charges as a caretaker and an apprentice would need to be recruited.</u></li> <li>➤ The Governing Body recommended that the post is advertised as a Cleaning Supervisor and for the Head to look further into Astrum.</li> <li>➤ The advert will go to DCC, the PTA site and School Dojo.</li> <li>➤ The post could be a job share.</li> <li>➤ <b>Value Basis</b> – Governors agreed the value basis for extra payments for J Swift to continue cleaning.</li> <li>➤ <b>MDS vacancy</b> – Governors had agreed for a parent who was interested in the post to be in put in place with supervision until their DBS was approved. The DBS has not been returned to date from the police. The Governors are happy to maintain this support until October half term and then for the situation to be reviewed.</li> </ul>		DBS has now come through.
FGB 09.22.06	Register of Business Interest	➤ Some forms are still outstanding.	Clerk	
FGB 09.22.07	Minutes of Previous Meeting	<ul style="list-style-type: none"> <li>➤ The minutes of the meeting 23<sup>rd</sup> June 2022 were read, agreed as a true record and signed.</li> <li>➤ <b>FGB 06.22.07</b> – There are 3 typing errors in the text – Buildings, automatically and being.</li> </ul>	Chair	
FGB 09.22.08	Delegated Responsibilities	<ul style="list-style-type: none"> <li>➤ The Subject links were discussed by the Governing Body and some name changes were made. A copy will be made available to Governors.</li> <li>➤ A Teams meeting needs to be arranged between Mrs Fidler and L Moore to discuss the curriculum for PHSE/RSE.</li> <li>➤ <b>Financial Regs</b> – The school can keep £500 in the safe due to it being in a locked room in an alarmed building.</li> <li>➤ The spending limit for the Head is £3,000 before Governors need to approve the amount.</li> </ul>	Chair/Clerk	<b>Copy of Subject links</b>  <b>To arrange a meeting between Mrs Fidler and L Moore</b>

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

		➤ <b>Governors agreed to the above.</b>		
FGB 09.22.09	Policies	<ul style="list-style-type: none"> <li>➤ <b>Directed Time</b> – an extra bank holiday for the Queens Funeral means there are some changes. The Kings Coronation could also be a bank holiday.</li> <li>➤ <b>Debit Card</b> – Policy read, agreed and signed.</li> <li>➤ <b>Management of Sickness</b> – Policy read, agreed and signed.</li> <li>➤ <b>Grievance Policy</b> – Read, agreed and signed.</li> <li>➤ <b>Child Protection and Safeguarding</b> – Read, agreed and signed.</li> <li>➤ <b>Safeguarding needs to be on future agenda's as a standing agenda item</b></li> <li>➤ <b>KCSIE Part 1</b> – Read, agreed and signed.</li> <li>➤ <b>Special Educational Needs and Disabilities (SEND)</b> – Policy read, agreed and signed.</li> <li>➤ <b>Attendance and absence</b> – Policy read, agreed and signed</li> <li>➤ <b>Absence Policy for Children</b> – The wording in the paragraph regarding letter from parents to school to be reviewed by the Head</li> </ul>	Head	<p><b>Safeguarding Level 1 link to be put on line for Governors to access and complete as soon as possible. A copy of the certificate to be given to the Clerk.</b></p> <p><b>Prevent training, Peer on Peer abuse training needed for Governors</b></p> <p><b>L Smithies, L Moore, O Robinson, G Smith and J Hardy need to do induction training</b></p> <p><b>Head to review wording in Absence Policy</b></p>
FGB 09.22.10	Admissions	<p><b>*CONFIDENTIAL ITEM*</b></p> <ul style="list-style-type: none"> <li>➤ <b>C Ellis left the meeting</b></li> <li>➤ The pay rise budgeted at 2.5% is up to 5% for teachers and the TA rise will be approximately the same.</li> <li>➤ We have 22 pupils in Reception.</li> <li>➤ <u><i>A governor asked if people are using other schools as Park House doesn't have a nursery.</i></u></li> <li>➤ 6 children have moved out of the area, 1 child has returned and there is a new starter for Year 5.</li> <li>➤ 2 children are pending admission, 1 for Year 1 and 1 for Year 6. There could also be another child to start in Year 6.</li> <li>➤ The Head, M Dore and Finance are to have a meeting</li> </ul> <p><b>*CONFIDENTIAL*</b></p>	Head	

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		➤ <b>C Ellis returned to the meeting</b>		
FGB 09.22.11	School Improvement Plan	➤ The school improvement focus will be on Math's (particularly in EYFS), Early Years, Curriculum Development and Writing.	Head	
FGB 09.22.12	Health and Safety	➤ All work completed over the holiday ➤ Cracks are appearing in walls within the inside of the building at the front of school. The Area Surveyor cannot see any problems with the outside of the building. A crack monitor is to be used. ➤ A bump to the head was sustained by a member of staff. The injury was reported in the accident book but the staff member is fine.	Head	
FGB 09.22.13	Correspondence	<b>*CONFIDENTIAL*</b>	Clerk/Chair	
FGB 09.22.14	Any Other Business	➤ Governors praised and thanked A Hukins and staff for their work with Year 6 and getting a good set of SAT's results	Chair	
FGB 09.22.15	To Agree Confidential Items	➤ Admissions ➤ Correspondence	Chair	
FGB 09.22.16	What have we achieved tonight that will improve the outcomes for the children in our	➤ Link Governors ➤ Policies	Chair	

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

	school			
FGB 09.22.17	Date and time of next meeting	➤ Thursday 10 <sup>th</sup> November 2022 with <b>Governors Curriculum Market Place at 5pm</b>	Clerk	

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