

Park House Primary School

Minutes from

Full Governors meeting 16th January 2020

Present:

- S Kavanagh, A Harris, M Dore, P Nicholson, Z Thorpe, R Shepherd, R Coulson, R Allen, C Chambers, M Stanhope, D Faulkner, C Whelpton

Clerk: J Swift

FG.01.20.01: Apologies/Vacancies

- F Boot (ill), M Watts Family
- The Chair was pleased to welcome two new Parent Governors to the Governing Body. Introductions were made and the induction packs given out.
- The Clerk was pleased to report that all vacancies have now been filled.

FG.01.20.02: Declaring an Interest

- None.

FG.01.20.03: Minutes of Previous Meeting and Matters arising

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

FG.01.20.04: Staffing

- The Head reported that one of the Mid-Day Supervisors has given notice and will finish at the end of the term (14th February 2020). The job has been advertised and the Relief Supervisor has applied for the post.
- Mrs Murphy the newly appointed teacher in Year 6 has started and is doing very well.
- The Head reported that the cleaning contract with DCC is changing from the 1st April 2020. DCC will hold 49% and Suffolk (private) 51%. P Nicholson has met with Head to discuss the financial implications of taking on the cleaning contract by the school independent of the new contract.

£3,000 would probably cover the equipment and sundries. April 1st would be start of any new contract. The Head is now working with HR to try to sort out how a package would work and the legal agreements. The Head has asked the Cluster Schools if any of them are opting out and if they are then perhaps the caretakers and cleaners could be shared if anyone is off for any length of time. The Head would be prepared for the school to take on the cleaning contract if it was a viable thing to do. The Governors are happy for the Head to continue looking into taking on the contracts.

FG.01.20.05 : Safeguarding

- The Head has set up training for the staff but the Governors are welcome to join in. The training is computer based. The date will be circulated to all Governors in the near future.
- One family is at crisis point but says they are managing. Early Help has had a meeting.
- Two families are child in need, split families have moved in together.
- A safeguarding e-mail has been set up but some alerts are for months before. Parents have now separated (family who e-mail was about) but both will still have rights. A Separated Parents Policy has been set up. The Policy will be discussed later in the meeting.

FG.01.20.06: Headteacher Report

- **Data for Year 6 - R Shepherd asked how this will affect Ofsted. Although the teaching is very good is the data a worry? A Harris replied that this was the results up until December. The results have got to improve. The 2017 paper has just been done in class. The Head is worried . There is improvement from October to December. The 2017 Reading pass rate was 26 and 60% passed. In October the 2016 Reading paper was done 15% would have passed but now 24% would pass. Five children got less marks than in October, 3 are SEN.**

- The Head would like to get someone in to help with booster classes. Mrs Harris would like Mrs Robinson to be approached to help but she would need to be paid at Upper threshold 3, for two mornings per week. M Dore said that if it was going to benefit the children then Mrs Robinson should be approached.
- Mrs Harris would like to split the class so that Miss Bushnell would have the lower achievers, Mrs Harris to have another group and for Mrs Robinson to have a third group. The Governors were in agreement for Mrs Robinson on Upper Threshold 3 to be approached to cover the booster class for Year 6.
- The Head asked if Governors would be supportive with any difficult parents about the above. Governors agreed.
- The Head reported that the child in last year's Year6 who was medically unfit has had the results removed and the overall results have improved.
- **Phonics** - The Head has met with Mrs Watkinson and some children will not meet the standard but some are already achieving and others will meet the standard at the time of screening.
- Parents are still requesting holidays. One family is sitting at 69% attendance, the child suffers with anxiety but a letter has been sent to parents outlining that they could be fined if the child is not attending. The Head is due to have a meeting with the parents next week.
- One child has transferred from another school. The child should be in Year1 but has gone into Reception Class. This will mean the child will have to miss a year group after Year 2. The parents could defer if the child gets to Year 5 without being in the correct year group.
- A pupil injury with a bat caused the breakage of their teeth. The teeth of the child were wobbly when they got to the dentist. The child has now had root canal treatment. The Head has now zoned the playground to help reduce the number of potential injuries. The accident has been reported to Health and Safety.
- The gates are now being monitored in the morning by the Head. The Head asked how parents felt. The Parent Governors thought it was now better.

- The Head reported that it has come to light through a phone call from the Local Authority that a parent had complained because the Head had said that parents should stay with the children unless they are in Years 5 or 6. The children in years 5 and 6 are allowed with consent from their parents to walk to school. The staff are on the playground from 8.40am but legally responsibility starts at 8.50am. The staff are there to deal with issues but parents should stay with the children until the bell goes. An e-mail was sent to the parent concerned. Any child care providers should also stay with the children they are responsible for. There is nothing in writing to the above affect. The school brochure will need amending to cover this. The school cannot be held accountable if parents leave their child unattended. A letter of clarity needs to go to all parents.
- Parking and buses are an issue. A bus in December hit a TA's car and in January another bus hit a teachers car. Stagecoach has been informed and an investigation has been requested as the buses didn't stop. Parents followed the bus and approached the driver who was abusive. The police have been informed. Witnesses have also come forward. The PCSO came to observe the area outside school at teatime. The PCSO came into school on the 27th January to do some work with children on safety and speeding. The PCSO would like to start a walking bus from the sports pavilion but this would have to be staffed. Highways are to be approached by the Head to see what they can do to help the school. *M Watts thinks that Highways should be approached and if necessary school to pay towards costs* - Governors agreed
- I -phone watches are being worn to school. The children are receiving text messages whilst in class which is a distraction to all. The watches are expensive and need access to either wifi or a phone. All phones belonging to children should be kept in the school office during school time. Fitbits may be worn in school but not during PE lessons. The Head is to look at Acceptable Use and ICT Policy to include the wearing of Fitbits, mobile devices, digital pedometers etc.

- The kitchen could be moved according to an e-mail received from Jenny Webster as there is money available.
- There are 81 applications for September intake in Reception Class. There is 1 Key Stage 2 application for Year 3. This would make 31 in the class - Governors agreed.

FG.01.20.07: Policies

- Accessibility Plan - Read, Governors agreed and signed.
- Volunteer / Student Policy - Read, Governors agreed and signed.
- Separated Parents Policy - Read, Governors agreed and signed.

FG.01.20.08: Governing Body Matters

- Mount Cook for Year 6 on May 20, 21 and 22 has 29 children attending and 4 adults. Governors agreed
- Lea Green for Year 5 - Governors agreed

FG.01.20.09: SEN Update

- A Harris reported that there are 23 children in school with Special Educational Needs. An EHCP application has been submitted but there is no more funding as they get GRIP funding. GRIP funding has been applied for and has been accepted.
- 6 children have got funding.
- A child in Reception Class has got more funding.
- 2 children are applying for EHCP.

FG.01.20.10: Governor visits and feedback

- The Head and P Nicholson met to discuss the Budget and the next meeting is arranged for 30.03.20
- English 05.02.20 P Nicholson
- Maths 04.03.20 M Dore
- Science / Geography / History 01.04.20 R Coulson or R Allen

FG.01.20.11: Health and Safety

- The injury reported in the Headteacher report
- The building work reported in the Headteacher report
- The Head asked for an old router (Cisco 1700 series 7898362230356) to be removed - Governors agreed

FG.01.20.12: Inventory

- The Head asked for an old router (Cisco 1700 series 7898362230356) to be removed - Governors agreed

FG.01.20.13: Correspondence

- E-mail from J Carter expressing her thanks for the gift and card received from the school and governors.
- Resignation from Mid Day Supervisor.

FG.01.20.14: Any Other Business

- The Clerk reported that the Catering Team had received 7 applications for the posts of Junior Catering Assistants. They will be rewarded per shift with Dojos.

FG.01.20.15: Confidential items

- None

FG.01.20.16: Date and Time of Next Meeting

2020

- 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 7.45pm

The Chair thanked everyone for attending.

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

