



**St Mark's Church of England Primary School
Minutes 14th March 2017**

		Action
1	<p>Welcome and apologies for absence</p> <p>Present: David Hill (Chair), Robin Dungate (Headteacher), Simon Bird (Deputy Headteacher), John Castle, Sarah Russell, Glenn Douglas, Philip Buggs, Laurent Repond, Jamie Johnson</p> <p>Apologies: Peter Sanlon, John Moynihan</p> <p>In Attendance: Kate White (Clerk)</p>	
2	<p>Parent Governor Election. KW advised that there had been 3 nominations for the vacant position and that she would therefore be organising a ballot.</p>	
3	<p>Declarations of Business Interests No declarations were made.</p>	
4	<p>Minutes of the last meeting 31st January 2017 The minutes were accepted and signed by the Chair.</p> <p>Actions completed from previous minutes 29.11.16 3.1 KW has notified Governor Services that JM is now a co-opted Governor and that AD has resigned. Parent Governor elections are now in progress 3.1 DH had completed the Governing Body Action Plan 3.1 Discussed that access to GEL will end at the end of March, Governors should try and use before then. DH felt that the best information is gathered through going to KGA meetings. 9. SIAMS 31.1.17 6 GEL renewal has been cancelled 6 ECO Award update – this is covered in SF's report 7 Teaching and Learning Report was sent to the clerk, but too late for circulation, and will now be sent for discussion/review at the next meeting.</p> <p>Please see the Action list at the end of these minutes which detail the actions still to be completed.</p>	KW
5	<p>Headteacher's Report -</p>	
5.1	<p>Parents Evening – RD was asked about the EYFS and KS1 staff holding their parents evening in the school hall and whether KS2 would be doing something similar. RD advised that the decision for EYFS/KS was taken so that the teachers felt more secure i.e. they felt slightly isolated and vulnerable in classrooms by themselves. This feeling had not been shared by KS2 teachers, however, for ease of access it had been decided to double year group teachers up in either the corridor or a classroom and the KS2 block was not used due to access issues. This had proved successful and was likely to be the pattern for future parent consultation evenings.</p> <p>Admissions – Sept 2017 RD was asked how confident he was that 55-60 children would enter EYFS and whether it was possible to over offer in a bid to ensure that</p>	



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	<p>the 60 target was reached. RD replied that he was confident that we would get 55. It was not possible to over offer. At this stage of the process the LA controls admissions. When control is handed over to the school there is normally further movement.</p> <p>PESE 2017. Governors commented that the number of Grammar school places offered this year was very good and showed a significant improvement on the previous year. RD commented that the results are obviously down to the cohort, having said that he was very pleased with the results this year. Comments were also raised about the impracticalities of children trying to get to High Weald Academy in Cranbrook, and that the catchment area for Tunbridge Grammar School had increased so that children from St Mark's were now gaining admittance.</p> <p>Attendance A query was raised re the attendance figure showing 28 in year 6, and secondary school allocations showing 27. This was due to a new pupil joining whose secondary allocation was unknown at the time.</p> <p>SIAMS PS and RD had reviewed the document and a trial of a unit of the new teaching scheme had gone very well. R V-T had completed a 'book look' assessing the quality and quantity of RE which was assessed as very good. Keith Morrison from the Diocese had visited the school Friday 10th March and had been impressed by the calm and purposeful work going on within the classrooms. The plan is to fully adopt the new curriculum in September.</p> <p>Maths Catch up Penny Bowles – School Improvement Advisor will be visiting the school 27th for a Maths Catch up and will also look at Spag and Literacy.</p> <p>Appendix 2 – ½ yearly predictions RD had provided these figures to the Governor's as he had prepared them for Ofsted. The figures are looking positive. Governor's asked about the reference CC. It was explained that this referred to one child.</p> <p>SB Report SEN DH advised that if the number of pupils receiving higher needs funding exceeds 10 then this would trigger a visit to see if there was a better way to manage the children. SB confirmed that we have 6 children with High Needs Funding.</p>	
6	<p>School Development Plan and SEF Headteacher's report advises that it will be updated once the Term 4 data is available.</p>	
7	<p>Finance Governors discussed the issue of funding of school trips which was mentioned in the Finance and Property Pair Minutes. Issues:-</p> <ul style="list-style-type: none"> • Parents unwilling to pay, but could probably afford to. • Parents telling others in the playground that they never bother to pay for trips • Trips cancelled due to lack of funds – disappointed children and parents, bad publicity for the school. • Quality of trips – Should all classes have one 'coach' trip 	



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	<p>Funding/Trip ideas:-</p> <ul style="list-style-type: none"> • Ask the PTA but it was felt that in some ways it would simply mean that parents were paying twice, suggesting that those contributing to the PTA were also those who paid for trips. • Year groups/Classes to fund raise to help fund trips – again this could mean that the same parents 'pay' twice • Give the classes more notice and a choice of trips. The parents can then decide and commit to a particular trip. • Children whose parents will pay can go, the others stay behind. <p>Conclusions:-</p> <ul style="list-style-type: none"> • The school values would not support provision of curriculum related trips on the basis of who could pay. We are an all-inclusive school. • Class fund raising should be promoted. • Parents should be given as much notice as possible – 2 terms <p>Year 5/6 residential. SR queried whether the current year 4 and 5 would have an additional 1 day trip in the summer as their residential trip was in September (there had been some confusion) it was confirmed that this was the intention.</p> <p>SFVS No queries were raised on the SFVS Report and this can now be submitted to the LA</p>	KW
7	<p>Governor Monitoring Visits None to report. DH advised that he would be in Thursday 16th to look at attendance.</p>	
8	<p>Policies – The following Policies were ratified.</p> <ul style="list-style-type: none"> • Finance Policy • Charging and Remissions Policy* • Pay and Reward Policy • Lettings Policy <p>KW will ask LS to put *'d policies on the website</p> <p>SR had reviewed the Hand Writing Policy, however, as KW had not been able to circulate it it was agreed to carry the policy forward to the next meeting.</p> <p>DH asked Governor's to look at the Policy timetable that KW had circulated and to look at any policies that needed renewing and fell under their remit. Please ask KW to forward any policy that you would like to review</p>	KW ALL G's
10	<p>SIAMS See headteacher's report</p>	
11	<p>Chair's Actions/Correspondence DH had been to the Diocesan Conference where the speaker was the Rev Cannon Dr James Waters. He spoke about Dignity/Respect, Community/Schools and wider community, Hope/potential in all and Wisdom. These are the foundations of the C of E's new visions for education.</p>	



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	<p>LR asked if the SIAMS inspection requirements may change, RD said that SIAMS works within the Ofsted framework, with RE and Worship focussed on. RD would send LR a copy of the SIAMS report.</p> <p>DH also heard Jim Davis and Larissa Popple from the Children's Society speak about children's wellness and mental health. The difference effects on boys and girls at different ages and the fact that the transfer from primary to secondary school was the time in a child's life when they were most vulnerable.</p> <p>LCT Steve Pollard the chair of Governor's at St James had asked whether Governor's would like to share best practice, and may be do 'swapsie' visits.</p> <p>KGA KCC are setting up an Educational Services Company as a Community Interest Company i.e. with profits reinvested in the community. It will cover the non-statutory elements that the LA do at the moment. The board will be a mix of KCC, officers of the new company and a Headteacher and a Governor non-exec. The Kent Association of Headteachers (KAH) have been heavily involved in this and the aim is to provide school-led services. The new company will be able to trade outside of Kent. It goes to Council soon and should open at the end of the year.</p> <p>KCC is proposing to set up a LA MAT to support small rural schools and unpopular schools that may struggle to fins another home.</p> <p>High Needs Funding is running rampant so KCC will be reviewing how the funds are being used.</p>	RD						
12	Confidentiality - none							
13	Urgent Business - none							
14	<p>Training GD Had been to a Child Protection Training session at Oakwood. He advised that he would be happy to run through the points at the next meeting</p>							
14a	<p>AOB JJ complimented the teachers and class that had attended her boxing lesson. She was impressed with the way the children listened and how they engaged with the staff. SR asked for the Teaching and Learning Policy to be forwarded to her. KW to action</p>	KW						
15	<p>Dates of next meetings. All meetings will start at 7pm</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 33%;">16th</td> <td style="width: 33%;">May</td> <td style="width: 33%;">2017</td> </tr> <tr> <td>4th</td> <td>July</td> <td>2017</td> </tr> </table> <p>The meeting closed at 8.30 pm</p>	16th	May	2017	4th	July	2017	
16th	May	2017						
4th	July	2017						



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Signed.....

Date

**Minutes of a meeting of the Governing Body
held at the school on Tuesday 29th November 2016 at 7.00 pm
ACTION LIST**

From 29.11.16			
3.1	Action in summer	Arrange to have a staff and Governors Archery and cakes event	David Hill
3.1	Still needs to be completed	10.1 Governors to send a biography to Glenn – GD reported that he was still waiting for some biographies (from meeting 10.10.16)	Governors
3.1	Still needs to be completed	All Governors complete prevent on line training and give copy of cert to KW www.elearning.prevent.homeoffice.gov.uk	Governors
7	Still needs to be completed	Prepare parent information How to listen to reading	SB/DH
9	Review needs to be completed	SIAMS – under review. Changes to RE section to be completed when the RE curriculum has been updated	PS/RD/RVT
31.1.17			
5		Complete Governor's part of SDP	DH/LR
5		Review of Behaviour – now planned for Thursday 16 th March	DH/JJ
7		Teaching and Learning Report to be sent to Clerk	SR
8		Literacy Policy to be updated KW to ask Lia Hammond – this is with the SLT	KW/LH
8		Review of Target Setting Policy implementation – will be scheduled for term 5.	SR/PB
14.3.17			
4		Teaching and Learning Report to be circulated	KW
7		SFVS to be submitted to the LA	KW
8		Get Charging and Remissions Policy updated on website	KW



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8		Policy review – Governor's to select policies from timetable	Governor's
11		SIAMS report to be sent to LR	RD
14		Teaching and Learning Policy to be sent to SR	KW