



**St Mark's Church of England Primary School
Minutes 31st January 2017**

		Action
1	<p>Welcome and apologies for absence</p> <p>Present: David Hill (Chair), Robin Dungate (Headteacher), Simon Bird (Deputy Headteacher), Jamie Johnson (in part), , John Castle, Sarah Russell, John Moynihan (arrived 4.45 pm)</p> <p>Apologies: Ashley Dexter, Glenn Douglas, and Peter Sanlon</p> <p>Absent: Philip Buggs, Laurent Repond</p> <p>In Attendance: Kate White (Clerk)</p> <p>Prior to the FGB meeting (3.30 pm) staff attended a talk by PS entitled Church of England and Faith. The talk was well received by all.</p> <p>The FGB meeting opened at 4.00pm</p>	
2	<p>Declarations of Business Interests No declarations were made.</p>	
3	<p>Minutes of the last meeting 29th November 2016. The minutes were accepted and signed by the Chair.</p>	
3.1	<p>Matters arising/Actions from 29th November FGB Some of the actions from the meeting had not been completed these are detailed in the Action List at the end of the minutes.</p> <p>3.1 Archery – to be arranged in the summer</p> <p>3.1 Autobiographies. DH had completed his; other Governors still need to complete theirs.</p> <p>3.1 Governor services have been notified of re-elections and resignations. KW has also completed the forms for Laurent Repond who was elected by St Mark's PCC 19/1/17. DH welcomed him in absentia to the Governing Body, and advised that he will be LR's mentor and that he will ask LR to step into the same roles as CW had, i.e. he will join DH on the leadership monitoring pair.</p> <p>DH also advised that AD has indicated that he would be stepping down as a Governor as he was unable to give the time commitment to the role that it deserved. DH suggested that the FGB should seek to appoint a new parent governor; this vacancy would arise if JM agreed to become a co-opted Governor. (JM arrived 4.45pm agreed to change in designation) DH to get confirmation from AD once received to ask KW to start parent election process.</p> <p>3.1 DH had completed the Governing Body Action Plan</p> <p>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.</p>	



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	<p>3.1 Prevent training/certificates to KW had still not been completed by all Governors.</p> <p>3.1 St Mark's Church had kindly given the school £1000 for books.</p> <p>7. 'How to listen to reading for parents' information still needs to be prepared</p> <p>7. Maths box has been purchased with school funds.</p> <p>9. SIAMS – RD /PS still need to review. Keith Morrison from the Diocese will be visiting the school on Friday 10th March.</p> <p>12. JC has received name tag and badge, LR has also received his.</p>	
4	Headteacher's Report -	
4.1	<p>Exclusions – RD was asked if this was an unusual number of exclusions and whether it was the same child. RD replied that there were 4 different children excluded. The reasons were for persistent disruptive behaviour and hurting an adult. Exclusion in these incidents was used as the school will not tolerate such behaviour, and it sends a very strong message to the parents.</p> <p>RD also said that there is a particularly difficult cohort in one of the year groups and SB is currently working on healthcare plans for two children. Health Care plans draw together aspects of children's education and social care so that a cohesive plan is established.</p> <p>Admissions RD confirmed that the figures for EYFS September 2017 had not yet been received.</p> <p>Staffing DH advised that when on one of his 'walks' a couple of new teachers had mentioned how supportive the SLT are.</p> <p>Headteachers' Performance Management</p> <p>RD had chosen include the elements of his performance management which were linked to the SDP. He will be visiting 2 form entry schools to look at their staff structure. DH had a copy of a new Dept of Ed publication entitled 'School Workforce Planning' which he passed to RD.</p>	
5	<p>School Development Plan and SEF – This had been updated prior to Ofsted and passed by them. DH Said that he still needs to fill on the Governors bit</p> <p>Governor's asked what 'on track' meant. RD explained that all children had to make 6 points of progress. That the figures shown were for term 2, and that the children were 'on track' to reach 6 points by the end of term 6. However, it should be noted that children do not learn in a linear manner.</p> <p>DH advised that he and JJ would meet to look at Behaviour, including personal development, attendance and safeguarding next term.</p>	
6	<p>Finance – The minutes showed good news in that additional funding had come in for rising role which had not been included in the original budget. DH noted that the new funding formula which should come in in 2018/19 would benefit the schools budget and St Mark's was fortunate in that the increase should be 2.1% per pupil. Other schools in the LCT had a negative projection.</p> <p>It was agreed that GEL membership would not be renewed.</p> <p>Strategy Meeting –</p> <p>Mr Fenton to be asked to provide a report on the progress of ECO award</p> <p>It was agreed to keep a 'watching brief' re Multi Academy Trust (MAT) status. RD had been to a very dry Academy conversion meeting at Claremont.</p> <p>LCT was working well.</p>	



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7	<p>Governor Monitoring Visits SR advised that there should have been a Teaching and Learning Report, she will pursue.</p>										
8	<p>Policies – The following Policies were ratified.</p> <ul style="list-style-type: none"> • Spiritual, Moral, Social and Cultural Policy • School Emergency Management & Business Continuity • Curriculum Policy • Medical Conditions in School Policy • Religious Education Policy • Admissions Policy • Target Setting Policy <p>It was agreed that the Literacy Policy was required as a stand- alone policy, separate from the Curriculum Policy, and would be updated for the next FGB.</p> <p>SR advised that she and PB would be reviewing the implementation of the Target Setting Policy next term.</p>										
9	<p>SIAMS RD would be looking at this with PS. Because we received an Outstanding report last time we would not expect a further inspection for a couple of years. The last inspection was Nov 2014</p>										
10	<p>Chair's Actions/Correspondence DH had been to the Kent Governors Academy executive meeting. There are moves to make the meetings more about training, and to allow the Governor's opportunity to interact and share best practice.</p>										
11	<p>Confidentiality</p>										
12	<p>AOB Ofsted – 24th Jan 2017. RD thanked all the Governors for their support on the day and beforehand. He is unable to say anything regarding the outcome of the visit.</p> <p>DH thanked all the Governors for turning up for Ofsted, and for the enthusiasm that they showed.</p> <p>JJ asked if it was possible to have a card machine at the office. KW advised not due to commission payments. She advised that parents could help 'speed up' money transactions at the office by ensuring that money was sent to the office in envelopes marked with the child's name, event and amount.</p> <p>JM offered his apologies for the next meeting.</p>										
14	<p>Dates of next meetings. All meetings will start at 7pm</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 33%;">14th</td> <td style="width: 33%;">March</td> <td style="width: 33%;">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 5 pm</p>	14th	March	2017	16th	May	2017	4th	July	2017	
14th	March	2017									
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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		KW to advise Governor services the JM is now co-opted Governor. DH to advise KW when to initiate Parent Governor elections, following formal resignation from AD.	DH/KW
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	Still needs to be reviewed	SIAMS – need to arrange date to review	PS/RD
31.1.17			
5		Complete Governor's part of SDP	DH
5		Review of Behaviour	DH/JJ
6		GEL renewal to be cancelled	KW
6		ECO award progress	SF
7		Teaching and Learning Report to be sent to Clerk	SR
8		Literacy Policy to be updated KW to ask Lia Hammond	KW/LH
8		Review of Target Setting Policy implementation	SR/PB