

**Park House Primary School**  
**Minutes from**  
**Full Governors meeting 19th September 2019**

**Present:**

- S Kavanagh, A Harris, M Dore, P Nicholson, Z Thorpe, C Chambers, C Whelpton

**Clerk: J Swift**

**FG.09.19.01: Apologies/Vacancies**

- F Boot (work/Secondary School visit), R Allen (Family), R Coulson (Family), M Watts (Secondary School visit/family), R Shepherd (Secondary School visit /family)
- The term of office of S Coates expired on the 31st August and a letter has been sent from the Clerk to this effect but also expressing that the Governing Body are keen for them to stay on. S Kavanagh has also had contact with S Coates and a meeting of them both is to be arranged for next week. S Kavanagh to keep the Governing Body informed of the outcome.
- The Clerk reported that there is a Parent Governor vacancy. The Head proposes advertising the post in the next school newsletter. Governors agreed.

**FG.09.19.02: Election of Chair / Vice - Chair**

- Election of Chair - M Dore - proposed by Z Thorpe
- seconded by C Whelpton
- Election of Vice - Chair - P Nicholson - proposed by A Harris
- seconded by Z Thorpe

**FG.09.19.03: Governing Body Structures**

- The Governing Body were happy to maintain the structure of meetings as the previous year.

**FG.09.19.04: Declaring an Interest**

- The Head reported that in the absence of F. Boot has a vested interest in some of the items to be discussed in AOB.

#### **FG.09.19.05: Register of Business Interests**

- Forms were given out for reading and signing by the Governors. Completed forms are to be returned to the Clerk for filing.

#### **FG.09.19.06: Minutes of Previous Meeting and Matters arising**

- **June 2019** - The minutes were read, agreed as a true record and signed.
- **FG.06.19.04** - Funding for a child in Reception class has been lost due to the child changing schools. Another child in Reception class has received funding so fortunately the TA hours dependant on the funding will not be lost.
- **FG.06.19.17** - J Carter - The Head is to arrange for J Carter to come into school and to be presented with flowers or gift card as a Thank You for her services. Governors agreed.

#### **FG.09.19.07: Link Governors**

- A separate form was completed but is to be readdressed in November.
- The Head advised that Governor visits for Maths and English should be twice per year.
- A Health and Safety visit is required with M Watts.
- November 13th - Sudbury - Year 6
- December 11th - Newstead - Year 6
- The Headteacher performance management is booked for 7th November. Carolyn Brearley is to meet with S Kavanagh, M Dore and P Nicholson. The time is to be arranged.

#### **FG.09.19.08 : Policies**

- **Child Protection and Safeguarding** - The additions to this policy include upskirting, county lines, FGM, Keeping Children Safe in Education and knife crime. The Governors read through the policy and agreed to its adoption.
- **Invacuation and Evacuation Policy** - The Governors read through the report and the Head highlighted how the staff would explain how the staff would tell the children. A practise will be held. The Governors agreed to adopt the policy.

C Chambers asked how the Staff will receive the policy. The Head replied that the staff receive it through School Aspect but the Head will also send out an electronic copy to all Staff.

- **Critical Incident Policy** - All staff including the kitchen have a copy of the summary.
- All children are checked in and out on a daily basis. A folder is kept in the office with the details of all the children in it. This will be picked up and taken off the premises if the need arises. A message would not be sent to parents until everyone is moved to a place of safety. Children would not be dismissed until everyone is safe. The Governors agreed to adopt the policy.

#### **FG.09.19.09: Admissions**

- There are 213 children on roll.
- 1 child has left in Reception class (29 children). The door locks were late being fitted to the Reception class door and the child managed to get out of the class and into the main school but the staff had observed and the child was fetched straight back. The child has transferred to Hunloke Primary School.
- There are new children in Years 2,3 and 5 and 1 child has left Year 3.
- Year 6 has 33 children in it. The school has been asked to take a child who has a lot of additional needs into Year 6. The Head has consulted with the Chair to Governors and a reply has been sent to the LA expressing that the school cannot accommodate them.
- The whiteboards in two of the classrooms have been replaced.

#### **FG.09.19.10: Assessment Update**

- The Head talked the Governors through the assessment results.
- EYFS results are greater than the National average.
- Phonics results are up on last year.
- The Head has requested that the data of the ill child should be removed from the results.
- Reading is an are to be looked at across the school and will be on all the staff performance management meetings.
- It is felt that when a child reaches an age of being able to read to themselves then parents are not hearing them read.

- Golden tickets and raffle tickets are continuing again this year.
- Writing is in line with National figures.
- Year 2 writing is above national.
- Year 6 did very well in Maths.
- SPAG was 81%
- Year 2 data for Maths is causing concern. A Harris suggests tracking the class from Year 1 data.
- Combined results for Year 6 was 53.1%.
- The school is trialling whole class guided reading.
- Read theory is free for parents to use. An extract of a book is there with multichoice questions and is self marking so that parents can see how their child is doing.
- Miss Bailey is looking at having a meeting with parents to explain how they can help with reading.
- *C Chambers asked if the 6th form from the local school could be asked to come to hear the children read. The Head replied that this could be looked into.*
- The progress results are Maths expected level exceeded by 13% with reading down by 13%. Greater depth Maths down by 6% and Writing up by 9%.
- Pupil Premium 100% expected. Reading 95.7% and Maths 98.3%.
- Non - pupil premium Reading 102.7% and Maths 104%
- School Improvement Plan - work is being written by the subject co-ordinators. Ofsted are doing a lot about the curriculum.
- One of the TLR's is looking at science and P.E.
- Ofsted could be due in 2021.
- Reading needs to improve.

#### **FG.09.19.11: Self Evaluation Summary**

- The Head talked the Governors through the report. The Performance Management of the staff is due to start next week. EYFS - boys and girls are quite stereotypical. Behaviour across the school is very good. Attendance for last year was 96%.

- Parents are now filling out the correct forms for leave. Six forms have been submitted for special leave and one may be given unauthorised leave as further evidence has not been submitted. Comments have been made in reports about late marks and absences.
- EYFS have had their classroom reconfigured and it looks very good.
- The children in EYFS have settled in really well.
- Maths need focusing on in Key Stage 1 and Reading in Key Stage 2.
- Carolyn Brearley has had a copy of the report.

#### **FG.09.19.12: Staffing**

- A Harris is down 1 day per week.
- L Reeve is teaching Year 6 2 days per week.
- The vacancy closes on 24th September and there are 8 applications so far.
- R Allen and R Shepherd are interested in being involved in the shortlisting process. A Harris is to be involved.
- Shortlisting will take place on Thursday or Friday at the end of the closing date week. The interviews will take place on the 7th October.

#### **FG.09.19.13: Parent Governor Vacancy**

- The Head is to put the vacancy in the next newsletter and on the website.

#### **FG.09.19.14 : Correspondence**

- An email was read out from F. Boot regarding 2 concerns. An email was also read out from M. Watts which was also about the second concern.

#### **FG.09.19.15: Any Other Business**

- P Nicholson asked if the Budget is looked at in the school or at Matlock. The Head replied that they usually come to the school in April. P Nicholson to visit that day. The Head will keep P Nicholson informed of the date and time.

## **F. Boot**

1) The consultation of the breakfast and after school club. My understanding as a parent governor for the past 9 years has always been that any discussions that have a financial benefit or cost to the school must be discussed with the governing body. Did I miss the consultation? I'm aware there was a temporary Wraparound club discussion between Martin (Chair) and the head but I can't see anywhere that we met as governors to discuss the long term provision.

2) In previous years under the headship of Mr Philbin, it has always been that year 6 children are allowed a place on the school football team as it is their last year at Parkhouse. This has always been successful with the team winning at many levels. After a discussion with some year 6 children and parents, it appears that some of the players have been chosen from other years and some year 6 children have been excluded for selection. *(For safeguarding reasons the section naming a child has been removed).*

Along with the fact that the being picked for the football team is being used as an incentive to work harder academically or socially in school and the threat of being pulled from the team is a concern for some of the children and their parents.

## **M. Watts**

I see that Fiona has made comment regarding the football team selection and thought that I should let you know I have had a number of parents voicing their displeasure at how the selection has taken place.

I understandably believe that they expected that throughout their schooling years that their opportunity to play in the school team would come their way in Year 6, as it has since I have ever been involved in the school over the last 10 years.

To find that some have been excluded for pupils lower down the school years when their time will come has upset a number of parents and kids alike.

I believe as head you should be aware of this.

on the books in an attempt to increase bookings.

The breakfast club is running well.

The head clarified what had been discussed and all governors present were in agreement for the clubs to continue and that adequate discussion in FGB's had been undertaken.

## **2) Football Team**

The football team which the Head inherited in January 2019 had members from Year 5 and Year 6. Last year we were able to have two teams (A and B) but unfortunately this year Qualitas (the organisers) have restricted schools to only one team. This reduces the number of places from 18 to 9, (7 players and 2 substitutes).

A parent approached the head in June 2019 to say that they felt the staff may be biased in their selection of team players and therefore the Head requested

### **Discussion:**

#### **1) Afterschool/breakfast club**

After the last FGB in June, the head and chair of governors met to discuss a proposed petition from parents requesting an afterschool club.

The afterschool club is being run on a trial basis until end of October but is not yet breaking even.

Some parents are using childcare vouchers.

Some parents are not always booking in on time and just turning up, but these are just teething problems.

The head feels that unless numbers increase by October half term the afterschool club will be unable to continue, which would be sad for those children who enjoy coming.

It is anticipated that staffing costs will be around £20,000 for a year for both breakfast club and afterschool club.

C. Whelpton said – could we advertise it more?

Discussion undertaken between governors and head around what advertising could be undertaken and loyalty schemes which could be used. Suggestions included getting feedback from the children attending.

The head stated that what is putting parents off is the uncertainty of it continuing all year and C. Whelpton said he had heard this from parents too. The head said we need at least 10 sessions per day/50 per week to break even. Parents have said they want a provision based in school as they feel more comfortable knowing once they have dropped their child/ren off they are in school.

Governors felt that it was important that parents were told how many filled sessions are required to ensure it continues. Discussions were held around the effect on local childcare businesses and Governors were in agreement that the school should attempt to fill the spaces and provide the provision if financially viable.

Z. Thorpe asked if parents could be told what would happen if we cannot get the numbers that Qualitas (the organisers) to select the team from the football club.

Qualitas chose:

7 x Year 6 pupils

1 x Year 5 pupil

1X year 4 pupil

Qualitas do not know the pupils or year groups when they undertook the selection, they were asked to choose based on skill and sportsmanship.

The football club is open from Year 3 to Year 6. The club has 40 spaces and 5 reserves at the time of the football team selection. On the first night 3 pupils pulled out before attending. The club included:

7 x Year 3 pupils

10 x Year 4 pupils

11 x Year 5 pupils

12 x Year 6 pupils

With a year 6 pupil and a year 3 pupil on the reserve list.

The behaviour policy agreed in May FGB included that pupil's with 3 red cards in a half term would be restricted from attending clubs, trips or disco type events. Each red card is discussed with parents by the class teacher. Governors felt that pupils attending out of school events are representing the school and so good behaviour was an important factor.

No parents have approached the Head or Deputy Headteacher in relation to concerns over the football team selection. The Head requested Governors to direct parents with concerns to come and speak with her.

Governors have agreed that Qualitas made their selection fairly without knowing year groups or individual pupils. Governors agreed that the team should stay as it is. No pupil's names/identity in relation to the football team were discussed with Governors at this meeting.



- **Staff Code of Conduct** - Read, agreed and signed off by Governors
- **Roles and Responsibilities** - Read, agreed and signed off by Governors
- **Financial Regulations** - Read, agreed and signed off by Governors
- **Governors Code of Conduct** - Read, agreed and signed off by Governors

**FG.09.19.16: Agree Confidential Items**

- None

**FG.09.19.17: Date and Time of Next Meeting**

**2019**

- Full Governing Body Meeting Thursday 14th November at 6.00pm

**2020**

- Full Governing Body Meeting Thursday 16th January at 6.00pm
- 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 8.25pm

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

