

Park House Primary School
Minutes from
Full Governors meeting 20th June 2019

Present:

- S Kavanagh, A Harris, M Dore, P Nicholson, Z Thorpe, R Allen, R Shepherd, R Coulson, M Watts, C Chambers, F Boot (18.30)

Clerk: J Swift

FG.06.19.01: Apologies/Vacancies

- J Carter (work), S Coates (Family), C Whelpton (Ill)

FG.06.19.02: Declaring an Interest

- None

FG.06.19.03: Minutes of Previous Meeting and Matters arising

- **May 2019** - The minutes were read, agreed as a true record and signed.
- No matters arising.

FG.06.19.04: Policies

- **Behaviour Policy** - The behaviour in the school is generally very good but it was felt by the staff that there were a few discrepancies. The discrepancies were within the area of what was to be classed as bad behaviour.
- With the new policy there are to be two yellow warnings and then it is a red card. Some will be a red card straight away but there are some sanctions. Everyone starts on a green card at the start of each day. If a child gets 3 yellow cards in a week then the card turns to red.
- A red card is a telephone call to parents to explain the reason. Three red cards in a term means the child will not be allowed on a trip or attend the disco or doing fun things.
- Anti-bullying and exclusion are also included in this policy.
- The staff are starting to follow the policy and most of the children are also starting to be more aware of their behaviour and are improving.

- Governors agreed the policy and it was signed.
- The Head and Deputy can exclude a child from school if it is warranted.
- **Intimate Care Policy** - There are a couple of children coming into the Reception Class in September who are not toilet trained due to their needs. Although funding is in place it is not enough to pay someone to do 1 to 1 care.
- Confidential Item removed
- Confidential Item removed
- Governors approved policy and all that was discussed and documented. Policy signed off.

FG.06.19.05 : Budget

- The Head read through the report and highlighted that the school has managed to claw back some money due to Mrs Harris changing her contract hours.
- There were 30 children for Reception Class when the budget was set but two families have now dropped out. Another child has taken a place and another one is possibly due to start in October.
- Work is to be carried out in the Reception Class
- Legionella testing has been carried out and a number of hot water boilers around the school need replacing.
- The power rating within the school is a C which is very good.
- Some of the technical equipment for the interactive whiteboards are to be replaced at a cost of about £3,000.

FG.06.19.06: Headteacher's Report

- The report was read.
- ASIA are pleased with the changes made in the Reception Class.
- Mrs Cook is working well on maths.

- **Data and Assessment** - EYFS - 85% achieved a good level of development. The data is looking similar to last year.

FG.06.19.07: Key Stage 1 (In Headteachers report)

- Key Stage 1 are in a decline in all areas compared to last year. The evidence in the exercise books will help to justify the marks with Ofsted.
 - Reading - 75.9%
 - Writing - 75.9%
 - Maths - 62.1%
 - Combined - 71.3%
 - Science - 93.1%

FG.06.19.08: Key Stage 2 (In Headteachers report)

- Key Stage 2 SAT's results are not available until July.
- The Local Authority representative came in on one of the SAT's days to ensure that everything was being done correctly. Their only concern was that there were only two members of staff with four children in a separate room and one of the children needed rest breaks. A third member of staff should have been there to escort the child.
- Year 6 swimming has to be recorded.
- Carolyn Brierley is coming in the day after the SAT's results are received to talk about how things have gone. The results are out on the 9th of July.
- Exceptional leave is causing concern to the Head. 50 parents have asked for exceptional leave this year. The cluster is also struggling with attendance. The Head would like a holiday form - unauthorised leave and an exceptional leave form - authorised leave.

- F Boot commented that some parents will perhaps argue because of the 2 educational days lost due to the school being used as a polling station and the last day of term (the end of the school year) will be toys and noise.

- If fines are to be imposed a cut off point will have to be drawn. Regular offenders of absence will be looked at. Mrs Ellis (Learning Mentor) is going to look into the families who have a lot of time off.
- Late arrivals is causing concern. The school bell goes at 8.50 am and the register closes at 9.00am. After the register closes the child is classed as being late. The Head will be documenting how many late marks a child has had in their school report.
- From September the Head would like the Reception class to finish 5 minutes earlier than the rest of the school. Governors Approved.

FG.06.19.09: Phonics testing (In Headteachers report)

- In the phonics testing 86% of children passed. There are 4 children and 2 Year 2 children who did not pass. The 24th June is the date the results will be released.
- The Head would like to do something for the PTA to say thank you for their fund raising this year - perhaps a cream tea.

FG.06.19.10: Staffing Update

- The Year 6 job share has gone live. Mrs Robinson would be available to cover the first term. The closing date is next week. The Head may have to reissue the advert due to lack of response so far.

FG.06.19.11: Safeguarding

- **Audit** - The audit has been carried out by the Head and F Boot. The February safeguarding documents have been included for governors to read.

FG.06.19.12: Summer Fair

- The Summer Fair will take place on the 6th July. All volunteers are welcomed.

FG.06.19.13: Governor Visits

- **Safeguarding** - The audit has taken place.

FG.06.19.14: Inventory

- 1 old I pad trolley with no number on it - Governors agreed for it to be removed from the inventory.

FG.06.19.15: Health and Safety / Accident Book

- **Buildings Plan** - Phase 1 has been submitted. The Heads Office will become a cloak room, the Admin Office will become a group room, the computer suite will be split in 2 to make the Heads Office and a group room and the black hole will become the Admin office.
- The funding will be from either the risk management fund or match funding.
- The metal gates are to be looked at being moved to be level with school at a cost of about £3,000. As a safeguarding issue the Head would stand at the metal gates at the start and end of school to see who is entering and leaving the premises. The Head would then make sure the gates are locked.
- Governors approved for the work to be looked at and quotes obtained.
- Phase 2 would turn the new Heads office into the kitchen.
- **Accident Book** -There have been no recorded incidents or accidents out of the normal parameters.

FG.06.19.16: Inset Days

- 3rd and 4th September 2019, 1st June 2020, 20th and 21st July 2020.
- VE day celebrations will move the May Day bank holiday from Monday to Friday 8th May.
- Reception Class this year will be half days for the first week. If they are all settled they will do a full day on the Friday. This is to help settle the children with special needs.
- 3rd July will see the new Reception children in and the whole school will be moving up a class.

FG.06.19.17: Correspondence

- The Head has received an E-mail from J Carter requesting to step down as a parent governor. J Carter has enjoyed her time in office

but her family must come first. The Governors wish her well. A letter and a bouquet of flowers are to be organised.

FG.06.19.18: Any Other Business

- The parent governor post is to be sorted in the new academic year.
- The Clerk reported that the terms of office for the Co - opted governors M Dore, S Coates and Z Thorpe are due to expire on the 31st August 2019. The Governing Body would be pleased if these governors renewed their terms of office. M Dore and Z Thorpe would like to renew their term in office. S Coates to be written to.

FG.06.19.19: Agree Confidential Items

- FG.06.19.04 - Staffing

FG.06.19.20: Date and Time of Next Meeting

2019

- Full Governing Body Meeting Thursday 19th September at 6.00pm
- 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 7.55pm

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

