

**Park House Primary School**  
**Minutes from**  
**Full Governors meeting 29<sup>th</sup> April 2021**

**Present:**

- S Kavanagh, R Allen, D Faulkner, M Dore, M Stanhope, Z Thorpe, L Moore, R Coulson, P Nicholson, C Stone (18.32)

**Clerk:** J Swift

**FG.03.21.01: Apologies**

- A Harris (family), C Chambers (Internet Issues), D Daysh (family & technical issues), C Whelpton (work)

Due to the coronavirus (Covid-19) the meeting was conducted through Teams with some items being posted on the Governor hub prior to the meeting.

The Head and the Chair welcomed everyone to the meeting.

**FG.04.21.02: Minutes of Previous Meeting and Matters Arising**

- **March 2021** - Read, agreed as a true record and signed
- **FG.03.21.10 - School kitchen** – The Head reported that the school is still waiting to hear what is happening as the planning permission from the housing as lapsed.
- **FG.03.21.12 - Polling Station** – The school has to be used as there is no other venue. DCC properties only receive £57.00 for their use. The cost this year to the school is above this owing to Vertas supplying the caretaking services and it being a relief caretaker. The Head has asked NEDDC if more money could be given to the school in the light of this but, at the moment this is not looking likely, so the school budget will have to cover the costs.

**FG.04.21.03: Declarations of Interest**

- The Clerk reported that there was just one Business Interest form outstanding from C Whelpton and they have been contacted regarding this.

**FG.04.21.04: Budget Setting**

- The Head guided the Governing Body through the report.
- The carry forward is higher than predicted due to savings being made with the pandemic (Covid 19). (£65,331) The savings have been made by the children not going swimming, utilities not being used etc.
- The budget looks strong for the next couple of years. The carry forward will start to drop due to Pupil Premium and post adopted children moving on. The school will also lose some GRIP funding.

- In 2023 /24 there could be a deficit but the school has time to turn this around.
- Reception and Key Stage 1 children get Universal Free School Meals but parents who are eligible for Free School Meals need to apply for this to increase the money for the school.
- The funding is based on the October Census (214 children).
- There are 34 applications for Reception class, 30 have been offered places and 4 are on the waiting list. If the LA accept the 4 then another teacher would be needed.
- The Deputy Head post has been budgeted at Point 9 (See correspondence)
- Some staffing changes have been made due to Covid 19 but this affects Year 2 mainly and this will change in July.
- The Business Officer post is a 2 person job share post to cover the 5 days and the Business Administrator post is for 1 day per week but this could be lost if the budget will not allow it to keep on.
- There is an over spend on supply teachers but this will be offset by sickness insurance.
- There is an over spend on Teaching Assistant supply but this will be offset by funding.
- There is an over spend on Health and Safety due to PPE but this money has been claimed back.
- There is an underspend on water charges due to closure.
- The school has subscribed to Nessy for the whole school.
- Sports funding has been carried forward but it has to be spent by August 2021 and the school has a plan for the use.
- Pupil Premium had £4,000 to use for trips, which had been put to one side as the trips could not take place. This money will now be used to offset against the budget.
- Some parents have not yet banked the refunds from the residential that have not gone ahead.
- The Catchup funding is being used to fund maths and reading booster teaching.
- Special Needs funding of £40,000 is spent on TA hours supporting these children
- We pay into a Property package of £6,500 per year nick named Option 1, where not all costs are redeemed and projects not taken up can then result in a refund. Park House has received a refund of £1,617.
- **Annex 1** – Agreed by the Governing Body and signed off. M Dore as Chair to the Governing Body is happy for his electronic signature to be used.
- **Private School Fund** – Balance brought forward £1,228.19.
- The Breakfast and Afterschool clubs are paid into the Imprest account.
- The balance at the end of the year is £114.69.
- The Governing Body agreed and the item was signed off.

- P Nicholson asked if the Breakfast and Afterschool club were breaking even – The Head replied yes but it is not making a profit. Councillor Gillot gave some monies to the club and this has been used to put into Fareshare for food for the club. The Head has asked for the food to be suitable for their needs. Due to the staggered start time some children just come for a short time at a cost of £2.00 to them. Fareshare dates are short on best before date. The school has to have the food that is available at the time of the delivery.

#### **FG.04.21.05: Staffing**

- Affordable within the budget.
- **Deputy Head** post is full time but out of class 2 days per week and has been advertised.
- **Confidential** item removed **Confidential**
- P Nicholson asked about JR but S Kavanagh said that JR is paid on the UPS rate scale. Maternity costs get paid fully.
- **Business Administrator** – 1 application – appointed.
- **Business Officer** – 26 applications, 2 had disabilities so had to be interviewed. 2 candidates did very well but D Parker got the job.
- From the 1<sup>st</sup> of June Jenny will do Wednesday, Thursday and Friday. Dawn will do Wednesday and Danielle will do Monday, Tuesday and Wednesday.
- The candidates who didn't get the job and would like to work at the school have been kept on record.
- **Temporary TA** – The Head proposes an advert for a temporary TA/special needs to cover 24 hours per week. There are some interested internal candidates so will do an external advert to keep everything fair and equal.
- **School Crossing Patrol** – This is a retirement. The lady has recently had an operation. The LA do the recruiting on a rolling recruitment programme. The Head can pass on names of anyone who is local with an interest in the post. The Head will keep Governors updated.

#### **FG.04.21.06: Data**

- Reception data from September to December appeared to be down but this was found to be due to staff judgements. There are 7 areas of learning. Currently 23% are in GLD but 60% are predicted.
- A specialist leader of education for EYFS has been booked in as there are some changes in September.
- Hopefully the children will do well due to the poor due to Covid 19.
- Year 1 **reading** 53% EXS but down from January.
- Year 2 87% up on January.
- Year 3 47% down slightly.
- Years 4, 5 and 6 are up. Reading for Year 6 is up on previous years.
- Looking at greater depth the results are up for both years 5 and 6.
- Lockdown has affected speed and fluency.

- **Writing** – Year 2 are down – need to remember capital letters and full stops. Due to using keyboards during the closure due to the pandemic writing stamina is not as good.
- Year 3 – same
- Year 4 down
- Year 5 up
- Year 6 – same
- Year 1 teachers are erring on the side of caution as some children are almost there. The class will need to do extended writing in the summer term. An eye needs to be kept on the result of this class.
- **Maths** – Year 1 down
- Year 2 down - the tracking system should produce an average but it hasn't done this. This is an anomaly for this year group and should be 80%.
- Year 3 up
- Year 4 down
- Year 5 down
- Year 6 up
- Some of the units were quite hard during lockdown so these will be readdressed.
- *L Moore asked if a child is included in both boxes if at EXS and GD – The Head replied yes, they are kept in both.*
- The booster classes will be 1 day of maths across years 2 to 6 and 2 days of reading across years 1 to 5. The children are enjoying the classes.

#### **FG.04.21.07: ASIA / Governor Monitoring**

- A successful Teams meeting was held with the School Council. The children asked a lot of questions. The children all felt very safe within the school and they all knew who to talk to if they had any worries or concerns. Each class has a suggestion box.
- Someone in the Year 2 class had anonymously said that they were being bullied. This has been looked into but no one has come forward. The Head, Mrs Harris and Mrs Cook are keeping a close eye on the class. No further comments have been made via the suggestion box.
- Carolyn Brierley and Mrs Watkinson had a virtual meeting to look at the curriculum journey. The school is further along the journey than first thought. Ofsted are not due for about eighteen months but the school has done quite a lot of work towards an Ofsted visit.
- An intent, implementation and impact statement are needed for all subjects. Some of this will be duplicated. This needs to be on the website by September.
- In September the subjects that have not been addressed will need addressing.
- The Head would like all staff to be articulate in their subject areas.
- Hopefully next year the Governors will be able to do visits into school.

#### **FG.04.21.08: Inventory**

- There are now four laptops that can be booked out.
- Two admin PCs and two admin PCs to possibly wipe and move to the computer suite.
- Three additional teacher laptops
- One teacher laptop to remove (broken)
- Thirty Ipads received.

#### **FG.04.21.09: Special Educational Needs and Disability (SEND)**

- EHCP awarded to a child in Year 2 – they are making small steps progress.
- Education Health and Care Plan, £900 funding. The child's progress will be monitored. The parents of the child would like the child to stay at Park House. The LA has to make sure that support is implemented.
- EHCP – child in Year 1 – working below their years. Their parents will be kept informed.
- £35,000 GRIP funding for seven children. Eight or more GRIP's would mean more funding for the school.
- One child due to start in Reception class in September has a medical condition. The child's nurse will meet with the Head in the next few weeks.

#### **FG.04.21.10: Safeguarding**

- Two cases have been taken for initial assessment but won't be taken any further.
- A racist incident occurred in school today. The Head doesn't think it was meant maliciously as it was something that they had heard their dad say and repeated it. The children have been spoken to. The mum of the child who made the comment has been informed and said it was possible that the dad had said this.
- The Head is looking into the Derbyshire protocols for reporting an incident like this.
- Assemblies dealing with being different such as disability and colour of the skin etc will be done over the coming term.
- The child who made the comment knew that something was not quite right in what was said but they did not realise the impact it would have on their friend.
- *L Moore asked if the school is predominantly white – The Head replied that there are only a few children in school who have slight colouring to their skin.*

#### **FG.04.21.11 Health and Safety / Accident book**

- Nothing to report

#### **FG.04.21.12: Correspondence**

- Stepping down letter from A Harris (Deputy Head) accepted by the Governing Body
- Resignation letter from G. Scoffings (Lollipop Lady) accepted by the Governing Body
- The Chair would like letters of thanks to be sent to both of the above.

**FG.04.21.13: Any Other Business**

- Chitty Chitty Bang Bang is the production this year for the Years 5 and 6. The children will be filmed again due to restrictions of the pandemic.
- The Year 6 leavers assembly will also be filmed.

**FG.04.21.14: To Agree Confidential Items**

- Staffing – pregnancy.

**FG.04.21.15: Date and Time of Next Meeting**

**2021**

- Full Governing Body Meeting Thursday 17th June at 6.00pm
- Full Governing Body Meeting Thursday 16<sup>th</sup> September at 6.00pm
- Full Governing Body Meeting Thursday 11<sup>th</sup> November at 6.00pm

**2022**

- Full Governing Body Meeting Thursday 20<sup>th</sup> January at 6.00pm
- Full Governing Body Meeting Thursday 10<sup>th</sup> March at 6.00pm
- Full Governing Body Meeting Thursday 28<sup>th</sup> April at 6.00pm
- Full Governing Body Meeting Thursday 23<sup>rd</sup> June at 6.00pm

**The June meeting will be on Teams but may be able to do face to face in September.**

Meeting Closed at 19.46

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