

Park House Primary School



FGB Minutes 23rd April 2026 – 6.00pm

Minutes

Agenda Item:			Lead by:	Actions:
FGB 04.26.01	Welcome/Apologies for absence/ Vacancies	Present: S Kavanagh, J Howell, R Allen, M Dore, O Robinson, Z Thorpe, L Inglis, L Smithies, K Ingram, C Ellis Apologies: T Faulkner (Family), D Faulkner (Work), J Hardy (Work), C Gee (Family), L Ellis (Medical) Clerk: J Swift (Covering Clerk to Governors) ➤ The Chair welcomed everyone to the meeting ➤ The Head introduced J Howell (New Deputy Head) to the Governors. The Governors unanimously Agreed for J Howell to take over the Co-opted role vacated by the previous Deputy Head. ➤ The Governing Body currently has 1 vacancy for a parent Governor. A couple of parents have approached the Head and a Governor showing interest and they have been asked to contact Corina Gee, the Clerk to Governors.	Chair	
FGB 04.26.02	Declarations of Interest & Register of business interests	➤ C Ellis – Post vacancy in staffing	Chair	

Signed by Chair..... Dated:

FGB 04.26.03	Minutes of Previous Meeting – 5 th March 2026	➤ The Minutes from the previous meeting (5th March 2026) were read. ➤ Unanimously approved by all Governors that the minutes were a true record of the meeting and signed by the Chair of Governors. ➤ FGB 03.26.03 – Training – The Head is still sorting the training issue.	Chair	
FGB 04.26.04	• SAT's	➤ The Deputy Head read out the arrangements for the forth coming SAT's for Year 6. It will be a 9am start from the 11th to the 14th May 2026. No Governors with children in Year 6 can be part of the process. ➤ Monday 11th – English- Governors L Inglis and K Ingram ➤ Tuesday 12th – English – Governor – TBC ➤ Wednesday 13th – Maths – Governor – R Allen ➤ Thursday 14th – Maths – Governor – L Smithies ➤ Friday 15th May – School disco	Deputy	
FGB 04.26.05	Staffing	➤ C Ellis has resigned from her post with the school to take up a new role with Derbyshire County Council. Governors unanimously accepted her resignation. ➤ The Governors congratulated, wished her well and thanked her for the past 20 years of service in her role within the school. ➤ **CONFIDENTIAL ITEMS REMOVED** ➤ A Class teacher has requested flexible working reducing to 0.88 (4 days per week). An internal advert would be advertised for a temporary post for 1 year, starting in September. The Head recommends trialing this for 1 year and then reviewing it. Governors unanimously agreed. ➤ A midday supervisor post has been advertised. Interviews will be held on Wednesday 20th May. ➤ A maternity cover post has been advertised; interviews will be held on Tuesday 19th May. ➤ The Pastoral post for 31.75 hours is to be advertised. The Head is currently writing the job specification. The interviews will be held on Monday 18th May.	Head	

Signed by Chair..... Dated:

		➤ Value basis – some staff have been doing roles outside of their normal pay range and duties. ➤ A staff member will be returning on Friday 1st May. ➤ A TA who has been off sick leave has been coming into school to keep in touch and attends when the class ukelele lessons and for their mental well being. The Head is hopeful that this will only be a short-term sickness. ➤ Another staff member who has been off on long-term sick will soon be due a review. ➤ <i>Governors unanimously agreed to all the above points.</i> ➤ Governors asked after the well-being of the Head with regards to the staffing and the extra work load that has been picked up. The Head reported that their own health and well-being was fine. The Head is starting to delegate work again.		
FGB 04.26.06	Budget Setting	➤ The Head had asked for a quote for Chromebooks from Currys to use money from DFC. The DFC currently stands at £12,000. The quote is £8,080.96 for 16 devices and £1,400 for a trolley. ➤ The computer suite has been emptied of computer equipment. The school uses Teach Computing for children. A grant has been bid for with Tesco for a value up to £20,000 to secure more devices. ➤ A Governor reported that Evolve is free for computing and includes internet safety. ➤ The Head reported that the budget this year is looking good with a carry forward of £68,296.00. The budget is in a positive place for two years before a deficit arises. There is still time for this to be turned into a positive. ➤ A TA who is working with a child in Year 6 could see a reduction in hours unless another child needs support. ➤ Mrs Kelly has won £800 funding to spend on books for the school. The library is being rejuvenated.	Head	

