

# Park House Primary School



## FGB Minutes 7<sup>th</sup> March 2024 - 6pm

Agenda Item:			Lead by:	Actions:
FGB 03.24.01/02	Welcome/Apologies for absence	<p>Present: S Kavanagh, L Key, R Allen, C Stone, M Dore, J Hardy, R Coulson, O Robinson, T Faulkner, D Daysh, L Ellis, C Ellis, D Faulkner</p> <p>Apologies: Z Thorpe (work), L Smithies (Awards ceremony in London)</p> <p>Clerk: J Swift</p> <ul style="list-style-type: none"> <li>➤ The Chair welcomed everyone to the meeting</li> <li>➤ The Clerk reported that the Governing Body no longer has vacancies. D Faulkner was unopposed in the last Parent Governor elections. The Governing Body welcomed D Faulkner back.</li> </ul>	Chair/Clerk	
FGB 03.24.03	Minutes of Previous Meeting	<ul style="list-style-type: none"> <li>➤ <b>Minutes January 2024</b> – Agreed as a true record and signed.</li> <li>➤ <b>01.24.05 Performance Management</b> – The personnel in attendance should read O Robinson and not R Allen as recorded.</li> <li>➤ <b>TT Rockstars</b> – the most responses came from Year 2. One family unable to access TT rockstars due to them not having access to a device but no other problems. One family doesn't like Numbots.</li> <li>➤ <b>IMP's</b> – The Head has been in contact with the LA and an email has been received. The houses being built in the area could bring the school some money. The LA is due to do a condition survey before Easter. A mechanical surveyor has visited this week.</li> </ul>	Chair	

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

		<ul style="list-style-type: none"> <li>➤ Mark Fletcher MP is visiting the school tomorrow. Road safety is paramount following the accident of a child. D Faulkner has spoken to the Parish Council and K Gillott regarding some change to the crossing.</li> <li>➤ <b>Induction Training</b> – New Governors have been booked on a course.</li> </ul>		
FGB 03.24.04	Declaration of Interest	<ul style="list-style-type: none"> <li>➤ C Ellis and L Ellis to leave the meeting when academisation is discussed</li> </ul>	Chair	
FGB 03.24.05	Staffing	<p><b>*CONFIDENTIAL*</b>  <b>Confidential items removed</b>  <b>*CONFIDENTIAL*</b></p>	Head	
FGB 03.24.06	Special Educational Needs	<ul style="list-style-type: none"> <li>➤ The Head reported that the school are getting an increase in the number of children with EHCP's.</li> <li>➤ In September the Reception Class will get 2 children with EHCP's.</li> <li>➤ The Head would like to advertise for someone to cover EHCP and SEN children. <b>Governors agreed to advertise after Easter for a start date of September.</b></li> </ul>	Head	
FGB 03.24.07	SFVS	<ul style="list-style-type: none"> <li>➤ Benchmarking – seen by Governors</li> <li>➤ Budget Reports – seen by Governors</li> <li>➤ Support from HR – received</li> <li>➤ Skills Audit (needs addressing in September)</li> <li>➤ New Business Officer is a change within the SVFS.</li> <li>➤ Governors requested that the number of Governors with a financial background be increased before sending to DCC.</li> <li>➤ Order Point (changing in April), will be called Fiori</li> <li>➤ Private School Funds (audited)</li> <li>➤ <b>Governors agreed and copy ready to go to Matlock</b></li> </ul>	Head	
FGB 03.24.08	Finance and Budget setting	<ul style="list-style-type: none"> <li>➤ <b>Delegated funds</b> – The Head has a delegated fund of</li> </ul>	Head	

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		<p>£3,000.</p> <ul style="list-style-type: none"> <li>➤ <b>Contracts</b> – The school buys into a number of contracts each year. The total of these contracts is about £26,126.90 but due to increases may be nearer to £35,000.</li> <li>➤ The Data Protection Officer has been very helpful and the school has had 2 subject access requests from the same family. Silver cover is £1,050.00 and Bronze cover is £750.00 + £75.00 per SAR – <b>Governors agreed to Bronze cover</b></li> <li>➤ 2 Governors are helping out with a Governor panel at another school.</li> <li>➤ <b>Caretaking and cleaning</b> – the costs through MCC are increasing due to pay uplifts. The caretaker currently works 44 weeks caretaking duty and 38 weeks cleaning duty. The Head would like to increase the cleaning weeks to 44 to match – <b>Governors agreed if the budget allows.</b></li> </ul>		
FGB 03.24.09	Safeguarding and behaviour	<ul style="list-style-type: none"> <li>➤ The Head asked to meet with D Faulkner to sign the Single Central Record.</li> <li>➤ There is 1 family sitting at Child in Need.</li> </ul>	Head	
FGB 03.24.10	Academisation Agenda	<p><b>*CONFIDENTIAL*</b></p> <p><b>*C Ellis and L Ellis left the meeting*</b></p> <p><b>Confidential items removed</b></p> <ul style="list-style-type: none"> <li>➤ <b>*C Ellis and L Ellis returned to the meeting*</b></li> </ul> <p><b>*CONFIDENTIAL*</b></p>	Head	
FGB 03.24.11	Inventory	<ul style="list-style-type: none"> <li>➤ New floor cleaner/scrubber to be added</li> </ul>	Head	
FGB 03.24.12	Health and Safety	<ul style="list-style-type: none"> <li>➤ DCC Contractors/Service Providers Policy Guidelines – <b>shared and agreed</b></li> <li>➤ Air conditioning being installed over the Easter holidays in</li> </ul>	Head	

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

		Yr 3 and Yr 6 classrooms.		
FGB 03.24.13	GDPR	➤ Discussed earlier in meeting	Head	
FGB 03.24.14	Correspondence	➤ Resignation ➤ Email regarding building ➤ Headteacher pay letter	Clerk	
FGB 03.24.15	Any other Business	<p><b>*CONFIDENTIAL*</b></p> <p>➤ Governors asked about the pupil who had been hit by a car near school in half term. The Head reported that the child involved in the accident has had another operation to the ankle but is doing well.</p> <p><b>*CONFIDENTIAL*</b></p> <p>➤ The Clerk asked on behalf of a child <i>if a onesie might be considered for the school uniform as it was comfortable to wear.</i> The school had just had a pyjama day for World Book Day – <b>Governors replied that they were sorry but no due to the impracticalities.</b> The Clerk will relay the message.</p>	Chair	<b>Clerk has relayed the message</b>
FGB 03.24.16	To Agree Confidential Items	➤ Staffing ➤ Academies ➤ Childs injuries	Chair	
FGB 03.24.17	What have we achieved tonight that will improve outcomes for the children in our school	➤ Agreed contracts ➤ Support and Infrastructure of the school	Chair	

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

FGB 03.24.18	Date and time of next meeting	➤ Full Governors Meeting Thursday 25 <sup>th</sup> April 2024 at 6.00pm	Clerk	
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Meeting closed at 19.35

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