



**St Mark's Church of England Primary School
Minutes 16th May 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, Laurent Repond, Jamie Johnson (7.25), Peter Sanlon, John Moynihan (8.00), Lynne Doran</p> <p>Apologies: In Attendance: Kate White (Clerk) 7.15</p>	
2	<p>Governor Matters DH advised that Philip Buggs had resigned as he felt that he was unable to give sufficient time to the role. DH welcomed Lynne Doran to the FGB. KW gave LD the code of conduct, business interests and skills audit to complete and return.</p>	LD to return to KW
3	<p>Declarations of Business Interests No declarations were made.</p>	
4	<p>Minutes of the last meeting 14th March 2017 The minutes were accepted and signed by the Chair.</p> <p>Actions completed from previous minutes 29.11.16 9. SIAMS This has now been updated. See 10 31.1.17 5 DH/JJ have completed a behaviour review and the report is presented at this FGB 7 Teaching and Learning Report has been distributed and included in this FGB. 14.3.17 7 SFVS has been submitted to the LA 8 Governors have looked at Policy review timetable – this will be on going to ensure that policies are reviewed in a timely manner. 11 LR has received the SIAM report from RD 14 Teaching and Learning Policy had been sent to SR and reviewed at this FGB.</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>Fire Drill – RD reported that a fire drill had been actioned today which was very successful. The children were all out of the building in less than 2 minutes.</p> <p>Exclusions – RD confirmed that the report related to the same children as in the last report. One of these children is now at a specialist school.</p> <p>Admissions – Sept 2017 RD advised that the situation had not changed since he had written his report. EYFS teachers have commenced their nursery visits and these are going well.</p>	



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Staffing. SB advised that the TA reviews had been completed and that the review process that he had instigated was received very positively and that many of the TA's were getting assessments of over or above achieved.

Attendance. LR asked about the arrival and leavers and whether this sort of movement was usual and whether it affected the schools funding. RD/KW explained that this sort of movement was common, and that it was better to look at it as families rather than individuals, ie a family of 3 have moved out. Re the funding. It is the October census that affects the pupil funding.

It was noted that attendance for the year continues to hover around/slightly above 95% figure.

Collaboration

RD said that only one HT had shown up for the learning walk. St Mark's was the last scheduled walk and many HT's had been on walks at other schools. However, the HT who came was relatively new to the role and found the walk very useful.

SATS

RD reported that SF was quietly confident re the results. Results come out on the 4th July.

Extra – Curricular/Sport

DH commended the extensive programme of after school activities that the teachers offer to the children in their own time.

Two Governors commented that there was very little on offer for the EYFS and Year 1 children. JJ commented that when she ran boxing after school for the EYFS they were too tired to participate fully after a long day at school. This experienced matched the school's experience of running clubs for this year group. However, there was a football club run by Henry that was very popular with boys and girls in both year groups.

The days on which clubs were run was also raised by LD. She wished to ensure that sport was equally available to both sexes ie football and netball, perhaps typically gender stereo-typed sports did not clash, so that girls and boys would be able to participate in both. Staff noted that these particular clubs had been on separate days last term.

LR asked why no school led clubs happened on a Tuesday. SB replied that the reason was that Tuesday's was when the whole staff meetings were held.

Progress Data

DH noted that the data was looking good, although there was a dip in Bodiam's phonics data. He asked whether the school expected the figure to improve. RD said that there were lots of interventions, meetings and check-ups in place to assist the class teachers and help the children with their progress.



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6	School Development Plan and SEF	
7	<p>Finance</p> <ul style="list-style-type: none"> • Closedown. GD noted that the closedown figure was very good and more than predicted. Most of the local schools had used up the majority of their reserves, whilst we were in the position of having a healthy roll over, which should help us through the next couple of years. <p>Re the new funding formula, the information that we had was that it would benefit the school.</p> <p>Re Capital, GD felt that, although we amount received was small £6k pa. It would be worth Governors having a closer look at possible Capital spending projects. This would be done at within the Finance and Property pair and reported to the FGB.</p> <p>He thanked KW for her work.</p> <ul style="list-style-type: none"> • Budget 2017/18. GD noted that the proposed budget showed a small in year balance of £7500, which was a satisfactory position. The Finance and Property Pair discussion of the budget was minuted and circulated to the FGB. The pair recommended that the FGB accept the budget. All Governors voted to accept the budget which can now be sent to the LA. • DH will be going to a National Governance Association Fundraising event at Canterbury on 21st June. 	KW submit budget to LA
8	<p>Governor Monitoring Visits LD asked how these worked. DH explained that pairs should look at their subject 3 times a year. Term 1 & 2:- Look at the subject in relation to the SDP, talk to the staff involved in that area. Term 3 & 4:- Look at the progress within your subject area Term 5 & 6:- Review of the year.</p> <p>The visits are not looking at the operational side of the school, but are reviewing against the SDP. It was suggested that LD may like to join the Pupil Outcomes pairing with JM. There is also a vacancy on Teaching, Learning and Assessment with SR.</p> <p>DH emphasised that the meetings are a chance to see and getafeel of the school.</p>	LD confirm pair(s) she would like to be on.
8	Policies – The following Policies were ratified.	



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	<ul style="list-style-type: none"> • Attendance Policy. GD asked how persistent absence was judged and what the school did about it. RD said it is based on a child's percentage. Referrals were made to the Educational Welfare Officer, School Nurse, Early Help, Medical Certificates were requested. • Marking for Improvement Policy • Teaching and Learning Policy <p>KW will ask LS to put policies on the website</p>	KW
10	<p>SIAMS PS Raised teachers attendance in assembly and the importance of this for teachers to continue to develop an understanding of how the church ethos permeates through the school. He questioned whether teachers knew that this was a reason for ensuring that they attended assemblies.</p> <p>RD Advised that on average teachers attended two assemblies a week, the other 3 sessions were used for intervention groups with a small number of students. The school had also embedded an assembly rota, so that all teachers were responsible for 2 or 3 assemblies a term using the Assemblies for Primary Schools scheme.</p>	
11	<p>Chair's Actions/Correspondence DH advised that Sally Dobson the chair at TWGGS had created an independent governance group. He had attended the meeting that had been very interesting.</p> <p>The KAHT will be making a bid for part of the £140mn Strategic School Improvement Fund that the Government is releasing.</p> <p>Governor training. For the first time NLG's (National Leaders in Governance) are being invited to the annual Kent Leaders in Education (Headteachers) conference. DH has been encouraging this approach through the leadership strategy board.</p>	
12	<p>Confidentiality – Headteacher Appointment DH explained the procedure. 26th May 4pm – DH and two other governors were to meet with Alex Tear from the Diocese and Keith Ransom to agree a Job Description, Personal Specification, Description of the School and a Letter from the Chair inviting applications. Once these are completed Kent Teach will create a microsite which once agreed will become live for 2 weeks, there will then be 2 or 3 days in which to short list. Candidates will be invited to a 2 day selection panel. Assuming that a candidate is chosen there needs to be an FGB that evening to ratify the decision.</p> <p>The Governors decided that DH as chair had to be on the panel. Governors were then invited to raise their hands if they would like to be considered. 5 Governor expressed an interest. It was decided that a blind vote should be taken, with the Governors with the most votes going on the panel and the Governor in third would be a reserve.</p> <p>JM and LR were duly voted onto the panel. Two governors had equal votes for 3rd</p>	



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	<p>place. A toss of the coin placed SR as reserve Governor. RD and SB were excluded from the vote and were asked to leave the meeting so that a discussion of the Personal Spec could be held.</p> <p>DH made notes of the discussions and they will therefore not be minuted here. These will be made available to the selection committee.</p>	
13	Urgent Business - none	
14	<p>Training The NGA has launched 'The Virtual College' which is their version of Gel and included in our membership of the NGA. DH encouraged the FGB to have a look at it.</p>	
15	<p>Dates of next meetings. All meetings will start at 7pm</p> <p>4th July 2017</p> <p>The meeting closed at 9 pm</p>	

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	DH/SB
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	Prepare parent information How to listen to reading	SB/DH



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	to be completed		
31.1.17			
5		Complete Governor's part of SDP	DH/LR
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			
8		Get Charging and Remissions Policy updated on website	KW – emailed LS 17.5.17
16.5.17			
7		Submit Budget to LA	KW
8		LD confirm pair (s) to be on	LD