Signed by Chair..... Dated:

		➤ There are 28 applications for the Reception class intake in September. ➤ Year 3 Have a child starting on 5th May. ➤ There are 204 children on roll. ➤ The Sports Premium money had reduced. The breakfast and after school club has not broken even, there will be a 5% increase from September. The Governors discussed rounding the figures up from £5.25 to £5.50 but the Head reported that the initial figure had been sent out to the new starter parents. The Head wishes to continue this year at £5.25 to remain competitive to external clubs. ➤ The Head is to look into DFE guidance for free breakfast and after school clubs. ➤ There are no changes to free school meals and pupil premium funding. ➤ The Parish Council has reimbursed the school with money for the school crossing patrol but this will fall into the next financial year due to when it was sent. ➤ £25,000 has been budgeted in building maintenance. ➤ Some of the overspend on staffing will be reimbursed from sickness insurance. ➤ The Annex 1 and 5 were agreed and signed ready for a copy to be sent to County Office. ➤ The Imprest account sheet was presented £235.51 which balanced. ➤ Governors unanimously agreed and signed.		Head to look into DFE guidance for breakfast and afterschool clubs. Head to send Annex 1 and 5 to County
FGB 04.26.07	Safeguarding and behaviour	** CONFIDENTIAL ITEMS REMOVED ** ➤ The Head reported that the behaviour is good in school. ➤ There are 2 families with social care and a third working alongside other agencies.	Head	
FGB 04.26.08	Policies	➤ Maternity, paternity and parental leave scheme- This is a DCC policy – Governors agreed and adopted. ➤ Physical restraint - Governors agreed and adopted. ➤ Primary health and safety policy - Governors agreed and adopted.	Head	Head – Behaviour policy

Signed by Chair..... Dated:

		➤ Returning to school post fracture - Governors agreed and adopted. ➤ Behaviour policy – To be looked at for September.		for September
FGB 04.26.09	Health and safety	➤ The Head reported that Benedicts Law comes into force from September 2026 – this is regarding allergy awareness and protocols. ➤ A named Governor for allergies will be needed- M Dore volunteered – Governors unanimously agreed. ➤ An allergy safety policy is required. ➤ Annual training by staff will be required. ➤ School will need Epi pens – 2 for infant dosage and 2 for higher dosages. A nasal spray is coming out which will have a longer expiry date but is not accessible to schools currently. ➤ Buildings update – 2 geophysical surveys have been carried out. A ground resonance survey which looked underneath the ground and a microgravity survey which had to be calibrated on all the dots marked on the ground. There are no results to date. Crack monitors were to be put up by DCC and monitored but nothing has been done yet. ➤ A topography survey has been done but again, no results. ➤ There are no accidents to report.	Head	
FGB 04.26.10	Inventory	➤ The Head reported that the computers removed from the computer suite had been taken by a registered company, we have received a destruction certificate. The details need removing from the inventory – Governors unanimously agreed. ➤ The Head reported that a local resident moving abroad had donated a 3D printer to school. This will need adding to the inventory when a price value had been found. A Governor suggested that the insurance may need to be involved if the printer was running unattended, especially at night due to the potential fire risk. ➤ The Head reported that the IT technician is looking into	Head	Head – cost and insurance

Signed by Chair..... Dated:

		how it operates.		
FGB 04.26.11	GDPR	➤ A subject access request has been completed within timescale.	Head	
FGB 04.26.12	Correspondence	➤ Staff resignation – C Ellis **CONFIDENTIAL ITEMS REMOVED** ➤ Flexible working request	Clerk	
FGB 04.26.13	Any other business	**CONFIDENTIAL ITEMS REMOVED** ➤ A complaints hearing to be held ➤ Suggestions regarding moving away from the DCC complaints policy and using a different one. ➤ Phonics for Year 1 are on track to meet previous national levels.	Chair	
FGB 04.26.14	To agree confidential item	➤ Staffing ➤ Complaint ➤ Correspondence ➤ Safeguarding	Chair	
FGB 04.26.15	What have we achieved tonight that will improve outcomes for the children in our school	➤ Agreed and set budget ➤ Raised profile on wellbeing ➤ Introduced the new Deputy Head ➤ Policies	Chair	
FGB 04.26.16	Date and time of next meeting	➤ Full Governing Body meeting Thursday 2 nd July 2026 at 6.00pm	Clerk	

Meeting closed at 19.29pm

Signed by Chair..... Dated: