



**St Mark's Church of England Primary School  
Minutes 5<sup>th</sup> December 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, John Moynihan, Lynne Doran, Krista Jarrett, James Gambrill</p> <p><b>Apologies:</b> Jamie Johnson, Peter Sanlon, Kate White (Clerk)</p> <p>DH thanked LD for volunteering to take notes for the minutes.</p> <p>KJ &amp; JG introduced themselves to the meeting. Krista Jarrett is the new Foundation Governor appointed by the diocese and James Gambrill was voted unanimously on to the governing body as a co-opted governor.</p>					
<b>2</b>	<p><b>Declaration of Business Interests</b> No interests were declared.</p>	<b>KW</b>				
<b>3.</b>	<p><b>Governors</b> The new terms of Reference for Circle Model were accepted. PS had suggested a link to the Instrument of Government but this is covered in the terms of reference. The FGB agreed that the Instrument should be changed to include the reduced board members agreed previously. <b>DH to send revised copy to KW.</b> The GB Annual Planner was accepted as guidance for tasks to be completed through the year.</p> <p>Feedback from the governor / staff tea party – governors pictures and descriptions on the website – all agreed – send pictures to Loraine <b>Action All</b> Teachers are keen on class governors – <b>SR to allocate governors to classes</b></p> <p>Teachers appreciated working at a great school and thought that St Marks should have a higher profile in the area. RD referred to figures that show that St Marks has one of the best progress records in the LCT. We discussed how the governors, PTA and teachers could help raise the profile. This could be part of the term 3 teacher / governor activity. <b>SB and DH to action this</b></p>	<p><b>DH</b></p> <p><b>All</b> <b>SR</b></p> <p><b>SB/DH</b></p>				
<b>4</b>	<p><b>Minutes of the Meeting held 26.9.17 and matters arising</b> The minutes of the meeting were accepted (Race night not golf night) Matters outstanding from previous meetings</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;"><b>From 4.7.17</b></td> <td></td> </tr> <tr> <td>4</td> <td>Biographies from GD to KW</td> </tr> </table>	<b>From 4.7.17</b>		4	Biographies from GD to KW	<b>KW/DH</b>
<b>From 4.7.17</b>						
4	Biographies from GD to KW					



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	<p>9 Lockdown training - LD to investigate if the video can be played at home.</p> <p><b>From 26.9.17</b></p> <p>3a LD to analyse skills audits</p> <p>3a JM or DH to make contact with Rebecca Avery</p> <p>3a SB to offer Racenight to next PTA meeting</p> <p>8 KJ and LD to write about their experience of helping children to read, to be part of a drive for more volunteers.</p>	
<b>5</b>	<p><b>Headteacher's Report -</b>  <b>Lock Down exercise</b> – RD and SB reported that the exercise had been a success and that children were responsive and not upset by it. DH congratulated them.</p> <p><b>PESE</b> – SR asked if the SLT were happy with the results this year. RD reported that the result was expected and that he had made two appeals and that parents and children alike were content with the result</p> <p><b>Admissions</b> – LD suggested that willing parents should record some vox pops about St Marks, to be shown to parents considering sending their children to St Marks</p> <p>LD and SR had a productive meeting with RC and SF and will be submitting their report to the next meeting.</p>	
<b>6</b>	<p><b>SLT Reports</b>  <b>R Crane Report – Maths</b> - WRMH = White Rose Maths Hub.</p> <p>Key Stage 1 recruitment has been delayed due to staff changes.</p> <p>Lorraine to look at formatting on reports because the alignment sometimes is faulty in Word documents on some governors computers – the suggestions was to send them out as PDFs</p>	<b>LS</b>
<b>7</b>	<p><b>SDP &amp; SEF</b>  <b>SDP</b> – has been updated in two sections after monitoring visits and is in the process of been updated in the other sections.</p>	
<b>8</b>	<p><b>Finance</b>  The finance report was accepted by the FGB.</p> <p>LD has advised KW that there is a DD regulatory issue with the proposed change to path. Another solution is being sought.</p>	



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<p><b>9</b></p>	<p><b>Governor Monitoring Visits</b> LD / SR report from July – SB said that Mrs Hammonds workload issue would be resolved with the return of Mrs Hart.</p> <p>In the discussion on the Leadership monitoring visit it was suggested that governor training should be a minimum of one District Meeting or one other training day plus the use of the NGA online system to fill in gaps identified in the skills audit.</p>	
<p><b>10</b></p>	<p><b>Policies –</b></p> <ul style="list-style-type: none"> <li>• <b>Emergency Lockdown Policy – ratified</b></li> <li>• <b>Positive Handling Policy – ratified.</b></li> <li>• <b>Capability Policy – ratified.</b></li> </ul> <p><b>Behaviour, Discipline &amp; Exclusions Policy</b> -- LD suggested a group of 5 trained governors to provide a pool to draw from for the committee. LR thought that the cost of training might be wasted on 5 people for something that might not happen. <b><i>DH agreed to find out about the training required and the cost in money and time.</i></b></p> <p>7.4 make more emphasis on parents to support the school decisions and add in HT / SLT as escalation between classroom teacher and governors <b>Action DH/KW</b></p> <ul style="list-style-type: none"> <li>• <b>Sunscreen Policy – ratified.</b></li> <li>• <b>Outdoor Learning &amp; Educational Visits Policy – ratified.</b> LD volunteered to monitor this area.</li> <li>• <b>Anti-Bullying Policy</b> - Policy to reference classroom behaviour records and the Whistle Blowing Policy in case of HT bullying</li> <li>• <b>Complaints Policy - ratified</b></li> <li>• <b>Governor Visit Policy - ratified</b></li> </ul>	<p>DH</p> <p>DH/KW</p> <p>DH/KW</p>
<p><b>11</b></p>	<p><b>SIAMS –</b> RD, SB, PS and LR are meeting on Wednesday 13<sup>th</sup> December at 2.00 p.m.</p>	
<p><b>12</b></p>	<p><b>Chair's Actions/Correspondence</b> DH attended Diocese Briefing and met the support team. DH attended Diocese training on data / assessment – the Family Fisher Trust was highlighted as a good tool. KW is investigating the costs involved. DH attended 'Chairs Forum' in Tonbridge organised by the Chair of Tonbridge Girls Grammar School. He is meeting KCC on 12<sup>th</sup> December to discuss District Chairs Forums across Kent.</p>	
<p><b>14</b></p>	<p><b>Urgent Business/AOB –</b></p>	
<p><b>15</b></p>	<p><b>Training</b> DH to organize an induction training session for LR, KJ and JG, in late January</p>	<p><b>DH</b></p>



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<b>16</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.	
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Signed.....

Date .....

<b>Minutes of a meeting of the Governing Body ACTION LIST</b>			
<b>4.7.17</b>			
4		GD to forward biographies to KW to be put on website	GD/KW
9		Lock down procedure training LD to see if can use her work one	LD
<b>26.9.17</b>			
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
3a		DH to arrange Golf Night with the PTA	DH
8		KJ and LD to write about their experience of helping children to read, to be part of a drive for more volunteers.	KJ/LD
<b>5.12.17</b>			
1		Register JG with Governor services. Complete DBS	KW
3		Send photo's to Loraine	KW
3		Allocate Governors to classes	SR
3		How to raise school profile	SB/DH
6		Formatting of SLT reports	LS
15		DH to organize an induction training session for LR, KJ and JG, in late January	



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**13. Confidentiality**

from Headteachers Report

**Exclusions** – DH asked if the exclusions and positive handling incident were related to the child recently transferred from another school. RD said that the move should have been a managed move, in which case the child could have returned to the other school. KCC had rushed it through as a casual in year admission, in spite of a history of exclusions. JM expressed concern on the impact on liability for St Marks and the other governors were concerned that St Marks seems to get more than its fair share of moves in the local area. We are an inclusive school who has become good at closing the gap for these children but we are not a special school. With high needs funding under pressure in the future the FGB felt that a letter about this subject should be sent to KCC. RD and SB to provide the detail, GD and JM to craft the letter, which would be sent from the Chair.

(Subsequently RD requested that we don't send the letter which might affect relationships within the LCT, so the chair agreed that the details of this case should be prepared and filed until the next FGB)

**N.B. This item should be treated as confidential and not included in the public minutes**