

Park House Primary School



FGB Minutes 12th September 2024 - 6pm

Agenda Item:			Lead by:	Actions:
FGB 09.24.01	Welcome/Apologies for absence/Vacancies	<p>Present: S Kavanagh, L Key, M Dore, C Ellis, R Allen, D Daysh, O Robinson, T Faulkner, L Smithies</p> <p>Apologies: C Stone (family), R Coulson (family), J Hardy (work) D Faulkner (work), Z Thorpe (work), L Ellis (family)</p> <p>Clerk: J Swift</p> <ul style="list-style-type: none"> ➤ The Clerk welcomed everyone to the meeting. ➤ The Clerk reported that the Board currently has no vacancies. There will be 2 Parent Governor vacancies in mid-December, (C Stone and D Daysh) 	Clerk	
FGB 09.24.02	Governing Body Structures	<ul style="list-style-type: none"> ➤ The Chair (M Dore) and Vice-Chair (T Faulkner) were voted in at the June meeting in readiness for September, both are still happy to continue. ➤ The Governing Body are happy with the structures of the meeting and to keep to Full Governing Body and Pay Committee (M Dore, C Stone and R Allen). 	Clerk	
FGB 09.24.03	Declarations of Interest and Register of Business Interest	<ul style="list-style-type: none"> ➤ The Clerk reported that all Pecuniary Interest forms had been completed. 	Clerk	

Signed by Chair..... Dated:

FGB 09.24.04	Delegated Responsibilities	<ul style="list-style-type: none"> ➤ O Robinson to complete a Governor visit form. ➤ The Subject Links form was discussed and needs amending ➤ The Skills Audit sheets were given out to those present for completion by the 14th November. Those not present will receive a paper copy on the night. ➤ Governors agreed to the Financial Delegations and Procedures as there was no change compared to last year. Governors agreed. 	Clerk/Chair	Subject Links form to amend
FGB 09.24.05	Minutes of the Previous meeting	<ul style="list-style-type: none"> ➤ The Minutes from the 27th June meeting were read, agreed as a true record and signed. ➤ There were no matters arising. 	Chair	
FGB 09.24.06	Staffing	<ul style="list-style-type: none"> ➤ The Head reported that a resignation had been received from a TA with notice from the 3rd September. A replacement has been sourced and training had started with Mrs. Ellis. TA would be working with SEND children. ➤ Mrs. Gavan has been working as a TA and may be able to do some hours in Year 6 in a morning. ➤ The TA resignation was approved. ➤ The support staff pay award of £1,290.00 is still not agreed. Unite and Unison are possibly going to ballot. When all is agreed the pay will be back dated to April. <p style="text-align: center;">*CONFIDENTIAL ITEM REMOVED*</p> <ul style="list-style-type: none"> ➤ A leave of absence request has been made by Mrs. Kavanagh and for it to be unpaid. Approved ➤ 5 applications for discretionary leave have been received this term and the Head wanted to let Governors know. ➤ A mid-day supervisor who resigned last term has been replaced. 	Head	
FGB 09.24.07	Policies	<ul style="list-style-type: none"> ➤ DCC Safeguarding and Child Protection read and approved by Governors 	Head	

Signed by Chair..... Dated:

		<ul style="list-style-type: none"> ➤ DCC Extremism/radicalization read and approved by Governors ➤ DCC Attendance read and approved by Governors (New rules at the end of August 2024. Persistent absenteeism is being looked at. The fines amount has been increased. The cluster schools have worked on the policy together) ➤ DCC First Aid read and approved by Governors ➤ PHPS wraparound care read and approved by Governors (The prices have been updated. Behaviour has been tightened up and parents have to collect on time. Some new families have joined) ➤ DCC Health and Safety read and approved by Governors ➤ Sports Premium review read and approved by Governors ➤ Financial Delegations and Procedures read and approved by Governors ➤ Music Development Plan read and approved by Governors ➤ Medical Diet from DCC Catering read and approved by Governors (It is working well with medical diet children) 		
<p>FGB 09.24.08</p>	<p>School Improvement Plan</p>	<ul style="list-style-type: none"> ➤ The Head reported that the priority is with writing. ➤ Grammasaurus training is being started by staff in school. ➤ Year 6 are trialing place value for grammar and spelling by Grammarsaurus. ➤ EYFS are involved in 'Drawing Club', a writing approach. This focuses on fine motor skills building letters, words and sentences. ➤ Math's, most specifically, multiplication will also be a priority. The school is looking at different ways to teach multiplication. ➤ Mastering number is being worked on as well as mastery math's. ➤ All work on the curriculum needs to be embedded. ➤ Park House is looking at being a SMILERS school. The school is doing a lot of work that could lead to bronze. DCC are going to do the training with Mrs. Ellis and children will 	<p>Head</p>	

Signed by Chair..... Dated:

		<p>be trained as ambassadors. Once this has started parents will be informed.</p> <ul style="list-style-type: none"> ➤ As part of the wellbeing aspect of SMILERS, school gets a small pot of money and the Staff room needs a revamp. ➤ The Data for the school is very positive, although writing has not been where we wanted it to be. ➤ Key Stage 1 Data is not shared with the LA and therefore not included in the data in the SIP. ➤ Reports to be looked at. ➤ The Financial Benchmarking was on an excel sheet which the Head put up on the whiteboard and discussed with Governors. ➤ The maintenance costs for our school are high compared to other schools. There are cracks appearing on some of the walls of the building to the front rooms of school. The Area Surveyor has been out and further advice is being sought. The DCC and DfE conditions survey have been done. 		
FGB 09.04.09	Safeguarding Update	<ul style="list-style-type: none"> ➤ The staff Safeguarding training was done on the September inset day. 	Head	
FGB 09.24.10	GDPR Update	<ul style="list-style-type: none"> ➤ No data breaches ➤ Audit report shared – most actions done 	Head	
FGB 09.24.11	Health and Safety/ Accident Book	<ul style="list-style-type: none"> ➤ No accidents to report ➤ Cracks to walls of some of the front rooms of school being investigated. ➤ Telephone system has been installed - VOIP ➤ Work needs to be carried out on the infant girl's toilet. A changing cubicle needs to be made to accommodate 2 members of staff and a child if a child needs changing. Hopefully, the work will be carried out during October half term. The funding is from the LA. 	Head	

Signed by Chair..... Dated:

FGB 09.24.12	Inventory	➤ The new telephones to be added	Head	
FGB 09.24.13	Correspondence	➤ Resignation by email to the Head	Clerk/Chair	
FGB 09.24.14	Any Other Business	*CONFIDENTIAL ITEM REMOVED*	Chair	
FGB 09.24.15	To agree confidential items	<ul style="list-style-type: none"> ➤ Staffing ➤ Staff names in staffing removed ➤ Any other business 	Chair	
FG4 09.24.16	What have we achieved tonight that will improve the outcomes for the children in our school	<ul style="list-style-type: none"> ➤ Policies ➤ Benchmarking ➤ Reviewed the School Improvement Plan 	Chair	
FGB 09.24.17	Date and time of next meeting	<ul style="list-style-type: none"> ➤ Curriculum Marketplace at 5.00pm ➤ Pay Committee at 6.00pm ➤ Full Governing Body Meeting 14th November at 6.10pm 	Clerk	

Meeting closed at 19.40

Signed by Chair..... Dated: