

Park House Primary School



FGB Minutes 21st September 2023 - 6pm

Agenda Item:			Lead by:	Actions:
FGB 09.23.01	Welcome/Apologies for absence	<p>Present: S Kavanagh, R Allen, C Stone, O Robinson, Z Thorpe, L Smithies, J Hardy, D Daysh</p> <p>Apologies: M Dore (work), D Faulkner (work), C Ellis (ill)</p> <p>Clerk: J Swift</p> <ul style="list-style-type: none"> ➤ The Clerk welcomed everyone to the meeting and thanked C Stone for chairing the meeting this evening. ➤ We are currently recruiting for 2 Parent Governor posts and the closing date is the 22nd September 2023. ➤ The Head reported that a Grandparent had asked if they would be able to apply in the future as a Parent Governor. O Robinson to check the criteria and report back to the Head. The grandparent could be an Associate Governor if Governors approved. ➤ The new Deputy Head, L Key, will fill the Co-Opted Governor vacancy now that A Hukins as left. 	Clerk	
FGB 09.23.02	Election of Chair / Vice-Chair	<ul style="list-style-type: none"> ➤ Chair – M Dore – Proposed by C Stone and seconded by Z Thorpe ➤ Vice-Chair – Propose C Stone and R Allen by each other. The meeting agreed that the dual role would continue if both Governors agreed. Both agreed and seconded by L Smithies. 	Clerk	

Signed by Chair..... Dated:

FGB 09.23.03	Governing Body Structures	<ul style="list-style-type: none"> ➤ Governors agreed to continue the meetings in the same format. ➤ Pay Committee – M Dore, C Stone and R Allen ➤ Head Teacher Performance Management Committee – M Dore, C Stone and ASIA C Brearley 	Clerk	
FGB 09.23.04	Declarations of Interest and Register of Business Interest	<ul style="list-style-type: none"> ➤ No declarations made ➤ The Clerk received completed Business Interest forms back from all attendees at the meeting. 	Clerk	Clerk – Business Interest forms for those not present
FGB 09.23.05	Staffing	<ul style="list-style-type: none"> ➤ Wrap around Care – C Harper has been appointed and has a Food Hygiene Certificate and a First Aid Certificate. ➤ Mid – day Supervisors – P Gale, E Ene and E Griffiths are doing well. E Griffiths is also a relief for the wrap around care. ➤ I Hopkins maternity cover – currently 17 applicants for the post. The Head is looking to shortlist ready for interviews. ➤ Mrs Key is visiting in November to meet with Mrs Hopkins and the Year 6 class. 	Head	
FGB 09.23.06	Minutes of the Previous meeting	<ul style="list-style-type: none"> ➤ Minutes June 2023- Read, agreed as a true record and signed ➤ FGB 06.23.14 – Reception play area -This has been revamped and tidied during the summer. ➤ Little Wandle – This has now started and is on week 2. ➤ The timetable has been moved around a little. The Lead from English Hub is visiting tomorrow. 	Chair	
FGB 09.23.07	Delegated Responsibilities	<ul style="list-style-type: none"> ➤ Terms of Reference agreed. ➤ Link Governors agreed. ➤ Financial Regulations agreed 	Clerk /Chair	
FGB 09.23.08	Ofsted Feedback	<ul style="list-style-type: none"> ➤ The Head had asked for the wording within the Ofsted report on page 2, 4th paragraph to be changed from diluted 	Head	

Signed by Chair..... Dated:

		<p>to a barrier.</p> <ul style="list-style-type: none"> ➤ The Head asked for the wording on page 2 paragraph 8 to read agreed policy and not introduced policy. ➤ The zones of regulation are being implemented, how this will work was shared with the inspector and was shared with staff on the September Inset days. ➤ The Inspector focused on early reading and phonics and did a deep dive in math's and history. ➤ He recorded that staff are both passionate and dedicated. ➤ The Inspector could see why the school was moving phonics from twinkl to Little Wandle. Described as a good strategic move. ➤ Spoke to the curriculum coordinators before observing lessons. ➤ Safeguarding is effective. ➤ Behaviour is good and the policy works, pupils also understood the policy. ➤ Staff are making improvements and narrowing down even further into the school curriculum. ➤ Shallow paddle of Geography, Computing and Art. ➤ Liked pupil friendly aspect of IEP's. ➤ SEND – clear plans linked back to safeguarding. ➤ An action is the need to bring in diverse cultures and need more visitors from other religions. ➤ Two targets given (areas for improvement), both about curriculum. Foundation subjects needs to implement the same structure as History. Pupils need to have more opportunities to revisit and recall knowledge in foundation subjects. ➤ In the verbal feedback, the inspector stated that progress has been made from the last inspection report as the inspection framework has moved on. A positive report. ➤ The Head thanked the Governors for their support. ➤ Bracken Hurst – Trip enjoyed by Year 3 and really good for Stone Age. Year 4 are going for Viking trip. 		
FGB 09.23.09	Policies	<ul style="list-style-type: none"> ➤ Administering Medication 	Head	

Signed by Chair..... Dated:

		<ul style="list-style-type: none"> ➤ Accessibility Plan ➤ DCC Disciplinary Procedure ➤ DCC First Aid ➤ DCC Health and Safety ➤ Intimate Care ➤ Online Safety ➤ DCC safeguarding and child protection ➤ Separated Parents ➤ Invacuation/Lockdown policy <p>All above policies were read agreed and adopted, signed</p>		
FGB 09.23.10	Admissions	<ul style="list-style-type: none"> ➤ 3 new children started in July and another 3 started in September. ➤ Reception class is full at 30. All have settled really well. ➤ A potential new parent for September 2024 has visited with a child with additional needs. There is an EHCP in place. Some changes would need making to the toilets for a changing area. 	Head	
FGB 09.23.11	Safeguarding	<ul style="list-style-type: none"> ➤ 2 families at child in need but 1 may be closing. 	Head	
FGB 09.23.12	GDPR	<ul style="list-style-type: none"> ➤ No breaches ➤ My concerns used by staff- advised to keep screen out of view of children so no data breaches can occur. 	Head	
FGB 09.23.13	Health and Safety	<ul style="list-style-type: none"> ➤ SJ Wilde won the bid for the summer house. The summer house is now completed and additional aspects have been included from left over materials - a shed, and some secret storage areas. ➤ The Reception shed has been clad on two sides with surplus materials. ➤ 2 apexes have been repaired on the school roof to stop the 	Head	

Signed by Chair..... Dated:

		<p>mortar coming out. This has been an additional cost and project to the summer house.</p> <ul style="list-style-type: none"> ➤ The Reception door has been repaired, repainted and a metal plate now to protect it. ➤ Boiler house door repaired and repainted. ➤ Staff toilets have had a wall tiled in each cubicle. ➤ Fascia board has been replaced above entrance 2 doors. ➤ Wrap around care storage area in the hall has been repaired, with new shelves created. ➤ Two shelves in the main corridor have been repaired. ➤ At the next Full Governors meeting the Head would like finance to be discussed particularly IMP's. 		Head
FGB 09.23.14	Correspondence	➤ None	Clerk / Chair	
FGB 09.23.15	Any other business	➤ None	Chair	
FGB 09.23.16	To agree Confidential Items	➤ None	Chair	
FGB 09.23.17	What have we achieved tonight that will improve the outcomes for the children in our school	<ul style="list-style-type: none"> ➤ Ofsted ➤ Policies ➤ Structure of Governing Bodies 	Chair	
FGB 09.23.18	Date and time of next meeting	<ul style="list-style-type: none"> ➤ Pay Committee – Thursday 9th November at 5.30pm - M Dore, C Stone and R Allen ➤ Full Governors Meeting Thursday 9th November at 6.00pm 	Chair	

Meeting closed at 19.55

Signed by Chair..... Dated: