

# Park House Primary School



## FGB Minutes 23<sup>rd</sup> September 2021 - 6pm

Agenda Item:			Lead by:	Actions:
FGB 09.21.01	Welcome/Apologies for absence/ Vacancies	<p>Present: S Kavanagh, M Dore, C Ellis, R Allen, C Stone, M Stanhope Via Teams: L Smithies (left meeting @ 6.40pm), D Daysh, R Coulson, L Moore, A Hukins</p> <p>Apologies: M Stanhope (Family), D Faulkner (Double Booked), Z Thorpe (Dentist)</p> <p>Clerk: J Swift</p> <p>The Meeting is being held as a hybrid approach (mix of on site and Teams). All new Governors were welcomed to the meeting.</p> <p>The Clerk reported that there is still a vacancy for an LA Governor.</p> <p>There are two Co-Opt vacancies. The Head proposed that the Deputy Head, A Hukins and L Smithies as new Associate Governors be appointed to fill the roles. Governors Agreed.</p> <p>The Staff Governor role has been filled by C Ellis (Learning Mentor).</p>	Clerk	<p><b>Clerk to approach Governor Support again.</b></p> <p><b>Clerk to contact Governor Support with Governor changes.</b></p>
FGB 09.21.02	Election of Chair/Vice Chair of Governors	<p>Chair – M Dore – All Governors agreed</p> <p>Vice-Chair – C Stone and R Allen to share post – All Governors agreed</p>	Clerk	
FGB 09.21.03	Governing Body Structures	<p>The Full Governing Body meets every Half Term and Governors agreed for this to continue.</p> <p>The Head would like a Pay Committee. The Committee will be M Dore, C Stone and Carolyn Brierley (ASIA). Governors agreed</p>	Clerk	

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

<p>FGB 09.21.04</p>	<p>Declarations of Interest.</p>	<p>Please can all Declarations of Interest Forms be signed and returned to the Clerk by the next meeting (11<sup>th</sup> November 2021).</p> <p>No Declarations of Interest for this meeting.</p>	<p>Clerk</p>	
<p>FGB 09.21.05</p>	<p>Staffing</p>	<p>This item was discussed early in the meeting due to some of the updates being carried out over the summer break. The Governors and Head were in contact via the Governor Hub.</p> <p>Mrs A Hukins has been appointed as the Deputy Head – Approved</p> <p>Mrs J Holmes Business Officer had increased to 3 working days but would like to drop back to 2 working days – Approved</p> <p>The Head has spoken to Mrs D Parker also Business Officer but her family at present does not allow for her to work 4 days but would like to be considered in the future as the family gets older.</p> <p>A Mid-Day Supervisor got another job but the Head has taken on a relief – Governors agreed.</p> <p>A Mid-Day Supervisor who is also a TA is having an operation but the hours have been covered.</p> <p>Mrs Murphy the Year 6 job share is pregnant and is on phased duties working with booster classes. Mrs Harris is covering her classes on supply. Mrs Murphy may have to start maternity leave early but waiting a medical decision.</p> <p>Mrs Robinson is covering the Maternity Leave of Mrs Watkinson but will only be able to work until January as after that her pension will become affected. The class will need cover from January until Mrs Watkinson returns.</p> <p><u>A Hukins asked if the school used agency staff at all. The Head replied that the school uses Clare Supplies. If they cover long term that would be an idea.</u></p>	<p>Head</p>	

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

C Stone asked how long someone would be needed. The Head replied only for perhaps a term.

R Coulson asked if any of our part-time staff would be interested. The Head replied may be.

S Kavanagh to ask Mrs Fidler if she would be interested in teaching the Reception class full-time and Mrs Reeve to teach Year 3 full-time. Governors agreed for these staff to be approached and are happy if they wanted to swap.

L Smithies reported that she has contacts for newly qualified teachers and could pass names to the Head.

Most of the Staff are on UPS3.

One member of Staff at M6 who could ask to go to UPS and 1 at M4 who could go to M5.

This progression can be done over Teams. The Panel for this pay committee will be R Allen, C Stone and R Coulson.

L Smithies left the meeting.

Mr I Kerry (ICT support) has resigned from the post having secured a job with another school full-time. Governors accepted his resignation.

Quotes have been collected-

DCC – base admin, ½ day technical support £3,200.55

Mercury - £3,755 + £3,000 add on

Adept IT – currently doing technical support at another local school £5,185.15.

The Head is impressed with Adept as an action plan has been done and they have been out to the school.

The Head will share further quotes and details with the Governing Body via Governor Hub.

The local school is pleased with the services provided by Adept. The Head doesn't want to directly employ someone as there is lack of sickness cover.

**Head to speak with Mrs Fidler and Mrs Reeve.**

		The Head would ask if the company representative could work with the Mr Kerry before he leaves if possible. Governors agreed.		
FGB 09.21.06	Register of Business Interests	A member of the Office Staff has signed a Declaration of Interest form due to them having an Interest through a family member.	Clerk	
FGB 09.21.07	Minutes of Previous Meeting – 17 <sup>th</sup> June 2021	The minutes of the meeting 17 <sup>th</sup> June 2021 were read, agreed as a true record and signed. <b>FG.06.21.08 – Pupil Premium</b> – The Head reported that the format has now changed and needs to be redone. The report will be brought to the next meeting.  There is an ICT Update but this will be discussed later in the meeting.	Chair	<b>The Head to bring the Pupil Premium Report to the 11<sup>th</sup> November Meeting.</b>
FGB 09.21.08	Delegated Responsibilities	The Head is to continue to authorise payments up to the value of £3,000. Governors agreed.  The Governor Subject and Class Links were completed and copies will be available for the next meeting.	Chair/ Clerk	<b>Clerk to make copies of the Subjects/Class Links for all Governors.</b>
FGB 09.21.09	Policies:	Remote Learning Policy – reviewed. The Head reported that a few children who had to isolate had used remote learning but some children had been too ill to access it. <ul style="list-style-type: none"> <li>Directed Time July 2021 – this applies to teachers. The Head explained the Policy. Governors agreed</li> <li>Covid contingency and outbreak plan 2021</li> <li>Whole school risk assessment Sept 2021 – reviewed and updated</li> </ul> The Head reported that if Public Health deemed a problem, then, the previous Risk Assessment can be used. Virtual assemblies are being undertaken. The dining room is now being used. Test and Trace have not contacted school regarding any cases but they have told parents that the school has been contacted. Class Dojo has been used to send the whole school messages and to send class messages regarding contacts in school. Vulnerable families need to be informed. The Head has a letter to go out to parents but it will be shared with Governors first via Governor Hub. Governors approved. <ul style="list-style-type: none"> <li>Management of sickness policy and advice – DCC – Is for all</li> </ul>	Head	<b>To be put on website</b>

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

		<p>members of Staff employed by the school. Governors agreed.</p> <ul style="list-style-type: none"> <li>• Child Protection and Safeguarding Policy – DCC – Governors need to be familiar with the KSCIE report and safeguarding. Governors agreed</li> <li>• Peer on peer abuse policy – DCC – Staff are to be trained up. Governors agreed.</li> </ul>		
FGB 09.21.10	Admissions/Class Sizes	<p>212 children on the school roll. There are 32 children in Year 4 but all the other classes have 30.</p> <p>There are 6 in year requests, 3 on the waiting list for the Reception Class and 2 in Year 1 but another has arisen.</p> <p>1 child is moving out but waiting for a place.</p> <p>1 child is being adopted and would need a place in Year 1. This child could take us over 30. A family is moving to Scotland and would free a place in both Year 2 and Year 6.</p> <p>2 children are on the waiting list for Year 2. No one waiting for Year 6.</p> <p>A waiting list order is used by the LA to fill the spaces.</p> <p>7<sup>th</sup> October is Census Day for schools – the information needed are Pupil Premium numbers, Free school meals and post adopted children. An Italian lunch is being served. Dinner numbers are very high at the moment. Any children on roll on the Census Day receive the funding.</p> <p>School numbers are slightly down.</p>	Head	
FGB 09.21.11	Covid-19 school update, communication and remote learning	<p>There are 3 confirmed cases in school – 1 staff member who is double jabbed and 1 child who is asymptomatic. Two families are waiting to hear their results.</p> <p>Communication from some parents has been unpleasant. Class Dojo is being misused.</p> <p>Parents want photographs of staff on the website so they know who they are but not all staff will want this and it is a safeguarding issue.</p> <p>The Head reported that the children could be asked to draw pictures of the Staff.</p> <p>The Head reported that there has been a bombardment of little niggles.</p> <p>From 5.30pm until 8.00am Class Dojo is not accessible to parents but staff can still use it but this sends mixed messages to parents on who can use it. More information can be sent through Dojo has opposed to text messaging. Some of the messages are lowering the Staff morale.</p>	Head	

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

		<p>The Head would like to put out a message to parents that Class Dojo should only be used for academical and educational uses.  <u>C Stone asked if letters had been sent to the parents who abuse the system or who are abusive reminding them of the protocol. The Head replied no.</u>  <u>C Stone suggests that letters should be considered. The head replied that a suggestion could be 5.30pm is the cut off for Staff.</u></p> <p>The Head would like to send out a newsletter to parents outlining the use of Class Dojo. It is a minority of families that are abusing the system.</p>		
<p>FGB 09.21.12</p>	<p>School Development Plan</p>	<p>From the 1<sup>st</sup> September the Reception Baseline Observations is statutory and needs to be completed by October half term. The Early Years curriculum has changed. There is a more hands on approach needed when working with the children as opposed to observation and assessment.  The Reading Data has improved.  2019/20 data has been discounted due to lockdown.  Year 6 Reading is at 65% but this is increasing.  Writing is an area that needs focusing on.  SPAG needs pushing.  Handwriting, punctuation and spelling needs more stamina.  Staff have had access to the 'Write Stuff' which is a very structured approach. Miss Bailey spent the September inset day leading the Staff through training. Ashover Staff have been into school to observe Miss Bailey teaching using 'Write Stuff'.  Math's still has a decline and needs watching. Mastery Math's was taught to TA's last night. Teachers have also had a refresher.  The curriculum is also on the plan and needs picking up. Ofsted are not due in until 2023 but the school needs to be ready.  The wellbeing of staff and children needs to continue.  Time is what staff need.  The Head at Grassmoor uses Target Tracker.  Park House is not far off target.  All results need to be kept up or increased.  The combined result in Year 6 is ahead of the local authority data.</p>	<p>Head</p>	

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

FGB 09.21.13	Correspondence	<ul style="list-style-type: none"> <li>• Letter from J Holmes</li> <li>• Resignation from I Kerry</li> </ul>	Clerk/ Chair	
FGB 09.21.14	Any Other Business.	<p><b><u>CONFIDENTIAL</u></b></p> <p>Confidential item removed.</p> <p style="text-align: center;"><b><u>CONFIDENTIAL</u></b></p>		<b><u>Confidential Item</u></b>
FGB 09.21.15	To agree confidential items	FGB.09.21.14 Any Other Business	Chair	
FGB 09.21.16	What have we achieved tonight that will improve outcomes for the children in our school?	<p>Introduced new Governors</p> <p>Linked Areas</p> <p>School Development Plan</p> <p>Policies Agreed</p> <p>The Chair thanked all Governors for taking the time to attend the meetings.</p> <p>S Kavanagh thanked all the Governors for their work on the panels.</p> <p>The hybrid approach of the meeting worked well.</p>	Chair	

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

<p>FGB 09.21.17</p>	<p>Date and time of next meeting.</p>	<p><b>Thursday 11<sup>th</sup> November at 6pm</b>  Thursday 20<sup>th</sup> January 2022  Thursday 10<sup>th</sup> March 2022  Thursday 28<sup>th</sup> April 2022  Thursday 23<sup>rd</sup> June 2022</p>	<p>Clerk</p>	
-------------------------	---	---	--------------	--

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