

Park House Primary School



FGB Minutes 27th June 2024 - 6pm

Agenda Item:			Lead by:	Actions:
FGB 06.24.01	Welcome/Apologies for absence	<p>Present: S Kavanagh, L Key, M Dore, C Ellis, R Allen, C Stone, O Robinson, Z Thorpe, L Smithies, J Hardy, D Faulkner, T Faulkner, L Ellis, R Coulson</p> <p>Apologies: D Daysh (work)</p> <p>Clerk: J Swift</p> <ul style="list-style-type: none"> ➤ The Chair welcomed everyone to the meeting. ➤ The Clerk reported that the Board currently has no vacancies. 	Chair	
FGB 06.24.02	Declaration of Business Interest	<ul style="list-style-type: none"> ➤ None to record ➤ The Clerk asked if all Governors could fill in and sign the Pecuniary Interest form in readiness for September. 	Chair	
FGB 06.24.03	Governor Terms of Office and Training	<ul style="list-style-type: none"> ➤ The Clerk asked for names to be put forward for Chair and Vice-Chair ready for September. ➤ Chair – M Dore proposed by R Allen and seconded by R Coulson. Accepted ➤ Vice-Chair – T Faulkner proposed by Z Thorpe and seconded by L Smithies. Accepted ➤ GDPR – Most of the Governors have completed the GDPR training quiz but tomorrow is the deadline for completion. Governors are aware. ➤ Meeting Dates for 2024/25 – The Head and Clerk proposed some changes to the dates of some of next years meetings due to when holidays fall, or Secondary school open evenings take place. Dates were discussed and a new 	Clerk/Chair	Clerk to redo the calendar

Signed by Chair..... Dated:

		<p>calendar will be submitted when the next minutes are released.</p> <ul style="list-style-type: none"> ➤ Curriculum Marketplace – The Head asked if the curriculum marketplace could be revisited before the start of the 14th November meeting. This would be at 5.00pm followed by a Full Governors meeting at 6.00pm. Governors agreed ➤ Academy Trust Meetings- The Head asked Governors if the school could propose 3 dates to meet both Redhill and Embark Academy Trusts to enable Governors to meet with them to get more information to see whether to continue academy discussions or not. The dates agreed are 26th September, 3rd October and 10th October. ➤ Governor Skills Audit – The Head proposes the Governor skills audit to be completed by the 12th September. Governors agreed. 		<p>curriculum marketplace</p> <p>Head to arrange Academy meetings</p> <p>Clerk/Head to sort Governor Skills Audit</p>
FGB 06.24.04	Minutes of the previous meeting	<ul style="list-style-type: none"> ➤ Minutes April 2023 – Read, agreed as a true record and signed. ➤ The TA posts have been filled. ➤ The maternity cover post has been filled. ➤ The new telephone system is due to be installed fully during the Summer break. 	Chair	
FGB 06.24.05	Staffing	<ul style="list-style-type: none"> ➤ Resignations – One Mid -day supervisor had resigned but has now asked to come back. The Head has agreed as the job is still vacant. Governors agreed. ➤ Resignation – Mrs Gavan has resigned but may go on supply. Mrs Kelly was appointed to become full-time. Governors agreed ➤ Resignation – A midday supervisor has resigned as they would like more hours as a TA. Governors agreed ➤ The Head has got a meeting with a potential midday supervisor tomorrow. ➤ TA posts – The Head reported that the TA posts had been filled by A Burr – am in Reception Class and some extra duties and D Kirkland pm in Reception and Year 6 am. ➤ Maternity – No date on Mrs Hopkins return to work following maternity leave as yet. The proposal is that Miss 	Head	

Signed by Chair..... Dated:

		<p>Bushnell covers until January. Governors agreed.</p> <ul style="list-style-type: none"> ➤ Maternity – Mrs Watkinson is due to go on maternity leave and Miss Holmes has been appointed to work to work those hours and will job share with Mrs Reeve. Governors agreed. ➤ Value Basis - The Head reported that 2 people had worked at different rates to cover other posts as extra hours. – Governors agreed. 		
FGB 06.24.06	Finance Report	<ul style="list-style-type: none"> ➤ The Budget report was read. ➤ Looking at the 4-year projection the next 2 years could see a carry forward, but the 2 following years could be deficits. There is time for all this to change. There is a general election next week and this could change the predictions. ➤ The pay uplift was budgeted at 2.5% but this is now 4.8% and the government haven't given any money towards this. ➤ The air conditioning work that has been carried out is waiting for the money to come out of the DFC fund. ➤ Pupil Premium will roughly stay the same. ➤ The school has sports premium for another year. ➤ The Breakfast and Afterschool Club has monetary changes starting in September and parents are aware. Breakfast Club will be £5, 1 hour afterschool £5- and 2-hours afterschool £10. There has been no feedback as yet from parents. ➤ TA Sickness Insurance only pays out after 21 days, it is 4 days for teachers. ➤ The school has budgeted for a low intake in September next year. 	Head	
FGB 06.24.07	Heads Report	<ul style="list-style-type: none"> ➤ The Report had been read prior to the meeting with the Head highlighting points for the Governors. ➤ C Brierley had done a school visit as the schools ASIA and focused on the EYFS and this was positive. The visit report agreed that there were a lot of strengths following this visit. ➤ Phonics and Little Wandle are working well. Some of the 	Head	

Signed by Chair..... Dated:

		<p>Little Wandle books are getting damaged due to use. The SEND programme has worked well. We have sold some old reading scheme books and are using the money to purchase more Little Wandle books.</p> <ul style="list-style-type: none"> ➤ The Head reported that the class teacher in Year 2 is adapting how the class read. Next term the class will be split into smaller reading groups, and they will read either with the class teacher or the class TA. ➤ Handwriting from September will be tracked separately to writing as it was skewing the data. ➤ Year 6 are awaiting the SAT's results. ➤ Internal data was shared from across the school, discussions were held on the improvements from January. ➤ <u>Governors asked why the writing results are declining higher up school, answer given - There is more work needed to meet the criteria and objectives in KS2. Although pupils enjoy The Write Stuff, more is still needed to look at and address how this fits for moderation and the number of independent writes completed.</u> ➤ The Multiplication data shows that 2 children achieved 25/25. Where pupils have not engaged with TTRockstars as readily as others, the results have not been as good, even though multiplication is taught in school too. Multiplication is to be a target on the school improvement plan. ➤ Attendance is good but the school is receiving a lot of holiday requests. ➤ Absenteeism rate has declined to 8.17% ➤ Children who arrive late are getting better. ➤ A survey on the Behaviour Policy has been done for parents to complete. The school rules have been simplified to 3. There is a new addition of 6 learning characteristics, rewarded with stickers. ➤ The school council likes the positive and needs work dojos going to parents. ➤ There is now a star of the day which the school council likes. ➤ <u>Governors asked if the reason for star of the week could be</u> 		<p>Head to look into how</p>
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Signed by Chair..... Dated:

