



**St Mark's Church of England Primary School  
Minutes 4<sup>th</sup> July 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, Glenn Douglas, Laurent Repond, Peter Sanlon, John Moynihan, Lynne Doran, Kate White (Clerk)</p> <p><b>Apologies:</b> Jamie Johnson</p> <p><b>In Attendance:</b></p>	
<b>2</b>	<p><b>Governor Matters</b></p> <ul style="list-style-type: none"> <li>• NGA Learning Link – Governors said that they would use this. KW to order cost £110.</li> <li>• Finance and Property pair need a new governor – no volunteers – possibly a new Governor could fill this role, PS may have a few possible candidates he could approach. GD reminded the FGB that he will be on the FGB for the academic year 17/18, after which time he will be leaving.</li> <li>• Dates for 17/18 – meeting time 7pm Tuesday 26<sup>th</sup> September, 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>Dates were agreed by Governors</b></li> <li>• Improving Governance – DH advised that it was time for a 360 review. It was concluded that DH will have 1:1 meetings with all Governors whereby they can feedback on each other.</li> <li>• Suggestions for Governor to Governor communications included a drop box, or doodle-days so that diaries could be compared. A topic of 'What can we do to engage more' was suggested, and that ideas could be brought to the next FGB.</li> </ul>	<b>KW</b>
<b>3</b>	<p><b>Declarations of Business Interests</b> No declarations were made.</p>	
<b>4</b>	<p><b>Minutes of the last meeting 14<sup>th</sup> March 2017</b> The minutes were accepted and signed by the Chair.</p> <p><b>Actions completed from previous minutes</b></p> <p><b>29.11.16</b> 3.1 GD now has biographies. He will forward to KW in due course so that they can go on the website.</p> <p>7. Prepare parent information How to listen to reading - lapsed</p> <p><b>31.1.17</b> 8 Literacy Policy – this is the English policy – see policies section.</p> <p><b>14.3.17</b> 8 Get Charging and Remissions Policy updated on website – done</p> <p><b>16.5.17</b> 7 Budget submitted to LA 8 LD to be on Pupil Outcomes, and Teaching, learning and Assessment.</p> <p>Please see the Action list at the end of these minutes which detail the actions still to be completed.</p>	<b>GD</b>



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5	<b>Headteacher's Report -</b>	
	<p><b>Exclusions</b> – SB confirmed that it was the same children as in the last report. One of the children was now on a part-time timetable, and was now undertaking therapeutic activities rather than curriculum, as advised by a specialist teacher. The EHCP (Educational Health Care Plan) is being chased and the hope is that the child will be moving to a specialist setting in term 1 or 2 next year, providing that all the paperwork is completed and that the setting has space.</p> <p><b>Attendance.</b> The report date was queried as it shows d.o.b to 01/9/2000- 31/08/2011. This is believed to be a glitch in the SIMS reporting. KW will confirm with LS. It was noted that the annual attendance had fallen below the SDP target of <b>96.1%</b>.</p> <p>Governors asked about the migration figures, noting that there was a net loss. The children had left because they were moving out of area.</p> <p><b>Admissions</b> Mrs Miles had attended the Ready for Reception Project, the parents who had attended had found this very useful. Parents are selected by the school, based on information received from nurseries, and other agencies. Ten families are allowed per school. Broadwater Down had chosen not to participate.</p> <p>All visits to nurseries have now been completed, and there is now considerably more information sharing and transition visits than there had been in previous years.</p> <p><b>Staffing</b> LD commented that parents had not been advised that Mrs Gillet was going. It was noted that there are two teachers on maternity leave and that the school has not been notified of their intended return date.</p> <p><b>Progress and Attainment</b> RD said that he was pleased with the results. It was noted that apart from KS1 writing all results had equalled or exceeded national targets. Last year the emphasis had been on maths, this year writing would be pushed as well.</p> <p>RD said that when he has the progress data he expects this to be equally good.</p> <p>GD said that congratulations should be passed to the staff for the good results achieved this year, and that it is the progress data that should be the metric on which to judge performance.</p> <p><b>Quality of Teaching and Learning and Pupil Progress</b> RD stated that the assessment this term had been on RE lessons and that he was very happy with the results of the observations which showed 100% good or better and 45% to be outstanding.</p> <p>It was confirmed that the optional SATS still happen. RD explained that the statutory SATS are years 6 and 2, but that schools have the option to run SATS in</p>	



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	<p>the other year groups and that St Mark's has chosen to continue with these assessments.</p> <p>It was noted that RD is mentoring Becky Hook – Deputy Head Teacher at Bidborough, and Gemma Brain, Head at Laddingford.</p> <p><b>SLT Reports</b> LD asked how often these were produced. DH advised that they are produced every old term, so 3 times per year.</p> <p><b>Appendix 3 – SEN Report</b> SB was congratulated on the quality of his report. It was noted that the budget had reduced from last year. SB advised that this was due to budgetary pressures, but should not have a big impact on SEN. It was also noted that subscriptions were now taken from a different budget.</p> <p>TA performance pay. SB advised that the assessments were working very well that the TA's were a very strong team and that many of them had been rewarded for their efforts through their pay progression.</p> <p>DH asked about year 6/7 progression and that he had heard that secondary schools were looking to possibly work with primary schools to get the children more enabled for secondary. At the moment year 6 do transition days. SB advised that where the school has pupils who may well struggle with the transition and additional transition session has been organised and that some of the children are now doing social communication sessions to help them.</p> <p><b>Appendix 4,5,6</b> Governors had no comments on these reports.</p> <p><b>Green Flag Eco Award.</b> DH asked on the progress on this. RDR will check with Mr Fenton</p>	<b>RD</b>
6	<b>School Development Plan and SEF</b> – reviewed at the last meeting	
7	<p><b>Finance</b></p> <ul style="list-style-type: none"> <li>• <b>Finance pair.</b>- as per section 2 and new Governor is required for this pairing. It is not good governance to just have one.</li> <li>• <b>Budget 2017/18.</b> GD noted that the budget was in good order – it is early on in the financial year and there has been no significant change to the budget.</li> <li>• <b>Capital schemes.</b> KW has been asked to draw up a list of future schemes</li> </ul>	



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	<p>for the pairing/FGB to consider.</p> <ul style="list-style-type: none"> <li>• <b>Fire alarm.</b> It was noted that the current system is non-compliant under new recommendations, although at the time of installation it was. KW is obtaining quotes to update the system, which will be funded out of E12 – Building maintenance.</li> </ul>	
<b>8</b>	<p><b>Governor Monitoring Visits</b> JM had visited the school 8<sup>th</sup> May to review Pupil Outcomes, and produced an excellent report. It was noted that the English leaders had requested that more parents came to listen to children read in KS2. The question was raised as to how this was to be taken forward. RD to talk to LH.</p>	
<b>9</b>	<p><b>Policies –</b></p> <ul style="list-style-type: none"> <li>• <b>Homework Policy – to be reviewed at next meeting.</b> Governors wanted online safety to be added into this policy. SB agreed to look into this. It may duplicate with the online safety policy. It was suggested that it might be worthwhile looking at the Holmewood House policy and also CBBC e-safety page. PS also recommended a website and will forward the link to Governors to have a look at. I was suggested that homework given by teachers should be covered in the policy RD to explore. <p>Concern was also raised that homework was not always given, or asked to be handed in, and the question was asked if the children faced any consequences for this. RD said that there was a very wide range of views as to whether primary aged children should have homework or not.</p> <li>• <b>English Policy – ratified.</b> Concern was raised about the incentives that were being given for children for reading. Chocolate had been given in one class, and it was felt that this went against the schools healthy eating policy. RD advised that the incentive was Reading Rabbit, which was awarded in Friday's celebration assembly. The class who received it was rewarded with extra play time.</li> <li>• <b>Emergency Lockdown Procedure Policy - ratified</b> It was asked whether staff had received training in lock down procedures. LD said that her firm had done some training and produced a short 15 minute video. She would ask them if the school could have access to it. JJ, who was unable to attend, would like to look at other policies with a view to strengthen the policy.</li> <li>• <b>Early Years Foundation Stage Policy – ratified</b> The policy states that the schools policy is to split twins, and this was generally supported. However, the practicalities of how the school could support the parents of twins, particularly if they were a single parent was raised, specifically when the reception open sessions are held.</li> </li></ul> <p>KW will ask LS to put policies on the website</p>	<p>SB</p> <p>PS</p> <p>RD</p> <p>LD</p>
<b>10</b>	<p><b>Chair's Actions/Correspondence</b></p>	



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<b>11</b>	<p><b>Confidentiality</b> – Headteacher Appointment</p> <p>DH advised that they would be short listing on Thursday 6<sup>th</sup> July. The recruitment process would take place Thursday 13<sup>th</sup> July and an extraordinary FGB would need to be held on the Thursday to agree an appointment, should one of the candidates be recommended.</p>	
<b>12</b>	<p><b>Urgent Business/AOB</b> –</p> <p>SR wished it to be recorded that the Year 4/5 Brighton Sea Life centre trip had allowed a very short time for payment between the letter going out 8<sup>th</sup> May and the date for funds to be received 19<sup>th</sup> May. She also asked if classes could hold their own cake sales to help fund trips.</p> <p>KW advised that where possible a much longer lead time was being given for trips, and where possible the final payment date was always after pay day. There was a plan in place to ask teachers to look at the whole academic year and advise when trips were to be held. This would help parents with the financial commitments.</p>	
<b>13</b>	<p><b>Training</b></p> <p>DH had been to a diocese training session which had been worthwhile.</p>	
<b>14</b>	<p><b>Dates of next meetings. All meetings will start at 7pm apart from where indicated.</b></p> <p>Tuesday 26<sup>th</sup> September, 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.</p> <p><b>The meeting closed at 9 pm</b></p>	

Signed.....

Date .....

<b>Minutes of a meeting of the Governing Body ACTION LIST</b>			
<b>From 29.11.16</b>			
3.1	Action in summer	Arrange to have a staff and Governors Archery and cakes event – to be term 1 - will help to welcome new staff	DH/SB
3.1	Still needs	All Governors complete prevent on line training and give copy of cert to	PS/JM



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	to be completed	KW <a href="http://www.elearning.prevent.homeoffice.gov.uk">www.elearning.prevent.homeoffice.gov.uk</a>	
<b>31.1.17</b>			
5		Complete Governor's part of SDP	DH/LR
8		Review of Target Setting Policy implementation – will be scheduled for term 5.	SR/PB
<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		Homework Policy – add e-safety? SB to investigate	SB
9		PS to forward link to website that he recommended for E-safety	PS
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