

Park House Primary School



FGB Minutes 18th January 2024 - 6pm

Confidential Items Removed

Agenda Item:			Lead by:	Actions:
FGB 01.24.01	Welcome/Apologies for absence	<p>Present: S Kavanagh, L Key, R Allen, C Stone, R Coulson, M Dore, O Robinson, Z Thorpe, T Faulkner, D Daysh, L Ellis</p> <p>Apologies: C Ellis (Family), L Smithies (Family), J Hardy (Work)</p> <p>Clerk: J Swift</p> <ul style="list-style-type: none"> ➤ The Chair welcomed everyone to the meeting ➤ L Key (new Deputy Head) and L Ellis (Associate Governor) were introduced to the Governing Body. Governors agreed with L Key being the new Co-Opted Governor. ➤ The Governing Body currently has 1 vacancy for a Parent Governor and the application packs are due to go out. 	Chair	
FGB 01.24.02	Declaration of Business Interest and Business Interest Register	<ul style="list-style-type: none"> ➤ S Kavanagh and L Key – Head Performance Management 	Chair	
FGB 01.24.03	Minutes of Previous Meeting	<ul style="list-style-type: none"> ➤ Pay Committee Minutes November 2023- Agreed as a true record and signed ➤ Minutes November 2023 – Agreed as a true record and signed. ➤ Polling Station – The Head has heard from the Council that the school will be used as a polling station on the 2nd May. The Council has looked at the reviews and are seriously considering using the Pilsley Sports Pavilion if a second storey as proposed is built. 	Chair	

Signed by Chair..... Dated:

FGB 01.24.04	Governing Body Matters	<ul style="list-style-type: none"> ➤ Year 5 – Residential to Lea Green – 2 teachers and a TA – 27th and 28th March – Governors Agreed ➤ Monitoring within management time to be arranged. ➤ Induction Training – T Faulkner and L Ellis to book through S Kavanagh. The dates will be published on Governor Hub. ➤ Data Protection – all Governors to watch the video and let the Clerk know as soon as possible when it has been viewed. ➤ H&S monitoring shared with Governors. 	Chair/ Clerk	Head to book Induction Training for new Governors
FGB 01.24.05	Head Performance Management **confidential item removed**	<p>*S Kavanagh and L Key left the meeting*</p> <ul style="list-style-type: none"> ➤ The Headteacher Performance Management Meeting was held on 29th November 2023 with R Allen, C Stone and C Brearley. **confidential item removed** <p>*S Kavanagh and L Key re-entered the meeting*</p>	Chair / Vice - Chairs	
FGB 01.24.06	Staffing **confidential item removed**	<ul style="list-style-type: none"> ➤ The Head had issued the report prior to the meeting. ➤ The Head reported that Mrs. Hopkins is on Maternity Leave and Miss North is covering. Miss North is settling in well. ➤ **Resignations – Governors agreed - confidential item removed** ➤ The Head has put out an advert for a TA Temporary post until the end of July Governors agreed ➤ Value basis – TA to Midday role Governors agreed 	Head	
FGB 01.24.07	Headteachers Report	<ul style="list-style-type: none"> ➤ The Head reported that the Reception class has 30 children, Year 1 has a child due to start and Year 5 has a child pending. ➤ The Reception class intake for September 2024 is 25 first choice, 30 second choice and 4 3rd choice. ➤ 3 children that are due to start in September 2024 have potential special needs. ➤ In Early Years Foundation 80% are predicted for GLD. ➤ In phonics Little Wandle is working well. 96% are on track to pass. ➤ The Head read through the Key Stage 1 and 2 data. A staff 	Head / Deputy Head	

Signed by Chair..... Dated:

		<p>meeting is to be held to do some moderating on math's and writing, to look at anomalies.</p> <ul style="list-style-type: none"> ➤ Year 6 math's is the weaker area but some children are on the cusp. L Key is doing past papers with the class to get a better picture. ➤ The attendance has gone to 96% due to a lot of illness. ➤ 5 families missed being put forward for fines for holidays taken but 1 fine has been put forward. ➤ There are 208 children on the roll but next year there are only 204 but this could change. ➤ The school has funding for air conditioning which needs to be spent by 2025. 2 Quotes have been obtained – ➤ DCC £10,100.43 ➤ Tidy Co £9,954.50 ➤ Governors agreed to go with DCC, for financial best value they will seek three quotes and will project manage the work. ➤ Accidents – a child was hit on the head with a tennis racket which resulted in concussion. All paperwork was sent home with the child and the parent was spoken with. The Doctor confirmed concussion and all the paperwork has been completed. The playground is zoned to reduce incidents. ➤ Floor Scrubber Machine – The Head is looking into purchasing a floor scrubber machine at a cost of £2752.52 plus VAT. The amount is within the Heads remit but close to delegated amount of £3,000. Governors agreed to purchase ➤ SEND on a page data: <ul style="list-style-type: none"> ○ EHCP - % in school is equaling national ○ SEND – - % in school is equaling national ➤ Safeguarding - 2 families under initial assessment 		
<p>FGB 01.24.08</p>	<p>Policies</p>	<ul style="list-style-type: none"> ➤ Sports Premium - The format will be changing. The Head to publish the document on the website – Governors agreed 	<p>Head</p>	<p>Head to publish doc on website</p>

Signed by Chair..... Dated:

		<ul style="list-style-type: none"> ➤ Pay Policy – Agreed and adopted ➤ Maternity and Paternity Policy – Agreed and adopted 		
FGB 01.24.09	Finance Report	<ul style="list-style-type: none"> ➤ The Head reported that this year there will be a carryforward of £111,984.00. Over the next couple of years, the carryforward is predicted to be less and the 4th year the school could be in deficit. Hopefully the deficit will get less as time progresses. ➤ The HLTA is to start Teacher Training in April and should qualify within 12 weeks. ➤ There is an overspend in learning resources but with the money secured for the phonics scheme, this should balance out. ➤ The Wrap Around Care will continue in September but partial Breakfast Club will discontinue. Discussion over rise in costs has meant it may not make a profit this year but should break even. ➤ National Tutoring Funding – expecting claw back. ➤ The Head talked through the Benchmarking reports. These looked at schools within our cluster. Governors requested to see a comparison for other schools close geographically with a similar demographic. 	Head	Head to share bench marking documents with Governors on Governor Hub.
FGB 01.24.10	Health and Safety	<ul style="list-style-type: none"> ➤ Head injury with a tennis racket resulting in concussion. ➤ The Head reported that pest control had been out before Christmas, £120.00 callout. They have been out twice. The cost for the year would be £360.00. Governors agreed to start a contract with pest control from April. 	Head	
FGB 01.24.11	Inventory	<ul style="list-style-type: none"> ➤ None 	Head	
FGB 01.24.12	Correspondence **confidential item removed**	<ul style="list-style-type: none"> ➤ Resignations **confidential item removed** 	Clerk	

Signed by Chair..... Dated:

FGB 01.24.13	Any Other Business	➤ Horse riders complained that they had to stop for the lollipop man to let children cross the road. The complaint was forwarded to the LA.	Chair	
FGB 01.24.14	To Agree Confidential Items	➤ Performance Management ➤ Staff resignations	Chair	
FGB 01.24.15	What have we achieved tonight that will improve outcomes for the children in our school	➤ Sports Premium ➤ Reviewing outcomes and data	Chair	
FGB 01.24.16	Date and time of next meeting	➤ Full Governors Meeting Thursday 7 th March 2024 at 6.00pm	Clerk	

Meeting closed at 19.40

Signed by Chair..... Dated: