



**St Mark's Church of England Primary School
FGB Minutes 10th October 2016**

	<p>Present: David Hill (Chair), Robin Dungate (Headteacher), Simon Bird (Deputy Headteacher), Philip Buggs, Colin Wright, Jamie Johnson (in part), John Moynihan, John Castle, Glenn Douglas, Sarah Russell, Ashley Dexter, Laurent Repond and Peter Sanlon</p> <p>Apologies:</p> <p>In Attendance: Kate White (Clerk)</p>	
		Action
1	<p>Welcome and apologies for absence The meeting opened at 7.00pm</p>	
2	<p>Declarations of Business Interests New declarations of business interest forms were signed by all governors except PB – this was an over sight and the form will be signed at the next meeting or before. No declarations were made</p>	
3	<p>Minutes of the last meeting 11th July 2016</p> <p>Amendment made to section 4.1 to read 'the staff were not aware that the fire drill was taking place <i>beforehand</i>'.</p> <p>The minutes of the meeting held on 11 July 2016 were subsequently received and signed as a true record.</p>	
3.1	<p>Matters arising 10.1 The Governor's still needed to discuss having a social meeting with the staff to encourage relationships 10.1 Governors to send a biography to Glenn – GD reported that he was still waiting for some biographies</p>	
4.	<p>Governor Matters – 2016/17 Governance</p> <ul style="list-style-type: none"> • Current Governor Information – circulated prior to meeting and now updated It was noted that JJ's term of office was up and that Parent Governor elections needed to be held. JJ confirmed that she would like to stand again. DH noted that his LA Auth Govenorship was also due to expire and needed to be renewed • Terms of Reference FGB – amended to read Monitoring pairs – agreed by Governors • Role Description – agreed • Code of Conduct – agreed to continue to use NGA code of conduct used last year. All Governors signed except PB and AD this was an oversight and the forms will be signed at the next meeting or before. 	



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	<ul style="list-style-type: none"> • Decision Planner - agreed • Governing Body Annual Planner - agreed • Governing Body Action Plan –It was noted that this document originated in 2012/13 and it was suggested that it should be updated • Monitoring Pairs and Responsibilities – Governors confirmed that they were happy to continue with their allocated roles. When carrying out a visit they should monitor, evaluate and review. <p>The role of the class links governor was discussed. It was suggested that it would be worthwhile asking what the teachers expected/would like from their links governor. It was also suggested that the Governor could do a talk to the class linked to the curriculum. SR also asked that the classes newsletter could be sent out to the links governor DH to attend a staff meeting to discuss with the staff what they would like from their links governor</p>	
5	Headteacher's Report -	
5.1	Admissions - Governors noted that the admission for 2016 was 60 and the staff should be congratulated that the school was now over-subscribed in year R and has become the first choice school for many children	
5.2	Staff Structure – 2 teachers will be going on maternity leave this academic year. Interviews were being held 11/10/16 to cover their positions.	
5.3	<p>Pupil Progress data and SATS results – Governors' observed that the maths data was disappointing, but the progress data was good. RD referred to appendix 5 which is a thorough report form Penny Bowles, the School Improvement Advisor who had met with RD and SB for an afternoon and had thoroughly examined the data. It was agreed that the maths data was a blip and that there were a number of reasons for this related to the cohort, the new curriculum, the fact that the data reflects a test on one day and the ordering of the questions. In writing the results reflect continual assessment/coursework throughout the year which is externally moderated.</p> <p>It was noted that it would be very difficult to get an Outstanding Ofsted with these maths results. Penny Bowles will meeting with the Maths leaders in November to discuss how to improve the schools results.</p> <p>Governors' asked what the base level was like for EYFS this year and it was noted that it is significantly higher than it was last year.</p>	
5.4	Attendance – The school is starting a Project 95 scheme for attendance	
5.5	<p>School Clubs – It was noted that a good range of clubs was offered to the pupils and confirmed that where there is an outside provider and the club is fee paying the school will help out children where there is known financial hardship</p> <p>It was also noted that the school will hope to be able first and second teams in the future. The Governors' suggested that the second team could be for the love of representing the school rather than overly competitive</p>	



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6	School Development Plan and SEF – these had been updated over the summer and were agreed	
7	<p>Finance – The report from the Finance and Property pair had been previously circulated. It was noted that all schools are under financial pressure (84% are forecast to go into deficit in the next three years) and that the schools budget, whilst not in deficit was under strain. Governors discussed if more revenue could be raised. Suggestions were increased letting of the school hall. Lottery and other grant funding, PTA.</p> <p>PS advised that next year St Mark's church would be in a position to support a school project between £3 – 5k.</p>	
8	<p>Governor Monitoring Visits DH and SB had a very good meeting reviewing the SEN&D Policy. DH commended SB for all the excellent work that he does. JJ has spoken to a couple of parents regarding the SEN care in the school and the feedback was extremely positive</p>	
9	Policies - all policies were circulated before the meeting	
9.1	<p>Safeguarding Policy – replaces the Child Protection Policy. The framework of this policy is from a KCC template which has been modified for the school. Safeguarding documents have been emailed to the staff and Governors and the requisite documentation is on display in the staffroom, and has been put onto the website.</p> <p>The Governors asked that a definition of safeguarding should be added to the policy and the following sentence has been included.</p> <p>'Safeguarding is the action that is taken to promote the welfare of children and protect them from harm. Safeguarding means: protecting children from abuse and maltreatment. preventing harm to children's health or development. ensuring children grow up with the provision of safe and effective care.'</p> <p>Governors also noted that they need to have completed the Prevent on line training. If they have done this through their employment then they need to provide a copy of the certificate to school.</p> <p>This policy was ratified by the Governing Body</p>	
9.2	<p>School Image Use Policy Pupil Premium Policy Pupil Premium Strategy Document 2016 - 17 Online Safety Policy SEN&D Policy/SEN Information Report Access Plan - replaces the Accessibility Plan Policy</p> <p>All policies were ratified at the meeting and a copy is held on the school's T Drive and a paper copy in the school office</p>	
10	<p>SIAMS RD and PS had reviewed the SIAMS report. R V-T was now the RS coordinator</p>	



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	and was booked on courses with the Diocese. RD has asked her to look at the SIAMS report once she has been on the courses to ensure that it is up to date													
11	Chair's Actions/Correspondence													
11.1	LCT and Kent Governor Meetings – nothing to report RD advised that he had become a Director of teaching and learning for the LCT DH is a member of the Kent Governor Association Executive Body and represents them at the Kent Leadership Strategy Board													
11.2	Parents concerns/Recent Press reports DH summarised the situation regarding the report in the local newspaper vis a vis PS's alleged comments on homosexuality and child abuse. It was confirmed by PS that he had never linked the two and that the quote had been taken out of context. PS apologised for any offence that he may have caused. He supports the position of the Church of England that marriage should be between a man and a women. This view is in variance to some other Governors, however, it was agreed that PS had not done anything that went against the values of the school or the Governors' code of conduct which he and all governors fully support. It was agreed that the Governor's would release a communication in the form of a Governors' newsletter to reaffirm that all Governors' up hold the values of the school and have signed a code of conduct which will be published													
12	Confidentiality													
13	AOB DH advised that he wished to publish the Governor's minutes as this is good practice. Governors' agreed that all non-confidential minutes should be published on the school website													
14	Dates of next meetings. All meetings will start at 7pm <table border="0" style="width: 100%;"> <tr> <td>31st</td> <td>January</td> <td>2017</td> </tr> <tr> <td>14th</td> <td>March</td> <td>2017</td> </tr> <tr> <td>16th</td> <td>May</td> <td>2017</td> </tr> <tr> <td>4th</td> <td>July</td> <td>2017</td> </tr> </table> <p>The meeting closed at 9.00 pm.</p>	31st	January	2017	14th	March	2017	16th	May	2017	4th	July	2017	
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Signed.....



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Date

<p align="center">Minutes of a meeting of the Governing Body held at the school on Monday 10th October 2016 at 7.00 pm ACTION LIST</p>		
3.1	The Governor's still needed to discuss having a social meeting with the staff to encourage relationships 10.1 Governors to send a biography to Glenn – GD reported that he was still waiting for some biographies	Governors
4	Parent Governor Election to be held	Kate White David Hill
4	Renewal of LA Governor role	David Hill
4	Updating of Governing Body Action Plan	David Hill
4	DH to attend a staff meeting (Tuesday 1 st Nov) and discuss with teachers what they would like from their links governor	David Hill
7	PS and RD to suggest project for church financial gift 16/17	Peter Sanlon Robin Dungate
9.1	Governors to complete Prevent on line training/provide copy of certificate if completed in their employment	Governors