

**Park House Primary School**  
**Minutes from**  
**Full Governors meeting 17<sup>th</sup> June 2021**

**Present:**

- S Kavanagh, A Harris, M Dore, R Allen, D Daysh, D Faulkner, M Stanhope, Z Thorpe, R Coulson, C Stone

**Clerk:** J Swift

**FG.06.21.01: Apologies**

- L Moore (Roofing), C Chambers (Internet Issues), C Whelpton (work), P Nicholson (work)

Due to the coronavirus (Covid-19) the meeting was conducted through Teams with some items being posted on the Governor hub prior to the meeting.

The Head and the Chair welcomed everyone to the meeting.

**FG.06.21.02: Declarations of Interest**

- None

**FG.06.21.03: Governor Terms of Office**

- The Head reported that a new parent (Lindzi Smithies) had shown interest in becoming involved with school and wondered how the Governing Body felt about making them an Associate Governor. The Head is mindful that this would be another parent. **The Governing Body agreed to offering the post to her.**
- The Clerk reported that both R Allen and C Whelpton as Co-opted Governors, their term of office was up for renewal. Governors agreed to offer them both a new term of office. R Allen who was present at the meeting accepted the new term. The Head proposed speaking with C Whelpton tomorrow as he had asked to speak with her already.
- P Nicholson has resigned as an LA Governor due to family reasons. C Stone suggested contacting Explore Inspire Governance as they have worked well for other schools.
- A Staff Governor post as arisen due to A Harris retiring. The Head reported that we may need to wait until September for a Deputy but the Deputy could be used as an Associate Governor. **The Governing Body agreed that a Staff election could be held now.**

#### **FG.06.21.04: Minutes of Previous Meeting and Matters Arising**

- **April 2021** - Read, agreed as a true record and signed
- **FG.04.21.02 - Polling Station** – NEDDC has agreed to cover the £125.00 to pay Vertas and to the £57.00 to the school.
- **FG.04.21.10 – Safeguarding** – The Head reported that the racist incident reporting has now changed. The school holds the details of the incident on file and it is not reported to the LA.

#### **FG.06.21.05: Staffing**

- The Head reported that there would be no movement of teachers this year.
- Mrs Robinson will stay in Year 3 until January. No date has been indicated for when Mrs Watkinson will return.
- A letter of resignation has been received from Mrs Jackson (Mid-day Supervisor). **Governors accepted.** There are 2 MDS on relief contracts so the Head proposed to make them both permanent contracts, **Governors agreed.**
- **Long Term Sickness** – The Head reported that the person who has been on long term sick leave has again had to go off. HR has been consulted and the outcome is, if the person continues to have phases of sickness, then a meeting needs to be held with them and a possible Governor Panel meeting may need to be arranged. **The Head is to keep Governors informed.**
- **Deputy Head Teacher role** – Some of the previous candidates have asked if they can reapply. The candidate who had to pull out at the last minute has also asked if they could apply again. M Dore and R Coulson are willing to be on the panel again. Shortlist date is 28th June 2021 and interview date is 5<sup>th</sup> July 2021.
- **TA role** – The job has been advertised at 9.45hours. Three candidates have applied. The hours will be worked out over 4 afternoons.
- Mrs Murphy will be on maternity leave from about October half term. A letter has been received by the school from the health care team stating that Mrs Murphy would be at risk from 28 weeks. Insurance can be claimed and she could work remotely. The Head has asked A Harris if she would be able to cover the post and A Harris has accepted.

#### **FG.06.21.06: Finance Report**

- It is looking like a carry forward of £65,000. Some of the savings have been due to the lockdown and insurance pools for sickness.
- The Sports Premium money has almost been spent.
- Money has been saved on swimming. Swimming is causing concern as there is no male at the school. The Head has spoken to the LA and they suggest that the school could perhaps pay for a male member of staff at the pool to be in attendance. The school cannot change pools due to Covid restrictions.

Possibly a male governor or parent could help. Qualities offer school swimming lessons with 3 coaches to teach and 1 of those could be male. Qualitas provide the transport but we would need to know the costs. The school needs to see if a male parent would be interested. *D Faulkner reported that the local triathlon group may be able to help, the Head replied that they would need to be DBS checked and the pay would be low as it is only for 2 hours per week. Sharley Park will try to give the school the same time slot of 1.30 – 2.30pm on a Monday and transport would be provided.*

- The Catchup Premium of £10,000 has started to be spent. There could be more money to come.
- The Sports Premium funding will be redone next year.
- The Teachers supply cover is covered by insurance.
- The school has a member of staff on jury service for the next 6 weeks. Some of her school work is being picked up by other staff members. The jury service will pay her wages so there will be funding to pay the other staff.
- £17,840 from the sports premium will help pay for a play leader and equipment.
- Children who are on free school meals generate more money for the school.
- A Government grant has been applied for and received.
- More pupils have been allocated pupil premium.
- Extended services charge – £20,000 for breakfast and After School Club.
- Traded Services – ICT – HR advised that the ICT technician would have to be made redundant. The new ICT contract would be a slightly different set up. Costs are very similar for the person employed and a new contract. The new contract would give cover for sickness. If redundancy started in September, it could be completed by January. *D Daysh reported that Mercury had been used by the school she is associated with and it had been a poor experience. The Head thought it would be good to get a cost from them as it is a company that is known. DCC has not come back with a quote yet.* **Governors agreed for the Head to get further quotes and explore other avenues.**
- Over the next 3 years the carry forward will decrease as pupils leave. The deficit which is predicted in 3years time is likely to have been overcome. Governors are happy with the budget report.

#### **FG.06.21.07: Headteachers report**

- Covid has got in the way of some of the School Improvement Plan.
- Reading is doing really well.
- Writing needs to be addressed as does maths.
- Behaviour in school is good.
- Monitoring and moderation has been restricted.
- Key Stage 2 writing moderation has been done by A Harris and Key Stage 1 by S Kavanagh.

- Reading moderation has been done by filming children over their shoulders and they are doing well.
- Library and prereading books need looking at.
- Pupil progress meetings have been held.
- Maths and reading boosters are underway and are doing well.
- Phonics at 90% achieved in Year 2.
- Phonics at 83% achieving expected standard in Year 1.
- Phonics is looking very strong. *D Daysh asked what phonics system is being used. The Head replied letters and sounds, but we have adapted it to Park House. There is discussions going on around validation of phonics schemes.*
- Year 1 are predicted to have a pass rate of 93% in November 2021.
- A Harris reported on Year 6 data. A 2018 reading paper was undertaken with 81% at expected or above and 29% at greater depth. The writing was teacher assessed with 74% at expected or above and 16% at greater depth. Maths was a 2019 paper with 65% passed and 16% at greater depth. The combined result was 61% passed and 6% at greater depth.
- There is an anomaly in the Year 2 data and it should read 73% and not 7%.
- Year 1 writing 13% working at expected is now 67% expected as staff were erring on the side of caution.
- *R Allen asked about the Year 3 reading gap. The gap is wide as the assessments get harder.*
- The attendance is at 97.6% which is above the national average. There has been an increase in holiday requests. Persistent absenteeism has improved. One family is being monitored but that is improving.
- There are 7 in year admission requests. The school will be full.
- Training has taken place this year with a lot for EYFS. There are new baselines coming in for September. The school is looking at inter school moderation. Looking into 'Write Stuff'.
- Safeguarding – the school has 2 families at level 2.
- There has been some storm damage to the climbing frame and summerhouse. Some minor repairs have been done around school. One of the windows in the hall had to be repaired.
- On line meetings have been run for parents.
- Online safety didn't generate interest amongst the parents.
- The sports camp in May ran at a loss.
- Website publishing – most of the school website meets what is required.

#### **FG.06.21.08: Policies**

- **First Aid and Accident report Policy** – This is a DCC policy – A child in school suffered concussion which got missed due to some inconsistencies in reporting between the child and a member of staff. The accident was not witnessed by any staff. All children who have accidents are asked about head

injury. If admin have to ring parents they need to know if a head injury is involved so that this can be reported to parents.

**Governors agreed to the above policies and signed.**

- **SEND Information Report** – There are no changes but, will need to change when A Harris steps down. This will just be a change of name.

**Governors agreed and signed.**

- **Behaviour Policy** – no changes – **Governors agreed and signed.**
- **Data Protection Policy** – A few minor changes – **Governors agreed and signed.**
- **Pupil Premium Policy** – Not presented at the meeting. To be brought to the next meeting.

#### **FG.06.21.09: Safeguarding**

- The audit has been updated with a few minor changes – **Governors agreed and signed.**

#### **FG.06.21.10: Inventory**

- None

#### **FG.06.21.11 Health and Safety / Accident book**

- A child had concussion
- A child tripped and broke clavicle, parents were called and the child was collected.
- A member of staff was hit by a football to the side of the head – hit in the ear and glasses caught nose.
- A parental concern has been raised by a child getting heatstroke. Gazebos have been erected to provide shade. The parents would like the policy and procedures addressed. The child had taken part in PE. The Head is looking into whether anymore can be done to prevent this.

#### **FG.06.21.12: Inset Days**

- An additional Bank Holiday should be granted next year for the Queens Platinum Jubilee as it falls during half term. Schools should get 1 day Bank Holiday but the LA are dragging their feet. December 23<sup>rd</sup> would be a good day to put it. An inset day would be used otherwise but the Head is waiting for LA guidance. **The Head is to keep Governors informed.**

#### **FG.06.21.13: Correspondence**

- P Nicholson resignation.
- B Jackson resignation.

**FG.06.21.14: Any Other Business**

- Nominations for Chair and Vice-Chair for September meeting.
- Z Thorpe has been approached by a parent and she asked if phased entry is lawful due to childcare when they get 30 hours free cover. The Head replied that it is good practise to allow children to have a transition period to settle in. The phased transition is two half days but would work with parents if this arrangement was not suitable. The Head is happy to talk to individual parents if there are issues when their child starts part-time.
- D Faulkner reported that the Parish Council know of an electrician who could provide a quote to site the defib on the Village Green but this would need to be agreed with the school. The Head reported that the defib is provided for a child in school. The school electricians to the wall outside school would cost about £1800 and £1000 to mount it to the wall. If the defib would need to be mounted near the bus stop. It cannot be put on the school wall as the wooden gates are in the way but they are needed to protect the bins as part of health and safety. The gates are there to stop intruders from setting light to the bins. D Faulkner wondered if the electrician would be able to meet with the Head and himself to discuss the matter further. He will take the findings back to the Parish Council.

**FG.06.21.15: To Agree Confidential Items**

- None

**FG.06.21.16: Date and Time of Next Meeting**

**2021**

- Full Governing Body Meeting Thursday 16<sup>th</sup> September at 6.00pm
- Full Governing Body Meeting Thursday 11<sup>th</sup> November at 6.00pm

**2022**

- Full Governing Body Meeting Thursday 20<sup>th</sup> January at 6.00pm
- Full Governing Body Meeting Thursday 10<sup>th</sup> March at 6.00pm
- Full Governing Body Meeting Thursday 28<sup>th</sup> April at 6.00pm
- Full Governing Body Meeting Thursday 23<sup>rd</sup> June at 6.00pm

Meeting Closed at 20.00 hours

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