



**St Mark's Church of England Primary School
Minutes 20th March 2018**

		Action												
1	<p>Welcome and apologies for absence</p> <p>Governors present: David Hill (Chair), Simon Bird (Headteacher), Sarah Russell, Laurent Repond (7.10), Lynne Doran, Krista Jarrett (7.20), James Gambrill, Jamie Johnson, Kate White (Clerk), Sam Fenton</p> <p>Apologies: Peter Sanlon, Glenn Douglas, John Moynihan, Rachel Crane (Deputy Headteacher)</p>													
2	<p>Declaration of Business Interests No interests were declared.</p>	KW												
4	<p>Minutes of the Meeting held 30.1.18 and matters arising The minutes of the meeting were accepted and signed by DH. Since the minutes were issued the year 4 class governor had changed from LD to LR, and DH asked about point 10 arranging a trip to the mosque. SB had spoken to a parent who was on the committee for the mosque who said that he would be able to help arrange it.</p> <p>Matters outstanding from previous meetings which have been actioned</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td align="center">26.9.17</td> <td></td> <td></td> </tr> <tr> <td align="center">3a</td> <td>SDP – monitoring pairs to meet with relevant SLT members to discuss their section</td> <td align="center">Completed</td> </tr> <tr> <td align="center">30.1.18</td> <td></td> <td></td> </tr> <tr> <td align="center">5</td> <td>Green Flag award – SF delighted to tell FGB that the school had achieved the award. He emphasised that many staff had helped to achieve the award (SD, TD, HR and others) , and that the activities had</td> <td align="center">Achieved</td> </tr> </table>	26.9.17			3a	SDP – monitoring pairs to meet with relevant SLT members to discuss their section	Completed	30.1.18			5	Green Flag award – SF delighted to tell FGB that the school had achieved the award. He emphasised that many staff had helped to achieve the award (SD, TD, HR and others) , and that the activities had	Achieved	DH
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		been child led. SF would like a flag pole – ways of funding need to be agreed, and SF to send article to the Courier re the schools success.		
5		Parent Reps – SB had prepared a parent rep document and it had been sent out by parentmail. One response so far, deadline 23.3.18. KW agreed to send a reminder parentmail	KW to send follow up	
5		Create timetable for reports	Completed in HT report	
7		SB to email advisors re let of conference room	Completed	
7		Mini bus discussion – after a brief discussion it was agreed not to pursue this idea. Temple Grove were getting rid of theirs based on cost.	Completed	
8		GD/JJ/KJ to review pupil premium expenditure – in monitoring report	Completed	
		DH observed that governors had asked that the monitoring pair visits with their SLT member were carried out 3 rd week of term 2,4 and 6. There had been delays due to snow days, however, pairs should try and stick to this timetable. They should also be reviewing policies at the same time as they make their visits. KJ asked whether it was just RC she should meet with as SENCO governor. Advised, yes, and that it was important to learn how the process works.		
11		DH write synopsis of Chair and Vice Chair roles – DH handed out descriptions from the NGA of both roles. He also had books on Governance for governors to read if they wished.	Completed	



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		<p>All governors know that GD is leaving 31.8.18 so a Vice- chair and Safe guarding lead governor is needed. DH is leaving the Chair role 31.8.19. Governors need to consider whether they could fill these roles.</p> <p>Vice-Chair from 1.9.18 would be with a view to becoming chair 1.9.19. Role for first year would be to shadow DH and learn ropes. Traditionally Vice – Chair has been a ‘sounding board’ for Chair.</p> <p>Chair – DH summarised role</p> <ul style="list-style-type: none"> • Ensuring that the right people and skills set are on the FGB, and developing skills. • Meeting with HT fortnightly • Chairing FGB meeting • Strategic lead in school improvement/vision and priorities. <p>Time commitment approximately 8 hours a month.</p> <p>LD asked what would happen if no one took the roles on. Advised that the school would look to the LCT to see if a Chair of Governors at another school would step into the role,</p>			
5		<p>Headteacher’s Report - Staff Structure – SB confirmed that permanent appointments had been made for years 2 and 5. Both teachers had had outstanding references.</p>			



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<p>Snow Day – DH extended his thanks to all the staff who had come in early to allow the school to open, and noted that Kent allow a ‘snow code’ to be used so that absences were recorded as authorised absences rather than absences which reflects better on the school’s attendance.</p> <p>Parking – SB had had meeting with a parent and councillors and had a further meeting scheduled for Wednesday 21st. He would update governors at the next FGB.</p> <p>Attendance – KJ asked whether giving the parents their child’s attendance record at parents evening had had any effect on children’s attendance. There was no data on that.</p> <p>SDP – Details of the sports premium expenditure will be added to the SDP</p> <p>Visitor Procedures – These had been updated and visitors were now given an information sheet and sticker when they arrived. It was agreed that for ‘regular’ readers e.g. parent readers they would be able to sign themselves in and get a sticker. KW to set the system up.</p> <p>Parent Class Representative Role – Governors agreed that the information pack was thorough and asked how many responses had been received. SB advised that the deadline had not yet passed, but KW would send out a reminder. (see above) JJ thought that there were many parents who were interested in the role, but as yet had not responded.</p> <p>SLT reports SF expanded on the ECO schools action plan. The plan has to be pupil led and the school will need to reapply for the award in two years. The requirement is to sustain the 3 targets that have been achieved to gain the award and to complete a further 2.</p> <p>Governors asked how much the bird hide was used. SF said that they were looking to encourage use/timetable it. There were offers of binoculars and help with bird identification/language.</p>	<p>KW</p>
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6	<p>Finance KW advised that a compliance notification had been received. Financial services aim to visit 100 schools out of 120 who had received the letter.</p> <p>SFVS – was agreed and signed by DH. KW to submit to the LA by 31.3.18</p> <p>It was noted that SFVS and the minutes refer to the need to find a replacement for GD. DH is happy to fill the position if there are no other volunteers.</p>	KW
7	<p>Policies – Reviewed by the Finance pair.</p> <ul style="list-style-type: none"> • Statement of school Security – ratified • Charging and Remissions Policy – ratified. The wording re swimming had been changed to year 3 and 4, rather than KS2. • Finance Policy – ratified. • Lettings Policy – ratified. DH asked whether the rates that we charged were competitive and whether further lets could be encouraged. KW advised that she periodically checks rates with her bursar group and that the rates charged although at the lower end were within the range charged by other schools. The school has also adopted a policy of only letting to parents or adults known to the school and would not want to advertise more widely. <p>KW suggested that when Governors are carrying out monitoring visits they could ask for policies requiring renewal at the same tim.</p>	
8	<p>Monitoring Visits – two reports had been received and circulated prior to the meeting DH/JJ and KJ had completed a Personal Development and Welfare report and felt that all was going well. There were two action points.</p> <p>SB to look at pupil reports – re giving additional information about pupil progress KW to update the Safeguarding Policy flow chart – this had already been completed</p>	SB



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	<p>DH/LR had completed a review of the SDP and the effectiveness of leadership and management.</p> <p>DH suggested that in term 6 the FGB agenda should include a review of the school vision and priorities</p> <p>LCT – membership of this is now beginning to show benefits. The LCT writing moderation will be held at the St Mark's on March 26th.</p> <p>DH observed that the Monitoring pairs weren't working quite as he would like, and urged pairs to try and keep to the visiting schedule that they had requested at a previous FGB.</p>	FGB
9	SIAMS – No update	
10	Chair's Actions/Correspondence DH referred to the new GDPR regulations which are coming in 25 th May. He had been on a course run by Invicta Law and has a presentation of 66 slides which he will circulate to governors. The appointment of a DPO is mandatory.	DH
11	Urgent Business/AOB –	
12	Training SR gave details of training dates that may be of interest to governors. There were two Governor induction sessions Pembury Sat 9 th June 9.30 – 3.30, and at Sittingbourne on Wednesday 13 th June.	
14	Dates of next meetings. All meetings will start at 7pm apart from where indicated. 1 st May, 3 rd July.	



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Signed.....

Date



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26.9.17		
3a	Skills Audit LD to assess forms	LD – advised work in progress 20.3.18
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 – advised work in progress 20.3.18
30.1.18		
3	All Governors to send photo to KW	KW advised she had received 2 – Governors to send to KW
3	KW to get biographies off GD	Agreed that governors should send biography directly to KW
3	SR to tell teachers who the year group governor is	SR – still to action
	LD/JM to look at staff action plans	LD/JM – still to action
20.3.18		
4	Green Flag Award - SF would like a flag pole – ways of funding need to be agreed, and SF to send article to the Courier re the schools success.	SF
4a	Parent Reps reminder parentmail to be sent	KW – done 21.3.18
	SDP – add section on sports premium funding SB had met with LS, needs to meet with KW	SB/KW
4b	Visitor procedures – set up one for parent readers	KW
6	SFVS to be submitted to LA by 31.3.18	KW – done 26.3.18
8	SB to see if there is away additional progress information could be given to parents, without increasing teacher workload.	SB
8a	Term 6 agenda include item to review the schools vision and priorities.	