		<p><u>shared with parents as pupils don't always remember.</u></p> <ul style="list-style-type: none"> ➤ The ASIA report has set an objective to address the outdoor Reception area, which needs tidying up around the greenhouse. The Head feels this will be a bigger and expensive job and is not the priority at present, meeting the needs of the pupils joining the school must be the priority. ➤ School improvement Priorities will be: <ul style="list-style-type: none"> ➤ Maths – multiplication ➤ EYFS – Drawing Club (writing) ➤ Curriculum – continue the work on the progression and development of the curriculum ➤ Outdoor environment – opportunities for pupils who do not want to engage with sports. ➤ The DfE have announced that schools need to publish a music plan. School have almost finished it, and this will go to Governors in September. ➤ <u>Governors asked if it would be possible to see more detailed data on the SEND children to see the improvements they have made. Some evidence of progress / data would be useful. The Head and Deputy to look into this.</u> 		<p>this could be improved.</p> <p>Head to arrange more detailed data for Governors.</p>
FGB 06.24.08	Policies	<ul style="list-style-type: none"> ➤ PSHE /RSE Policy -read and agreed by Governors ➤ SEND Policy – read and agreed by Governors ➤ Antibullying Policy – read and agreed by Governors ➤ Behaviour Policy – read and agreed by Governors ➤ Data Protection /GDPR Policy – read and agreed by Governor ➤ Child on Child Abuse Policy - read and agreed by Governors ➤ DCC Complaints Procedure – read and agreed by Governors ➤ All Policies ratified 	Head	
FGB 06.24.09	Safeguarding Update	<ul style="list-style-type: none"> ➤ D Faulkner to meet with the Head after the meeting to go through the Central Record and sign. 	Head	

Signed by Chair..... Dated:

FGB 06.24.10	GDPR Update	<ul style="list-style-type: none"> ➤ The GDPR Policy has been read, signed off and will be adopted by the school. ➤ The Policy is reviewed yearly. ➤ All the staff have watched the video and have done the quiz and the Head has kept a record as evidence of completion. ➤ The Auditors are in on Thursday 4th July. ➤ There have been no breaches of information, SARs or FOIs since the last FGB, and staff are trained on breaches and what to do. ➤ The school is paying for a shredding company to take the confidential waste and destroy it. This is licenced and they give written confirmation of destruction. ➤ The office holds the retention policy and schedule. ➤ Updated privacy notices are on the website. 	Head	
FGB 06.24.11	Health and Safety/ Accident Book	<ul style="list-style-type: none"> ➤ No accidents to report ➤ Pest control have been back in, and the squirrels seem to have moved out. ➤ Quote from a company of £1,975.00 to bird proof and squirrel proof the school. Governors agreed 	Head	Head to arrange for the works to take place.
FGB 06.24.12	Inventory	<ul style="list-style-type: none"> ➤ When the new phone system and switch is installed, they will be added to the inventory 	Head	
FGB 06.24.13	Inset day	<ul style="list-style-type: none"> ➤ Wednesday 4th September 2024 ➤ Monday 6th January 2025 ➤ Monday 2nd June 2025 	Head	

Signed by Chair..... Dated:

		<ul style="list-style-type: none"> ➤ Wednesday 25th June 2025 ➤ Thursday 24th July 2025 ➤ Governors agreed to all the above dates 		
FGB 06.24.14	Correspondence	<ul style="list-style-type: none"> ➤ None, other than the resignations. 	Clerk	
FGB 06.24.15	Any other business	<ul style="list-style-type: none"> ➤ T Faulkner reported that a donation of an artificial Christmas tree has been made to them for the school if the school would like it. To liaise with the Head. ➤ A governor asked if the school could get some netball shirts and bibs for the netball team. Governors congratulated the netball team on winning the District Finals to become District Champions 2024. 	Chair	Headteacher to bid to Parish Council for the purchase of netball shirts and bibs

FGB 06.24.16	To agree Confidential Items	<ul style="list-style-type: none"> ➤ None 	Chair	
FG4 06.24.17	What have we achieved tonight that will improve the outcomes for the children in our school	<ul style="list-style-type: none"> ➤ GDPR ➤ Policies ➤ How well our children are doing by the data submitted and what needs to be worked on. 	Chair	
FGB 06.24.18	Date and time of next meeting	<ul style="list-style-type: none"> ➤ Full Governing Body Meeting 12th September 2024 	Clerk	

Meeting closed at 19.55

Signed by Chair..... Dated:

The Clerk wished the Governing Body a Good Summer Break

Signed by Chair..... Dated: