



**St Mark's Church of England Primary School  
Minutes 26<sup>th</sup> September 2017**

		<b>Action</b>																												
<b>1</b>	<p><b>Welcome and apologies for absence</b></p> <p><b>Present:</b> David Hill (Chair), Robin Dungate (Headteacher), Simon Bird (Deputy Headteacher), Sarah Russell (arrived 19.10), Glenn Douglas, Laurent Repond (arrived 19.10), Peter Sanlon, John Moynihan, Lynne Doran, Kate White (Clerk)</p> <p><b>Apologies:</b> Jamie Johnson</p> <p><b>In Attendance:</b></p> <p>DH opened the meeting by advising that Rachel Crane had been appointed to the position of Deputy Head w.e.f. 1.1.18. She had shone in interview and the decision had been supported by the LA representative Penny Bowles.</p>																													
<b>2</b>	<p><b>Declaration of Business Interests</b></p> <p>Governors were given Declaration of Business Interest forms to sign for this academic year. No interests were declared.</p> <p>KW to check that she received all forms.</p>	<b>KW</b>																												
<b>3</b>	<p><b>Minutes of the Meeting held 4.7.17 and matters arising</b></p> <p>The minutes of the meeting were accepted KW to get DH to sign</p> <p>Matters outstanding from previous meetings</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th align="left">From 29.11.16</th> <th align="left">Resolved</th> </tr> </thead> <tbody> <tr> <td>3.1</td> <td>Agreed that rather than archery a meet the teacher's tea and cakes session would be held on Tuesday 21<sup>st</sup> November at 3.30pm in place of the staff meeting.</td> </tr> <tr> <td>3.1</td> <td>All prevent certificates now received</td> </tr> <tr> <td colspan="2"><b>From 31.1.17</b></td> </tr> <tr> <td>5</td> <td>Governor's part of SDP looked at and to be further covered in this meeting</td> </tr> <tr> <td>8</td> <td>Action removed</td> </tr> <tr> <td colspan="2"><b>From 4.7.17</b></td> </tr> <tr> <td>1</td> <td>NGA learning link still to be purchased</td> </tr> <tr> <td>4</td> <td>Biographies still need to be forwarded</td> </tr> <tr> <td>5</td> <td>Attendance – KW to check with LS</td> </tr> <tr> <td>5</td> <td>Green Flag – should be completed by December</td> </tr> <tr> <td>7</td> <td>New Finance Governor – still required*</td> </tr> <tr> <td>8</td> <td>LH has been looking at increasing volunteers</td> </tr> <tr> <td>9</td> <td>Homework Policy returned to SLT following parental comments year 5</td> </tr> </tbody> </table>	From 29.11.16	Resolved	3.1	Agreed that rather than archery a meet the teacher's tea and cakes session would be held on Tuesday 21 <sup>st</sup> November at 3.30pm in place of the staff meeting.	3.1	All prevent certificates now received	<b>From 31.1.17</b>		5	Governor's part of SDP looked at and to be further covered in this meeting	8	Action removed	<b>From 4.7.17</b>		1	NGA learning link still to be purchased	4	Biographies still need to be forwarded	5	Attendance – KW to check with LS	5	Green Flag – should be completed by December	7	New Finance Governor – still required*	8	LH has been looking at increasing volunteers	9	Homework Policy returned to SLT following parental comments year 5	<b>KW/DH</b>
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9	Actioned	
9	KW to check if actioned	
9	Lock down procedure **	
<p><b>Discussions</b></p> <p>*DH has a parent James Gambriel in mind to fulfil this role. He is a business man with three children at the school, his wife is an accountant. He was unable to attend this meeting, but DH will invite him along to the next meeting. If accepted by the Governors, he would be co-opted.</p> <p>LD raised the question about the representation on the committee of ethnic minority groups and should the Governing body be actively trying to recruit from this sector of the school population/community. PS suggested that the emphasis was and should be very much on skills rather than ethnicity. RD advised that we currently have 16 ethnic minorities in the school. DH suggested that a 'meet the governors' session on parents evening would help demystify the role and provide an opportunity to encourage parents for all ethnic groups to get involved with the PTA and governors. It was concluded that if the Governing body wished to promote membership of the Governing Body to particular ethnic groups then a bit of playground research was needed and a discussion paper should be produced.</p> <p>**LD had spoken to her firm re the use of their programme called 'Active Shooter'. The conclusion was that LD could do the course on her work laptop as many times as she wished and could be observed! <b>Action</b> LD to test the Wi-Fi connection at school and if strong enough the SLT will watch, alternatively they may need to visit LD's house.</p>		
3a	<p><b>Minutes of Meeting held 6.9.17</b></p> <p>DH went through the minutes of this meeting: -</p> <ul style="list-style-type: none"> <li>• Re report timing. Governor's should get these to KW 10 days before the FGB</li> <li>• Skills Audit – these were handed to LD for analysis, training needs if any can then be established</li> <li>• The role of the monitoring pairs is to assure FGB that their area is on track</li> <li>• E-safety – need to explore the cost of this. It was suggested that the parent community could be asked if they had any expertise. JM knew Rebecca Avery and would talk to her</li> <li>• SDP – Governors very keen to have SMART targets. They want to have more figures in it and know the methodology for e.g. assessing a child's enjoyment of a subject. JD suggested that the Monitoring pairs should look at their 'chunk/section.' It was agreed that they should arrange to meet an appropriate member of the SLT and review the section with them.</li> <li>• HT's report. Governors would like to see an executive summary.</li> <li>• Flow of information to parents on a timely basis</li> <li>• Fund raising. DH offered to run a Golf Night, it was agreed that he would liaise with the PTA</li> </ul>	



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4	<p><b>Governor Matters</b></p> <ul style="list-style-type: none"> <li>❖ Current Governor Information – Governor’s updated their details</li> <li>❖ Terms of Reference of FGB – DH advise that new ToFR had been published by the NGA, but suggested that as the Governor’s had not had a chance to review them that the ToFR that had been circulated were accepted and that Governors should look at the new ones at the next meeting.</li> <li>❖ ToFR of Monitoring pairs accepted as above</li> <li>❖ Role description – there was no comment on this</li> <li>❖ Code of Conduct – this had been circulated at the meeting 6.9.17 – signed copied to be returned to KW</li> <li>❖ Decision planner – new version available DH to send out</li> <li>❖ Annual Planner – DH has a copy that he will send out</li> <li>❖ Governing Body Action Plan – DH advised that this was now incorporated in the SDP.</li> </ul>	<p align="center">DH DH</p>
5	<p><b>Headteacher’s Report -</b></p>	
	<p><b>Staffing</b> The promotion of RC had already been referenced. RD advised that we will also be losing Kate McGee from Year 5 and that he will be teaching in this class Thurs and Fri. Parents would be informed on Wednesday. There were also other complicated staffing arrangements in place for teachers returning off maternity leave, which would be shared with staff, governors and parents in due course.</p> <p>LH was subject leader for the school for English, until JH returns from maternity leave. SR pointed out that she had been missed off the staffing, KW will get this corrected.</p> <p><b>Pupil Progress Data and SATS results</b> RD explained that floor standards were the DFE’s view of the minimum required standard for attainment and progress.</p> <p><b>Floor standard definition for 2017</b></p> <p>In 2017, schools will be above the floor if pupils make sufficient progress across all of reading, writing and mathematics OR if more than 65% of them achieve the national standard in reading, writing and mathematics. If only one subject is below the progress threshold, the school will be below the floor only if that score is significantly low. Schools will be above the floor if they meet <b>either</b> the progress or the attainment threshold.</p>	



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	<p>and that the school had exceeded all of these. That the national progress data was not out yet, but would be released to Governors as soon as he had it. The progress that this will show will be a child's progress from their KS1 SATS to their KS2 SATS. Historically the school has performed very well in this measure, and last year was top in reading the TW cluster.</p> <p>Ofsted are beginning to look at schools who are coasting i.e. where attainment is good because of the children's innate ability, but progress is poor.</p> <p><b>School Development Plan</b> The SLT had reviewed the report following the feedback and Governor's requests from the meeting 6.9.17. Governor's reviewed the new version of the report and agreed that further refinement is required. See 3a</p> <p><b>Lock Down</b> RD aware that a practice needs to be held. He has asked other schools how they have run a practice without scaring the children. Date for lock down to be agreed</p>	<b>RD</b>
<b>7</b>	<b>Finance</b> - no report	
<b>8</b>	<b>Governor Monitoring Visits</b> – no reports	
<b>9</b>	<p><b>Policies –</b></p> <ul style="list-style-type: none"> <li>• <b>SEND Policy – ratified</b></li> <li>• <b>Pay Policy – ratified.</b></li> <li>• <b>Homework Policy – returned to SLT for further consideration</b></li> </ul>	
<b>10</b>	<b>SIAMS</b> – up to date	
<b>11</b>	<p><b>Chair's Actions/Correspondence</b> DH advised that there is a big push re Data Protection (May 2018) There are also new models being published re staff complaints and complaints from parents about social media. New constitutions will mean that Governors can be removed or suspended if they are a foundation governor, and their conduct is not in accordance with the standards of the Governing Body. There will also be changes as to the information that needs to be on a school's website.</p>	
<b>12</b>	<p><b>Urgent Business/AOB –</b> <b>Edubase</b> – this has now been replaced with 'Getting to know your school'. The data on the site is not totally up to date. KW to investigate how to update <b>Goodbye to RD</b> – DH to check available dates that the golf club. <b>Procedure for distributing monitoring reports.</b> Confirmed that they should be sent to RD, for immediate turn around, i.e. KW can have a copy to circulate to all 24 hrs later <b>LD</b> offered to attend site meetings.</p>	<b>KW</b>  <b>DH</b>



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<b>13</b>	<b>Training</b>	
<b>14</b>	<b>Dates of next meetings. All meetings will start at 7pm apart from where indicated.</b> 5 <sup>th</sup> December, 30 <sup>th</sup> January 2018 (3.30pm), 20 <sup>th</sup> March, 1 <sup>st</sup> May, 3 <sup>rd</sup> July.  <b>The meeting closed at 8.30 pm</b>	

Signed.....

Date .....

<b>Minutes of a meeting of the Governing Body ACTION LIST</b>			
<b>4.7.17</b>			
1		NGA Learning link to be purchased	KW
4		GD to forward biographies to KW to be put on website	GD/KW
5		Attendance – KW to confirm report data with LS	KW
5		Green Flag Eco Award – RD to check progress with SF	RD
7		New Finance Governor required	Governors
8		Increase in parent volunteers listening to KS2 readers	RD/LH
9		English Policy KW to ask LS to put on the website	KW
9		Lock down procedure training LD to see if can use her work one	LD
<b>26.9.17</b>			
2		Check all declaration of business interest forms collected	KW
3		Minutes to be signed	DH/KW
3		Meeting Tuesday 21.11.17 3.30pm – provide cakes	Governor's
3		'Active Shooter' lock down program date and location to be agreed with LD – liaise with KW	LD/KW
3a		Skills Audit LD to assess forms	LD
3a		E-safety – JM talk to Rebecca Avery	JM
3a		SDP – monitoring pairs to meet with relevant SLT members to discuss their section	Governors/SLT



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3a		DH to arrange Golf Night with the PTA	DH
4		Review new TofR KW to put on next agenda	KW
4		Code of Conduct – please return signed form to KW if you haven't	Governors
5		Lock Down – practice to be arranged	RD
12		RD farewell – DH to check available dates at the Golf Club	DH
12		Getting to know your school - KW to up date	KW