

Park House Primary School

FGB Minutes 28th April 2022 - 6pm



Agenda Item:			Lead by:	Actions:
FGB 04.22.01	Welcome/Apologies for absence/ Vacancies	<p>Present: M Dore, C Ellis, R Allen, L Smithies, C Stone Teams: S Kavanagh, R Coulson, D Faulkner, Z Thorpe, L Moore</p> <p>Apologies: D Daysh (work), A Hukins (Family), M Stanhope (work)</p> <p>Clerk: J Swift</p> <ul style="list-style-type: none"> ➤ The Meeting is being held over Teams and in person due to Covid 19. ➤ The Chair welcomed everyone to the meeting. 	Chair	
FGB 04.22.02	Minutes of the Previous Meeting	<ul style="list-style-type: none"> ➤ The Minutes of the meeting 10th March 2022 were read, agreed as a true record and signed. ➤ FGB 03.22.02 – LA Governor Vacancy – waiting for the LA to come back to the Clerk. 	Chair	<p>Update 7.6.22 – LA don't have anyone local enough so a renewed advert has gone on Inspiring Governance site.</p> <p>Update 16.6.22 – positive interaction from a potential Governor based in Wingerworth. Awaiting to see if they want further information.</p>
FGB 04.22.03	Declarations of Interest	<ul style="list-style-type: none"> ➤ Staffing – C Ellis to leave the meeting for this agenda item. 	Chair	

Signed by Chair..... Dated:

FGB 04.22.04	Safeguarding	<ul style="list-style-type: none"> ➤ The Head reported that the school had two cases at Child in Need (level 2) but these are now closed. ➤ The Head reported that there could be two more cases for the social work team pending and 1 case is open. ➤ The Head did some low-level concerns safeguarding training with the Governors, this lasted about 45 minutes. ➤ Governors need to be aware of the process. ➤ All Staff have had the safeguarding training. ➤ Children are the primary concern and any issues LADO would need to be informed. ➤ The Head had put copies of the slides used on the Governor Hub for all Governors to access prior to the meeting. ➤ The Chair thanked the Head for the time spent on the training. 	Head	
FGB 04.22.05	Budget Setting	<ul style="list-style-type: none"> ➤ The budget for this year is strong but the Reception intake for September is looking down at the moment. This year is a low birth year. There are only 22 registered to start in September. This will be about a £30,000 per year loss. In year 4 it could make the budget a £70,000 deficit due to this. ➤ The Head reported that the local schools are not going to be full either. ➤ This year we have a £83,207 carry forward. Whilst the budget will keep the TA hours this year, these may have to be reviewed in the future. ➤ Due to the Year 6 leavers generating money through SEND and Pupil Premium previously the school will gradually lose this. ➤ The new housing locally will hopefully generate some money for the school in the future and ensure classes are full. ➤ The latter 2 years of the budget forecast are not based on full 	Head	

Signed by Chair..... Dated:

		<p>cohorts for Reception as a precaution.</p> <ul style="list-style-type: none"> ➤ The Head and C Ellis will go out to the nurseries and advertise the school to try to improve the intake for the future. ➤ There is an overspend on teacher salary due to maternity leave but the school should get 60% back. ➤ There is an overspend on sickness. ➤ Due to the increase in utility prices the school is looking to overspend by about £2,708. <ul style="list-style-type: none"> ➤ There is an overspend on caretaking and cleaning due to the school taking on their own staff and needing to replace equipment this is £1,883 and had previously been budgeted for 2022/23 financial year. ➤ The Residential trip will come out of this year's budget. ➤ Government Grants Specific – this is money paid into the budget by the DFE for school led tutoring but as this was not used it will be clawed back. School ran their own interventions. ➤ Universal Free School Meals generates some money for the school. ➤ The extended services – Before and After School Club is now generating some money and is financially viable. ➤ Governors are happy with the budget as it stands but are mindful of the need to keep an eye on spending due to the projections of the coming years. ➤ The Head presented the Imprest account balance. This is showing a start figure of £114.69 and an end balance of £5,886.05. ➤ Governors agreed to sign off the Annex 1 and 5 ➤ Governors agreed to sign off the Imprest account 		
FGB 04.22.07	Staffing	<p>* Confidential *</p> <ul style="list-style-type: none"> ➤ The Head reported that a TA has been covering an absence at a different rate – Governors Agreed ➤ The Caretaker and cleaner are now in post. 	Head	

Signed by Chair..... Dated:

		<ul style="list-style-type: none"> ➤ Part-time teacher – Mrs. Mills has been employed and will start on the 5th May in Year 3. Mrs. Mills has already asked to go on the forth-coming Year 3 trip. ➤ The Head reported that a gentleman has applied for the crossing patrol post, the interview took place today and school are waiting to find out the outcome. A parent has also shown some interest in the post. <p>C Ellis left the meeting</p> <ul style="list-style-type: none"> ➤ Confidential item removed - TA discussion Governors agreed <p>*Confidential*</p> <p>C Ellis returned to the meeting.</p>		
FGB 04.22.07	Inventory	<ul style="list-style-type: none"> ➤ The Head reported that there was nothing to add or remove. 	Head	
FGB 04.22.08	Special Educational Needs and Disability	<ul style="list-style-type: none"> ➤ An Educational Health Care Plan (EHCP) has been agreed for a Year 3 child. ➤ Sheffield have sent in a number of EHCP consultations for SEND pupils to attend our school, specifically in Year 3. School cannot meet their needs. Sheffield keep getting Park House Primary mixed up with another school called Park House in Rotherham. 	Head	
FGB 04.22.09	Health and Safety	<ul style="list-style-type: none"> ➤ Nothing to report. 	Head	
FGB 04.22.10	Correspondence	<p>C Ellis left the meeting</p> <p>*Confidential*</p> <ul style="list-style-type: none"> ➤ Details removed - leave of absence request. ➤ Governors agreed with conditions. <p>*Confidential*</p>	Clerk/Head	

Signed by Chair..... Dated:

		C Ellis returned to the meeting		
FGB 04.22.11	Any Other Business	<ul style="list-style-type: none"> ➤ R Allen asked if a letter of thanks could be sent to the Chair of the PTA for the services done for the school over the past few years as they finish this year. ➤ The Head asked if any of the Governors would be available for SAT's week to check the envelopes the papers are in and ensure the procedures are carried out correctly. The following Governors gave their names, 9th May – L Smithies, 10th May – C Stone, 11th May – M Dore and 12th May – L Smithies. The Head thanked the above and arranged times with them. 	Chair	Clerk to write a letter on behalf of the Governing Body
FGB 04.22.12	Confidential Items	<ul style="list-style-type: none"> ➤ Staffing ➤ Correspondence 	Chair/Head	
FGB 04.22.13	What have we achieved tonight that will improve outcomes for the children in our school	<ul style="list-style-type: none"> ➤ Agreed and signed the budget, to enable teaching to progress ➤ Safeguarding training 	Chair	
FGB 04.22.14	Date and time of next meeting.	<p>Thursday 23rd June 2022</p> <ul style="list-style-type: none"> ➤ The Chair thanked everyone for attending the meeting on Teams. ➤ Meeting closed at 19.30 	Clerk	

Signed by Chair..... Dated: