

Park House Primary School



FGB Minutes Thursday 18th September 2025 – 6.00pm

Agenda Item:			Lead by:	Actions:
FGB 09.25.01	Welcome/Apologies for absence/ Vacancies	Present: S Kavanagh, L Key, R Allen, O Robinson, L Smithies, L Inglis, T Faulkner, D Faulkner, C Lesser, R Coulson, J Hardy, Z Thorpe, C Ellis Apologies: M Dore (work), L Ellis Clerk: C Gee ➤ In the absence of the Chair the Vice-Chair T Faulkner was asked to chair the meeting. Everyone welcomed.	Clerk	
FGB 09.25.02	Governing Body Structures	➤ It was proposed that the Governing Body Structures would carry on the same as they have done previously. Governors accepted.	Clerk/Head	
FGB 09.25.03	Declarations of Interest & Register of business interests	➤ The Declaration of Interest & Register of business interests forms were signed by all Governors.	Clerk	
FGB 09.25.04	Delegated Responsibilities & Election	➤ No reports from Governors to present. ➤ No membership/ terms of office to be reviewed. ➤ The Financial regulations were given to all governors to read- Governors accepted. ➤ Skills audit- postponed to a future meeting. ➤ C Gee and M Dore have been given access to NGA allowing access to more governor-related materials. ➤ Link governors – further changes required, will take to the next FGB. Some changes to subjects were made. ➤ Voting on the Chair and Vice chair for the coming year 2025/2026.	Clerk/Chair	

Signed by Chair..... Dated:

		M Dore was proposed as Chair and seconded by R Allen. No other members were proposed. Unanimous – M Dore to take on role of Chair for the year 2025/2026. T Faulkner was proposed by O Robinson for the position of Vice Chair, this was seconded by D Faulkner. Unanimous – T Faulkner to take on the role of Vice Chair for the year 2025/2026. ➤ The Head talked about the DCC Microsoft agreement and advised the meeting on how staff are not to use platforms such as Chat GPT or other AI resources, only to use Copilot as part of Microsoft 365 (once logged in) and that all documents are to be checked by another member of staff before sending/advertising. The Head also spoke about the AI document/policy (this was shared with the Governors via Governor Hub prior to the meeting) and advised that she is the Digital Lead. Governors accepted. ➤ During this part of the meeting, it was also highlighted to the Governors how much paper and ink is used to create the packs for the meeting including the agendas, minutes and supporting documents. It was proposed that only agendas, key reports and head teachers reports would be printed for the meetings and all other documents are to be sent electronically/uploaded to Governor Hub – Governors accepted.		
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Signed by Chair..... Dated:

FGB 09.25.05	Governor training schedule and skills audit	➤ Available training courses have been shared on Governor Hub. Introduction to governance training needs to be completed by two parent governors, the Head will send through the dates – Governors accepted.	Clerk/Chair	Head to send dates of training
FGB 09.25.06	Minutes of Previous Meeting – 3 rd July 2025	➤ The Minutes from the 3 rd July meeting were read, agreed and signed as a true record.	Chair	
FGB 09.25.07	Staffing:	➤ The Head reported that a mid-day supervisor had stepped down, and their resignation has been accepted. It was proposed to advertise for a new mid-day supervisor on a permanent position – Governors accepted. ➤ The Head reported that there is also a position available in the school office. This is for 12 hours, at the same rate of pay as the previous member on a temporary contract- Governors accepted. ➤ The Head reported that the school has now employed a new teacher on a 1 year contract to job share with Mrs Key. ➤ The Head advised that the pay award had gone through and recommended Governors to accepting the DCC one. Governors accepted. ➤ The Head reported that GMB had requested to meet with all staff members regarding support staff pay. ➤ Governors agreed all of the above	Head	
FGB 09.25.08	Policies: •	➤ All policies were made available to the Governors via Governor Hub prior to the meeting for them to read. Governors accepted ➤ The Head explained that there is a planning application for a proposed battery storage farm close to the school that would affect their critical incident plan – this has now been factored into the plan. Governors accepted.		

Signed by Chair..... Dated:

FGB 09.25.09	Finance Report	*CONFIDENTIAL ITEMS REMOVED* ➤ There are potential savings to be made next year with some subscriptions scheduled to stop. ➤ Savings have been made on supply cover. ➤ The Head reported that the school have looked at different broadband options and although the packages are less money in the long run there is an initial one of charge for installation, this goes over the Head's delegated powers– Governors accepted to change broadband suppliers. ➤ The Head also reported the budget is not sustainable and the school is facing financial deficit in years 3 and 4 and will need more consideration. ➤ Finally, The Head reported that at the end of the last school year staff had received some expensive gifts that exceeded the £50 maximum amount and asked that parent governors politely remind parents of the maximum amount when planning gifts for 2026. ➤ The financial report was accepted by all Governors.	Head	
FGB 09.25.10	School Improvement Plan	➤ The school improvement plan was shared with Governors in advance of the meeting. ➤ Writing is going to be foci across the country and remains an area of improvement. The Head reported that pupils in Reception have engaged in Drawing Club as a new approach as such have rolled this out in Year 1. ➤ The school had received 100% pass rate in Phonics and that KS1 data was strong. KS1 data and multiplication check data was not statutory to send to the Local Authority and so was not submitted to them.	Head	

Signed by Chair..... Dated:

		No issues to report with the School Improvement plan – Governors accepted		
FGB 09.25.11	Safeguarding: • Training	➤ The Head informed the Governors that all staff had recently had training in Safeguarding (refresher and AI), data protection refresher and updates for those with medical/health needs. ➤ No safeguarding referrals to report. *CONFIDENTIAL ITEM REMOVED*		
FGB 09.25.12	GDPR	➤ No issues to report	Head	
FGB 09.25.13	Health and Safety/ Accident book	➤ No issues to report regarding accidents or injury to pupils or staff. ➤ Repair work to the building to start taking place for October half term, this will include felling two trees, repairs to the drains, repairs to the junior girls toilets and the main school kitchen.	Head	
FGB 09.25.14	Inventory	➤ No items to add.	Head	
FGB 09.25.15	Correspondence: • Resignation	Resignations: • Mid-day supervisor • School business administrator Governors accepted the resignations.	Clerk/Chair (Head)	
FGB 09.25.16	Any other business	➤ None	Chair	

Signed by Chair..... Dated:

FGB 09.25.17	To agree confidential items	➤ Financial report ➤ Breakfast/ after school club details ➤ Child protection	Chair	
FGB 09.25.18	What have we achieved tonight that will improve outcomes for the children in our school	➤ Governors reviewed the cracks in the building ➤ Celebrated SEND attainment and progress ➤ Authorised policies ➤ Re registered interests for the year	Chair	
FGB 09.25.19	Date and time of next meeting	➤ Full Governing Body meeting 13th November 2025 at 6.00pm ➤ Pay committee at 5.35pm 13th November 2025 ➤ Curriculum market place 5pm 13th November 2025, school hall.	Clerk	

Meeting closed at 20.07

Signed by Chair..... Dated: