

Park House Primary School
Minutes from
Full Governors meeting 17th January 2019

Present:

- S Kavanagh, A Harris, M Dore, P Nicholson, Z Thorpe, R Allen, R Shepherd, R Coulson, C Whelpton, J Carter, M Watts

Clerk: J Swift

FG.01.19.01: Apologies/Vacancies

- F Boot (family), S Coates (Family), C Chambers (ill)
- M Dore welcomed the new Head Mrs S Kavanagh to the meeting. The Governing Body introduced themselves and their roles to the new Head.
- There are no vacancies on the Governing Body. Whilst on this point the Clerk asked about A Harris's term of office as this is due to be reviewed now. The Head reported that the Staff were unanimous in keeping A Harris in post. The Governing Body and A Harris were happy for this to continue.

FG.01.19.02: Minutes of Previous Meeting and Matters arising

- **November 2018** - The minutes were read, agreed as a true record and signed.
- **FG.11.18.02 - Trim Trail** - This has now been inspected. The results of the inspection are - there are no major problems just general wear and tear.
- **FG.11.18.13 - Terms of Office** - The Clerk reported that the two Governors whose term of office had lapsed have now been rectified following the Governing Body recommendations.

FG.01.19.03: Declaring an Interest

- None

FG.01.19.04: Staffing

- **Midday Supervisor Post** - 1 midday supervisor - Bryony Jackson has now been given a permanent contract. The vacancy that was advertised has one lady who is interested but the only reference she has is from five years ago. The Head and Deputy propose to meet the lady, do an interview and offer her a temporary post to see how things pan out. The Governors are in agreement. The interview will take place on Tuesday.
- **Supply TA** - R Smallwood is working as a supply TA and the Head proposes offering her a permanent contract - Governors agreed.
- **Senior Mid-day** - The Head reported that the senior mid-day supervisor would like to step down but continue as a supervisor and R Smallwood who is a supervisor would be interested in stepping up to senior mid-day supervisor. Governors agreed.

FG.01.19.05 : Safeguarding

- **Gates** - The Head reported that the metal double gates are now being locked at the start of the school day. Staff have the code to access them but all deliveries have to wait to be let in.
- **Signing in** - Julie Barton (Senior School Advisor) recommends a better signing in method in the light of GDPR. The Head and office staff have looked into this and a grant of £1,300 has been obtained towards the cost. The staff are to have ID badges on a lanyard with their photograph on the badge.
The Head proposes - RED for visitors - NO DBS
- GREEN for visitors - DBS Checked
- PURPLE - for Staff
- **First Aid Book** - The first aid book is going to be similar to the signing in book. Both books will be self carbonating but you won't be able to see the previous name.

FG.01.19.06: Finance Report

- **Budget** - The Head reported that the budget may not have a carry forward this year due to extra supply hours having to be paid for. There is a £10,000 deficit showing but hopefully some of this will be clawed back. £5,000 has been added to the supply budget. S Kavanagh reported that she has been on a finance course. The Budget setting meeting is booked for April. The census has been done and there should be some money to come through from this. this will be recorded in Pupil Premium Plus.
- **Boiler** - One boiler broke down on the first day back after the Christmas break. This has now been repaired with some money out of the maintenance budget.

FG.01.19.07: School Improvement Plan

- Before the plan was discussed the Head presented a document that she had drawn up at the request of Governors about Social Media - the code of conduct. J Carter questioned if it was too officious. S Kavanagh reported that this would go on the web page and a summary in a covering letter would be sent to parents pinpointing were to find the full document. Governors asked if parents could be made aware that this should include any photographs put on social media that include other people's children. The Governors are to take the report away and report back to S Kavanagh with their thoughts on the document.
- **SIP** - Carolyn Brearley recommended focusing on the Early Years. S Kavanagh and the Early Years staff have been looking at what can be replaced. Two new rugs have been purchased. The provisions are good for phonics. Writing is being looked at. Miss Bailey has been looking at reading. PiRA has been purchased from Rising Stars for reading. Maths is being looked at. Mrs Cook has done some work already to help staff and children. School Aspect is being used.

FG.01.19.08: Out of School Provision

CONFIDENTIAL ITEM

Removed

FG.01.19.09: SEN Update

CONFIDENTIAL ITEM

- A Harris is now in the process of doing the new IEP's. There are 39 children on the list.
- ***Confidential item removed***
- Another meeting is planned for March.
- The visual, hearing and mobility services have been very good.
- **GRIP Funding** - Funding has been granted for another year. Three more children have been applied for but SSSEN are coming in to work with these children so as yet no monies have come through.

CONFIDENTIAL ITEM

FG.01.19.10: Governor Visits and Feedback

- R Shepherd came into school for a meeting with A Harris to discuss SEN - a good job is being done.

FG.01.19.11: Health and Safety

- No trends

FG.01.19.12: Inventory

- S Kavanagh is to check off the inventory to see what the school has.

FG.01.19.13: Correspondence

- None

FG.01.19.14: Any Other Business

- M Dore gave a letter to A Harris on behalf of the Governing Body for her work as Acting Head. A thank you was said for her sterling work over the previous term. All Governors agreed.

FG.01.19.15: Agree Confidential Items

- Item FG.01.19.08 (marked as Confidential)
- Item FG.01.19.09 (marked as Confidential)

FG.01.19.16: Date and Time of Next Meeting

2019

- Full Governing Body Meeting Thursday 07th March at 6.00pm
- Full Governing Body Meeting Thursday 09th May at 6.00pm
- Full Governing Body Meeting Thursday 20th June at 6.00pm

Meeting Closed at 7.30pm

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

