

# Park House Primary School



## FGB Minutes 9<sup>th</sup> March 2023 - 6pm

Agenda Item:			Lead by:	Actions:
FGB 03.23.01	Welcome/Apologies for absence	<p>Present: S Kavanagh, A Hukins (18.30), C Ellis, R Allen, C Stone, O Robinson, Z Thorpe, D Daysh, D Faulkner</p> <p>Apologies: M Dore (work), J Hardy (work), L Smithies (family)</p> <p>Clerk: J Swift</p> <ul style="list-style-type: none"> <li>➤ The Head thanked everyone for attending the meeting via Teams due to the adverse weather, snow.</li> <li>➤ The Clerk thanked C Stone for Chairing the meeting in the absence of M Dore.</li> </ul>	Chair	
FGB 03.23.02	Vacancies/ training and monitoring	<ul style="list-style-type: none"> <li>➤ The Clerk reported that 2 Parent Governors M Stanhope and G Smith had not been at a few meetings and no apologies had been submitted. The Head reported that M Stanhope had communicated with her that work was getting busy and he may have to step down. The Head had told him that if he was stepping down then it would need to be put in writing to the Clerk. The Clerk had sent emails on behalf of the Governors to both the above Governors but had had no response and asked for permission to put this in writing to their home address. <b>Governors agreed</b></li> <li>➤ The Clerk asked O Robinson to contact D Parker (Business Manager) at school with details for DBS check.</li> <li>➤ Certificates for safeguarding from Governors for filing if not already submitted.</li> </ul>	Clerk	<p><b>Clerk - Letter to G Smith and M Stanhope Email now received from M Stanhope.</b></p> <p><b>Head to liaise with D Parker and O Robinson</b></p>

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

FGB 03.23.03	Minutes of Previous Meetings	<ul style="list-style-type: none"> <li>➤ <b>Minutes of 19th January 2023</b> – Minutes read, agreed as a true record and signed.</li> <li>➤ <b>Minutes of 2<sup>nd</sup> March 2023 Extra Ordinary Meeting</b> – Minutes read, agreed as a true record and signed.</li> </ul>	Chair	
FGB 03.23.04	Declarations of Interest	<ul style="list-style-type: none"> <li>➤ None</li> </ul>	Chair	
FGB 03.23.05	Staffing	<ul style="list-style-type: none"> <li>➤ The Head reported that a TA on a temporary contract to work with a SEN child has resigned. A job advert has gone out and 3 candidates have applied and all 3 have been shortlisted. The Head proposes to interview the candidates next Friday. The temporary post will be until August 31<sup>st</sup> 2023. <b>Governors approved</b></li> <li>➤ <b>Cleaner</b> – The Head reported that the cleaner employed through the contract cleaning had resigned. Although the cleaner enjoyed working at the school the travelling was too much. The caretaker is currently picking up the hours until the company find a cleaner. The Caretaker is DBS checked.</li> <li>➤ <b>Strike Action</b> – 7 members of staff took strike action on 1<sup>st</sup> day and 5 members on 2<sup>nd</sup> day, there are 2 more days coming up. The school closed to children on the 1<sup>st</sup> and 2<sup>nd</sup> day, the Head asked what Governors advised for days 3 and 4. All but one class could be covered by HLTA's. One <i>Governor remarked that it is difficult to close if enough staff on site.</i> There has been no definitive answer as to who is striking. <i>Another Governor remarked that the school could stay open but would staff change their mind to strike at the eleventh hour and then cause the school to close? The head said yes, possibly.</i></li> <li>➤ The Governors deliberated over the decision and</li> </ul>	Head	<p><b>Head and staff Governor to meet with staff regarding academisation.</b></p> <p><b>Head to create survey for Governors.</b></p>

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		<p>implications to parents and children.</p> <ul style="list-style-type: none"> <li>➤ <b>Governors agreed to the school being closed to children for the 2 further days of strike action.</b></li> <li>➤ The Head reported that a meeting with staff regarding academisation had yet to take place.</li> </ul>		
FGB 03.23.06	SFVS	<ul style="list-style-type: none"> <li>➤ The Audit was read through.</li> <li>➤ There are no actions from the audit.</li> <li>➤ The last audit was about 4 years ago.</li> <li>➤ Before the audit is signed off Question 17 needs amending.</li> </ul>	Head	<b>Head amend Q17.</b>
FGB 03.23.07	Finance	<ul style="list-style-type: none"> <li>➤ The Budget has been updated in the last couple of weeks.</li> <li>➤ Due to the pay increases about £15,000 needs to be found.</li> <li>➤ Next year the TA hours may need to be reduced.</li> <li>➤ The Finance Officer has agreed for D Parker (Business Manager) to sit in the next Finance meeting.</li> <li>➤ The Head read the Agreements and service level agreements.</li> <li>➤ <b>Governors approved</b></li> <li>➤ <b>April Budget</b> – gas bill over £2,000. Governors asked about the cost for the same time last year. Head is unsure.</li> <li>➤ The energy surveyor has been around the school, awaiting the report.</li> <li>➤ The PTA currently has no Chair or Vice-Chair so no AGM has been held. This group usually fund raise and reduce the costs of trips etc. The PTA have put a message out saying that the PTA could fold but as yet no one has come forward. A group of parents are happy to help but no one wants to run it.</li> <li>➤ The PTA raised £6,000 for a new summerhouse and the school have match funded it. A new summerhouse is being sourced.</li> </ul>	Head	<b>Head – details needed for the Clerk to file with the minutes</b>
FGB 03.23.08	Safeguarding	<ul style="list-style-type: none"> <li>➤ The Head is working through the <b>Safeguarding audit</b>. D Faulkner to sign it off when it is complete.</li> </ul>	Head	

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		<ul style="list-style-type: none"> <li>➤ <b>The SCR</b> is to be brought to the next meeting. The Single Central Record is an excel live document. The document is large and broken into sections. It is looked at both by Ofsted and Audit. The information is governed by GDPR and there are levels of security in place. D Faulkner saw the live SCR and signed a copy that morning.</li> <li>➤ <b>Escalation of case</b> – A family has been sitting at a child in need for some time and this has been escalated and has gone to child protection.</li> </ul>		
FGB 03.23.09	Academisation	<i>*CONFIDENTIAL item removed*</i>	Head	<b>Head to arrange Governor monitoring dates</b>
FGB 03.23.10	Inventory	<ul style="list-style-type: none"> <li>➤ New office shredder to be added to inventory and the old one taken off.</li> </ul>	Head	
FGB 03.23.11	Health and Safety/ Accident book	<ul style="list-style-type: none"> <li>➤ The summerhouse will cost between £10,000 and £12,000. 3 quotes will be needed and will be brought to the next meeting.</li> <li>➤ IWB – installation – <b>Governors agreed purchase</b></li> <li>➤ Door security system – system upgraded. One of the</li> </ul>	Head	<b>Summerhouse quotes</b>

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		<p>engineers who came out was rude to a member of staff. The Head has raised the issue with the company. Some systems have been damaged.</p> <ul style="list-style-type: none"> <li>➤ An override button has been put directly above the green button and not at the height agreed.</li> <li>➤ 1 door still needs completing and the company will be billed for the intercom work which needs sorting.</li> </ul> <p><b>Accident Book</b></p> <ul style="list-style-type: none"> <li>➤ The accident book has 2 head bangs recorded in it. 1 of the 2 was a behaviour incident which resulted in a child being hospitalised with concussion.</li> <li>➤ 1 broken eye socket due a cricket bat being swung and not being aware of others around the area. The child may have to have surgery. <u><i>A Governor asked if there is a safe area where bats and balls can be played with. The Head replied that staff and children have been advised where the designated areas are but, this does not always stop children from running through.</i></u></li> </ul>		
FGB 03.23.12	GDPR	<ul style="list-style-type: none"> <li>➤ The Head reported that there had been a breach with an email. An email for a child for parents evening was sent to an outside company.</li> <li>➤ The Data Protection Officer is aware – felt it was a minor breach.</li> <li>➤ The Staff member contacted the company to ask for it not to be opened and to be deleted, which the Data Protection Officer said was good practice to do.</li> <li>➤ The company sent an email to say email deleted and not opened and a copy of this email has been put on file.</li> </ul>	Head	
FGB 03.23.13	Correspondence	<ul style="list-style-type: none"> <li>➤ None</li> </ul>	Clerk	
FGB 03.23.14	Any other business		Chair	

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		➤ None		
FGB 03.23.15	To agree Confidential Items	➤ MAT ➤ C Brierley feedback	Chair	
FGB 03.23.16	What have we achieved tonight that will improve the outcomes for the children in our school	➤ Escalating social care case ➤ Curriculum ➤ SFVS	Chair	
FGB 03.23.16	Date and time of next meeting	➤ Thursday 27 <sup>th</sup> April 2023 at 6.00pm	Clerk	

Meeting closed 19.18

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