

Park House Primary School



FGB Minutes Thursday 15th January 2026 – 6.00pm

Agenda Item:			Lead by:	Actions:
FGB 01.26.01	Welcome/Apologies for absence/ Vacancies	Present: S Kavanagh, M Dore, T Faulkner, L Key, R Allen, O Robinson, L Smithies, L Inglis, T Faulkner, J Hardy, Z Thorpe, C Ellis, D Faulkner Apologies: L Ellis (Family) Vacancies: We still have 1 vacancy for a Parent Governor – it was unanimously approved to advertise this vacancy as soon as possible. Clerk: C Gee	Chair	
FGB 01.26.02	Declarations of Interest & Register of business interests	➤ L Key and C Ellis declared an interest in item 5 – Staffing.	Chair	
FGB 01.26.03	Minutes of Previous Meeting – 13 th November 2025	➤ The Minutes from the previous meeting (13th November 2025) were read. ➤ Unanimously approved by all Governors that the minutes were a true record of the meeting.	Chair	
FGB 01.26.04	Governing body matters • Monitoring • Training requirements	➤ Monitoring visits – Some members didn't send over their availability for monitoring visits. SK to put dates on Governor Hub as these have now been allocated around teacher availability. ➤ All Governors were asked to send over their lists of completed training courses to the Clerk so she can	Chair/Clerk	

Signed by Chair..... Dated:

		create a training matrix for monitoring and updating required training. ➤ All governors were also informed of available training courses.		
FGB 01.26.05	Staffing: Long-term absences	**CONFIDENTIAL ITEMS REMOVED** ➤ Two of the governors left the meeting for the following discussion. ➤ The Head reported that a staff member has handed in their resignation. It was unanimously agreed to accept the resignation. Governors will now form an interview panel. ➤ The Head reported that a staff member had requested to reduce their working hours– governors unanimously agreed to accept flexible working hours.	Head	
FGB 01.26.06	Head Teachers report - verbal - Data to be covered in March FGB - Safeguarding - Buildings	➤ The Head reported that predictions for KS2 sats had been taken from past papers, that writing is low and that the school are providing booster sessions for maths; reading; grammar, punctuation and spelling (1 session before school and 2 in the mornings). The prediction for Early years GLD is also up from last year. ➤ **CONFIDENTIAL ITEMS REMOVED** ➤ The Head reported that a child recently required an ambulance. She reported that the ambulance could not leave the school with the child due to a parents car blocking the exit from school. ➤ Safeguarding – addendum to go into the policy – how long we must keep records for. ➤ Records must be kept for 75 years and when filling out documents a persons role must be listed but no initials are to be used. ➤ <i>Governors unanimously agreed to add additional documents to the policy.</i> ➤ The Head reported that we have 2 families being supported by social care.	Head/ deputy	

Signed by Chair..... Dated:

		➤ The Head reported that there has been a delay with the new broadband, that there is expected to be a low amount of downtime during the changeover and that there would be a reduction in the cost. ➤ Building – The Head reported that the school is holding Team Around The School meetings with representatives from Development, Property, Catering and Education. The teams have been looking at classroom options for when the work starts in case it falls in term time. The Head also reported that some work has now been completed including the removal of trees which has helped with the drying out of the boiler room, additional trial pits have been put in and some of the cracks have been rectified. The Head of property has advised that they will not do any further remedial work until they know what the problem is. ➤ There are several options for classroom location and lunch service including, the kitchen using Pilsley Primary school to prepare lunches and transport them to Park House school. Removing the computer suite and looking at funding to buy laptops and a laptop trolley to create a mobile computer suite then turning that space into an area for packed lunches and the Year 2 class can use the hall. Another option is to move the Year 2 class up to the Sports Pavillion and looking at changes to the start/end times of the day and option 3 would be partitioning part of the hall off and the computer suite. **Governors asked if it would be possible to create a hardcore area on the grass outside and put a temporary classroom on there that can later be used for alternative use?**		
FGB 01.26.07	Policies • PSHE/RDE policy • Pay policy (DCC)	➤ The governors accepted all policies. ➤ The Safeguarding addendum policy was updated and unanimously accepted by all governors.	Head	

Signed by Chair..... Dated:

		➤ It was discussed to look at the attendance policy in relation to holidays, it was unanimously agreed by all governors that authorisation will only be given for illness, hospital appointments and funerals – this will be added to the policy. The exceptional leave form will be changed from September 2026 to state that the school will not be authorising any holiday leave.		
FGB 01.26.08	Finance report and financial benchmarking reports	➤ The Head reported that Deadline for reception applications was today and that they will not be full for admissions. So far we have received 57 applications of which only 22 are first choice. There is a low birth rate year. ➤ The Head reported that we are expecting some additional finances to come into the school however Lea Green has been added to the finance reports but the money isn't expected to come into school until the next financial year. ➤ We will lose children on the pupil premium in year 6. ➤ Breakfast and after school club is not expected to break even this year and we will look at increasing the costs of this service from September. ➤ It was suggested we ask the Parish Council if they cover the cost of the crossing patrol and if they may increase their funding, as school pay one third of the amount.	Head	
FGB 01.26.09	Health and safety/ Accident book	**CONFIDENTIAL ITEMS REMOVED** ➤ Report was shared earlier regarding an unwell child.	Head	
FGB 01.26.10	Inventory	➤ Nothing to add to the inventory.	Head	
FGB 01.26.11	Correspondence	➤ Staff resignation ➤ Request for flexible working	Clerk	

Signed by Chair..... Dated:

FGB 01.26.12	Any other business	➤ No other business to discuss	Chair	
FGB 01.26.13	To agree confidential item	➤ Health and Safety ➤ Staffing	Chair	
FGB 01.26.14	What have we achieved tonight that will improve outcomes for the children in our school	➤ We have welcomed a new Parent Governor ➤ We have progress on the building work ➤ We have approved policies	Chair	
FGB 01.26.15	Date and time of next meeting	➤ Full Governing Body meeting Thursday 5 th March 2026 at 6.00pm	Clerk	

Meeting closed at 19.35pm

Signed by Chair..... Dated: