

Park House Primary School
Minutes from
Full Governors meeting 17th September 2020

Present:

- S Kavanagh, A Harris, P Nicholson, Z Thorpe, R Coulson, R Allen, D Faulkner, F Boot, C Chambers

Clerk: J Swift

FG.09.20.01: Apologies/Vacancies

- M Dore (Family), C Whelpton (Internet Issues)
- The Head and the Clerk reminded the Governing Body that there was a vacancy for a Co-opted Governor. The Head reported that ideally this should be someone outside of the school community to give the Governing Body a balance of parents and community.
- The Governing Body agreed for the Clerk to approach local companies to see if any interest could be made through them.
- The Head thought that the Governor support services may also be able to help in the recruitment
- The Governing Body also has a vacancy for a parent governor as R Shepherd resigned via E - mail to the Head earlier in the week (work commitments).

Due to the coronavirus (Covid-19) the meeting was conducted through Governor Hub in a series of question and answer type approach. A lot of the minutes have been put together using the transcripts.

FG.09.20.02: Election of Chair / Vice - Chair

- **Chair** - M Dore - Nominated by A Harris - agreed by the Governing Body.
- **Vice - Chair** P Nicholson - Nominated by C Chambers - agreed by the Governing Body.

FG.09.20.03: Governing Body Structures

- The Governing Body are happy for the meeting schedule to continue and for the format to remain the same.
- **S Kavanagh** - If we continue as we are we do have the option to call Extraordinary FGB meetings for any specific situations we need discussing at any point.

FG.09.20.04: Declarations of Interest

- The Head - S Kavanagh, Deputy Head - A Harris, Clerk and Catering Supervisor J Swift

FG.09.20.05 : Register of Business Interests

- The Head has put an electric copy on the Governor Hub for Governors to sign and return for the next meeting.

FG.09.20.06: Minutes of the Previous Meeting

- **June 2020 (July)** - Agreed as a true record and signed.

FG.09.20.07: Delegated Responsibilities

- **S Kavanagh** - Powers of delegation – due to needing to increasing cost of items/work, I'd like to propose to increase the delegated powers for authorising payments for the Headteacher from £2,500 to £3,000.

Currently purchases over £2,500 need Governor ratification, most items I bring to Governors in April/May when budget setting. If Governors agree to the increase, these purchases will still be discussed/reported to Governors but ratification will only be needed on those at £3,000 and above. Governors agreed.

- We need to agree the responsibilities for Governors. Within the documents folder there is a list of which classes governors are linked to and subjects. Please can you check to see if you are in agreement with the proposed areas or make suggestions below of areas you may like.

P Nicholson to Year 2, Z Thorpe to Reception Class.

At this point I have an item which links to Governor vacancies and correspondence. Rachel has decided to step down as a Governor and we will need a Governor who would be interested in taking on Special Educational Needs and Disability.

FG.09.20.08: Policies

- **S Kavanagh reported** - There are two policies for ratification by Governors, one is the remote learning policy and this should be read alongside the contingency plan; the second is the child protection and safeguarding policy (which will be uploaded later today). Governors read and agreed both.

This has taken into account the changes made to KCSIE 2020 (from 1st September). I have added KCSIE part 1 and Annex A (towards the end of the long document) which school staff and Governors need to be familiar with.

I have also added a draft contingency plan. Governors agreed.

- Teachers are unable to do daily Teams meetings due to still being in school teaching. Teams will be used as part of a toolkit of options to keep teachers in contact with pupils in the event of lock down. This will be for feedback but more to keep a social interaction with peers going. This will also need to be considered alongside the technology and availability of technology at home as we would need parents present for safeguarding reasons.

FG.09.20.09: Admissions / Class Sizes

- **S Kavanagh reported** - Currently our school is full and has a waiting list for Reception (x2 pupils), Year 1 (x1), Year 4 (x1), and Year 5 (x1).

Currently in the school we have 213 pupils (214 as one is leaving this week) and the breakdown of classes are:

Reception - 30

Year 1 – 30

Year 2 – 30

Year 3 – 32

Year 4 – 30

Year 5 – 30 (31 as one pupil moves school this week)

Year 6 – 31

We have been asked to take the pupil on the waiting list for Year 5, admissions have suggested that as we had 31 until this other pupils leaves and there are some difficult circumstances for the family that if we declined a place it would most likely be issued on appeal. As discussed at previous FGB's there are pros and cons for taking additional pupils. Pro's are that it supports the budget, con's are the additional person in the classroom at this time and we may not be given the choice at the appeals panel. My recommendation is to agree to the Year 5 pupil. Governors agreed.

During August an appeal took place for one of the Reception pupils on the waiting list and the appeal was rejected due to infant class sizes being capped at 30. I believe we may also have an application for Year 2 coming soon too.

We have offered the Year 5 pupil a place they start next Monday.

I have also since heard that the application for a place in Year 4 from the waiting list has now been submitted to an appeals panel.

We currently have 30 pupils in this year group and feel that any future requests (without pupils leaving) should be rejected. Are Governors in agreement that we continue this stance at appeal? Governors agreed.

FG.09.20.10: Covid - 19 school Update, Communication and Remote Learning

- The Head had uploaded the contingency plan and remote learning policy prior to the meeting. **Governors read and agreed.**

**** Confidential Item removed ****

We have been sent 10 testing kits by the DfE, there are strict guidelines on what and how we distribute these. I propose to order 10 more (the max I can order each time) so we have more on school site to help both staff and pupils to get tested if needed. I am two staff down as they were unable to get tests.

- **R Allen** - Thank you for the update. Hopefully the situation around a lack of available tests will be resolved soon. It must be a difficult balancing act wanting to keep children in school but having to send some home for safety.
- **S Kavanagh** - It is all about keeping everyone safe and well.

FG.09.20.11: School Development Plan

- **S Kavanagh** - I will provide a more detailed SDP at the November FGB, but I wanted to share with you what the overarching aims and priorities are.

The aims of the SDP are:

- To provide strategic details about what actions are going to be taken, by whom, why these actions are important and what the intended outcomes are for pupils.
- To drive operational plans for improvement.

Our key priorities are:

The Quality of Education

- To improve pupils reading and comprehension skills to be inline or above national at KS2.
- To improve pupils end of key stage attainment at KS1 in Maths..

Behaviour and Attitudes

- To improve learning behaviours and growth mindset.
- To improve the emotional well-being of pupils post Covid-19.

Leadership and Management

To ensure the curriculum intent, impact and progression is clearly understood and articulated by all staff.

FG.09.20.12: Staffing

- We have advertised two posts for Midday Supervisors (MDS) and currently have 4 applications.

Two of the applicants we are setting up as relief at the moment to support. One is very good and has a current DBS and I've had two outstanding references. The other we are waiting for their DBS check and references.

Previously I asked whether we could appoint a relief MDS on a termly basis to cover lunch times. The annual salary is £2700.

**** Confidential item removed ****

As mentioned at the last FGB, the Governors should discuss and agree pay recommendations before 31st August.

1. We need to arrange for the Headteacher performance management to be undertaken (this can be after 31st October)
2. Agree one teacher to move from M2 to M3, they were on track to pass their performance management targets. Pay can only be with-held if they are not on track to meet targets. Governors agreed, pay to be back dated to September

3. Agree one teacher to move from UPS2 to UPS3, they were on track to pass their performance management targets. Pay can only be with-held if they are not on track to meet targets. **Governors agreed, pay to be back dated to September.**

After mentioning this at the last FGB, the Government then announced the pay uplift % for teachers was higher. We budgeted for an increase over just over 3% for lower teaching scales, and 2.5% for the remainder. The Government have said the remainder will be 2.75% increase, if the Government don't put anything into school budgets then our staff costs will be higher than budgeted.

Schools are not allowed to prevent staff pay progression due to budgetary reasons.

Please can the HT performance management group (Martin/Phil) please arrange that we have a performance management review with Carolyn. We can do this remotely via Teams if that is acceptable.

FG.09.20.13: Co - Opted Governor Vacancy

- This item was discussed at the start of the meeting. The Head felt that although a parent governor had agreed to step down and apply as a Co - Opted Governor this did not solve the issue in the long term. The Governing Body at the current time has a lot of parents and a better balance is needed for the good of the school.
- **F Boot** - My offer still stands at the moment. But I see no point in continuing my term as a parent governor. Please accept my resignation also.
- **S Kavanagh** - The situation should be discussed at a later date when all Governors are present to vote.

FG.09.20.14: Correspondence

Resignation - retirement

- S Kavanagh has received a letter of resignation from Margaret the midday supervisor. Governors accepted.
I have submitted the request for the advertisement for a midday supervisor. This should be advertised on the DCC vacancy site next week.

- Resignation

S Kavanagh - I have just received an email of resignation from Vicki W, one of our mid day supervisors. Her reasons are how worried she is over spreading the coronavirus to her family. She has been off since March and tried two days this week. Although she said she was fine on Friday, she has found all too stressful.

However, she has said she won't be returning and therefore is not working out her notice period. Governors accepted

I have a temporary solution for four days this week. I'm still working on the fifth day!

I will advertise for 2 permanent and one temporary mid day post if Governors agree. Governors agreed.

FG.09.20.15: Any Other Business

- Have all Governors now completed the Safeguarding task and given copies of their certificates to the Head.
- Can all Business Interest forms be completed and returned for the next meeting, please.

FG.09.20.16: To Agree Confidential Items

- Families testing for Covid
- Staff sickness

FG.09.20.17:What have we achieved tonight that will improve outcomes for the children in our school

- **S Kavanagh** -I feel we have agreed policies to keep them safe and provide a contingency plan and remote learning offer.
- **D Faulkner** - Providing a contingency for remote learning is vital, this has been achieved

FG.09.20.18: Date and Time of Next Meeting

2020

- Full Governing Body Meeting Thursday 12th November at 6.00pm

2021

- Full Governing Body Meeting Thursday 14th January at 6.00pm
- Full Governing Body Meeting Thursday 4th March at 6.00pm
- Full Governing Body Meeting Thursday 29th April at 6.00pm
- Full Governing Body Meeting Thursday 17th June at 6.00pm

The Head, Chair and Clerk thanked everyone for their participation in the meeting at this difficult time and wished all Governors well.
The Head hopes that the November meeting will be in person with social distancing.

Meeting Closed at 7.55pm

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

