

# Park House Primary School

## FGB Minutes 23<sup>rd</sup> June 2022 - 6pm



Agenda Item:		Lead by:	Actions:
FGB 06.22.01	Welcome/Apologies for absence/ Vacancies	Chair	<p>Present: S Kavanagh, M Dore, C Ellis, M Stanhope, D Daysh, R Allen, L Smithies, C Stone, A Hukins Teams: R Coulson, L Moore</p> <p>Apologies: Z Thorpe (Family), D Faulkner (Work)</p> <p>Guest: O Robinson (Potential Local Authority Governor)</p> <p>Clerk: J Swift</p> <ul style="list-style-type: none"> <li>➤ The Meeting is being held over Teams and in person due to Covid 19.</li> <li>➤ The Chair welcomed everyone to the meeting.</li> <li>➤ The Chair and Head introduced O Robinson to the Governing Body. O Robinson told the meeting a little about his background in the education system and asked questions about the current Governing Board.</li> </ul>
FGB 06.22.02	Declarations of Interest	Chair	<ul style="list-style-type: none"> <li>➤ <b>Staffing</b> – C Ellis and M Stanhope</li> <li>➤ <b>Quotation</b> – R Allen</li> </ul>
FGB 06.22.03	Governor Terms of Office/Training	Clerk/Chair	<ul style="list-style-type: none"> <li>➤ <b>Associate Governor</b> – An oversight by the Clerk means that R Coulson term of office is no longer tenable. The Clerk and the Head have spoken with R Coulson who with Governors approvable would be happy to continue as a Governor but under the terms of Associate Governor. <b>Governors approved.</b></li> <li>➤ <b>Parent Governor</b> – The election papers will be sent out to</li> </ul> <p><b>7.9.22 Governor election packs sent home to families.</b></p>

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		parents in September.		
		<p>➤ <b>Local Authority Governor</b> – O Robinson had been welcomed as a guest. He is interested in becoming a Governor but has no experience as a Governor. <i>O Robinson asked about the future of the school. The Head replied that we would like to be an outstanding school. There is a low intake for Reception Class for September due to a low birth rate. The Budget is currently looking strong but obviously the low intake will reduce the future budget. Induction training is given by the County but the school also have a small induction package. O Robinson asked if the board is missing any skills. The Head replied that the board consists of an accountant, Assistant Headteacher's, Primary/Secondary teachers and IT skills. O Robinson asked if there were any stakeholders. The Head replied that the school has an active PTA and the school works with the cluster schools. The cluster schools have recently done moderation on writing, they have half termly meetings and on occasions have shared training. The school takes part in a lot of sports events across the cluster. O Robinson asked about Policies, as he had worked on the white paper looking at what a strong Governing Body should be. M Dore asked what O Robinson would like to get out of the role of as a LA Governor. He replied that he would like to bring knowledge and skills from his job back to grassroots.</i></p> <p>➤ <b>Position of Chair/Vice-Chair</b> – names to the Clerk before the meeting in September.</p> <p>➤ <b>Calendar</b> -Dates for the next school year Governor meetings given out</p>		Names to Clerk

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		<ul style="list-style-type: none"> <li>➤ <b>Ofsted Preparation</b> – Ofsted are catching up with visits.</li> <li>➤ Governor Toolkit has been purchased and an electronic copy is held with the clerk.</li> <li>➤ The Ofsted visit could be Section 5 which is a 1-day check or Section 8 which would be 2 full days. 24hours notice is given.</li> <li>➤ May look at pupil premium children.</li> <li>➤ The Head needs to ensure that all Governors have safeguarding knowledge.</li> <li>➤ A skills audit needs to be done as soon as possible.</li> <li>➤ Monitoring of the curriculum by the Governors needs to be addressed. Curriculum market place to take place on November 10<sup>th</sup> at 4.30 till 5.30pm followed by the Full Governors meeting.</li> <li>➤ ASIA – C Brierley may come to a Governors meeting to give a preview of what sort of questions could be asked.</li> <li>➤ L Moore asked about changing subject link, to be addressed in September when it is reviewed.</li> </ul> <p>O Robinson left the meeting. He has applied to Matlock and is waiting for the position to be approved by the Councillors.</p>		<p>Head</p> <p>Head to arrange/discuss this with ASIA.</p> <p>Clerk</p> <p><b>Councillor ratification came in during August.</b></p>
FGB 06.22.04	Minutes of Previous Meeting	<ul style="list-style-type: none"> <li>➤ The minutes of the meeting 28<sup>th</sup> April 2022 were read, agreed as a true record and signed.</li> <li>➤ <b>FGB04.22.05</b> – The wording is misleading. Due to some of the Year 6 generating monies through SEND the future budget will be reduced.</li> </ul>	Chair	
FGB 06.22.05	Staffing Update	<p><b>*CONFIDENTIAL*</b></p> <ul style="list-style-type: none"> <li>➤ Year 2 and Year 3 will be swapping classrooms.</li> </ul>	Head	

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		<p>➤ Miss K Clarke was successful in her application for the hours in Year 1. There were 2 internal candidates who applied for the post.</p> <p><b>*Confidential item removed*</b></p> <p>➤ Mr. Holland, the new Crossing Patrol will start next week.</p> <p>➤ Derbyshire County Council have started a consultation process for a Traffic Regulations Order (TRO). The Head has asked for double yellow lines opposite the school and bus stop. The TRO would make parking on the zigzags by school illegal and enforceable. The TRO also includes Pilsley Primary School and two other areas outside of Pilsley and Lower Pilsley.</p> <p><b>C Ellis left the meeting</b></p> <p><b>*Confidential item removed*</b></p> <p>➤ <b>. Governors agreed</b></p> <p><b>M Stanhope left the meeting</b></p> <p><b>*Confidential item removed*</b></p> <p>➤ <b>Governors accept resignation and agree a leaving date of 1<sup>st</sup> July 2022.</b></p> <p>➤ A parent has asked about MDS posts. The Head proposes that the parent comes in on a trial basis on a relief zero hours contract and works with another MDS, supervised at all times pending a DBS check. <b>Governors agreed</b></p> <p>➤ <b>Value Basis – J Swift cleaning hours – Governors agreed</b></p> <p>➤ <b>H Sproson – TA hours – Governors agreed</b></p> <p>➤ The school has 7 MDS but may be able to operate with 6. One of these 7 positions is funded as a play leader by Sports Premium funding.</p> <p><b>*CONFIDENTIAL*</b></p> <p><b>C Ellis and M Stanhope returned to the meeting.</b></p>		
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FGB 06.22.06	Polling Station	<ul style="list-style-type: none"> <li>➤ The Head reported that school would once again be used as a polling station for bi-election voting on 28<sup>th</sup> July. The school is closed for the summer break but sports clubs will be running. The playground can be divided off, voting can take place in the Year 1 classroom and the Staff room can be used for rest breaks. Toilets can be accessed across the yard. The sports coaches would have to supervise the children entering the school for the toilets. S Kavanagh will also be on site while the pupils are on site.</li> <li>➤ S Kavanagh to send a costings sheet for the use of the school as a polling station.</li> <li>➤ L Smithies asks if it is not cheaper for them to hire a portacabin rather than close the school due to staffing costs in addition to building costs. S Kavanagh will put that to the electoral officer in charge, to see if it supports school not to be used as a polling station in the future.</li> <li>➤ <b>Governors agreed if the sports staff can safeguard the children.</b> <b>*CONFIDENTIAL*</b></li> <li>➤ Polling Station – <b>Governors agreed</b> <b>*CONFIDENTIAL*</b></li> </ul>	Head	
FGB 06.22.07	Headteacher's Report	<ul style="list-style-type: none"> <li>➤ Perspective reports at the end of the year – Governors like the format would like them including in the Headteacher report when validated.</li> <li>➤ The data is looking good and the children are doing amazingly well.</li> <li>➤ Phonics pass mark is 32/40 and 80% passed. The cluster results are between 50% and 89%.</li> <li>➤ Phonics scheme - To ensure consistency more phonic specific decodable books and the scheme from Twinkl are being purchased. Twinkl is based on Letters and Sounds which is the scheme we have been following.</li> <li>➤ EYFS have a good level of development (GLD) at 56.7%. Writing and Numerical Patterns are the areas which has held some children back. Three pupils missed GLD in these areas which would have meant the school matched the predicted</li> </ul>	Head	

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		<p>national levels.</p> <ul style="list-style-type: none"> <li>➤ Year 2 local authority moderation – Mrs Cook has been praised for her knowledge of the children and the evidence produced. Moderation has upheld the school assessment of pupils and it is predicted to be above national expected levels.</li> <li>➤ The writing results are lower than the reading and maths results across the school.</li> <li>➤ Year 6 data, from April has gone up.</li> <li>➤ Writing and science are teacher assessed.</li> <li>➤ Reading and maths SAT's results will be released on the 5<sup>th</sup> July.</li> <li>➤ 97% of the Year 6 children have made the standard in swimming.</li> <li>➤ A lot of holiday requests have been received by the school putting the attendance at 94.9%. One family has been put forward to the LA for them to be fined due to the number of holidays they have incurred.</li> <li>➤ The late arrivals are getting better.</li> </ul> <p>Safeguarding:</p> <ul style="list-style-type: none"> <li>➤ There are 2 families at Level 2 Team around the family.</li> <li>➤ 1 family at Level 3 Child in Need</li> <li>➤ 0 families at Level 4 Child Protection</li> </ul> <p>Buildings:</p> <ul style="list-style-type: none"> <li>➤ The climbing frame has been repaired</li> <li>➤ Building work is to start by the Year 3 entrance during the holidays. Year 4 needs some plastering as does the corridor, admin office, corridor need Year 3 and the roof above the main entrance.</li> <li>➤ Special fire doorstops (automatically close when the fire alarm is activated) to prop open the doors for Reception class and Year 1 will cost approximately £14,000. This is being funded through joint match funding from Derbyshire County Council and school. Monies will come from devolved funding capital (DFC) and maintenance pot.</li> </ul>		
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		<ul style="list-style-type: none"> <li>➤ The blue outside doors are on a timer and fob. The door near the photocopier works opposite to the other doors, the quote is £5,000. Intercom system £600.</li> <li>➤ There is not enough money in the budget but the work is urgent and needs to be completed. The Head is awaiting to see if the LA can help.</li> <li>➤ Water heaters in the toilets are not working correctly and need replacing.</li> <li>➤ The PTA have done a lot of fundraising for a new summer house.</li> </ul> <p><b>*R Allen present but did not comment*</b></p> <ul style="list-style-type: none"> <li>➤ The school boundary wall near Reception class was built on a drystone wall. A quote of £4,200 to clean out and replace the stones and stitch the wall together. The wall is not a danger to anyone. S Kavanagh to obtain more quotes.</li> <li>➤ If quotes come in higher could school go with the original quote?</li> <li>➤ The Jubilee Event went really well.</li> <li>➤ The sports afternoon was moved to the morning due to the extreme weather and went really well.</li> <li>➤ The Summer Fair is on 2<sup>nd</sup> July and an invite is extended to all the Governors.</li> <li>➤ SDP priorities are writing for EYFS, maths, curriculum and Covid catch up.</li> </ul>		
FGB 06.22.08	Finance Report	<ul style="list-style-type: none"> <li>➤ Deficit for Years 3 and 4 of the budget projection.</li> <li>➤ There is a cost-of-living increase.</li> <li>➤ As children leave who have been allocated money for the school through pupil premium etc. the school budget changes as the money is lost.</li> <li>➤ Access points - £5,000 to buy or to relicense. The Head proposes to replace which would be license free.</li> </ul> <p><b>*Confidential item removed*</b></p> <ul style="list-style-type: none"> <li>➤ <b>Governors agree for the door security and access points work to be completed.</b></li> </ul>	Head	

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FGB 06.22.09	Policies	➤ Policies to be brought to the September meeting.	Head	
FGB 06.22.10	Safeguarding Update	➤ 1 family at children in need ➤ 2 families with EHA	Head	
FGB 06.22.11	Health and Safety/Accident Book	➤ Double Yellow lines on road outside school ➤ Head injury ➤ Scald – A member of staff involved but ok. ➤ Football tournament – child hurt hand, could be a break, waiting update.	Head	
FGB 06.22.12	Inventory	➤ New laminator	Head	
FGB 06.22.13	Inset Days	➤ 1.09.22 ➤ 19.09.22 - First aid ➤ 22.12.22 ➤ 5.06.22 ➤ 28.06.22 – Transition handover	Head	
FGB 06.22.14	Correspondence	<b>*CONFIDENTIAL*</b> ➤ Letters <b>*CONFIDENTIAL*</b>	Clerk	
FGB 06.22.15	Any Other Business	➤ Are Governors meetings staying on a Thursday?  Discussion was that most Governors prefer to keep FGB at 6pm on Thursday's.	Chair	
FGB 06.22.16	To Agree Confidential Items	➤ Correspondence  ➤ Staffing  ➤ Polling Station		

Signed by Chair..... Dated: .....



FGB 06.22.17	Date and time of next meeting.	Thursday 15 <sup>th</sup> September 2022 ➤ The Chair thanked everyone for attending the meeting on Teams. ➤ Meeting closed at 20.30	Clerk	
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Signed by Chair..... Dated: .....