

Park House Primary School

FGB Minutes 3rd July 2025 – 6.00pm



Agenda Item:			Lead by:	Actions:
FGB 07.25.01	Welcome/Apologies for absence	Present: S Kavanagh, L Key, R Allen, O Robinson, L Smithies, L Inglis, T Faulkner, D Faulkner, C Lesser Apologies: R Coulson (family), M Dore (work), J Hardy (work) Z Thorpe (holiday), L Ellis (family), C Ellis (family) Clerk: J Swift ➤ In the absence of the Chair the Vice-Chair T Faulkner was asked to chair the meeting. Everyone welcomed.	Chair	
FGB 07.25.02	Declarations of Interest	➤ None	Chair	
FGB 07.25.03	Governor Terms of Office/Training	➤ The Head reported that an email of resignation had been received from R Coulson. The email requested for them to step down at the end of this academic year. The Governors wished them well and thanked them for their support. Governors accepted. ➤ The Clerk will put together the Parent Governor package in readiness for September. ➤ The Clerk reported that they too would be stepping down at the end of August. The Chair and the Head had received the resignation prior to this meeting. The Head presented the Clerk with a card and gift on behalf of the Governing Board for the service given over the past nineteen years. The Clerk will still be an active member of the school but in a different role.	Clerk/Chair	Clerk to send a letter of thanks on behalf of the Board - done

Signed by Chair..... Dated:

		The Governors wished them well and thanked them for their support. Governors accepted. Clerk position to be advertised as soon as possible ➤ C Ellis (Staff Governor) Term of Office is due to expire but has been voted back in by Staff for another 4 years. Accepted ➤ R Allen (Co-Opted Governor) Term of Office due to expire. Voted in by Governing Board for another 4 years. Accepted. ➤ L Smithies (Co-Opted Governor) Term of Office due to expire but has been voted in for another 4 years by the Governing Board. Accepted ➤ Position of Chair – M Dore – Proposed by R Allen T Faulkner -Proposed by O Robinson Confirmation in September ➤ Vice-Chair – T Faulkner – Proposed by Governing Board Confirmation in September ➤ The Clerk gave the dates for next years meetings and Governors agreed. The Curriculum Marketplace will be on 13th November at 5.00pm. The pay Committee will meet at 5.45pm and the Full Governing Board meeting will follow on. ➤ Monitoring visits to be discussed at the September meeting. ➤ The Subject Links/Governor paperwork needs amending. ➤ Induction training needed for L Inglis and C Lesser. The new Parent Governor will also need training.		Amended
FGB 07.25.04	Minutes of Previous Meeting	➤ The Minutes from the 3rd April meeting were read, agreed and signed as a true record.	Chair	

Signed by Chair..... Dated:

FGB 07.25.05	Staffing	*CONFIDENTIAL ITEM REMOVED* ➤ Resignation *CONFIDENTIAL ITEM REMOVED* ➤ The Head reported that Miss Bushnell has resigned and has secured a post as an unqualified teacher in a junior school closer to home. A job advert for a teacher has been placed to cover 1.5 days. ➤ Reception class – Mrs Fidler and Mrs Attenborough ➤ Year 1 - Mrs Kelly, Mrs Millward and Miss Burr ➤ Year 2 - Mrs Cook and Mrs Sanderson, Miss Clarke for PPA ➤ Year 3 – Mrs Taylor, Mrs Roberts (am) and Miss Smallwood (pm) ➤ Year 4 – Mrs Hopkins/Mrs Cameron, TA tbc, Mrs Ellis and Miss Clarke pm ➤ Year 5 - Mrs Key/tbc and Mrs Goodwin ➤ Year 6 – Mrs Reeve/Mrs Watkinson, Miss Smallwood am and Mrs Monk am ➤ The TA hours advertised internally were 5 hours -Mrs Harper and 15 hours Mrs Roberts. ➤ The assemblies are moving back to the mornings from September. ➤ Value basis – K Clarke and J Swift have covered breakfast club/afterschool club. ➤ Governors agreed all of the above	Head	
FGB 07.25.06	Finance Report	➤ The Head reported that the finance report is now out of date due to the resignations and the possibility of children leaving. ➤ The 25/26 carry forward is £43,500 with most likely deficits to follow. *CONFIDENTIAL ITEMS REMOVED* ➤ *CONFIDENTIAL ITEMS REMOVED*	Head	

Signed by Chair..... Dated:

		➤ The Breakfast and Afterschool club are breaking even. ➤ There are not as many children signed up for the summer sports camp and concerns that costs will not be covered. In future we may need to invite other schools to join in. Governors suggested that Parents may need more information about the non sporting events taking place or more information about what the activities are.		
FGB 07.25.07	Headteachers Report	➤ The Head reported that there are possibly 2 children leaving the current Reception class as they move to Year 1. ➤ 1 new child may be joining Year 4. ➤ All Year 1 have all passed phonics – well done to all the staff involved. ➤ Phonics retake in Year 2 showed accelerated progress. ➤ SEND data – the children are making really good progress. ➤ The Governors would like to thank staff for their hard work, especially with the SEND children. ➤ 52% are at GLD in EYFS ➤ SAT's results are due on the 8th July. ➤ The multiplication check data in Yr 4 is good. ➤ Attendance is above national. The Head would like to amend the Attendance Policy about exceptional circumstances – for discussion in September and for Governors to agree. ➤ The school has been accepted to do the PINS project and Mrs Ellis will be the lead. ➤ SMILERS mental health and wellbeing programme has been awarded bronze and silver. ➤ Integris will cease in February. All schools will need to change. The school is changing to Arbor in October 2025. This will result in additional pressures initially in the school office. Cost is the same for this year as with Integris, but there may be more functionality going forward.	Head	

Signed by Chair..... Dated:

		➤ The safeguarding audit has been completed. ➤ Behaviour across school is good, there are pupils with additional needs which do result in poor behaviour but additional support is sought to help. ➤ The Health and safety of the building reports that the cracks are getting bigger. The building surveyor has been in today and would like some work to be done during the break but no date has been set. ➤ Year 6 football team won the District Finals ➤ Year 3&4 football team won the District Finals ➤ The netball team came 4th wearing the Parish Council sponsored kit.		
		➤ The Summer Fair is on 5th July and activities are from 12 until 3.00pm. ➤ The Leavers concert is Hoodwinked on the 14th July. An invitation to Governors was given. ➤ School improvement plan will be looking at maths in Early years, SEND and writing. ➤ C Brierley (ASIA) met with Mrs Kelly to talk about English. ➤ Evolve (software used by DCC to record and submit risk assessments) shows the breakdown of school trips that have taken place.		
FGB 07.25.08	Policies	➤ Data Protection Policy read, agreed and signed ➤ SEND Policy read, agreed and signed ➤ Antibullying Policy read, agreed and signed	Head	
FGB 07.25.09	Safeguarding	➤ The template policy by DCC has not been released yet ➤ The audit has been completed.	Head	

Signed by Chair..... Dated:

FGB 07.25.10	GDPR	➤ No breaches	Head	
FGB 07.25.11	Health and Safety/ Accident book	➤ Some entries have been made into the wrong book. Staff have been made aware not to record basic first aid in this book. ➤ Child had a bang to the Head when they fell into a fence. ➤ Child had a leg in a brace following an injury. ➤ Child had a bench drop on their toe. ➤ None of the above were reportable to the health and safety executive under RIDDOR.	Head	
FGB 07.25.12	Inventory	➤ PAT testing done ➤ 2 new laptops to be added	Head	
FGB 07.25.13	Inset Days 2025/26	➤ 4 th and 5 th September ➤ 22 nd May ➤ 24 th June ➤ Tbc Governors agreed	Head	
FGB 07.25.14	Correspondence	➤ Resignations – A Booker, J Swift, R Coulson, E Bushnell, L Newton	Clerk	
FGB 07.25.15	Any other business	➤ None	Chair	

Signed by Chair..... Dated:

FGB 07.25.16	To agree confidential items	➤ Resignations ➤ Finance report	Head/Chair	
FGB 07.25.17	What have we achieved tonight that will improve outcomes for the children in our school	➤ Policies ➤ Budget ➤ Phonics screening/data ➤ Enrichment with trips ➤ maths	Chair	
FGB 07.25.18	Date and time of next meeting	➤ Full Governing Board meeting 18 th September 2025 at 6.00pm	Clerk	

The Clerk wished everyone a good summer and thanked them for their support.

Meeting closed at 20.05

Signed by Chair..... Dated: