



**St Mark's Church of England Primary School
Minutes 30th January 2018**

		Action
1	<p>Welcome and apologies for absence</p> <p>Governors present: David Hill (Chair), Simon Bird (Headteacher), Sarah Russell, Laurent Repond, John Moynihan, Lynne Doran, Krista Jarrett, James Gambrill, Jamie Johnson, Kate White (Clerk), Sam Fenton</p> <p>Other attendees present: Rachel Crane (Deputy Headteacher)</p> <p>Apologies: Peter Sanlon, Glenn Douglas.</p> <p>SF was welcomed as the new staff governor as was RC. DH said that RC is welcome to attend all the meetings, but she will not be able to be a voting member.</p>	
2	<p>Declaration of Business Interests</p> <p>No interests were declared.</p>	KW
3.	<p>Governors</p> <p>Photos: It had been suggested that photos of governors should be added to the website, this was discussed, some governors did not want their photos on the website. It was agreed that photos would not be on the website (DH's is already on and he was happy for it to stay), however, it was agreed that a sheet should be produced with the biographies and photos which could be displayed in the staff room and at parents evening.</p> <p>Biographies are still with GD. KW to ask him for them</p> <p>Class Governors: It had been agreed at the last meeting that class governors should be allocated. SR advised that she had allocated by year group not class. The following allocations have been made. EYFS – JJ Year 1 – JG Year 2 – KJ Year 3 – JM Year 4 – LD Year 5 – DH Year 6 – GD</p> <p>It had been agreed that governors should not be allocated to year groups in which they had a child.</p> <p>Governors should try and visit the year group 3 times a year and could also offer to help on school trips or with reading etc. SR to tell teachers who their year group governor is.</p>	<p>All</p> <p>KW</p> <p>SR</p>



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	<p>DH was going on a course 13.3.18 7 -9pm at Ashford – Governors responsibility in Discipline.</p> <p>The District Briefing was being held on Monday 5th Feb SR/DH and GD would all be attending.</p>																	
<p>4</p>	<p>Minutes of the Meeting held 5.12.17 and matters arising The minutes of the meeting were accepted DH needs to sign hard copy for file. Matters outstanding from previous meetings which have been actioned</p> <table border="1" data-bbox="256 611 1317 1283"> <tr> <td colspan="2">From 26.9.17</td> </tr> <tr> <td>3a</td> <td>SB to offer Race night to next PTA meeting – agreed that DH will provide the mechanism, PTA will run the event.</td> </tr> <tr> <td>3a</td> <td>JM or DH to make contact with Rebecca Avery – RA - Kent internet safety person. Doesn't run parent training or lessons for children. Staff training is provided every two years and is booked in for September 2018</td> </tr> <tr> <td colspan="2">5.12.17</td> </tr> <tr> <td>1</td> <td>JG has been registered with Governor services and his DBS has been completed.</td> </tr> <tr> <td>3</td> <td>Governors have been allocated to classes in this FGB 30.1.18</td> </tr> <tr> <td>6</td> <td>Formatting of SLT reports. LS has looked at this had all appears to be OK at the schools end.</td> </tr> <tr> <td>15</td> <td>Induction training for LR, KJ, SF and JG completed.</td> </tr> </table>	From 26.9.17		3a	SB to offer Race night to next PTA meeting – agreed that DH will provide the mechanism, PTA will run the event.	3a	JM or DH to make contact with Rebecca Avery – RA - Kent internet safety person. Doesn't run parent training or lessons for children. Staff training is provided every two years and is booked in for September 2018	5.12.17		1	JG has been registered with Governor services and his DBS has been completed.	3	Governors have been allocated to classes in this FGB 30.1.18	6	Formatting of SLT reports. LS has looked at this had all appears to be OK at the schools end.	15	Induction training for LR, KJ, SF and JG completed.	<p>DH</p>
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<p>5</p>	<p>Headteacher's Report - After School Club – JJ wanted it to be known that the three main childminders in the area still have spaces, and she wanted confirmation that the provision would not cost the school money. SB advised that the provision was with an outside provider – Play Place who would be taking the financial risk. They are currently getting Ofsted registration to run an ASC at St Mark's further meetings are planned to finalise arrangements.</p> <p>Staffing – Governors asked about the staff cover in year 2 and whether the school had been aware that JH would return for such a short period of time, whether KIT days had been used prior to return and the impact on LH as she was having to take on the full responsibility of English lead.</p>																	



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<p>KIT days had been used to allow reintegration into teaching and to catch up with any changes in the year group. As a staff member returning from maternity leave, and then going on maternity leave again JH had given all the required notifications to the school at the proper time.</p> <p>Parents had been informed of the decision and new staffing arrangements as soon as possible.</p> <p>SB said that he was aware of the workload that LH had.</p> <p>Racist incident – SB said that the child in question had never done anything like this before, that both sets of parents had been spoken to and that the incident had been reported in the proper way.</p> <p>DH liked the new format that SB had used, particularly with the synopsis at the beginning.</p> <p>DH asked if the Governors would be able to see the staff action plans when they come for their visits in term 4. SB Yes.</p> <p>Green Flag Award SF suggested that there should not be a problem with achieving the award. The children needed to run the club a bit more autonomously, and that he was ensuring that this was the case.</p> <p>Governors discussed how the award should be displayed. Suggestions included a flag pole, getting the local press involved, a display in the entrance hall, and a parade around the block showing off the flag. Further discussion needed when the award is achieved.</p> <p>Exclusion SB confirmed that this was a different child to that in the last report.</p> <p>PB – School Improvement Advisor report SB had received the report that afternoon. It was a positive report and she was happy with the targets that had been set. She had recommended that support/advice was brought in for the new EYFS leader and this training had now been booked in.</p> <p>Attendance DH noted that this was now below the target of 95% at 94.6%. It was observed that it would be very difficult to recover this. Coming back to school on the Friday 5th January had not been a success – 30 children had been off school for a variety of reasons. SLT were looking at the inset days for the following year and would be taking note of this.</p>	<p>ALL</p>
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	<p>Snow days – SB said that the SLT had been looking at how to staff the school should there be heavy snow. Details of a skeleton staff had been worked out. The aim would be to keep the school open if possible. Governors thought that this might not reflect well on attendance figures as children who were not brought to school would be coded as absent rather than an across the board snow day coding.</p> <p>SB felt that it would be better for working parents to keep the school open.</p> <p>Mrs L White will be coordinating a well-being day for the children.</p> <p>Parent Reps SB would like to have parent reps in each class. They would meet with SB/SF/RC and DH once an old term. Further thought needs to be given to how to establish reps.</p> <p>Parents evening SB had responded to parents requests to hold the meeting later. JM asked how the teachers felt about this. SB after time to think about it they were OK, the school would be providing some refreshments. DH asked if Governors should be available at the evening, and if so he was happy to be there.</p> <p>Assessments SB said that there were known reasons for the results in Leeds and Pevensey to be below expected and that was one of the reasons for putting RC back into year 2. In term 4 JM/LD will be able to look at how it is now going in those classes.</p> <p>DH queried the results of Yr 5 boys. SB said that there were interventions in place and that he was also very pleased that Mrs L White was back to teach this class.</p> <p>SDP SB advised that KW had been on a course and there needed to be more information/possibly a separate section for the Sports premium funding.</p> <p>Timetable JM asked if it would be possible to have a table at the front of the HT's report showing when reports were to be expected, this would have the advantage that Governor's would not need to ask and could also time their visits to be after a relevant report had been received.</p>	<p align="center">SB</p> <p align="center">SB</p> <p align="center">SB</p>
<p align="center">6</p>	<p>SLT Reports Agreed that reports should be received in terms 2,4 and 6.</p>	
<p align="center">7</p>	<p>Finance Some Governors had received the minutes of the wrong meeting. KW to send the correct ones out.</p>	<p align="center">KW</p>



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	<p>KW advised that the school finances were healthy and that we were expecting to finish the year with a rollover of between £60k - £80K.</p> <p>The library had been reduced in size to allow an SEN intervention room to be created which Mrs Colman had moved into. This meant that her old room was now a 'conference' room and there maybe opportunities for income generation, or free places on a training course. SB had been advised by PB of two advisors he could email to offer the facility to.</p> <p>KW advised that she was currently getting quotes to resurface the old netball court. LD offered her assistance.</p> <p>Minibus KJ said that Hams were selling some buses off and suggested that the Governors could look at the possibility of buying one. It was agreed that this would go on the agenda of the next FGB.</p>	SB
8	<p>Policies –</p> <p>KW handed out the policy review timetable to all governors and asked that they should choose the ones that they wished top look at for the next FGB. If they email her she will send over an electronic copy.</p> <ul style="list-style-type: none"> • Flexible Working Policy – ratified • Homework Policy – ratified. LD is still concerned that the policy does not include sufficient homework in year 6 to prepare the children for secondary school. • Capability Policy – ratified. • Behaviour, Discipline & Exclusions Policy – ratified LD raised the issue as to whether successes inside and outside of school were sufficiently recognised. SB/RC explained that achievements were recognised in the classroom and assemblies and that children were welcome to bring in rewards from out of school to be celebrated. These could also be published in the newsletter. <p>JM suggested that the children could be asked how they would like to be rewarded for their achievements. RC and SB had pupil meetings the following day and would ask.</p> <ul style="list-style-type: none"> • Anti-Bullying Policy – LD recollected that a sentence needed to be added re the 'bully' being the Headteacher. DH to look at the policy and see where this could go, or cross-reference to the Whistle Blowing policy that also covers this. • Health and Safety Policy – ratified. LD agreed to take over from GD as the health and safety governor when GD leaves the FGB. <p>Re visitors SB said that the school was currently collating a new visitor letter based on best practice from three other schools.</p> <p>The fire log book details had been corrected and it is kept in PA's office.</p>	DH



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	<p>The location of the first aid boxes had been updated in the policy. There were boxes available in the KS2 block and beside the Y2 corridor as well as in breakfast club and the office. The school has qualified first aiders on site.</p> <ul style="list-style-type: none"> • Pupil Premium Policy - ratified DH observed that the way that the funding was being spent had changed from the previous year. This was related to the way the figures had been broken down. A spreadsheet is kept of all PP expenditure and the progress of these children is carefully monitored. If an intervention is proving to be unsuccessful then it is modified or replaced with an alternative one. DH observed that this could be looked at by the teaching and learning pair. • Whistle Blowing Policy – ratified • Safe Guarding Policy – ratified • Online safety Policy – ratified JM agreed to be the online safety governor KJ wondered if an online safety video could be developed for parents. The suggestion was that after the teacher one in September that the slide could possibly be used to formulate something for the parents. It was also suggested that the Governors could attend the teachers on line safety training in September. 	
9	<p>Parent survey – Governors agreed that a question regarding a consultation on a change to the school uniform from SB could be added to the questionnaire previously circulated. KW to add.</p>	KW
10	<p>SIAMS – SB said that he PS and LR had had a good productive meeting. LD asked why the service time had been changed SB explained this was to do with the potential for chaos with a large number of parents and children up at the church at collection time and that keeping the service entirely within the school day was better for the children and working parents and a lot safer.</p> <p>SF has been trying to arrange a visit to a mosque. LD suggested that he should speak to parents who attend if he was having no luck with the mosque.</p>	
11	<p>Chair's Actions/Correspondence DH asked KW to check that the NGA membership list was up to date as not all Governors were receiving information from them DH was going on a NGA sponsored event about removing unnecessary teacher work load on 28.4</p> <p>Succession planning GD will be leaving the Governing Body at the end of August. Governors need to take over his responsibilities including Vice Chair, Finance Governor and Safe Guarding Governor.</p> <p>DH will be resigning as chair August 2019, he will then remain on the Governing Body for a further year to support the new Chair.</p>	KW



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	In summary we need a new Vice Chair and a new Chair, we also need a replacement for GD. KJ suggested that DH write a brief synopsis of what the role(s) entail and the time commitment.	DH
12	Urgent Business/AOB –	
13	Training LR, KJ, and SF had completed induction training with DH. SR advised that there was a date in May when an Induction training course was available. Governors who had been on this course agreed that it was very useful.	
14	Dates of next meetings. All meetings will start at 7pm apart from where indicated. 20 th March, 1 st May, 3 rd July.	

Signed.....

Date

4.7.17		
9	Lock down procedure training LD to see if can use her work one	LD
26.9.17		
3a	Skills Audit LD to assess forms	LD
3a	SDP – monitoring pairs to meet with relevant SLT members to discuss their section	Governors/SLT
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
30.1.18		
3	All Governors to send photo to KW	All
3	KW to get biographies off GD	KW/GD
3	SR to tell teachers who the year group governor is	SR



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5	Green Flag award – discussion of how to publicise success	All
5	Parent Reps – SB to get system set up	SB
5	SDP – add section on sports premium funding	SB
5	Create timetable for reports	SB
7	Some Governors had received the wrong minutes KW to resend	KW
7	SB to email advisors re let of conference room	SB
7	Mini bus discussion	All
	LD/JM to look at staff action plans	LD/JM
8	GD/JJ/KJ to review pupil premium expenditure	DH/JJ/KJ
8	Anti-Bullying Policy DH to update	DH
9	Parent survey – add question re uniform	KW
11	NGA membership KW to update	KW
11	DH write synopsis of Chair and Vice Chair roles	DH