

Park House Primary School
Minutes from
Full Governors meeting 4th March 2021

Present:

- S Kavanagh, A Harris, R Allen, D Faulkner, M Dore, D Daysh, Z Thorpe, L Moore, R Coulson, P Nicholson (18.15), C Stone (18.36)

Clerk: J Swift

FG.03.21.01: Apologies

- C Chambers (Internet Issues), M Stanhope (work), 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. The Head explained that P Nicholson had been asked to join the meeting at 18.15 due to the position of LA Governor needing ratification.

FG.03.21.02: Ratification of LA Governor

- The Clerk explained that P Nicholson's term of Office was due to expire but as an LA Governor the renewal is done direct to the County. P Nicholson had filled in the necessary paperwork and returned them to Matlock. The application had been approved by the board at Matlock so it now needs our Governing Body approval. Once approved the minute number needs to be sent to Maria Thomas at Governor Support for their records.

Governors agreed.

P Nicholson joined the meeting.

The Chair gave P Nicholson the good news that the Governing Body had agreed the LA Governor appointment.

FG.03.21.03: Minutes of Previous Meeting and Matters Arising

- **January 2021** - Read, agreed as a true record and signed

FG.03.21.04: Declarations of Interest

- The Clerk reported that there were still some Business Interest forms outstanding and asked for these to be submitted as soon as possible, please.
- D Falkner – Staffing Vacancy – cannot be involved in any decision making regarding this post as a family member would like to apply.

FG.03.21.05: Covid / Wider re-opening update

- The current risk assessment is still valid and Staff continue to wear masks in communal areas.
- Lunches are being served on disposable trays to the Years 2, 4, 5 and 6 due to the layout of the school. The system is working well at the moment. Hopefully this will continue next week when the whole school is back. The kitchen staff will endeavour to get the children served at the allotted times.
- There will be 3 staggered start and finish times for the school day and a reminder will be going out tomorrow.
- The Staff are looking forward to the whole school returning to reduce some of their workload. All children should be on site. There are 2 children within the school who have vulnerable family members. Staff who will be working with a diabetic child have been able to get their vaccinations started at the LA request.
- Unless the children are off for Covid – 19 reasons or due to vulnerable family members then they should be in school. Remote learning will not be available to families that choose to keep their children off school.
- L Moore asked how the masks were working – The Head replied that hospital grade disposable masks, aprons and gloves were available around school. Most of the Staff choose to wear their own washable cotton masks. The Staff are asked to wear them in communal areas but in the classroom, it is at their discretion.
- Trips – Parents are aware that at the moment due to the pandemic there are no trips going a head but the school has not heard from the venues themselves.

FG.03.21.06: Policies – Pupil Premium Report

- This has moved from a 1- year strategy to a 3-year strategy.
- Assessment and data have been collected for some children but not others due to the pandemic.
- Some families have managed very well with remote learning but some sadly have not managed to get the children to engage with the work. More laptops are available but lockdown is now ending.
- Hopefully booster classes will pick these children up and increase their learning. Regular reviews of the 3 - year strategy will be needed. The report has to be put on the website and it will have to be updated in the summer term.

FG.03.21.07: SFVS

- These are financial regulations which have to be followed.
- The Head led the Governors through the report.
- The school buys into the finance team to supply regular budget reports.
- The school buys into best value.
- The dashboard says where we are compared with other similar schools.
- Park House is a low - risk school due to the carry - forward.
- The school has a good number of teachers but is low on support staff.
- The data is slightly out of date due to the pandemic.
- The Key Stage 2 classes are above 30 due to parents going to appeal.
- Key Stage 1 can only take 30 as the number is capped by the LA.
- **Governors agreed and the report was signed off.**

FG.03.21.08: Finance / Budget setting preparation

- Service level agreements are needed before the budget can be set.
- **Catering** – Option 3 – (£82,000 on S4S) – The Head believes that this is a printing error on the sheet and is waiting for further clarification as to what the price will be.
- **HR**– The Head recommended moving from Flint Bishop HR to DCC HR (£1,000) due to conflicting advice – **Governors Agreed**
- **Finance and Budget** – meeting and spreadsheet
- **Property Package** (£6,500) – small maintenance jobs
- **Health and Safety** – (fire-marshall, etc
- **Pay Package**
- **Admin Support**
- **Crisis Communications**
- **SFVS**
- **Ed Psychologist**
- **Head Performance Management**
- **Grounds Maintenance**
- **Positive Play**
- **RM Integris**
- **River's trip** (Year 3)
- **IMP** – Insurance scheme for building works.
IMP – a pot of money that is set to one side each year, (£7,000 to £10,000).
Snow and rain came into the school through the roof and started to get into the electrics. There are 3 main areas to be dealt with. One area has been quoted at £7,000 due to the work involved. The surveyor suggests that the school pay into the central pot and then the school can bid for the money to be used on the school.

M Dore asked where abouts the leaks were – The Head replied that the roof leaks near to where the photocopier is sited, outside Year 3 classroom (£7,000), Year 6 has a wet patch and Year 4 has a damp problem (blown plaster).

P Nicholson asked if the school will get payment after the work has been diagnosed – The Head replied that the surveyor said that there should not be problem.

Governors agreed

- **Caretaking** – (£27,550)
- The total cost of the above is approximately £68.000.
- **Governors agreed and signed off.**

FG.03.21.09: Staffing (Linked to Updates on the Gov Hub)

- **Ill Health Meeting** – The panel met and have gone down the route of ill health dismissal and ill health retirement. This means the top tier so the pension will be early and there will be no loss of money.
- The vacancy will need to be advertised as the person was doing 3 days per week. The school has budgeted to increase the admin hours and can afford to sustain 6 days per week as school business officers and 2 mornings or 1 full day as an administrator. The Head put the following ideas to Governors on the Governor Hub –
 1. Appoint a school business officer for 3 days per week, increase the hours of the current business officer (so there is a hand over day) and employ a school business administrator for 2 mornings or 1 day per week.
 2. Appoint a school business officer for 3 days per week and employ the school business administrator for 4 mornings or 2 days per week.

A school business officer is on a higher scale than the school business administrator.

Governors agreed to Option 1

- The post will be 3 days per week job share with the business officer who does 2 days per week. The Head has liaised with HR – possibly need to update the job description due to the extra duties but both personnel need to be doing the same job.
- **Long term sickness** - the member of staff is now back at work doing their normal hours and doing very well. Covid is an issue but they are coping well.
- **Temporary Contract** – A temporary contract employee has left and someone else has done 2 weeks cover. The Head would like to do a temporary post now and to advertise in June/July.

- **IT** – The photocopier has been a problem and 3 toners (yellow) have been used up very quickly. Hopefully now the engineer has been out the problem is solved. The DCC IT have been bought into ad hoc and issues have been sorted in 1 day. The Head was worried about the service being provided by our own IT and consulted with Flint Bishop who say we should not go down the route of redundancy but should do a pay - out. The disciplinary route could be taken but Covid raises an issue. The Head would like to wait to see what DCC HR will say when we move to them. The IT technician should be back next week.
- M Dore said that someone is needed to give the support that the school requires.
- C Stone thinks that the DCC might have a different view.
- P Nicholson asked what the redundancy would cost – Head replied – Contract started 1st January and they have been in post just over 2 years. They were employed by another school who made them redundant but they were contracted out from the school to Park House. It could be a small pay out.
- **Governors agreed to wait to see what the DCC HR says.**
- The Head is concerned that he is doing 2 schools in the same day and would like a different day. Both schools would encourage lateral flow testing.
- **Pregnancy** – Mrs Watkinson has started remote working but comes on site on a Wednesday. Mrs Robinson is teaching Year 3.
- **Caretaking** - The school is currently using Vertas (joint venture with DCC 49% and Suffolk 51%). The Head reported that members of staff are not being replaced and if a member of staff is off sick the school is not being notified.
- When it snowed there was no caretaker and the school staff ended up getting involved with the moving of snow to make paths and gritting. The school has had no permanent caretaker for over a year and has had about 6 different relief caretakers. A formal complaint was made by the Head. The contract renewal is from the 1st April. The contract is for 2 years and the Head is not happy with the service being provided. A meeting has been held between the Head and an Area Manager.
- A handy man was due to come out at half term but was off sick. The relief caretaker that the school has at the moment (more of a cleaner in charge) was asked to do the smaller jobs but these were not done successfully. The job has been advertised and is going to shortlist. According to the floor plan, Vertas agreed 25 hours should be enough time to do cleaning and caretaking duties. The Head would like to go for a 1 - year contract, give notice in September and go down a different route, perhaps employing someone ourselves.
- M Dore asked what the cluster schools were doing – the Head replied that some were with Vertas but some are moving away. Vertas say they are struggling to keep staff. If the caretaker job was taken over by the school, then the cleaner post would also have to be taken over.

- D Daysh said at the school she is at they employ their own staff but there were problems in the beginning.
 - The Head said that the school has some keyholders but not all the staff can open and close the school due to their own childcare issues.
 - The Head has had an e-mail from someone who would be interested in the post but the school would have to be compliant with safer recruitment and currently the advert would lie with Vertas as the employer.
 - A site survey needs to be done with perhaps a change to start and finish times for cleaning as time is lost waiting whilst pupils leave.
 - **Governors agreed a 1-year contract and see how the next couple of months work out.**
 - **Value basis report** – Overtime of Staff paid at a different rate to their contract. A member of Staff who helped with breakfast and afterschool club is paid at a different rate to their contract. The Head asked how they would like to be informed.
- The Governors agreed to a verbal report and agreed to the payment.**

FG.03.21.10: Headteachers Report

- The Head talked the governors through the report.
- There is no data to date. Some general assessments will be undertaken over the next few weeks so as to ascertain an idea of what support measures and help are needed for each child. The children who have been in school have had more support but the Staff are aware of this.
- The Secondary schools have given an idea of what the Year 6's are expected to know before they move up.
- After Easter some booster sessions will be needed.
- Well - being Wednesday will continue until Easter.
- Carolyn Brierley (School Improvement Officer) and Mrs Watkinson are to meet via Teams in the next couple of weeks.
- The Head and D Faulkner have been in contact as the School Council would like do a Teams meeting regarding Health and Safety.
- Kitchen – The Head is still chasing the County about moving the kitchen.

FG.03.21.11: Safeguarding and Behaviour

- **Safeguarding Audit** – Following the resignation of F Boot, D Faulkner is now the governor for Safeguarding and Health and Safety. The Safeguarding Audit was read and agreed by Governors. **Signed off by Governors**

- **Safeguarding Training** – The Head has put a Safeguarding link on the Governor Hub which all Governors who haven't undertaken the training need to do. Copies of the certificates obtained need to be forwarded to the Clerk.
- **Prevent Training** – Any Governors undertaking this training need to forward copies of the certificate to the Clerk.
- Both of the above courses are free.
- Behaviour in school has been very good.
- The school has 2 children (1 family) under social care – parenting concern – the case will close and will not be going down Child in Need route.

FG.03.21.12: Polling Station

- The Head reported that North East Derbyshire have notified school that it is likely to be used as a Polling Station. A representative will have to come out to do an assessment to see if the school is suitable due to the pandemic. The audit will be carried out before Easter.
- C Stone pointed out the guidance issued by the DFE – if keyworker children and vulnerable children are in school then schools should not be used. The Head replied that there are no other venues locally that can be used. The sports pavilion is over the boundary and in Pilsley.
- Z Thorpe asked about the cleaning of the school for the children to return on the Friday – The Head reported that the Vertas caretaker would do normal hours and the children do not access the hall. The caretaker should have enough time to do some cleaning the following morning. The school has purchased a chemical that can be sprayed with low emission. NEDDC pay £50.00 for the use of the school but the caretaking costs will be more.
- R Allen says other places get more than £50.00.
- L Moore says the Village Hall charge £180.00 for the use as a polling station. £50.00 is low and should be a lot more.
- S Kavanagh said that the school was not aware that more could be asked for.
- L Moore reported that more would be paid for a porta cabin.
- S Kavanagh said that the school could use the caretaking costs for extra cleaning as a way to ask for more money. **The Head will look into this and report back.**
- Paediatric first aid has been booked for this date but it can be moved if the school won't be closed.

FG.03.21.13: Inventory

- The school has got 4 DFE laptops and could have another 4 but are going to go for iPads for the school to access.
- The school is waiting for software registration so an order can be placed for Nessy and Doodle maths.

FG.03.21.14: Health and Safety / Accident Book

- A member of staff slipped and sustained a sore back. Their heel went from under them but there was no water or hazards present on the floor. The accident report was completed but no further action required.
- The trim trail needs repairing again through storm damage – the company need to come out.
- The summerhouse is collapsing, but it will cost £11,000 to £12,000 to replace. The school has got gazebos that could be used as the weather changes.
- The general school risk assessments were all updated at half term.
- In June all restrictions should be lifted. Sports day will be held but not for parents. An inflatable assault course is being looked into and the Year 6 leavers event could be part of this. A picnic as part of Year 6 leavers on 15th July would be good. Qualitas will bring in bikes and mini trampolines to make it a fun event etc.
- Health and Safety and Risk Management have been looked into regarding the inflatable and say that as long as the Risk Assessment are completed and staff are present at all times then there are no problems.
- The Head is being mindful of keeping everyone safe.

FG.03.21.15: Correspondence

- M Dore to put Governor Training on the Governor Hub.

FG.03.21.16: Any Other Business

- None

FG.03.21.17: To Agree Confidential Items

- None

FG.03.21.18: What have we achieved tonight that will improve outcomes for the children in our school?

- Sports Day and staying safe.

FG.03.21.19: Date and Time of Next Meeting

2021

- Full Governing Body Meeting Thursday 29th April at 6.00pm
- Full Governing Body Meeting Thursday 17th June at 6.00pm

Meeting Closed at 19.54

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