



**St Mark's Church of England Primary School
Minutes 1st May 2018**

	Meeting opened at 7.05pm		Action						
1	<p>Welcome and apologies for absence</p> <p>Governors present: David Hill (Chair), Simon Bird (Headteacher), Sarah Russell, Laurent Repond, Lynne Doran, Krista Jarrett, Jamie Johnson, Kate White (Clerk), Sam Fenton, Peter Sanlon, Glenn Douglas, John Moynihan, Rachel Crane (Deputy Headteacher)</p> <p>Apologies: James Gambrill</p>								
2	<p>Declaration of Business Interests No interests were declared.</p>								
3	<p>Minutes of the Meeting held 20.3.18 and matters arising The minutes of the 20.3.18 meeting were accepted and signed by DH.</p> <p>Matters outstanding from previous meetings.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; width: 10%;">26.9.17</th> <th style="width: 60%;"></th> <th style="width: 30%;"></th> </tr> </thead> <tbody> <tr> <td style="vertical-align: top;">3a</td> <td> <p>Analysis of skills audit forms – LD had completed an audit of the forms she had, and provided a hand out of her assessments. There were one or two missing and it was agreed that a more complete picture would be achieved if these were returned.</p> <p>LD had created two categories 'Red' this was where only one Governor had assessed their skill at the competency within the 4/5 ability level. 'Amber' where 2 or 3 Governors had assessed their competency/skill at level 3,4 or 5.</p> </td> <td style="vertical-align: top;">3.7.18 To be reviewed at meeting</td> </tr> </tbody> </table>		26.9.17			3a	<p>Analysis of skills audit forms – LD had completed an audit of the forms she had, and provided a hand out of her assessments. There were one or two missing and it was agreed that a more complete picture would be achieved if these were returned.</p> <p>LD had created two categories 'Red' this was where only one Governor had assessed their skill at the competency within the 4/5 ability level. 'Amber' where 2 or 3 Governors had assessed their competency/skill at level 3,4 or 5.</p>	3.7.18 To be reviewed at meeting	
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		It was felt that once the remaining forms were returned the audit could be updated and then a more detailed assessment of areas where expertise needed to be increased could be ascertained.	
8		LD had written a short paragraph about her experience reading with children which she shared with the FGB and will send an electronic copy to SB. KJ still needs to complete hers and forward	LD/KJ – copy to SB
30.1.18			
3		All Governors to send photo to KW. It was decided that rather than individual photos of Governors it would now be better to have a group photo to display in school. Date TBC	All
3		Biographies – KW is still waiting for some biographies. These then need to be put on the website.	KW/Most governors
3		SR to tell teachers who the year group governor is. SR to tell teachers who their year group governor is. SR had not told all, to be completed. LR said that he had met with his class and that it had been a very rewarding experience.	SR
3		LD/JM to look at staff action plans. JM apologised that this has not happened yet he has been immensely busy at work. LD/JM to agree a date. DH asked that all monitoring pairs arranged meetings with their corresponding teacher for term 5 for the week beginning 18 th June (this date had been agreed at a preceding FGB). They should look back and reflect on the year that has passed and look forward to what would be happening in the next academic year.	LD/JM
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	SF



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		<p>success. The green flag had arrived , ways of funding a flag pole were discussed. SF advised that the children would like to fund raise themselves.</p> <p>KJ to look into whether Tate fencing could help to put the pole up SF to arrange fund raising SF to arrange publicity. Katrina Coleman has agreed to take photos.</p> <p>DH commended SF and his team on the achievement.</p>		
		SDP – add section on sports premium funding SB had met with LS, needs to meet with KW	Completed	
	4b	Visitor procedures – set up one for parent readers. KW advised that she had not completed this yet.	KW	
	8	SB to see if there is away additional progress information could be given to parents, without increasing teacher workload. SB advised that the SLT were still exploring a simple tick box report to go out mid-year showing effort and targets. He will report back.	SB	
4	Headteacher's Report -			
	<p><u>Admissions:-</u> It was noted that the low number of expected admissions (46) would have an impact on the school budget. When initial first, second, and third place information was received it looked like we could expect 55 children in EYFS. Governors asked whether it was possible to know why the allocation was so low, unfortunately it is not. It could just be that this is a 'low birth year', it was also suggested that the uniform was not a 'strong selling point', that there is a general feeling that it was not looked upon favourably in the Tunbridge Wells Community. The parental surveys that had been sent out showed 2/3rd s of the respondents (19 out of 31 respondents) in favour of a change. The SLT agreed to look into changing the uniform.</p>			SLT



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Re the budget, it was felt that this year we would be OK, but we would hope for a higher intake next year.

Quality of Teaching/Learning and Pupil progress:- SB reported that the visit with PB had gone very well and that she did not feel the need to schedule in an additional support meeting.

Y2 – there were still concerns over the progress in this year group. It has been recognised that this particular cohort is challenging. Governors asked about the progress, and it was noted that the school has a reputation for excellent progress, not necessarily for achieving the highest scores. Expected and emerging levels were OK, FSM and SEN pupils were being fully supported.

SIAMS:- There is now a new SIAMS framework, the schools inspection date is expected to be October 2019.

GDPR:- The school had elected to purchase the GDPR package from SPS. KW had been on the training course and would be sharing best practice with staff at the staff meeting 15.5.18. DH had been to a Governors meeting where it was suggested that once GDPR had been established it may be that schools could 'swap' data protection officers. This could be reviewed once the work load had been established.

After School Provision:- Play place now have their Ofsted registration, they have their staff in place and are looking to hold an open afternoon on Friday 18th May. The actual date of opening is yet to be confirmed. It was suggested that this would be another opportunity to publicise the school in the Courier. It was suggested that a Governor may take on the role of publicity.

Parking:- Slow progress is being made on this. Catherine Rankin believes that some positive measures will be achieved. Governors suggested that a walking bus could be an option.

SR asked if there were plans to sort out the puddle on the pavement outside the pedestrian gate. There are none at present.



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	<p><u>Racist Incidence:</u> - This had been dealt with and recorded in accordance with the school's policy.</p> <p><u>Staffing:-</u> Since the report had been written LS had handed her notice in and would be leaving 23rd May. The governors were sorry to hear this, commended her for all the hard work she has put into attendance monitoring and Sports Premium Funding. It was agreed that DH would write a sorry your leaving and thank you letter from the Governors.</p> <p>RC would be beginning target setting with the TA's on Wednesday 2nd May as part of their performance management.</p> <p><u>Clubs:-</u> Invasion games is run by HM and includes games outside the usual e.g. Frisbee, dodge ball etc.. Cricket the school had entered a team in a local school's tournament. Children had been selected by teachers. LD said that Borderer's a local cricket team were starting outside practice. KW advised that she would be happy to send publicity out via parentmail/newsletter if LD sent it to her. (KW has since ascertained that LS has sent the information out) GD advised that if the school wanted a signed cricket bat he could get one. He is chair of the Sussex Cricket Charity. Thanks were expressed to GD</p> <p><u>KS2 Morning arrangements:-</u> LD asked what the rationale for the new arrangement was as some parents felt that it gave them less opportunity to speak to the class teacher. SF advised that KS1 had adopted this system (children go straight into their classrooms from 8.45 am, a teacher is on the door to take any messages down that need to be handed to teachers) some time ago. They had found that it had meant that the children were settled and ready to start their lessons at 9am rather than later which has previously been the case. The same beneficial results were now being seen in KS2.</p> <p>Parents could also get away to start their days earlier.</p>	<p align="center">DH</p>
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	SF would speak to his KS2 teachers to make sure that they were available at the end of the day to parents, as the morning opportunity was no longer available.	
5	<p>Finance <u>Budget 2018/19</u> :- The Minutes of the Resources Pair showed the discussion that had been had when setting the budget. GD advised that the figures reached were inevitably based on estimates, but were the best that could be established at the time. The lower than expected pupil numbers in EYFS would affect revenue. Staffing costs had increased significantly between 18/19 and 19/20. KW explained the reasons for this. SLT in place, new teacher for new class, job shares meant cost to school was FTE1.1 rather than FTE1, newly recruited staff were at the higher range of the teacher pay scale. RC had effectively been a teaching deputy for much of the year, and the year 2 role was now filled by a FTE1 teacher. KW had sent the Resources pair a spreadsheet showing these increases which she would send to DH.</p> <p>The budget at the moment is being supported by the rollover. Tight monitoring will be conducted to ensure that the budget is adhered to. All curriculum holders had been given the request that they had asked for (linked to the SDP). The training budget was queried as being low. This is for course not paid for under the SLA.</p> <p>GD recommended that the Budget be agreed by the FGB, which it duly was. KW can now submit it to the LA for approval.</p>	<p align="center">KW</p> <p align="center">KW</p>
6	<p>Monitoring Visits No reports had been submitted to the meeting. LR and SB had had a productive meeting discussing the new SIAMS framework. LD/SR were meeting with SF Friday 4th May.</p>	
7	<p>Policies ratified</p> <ul style="list-style-type: none"> • Data Protection Policy (GDPR) • GDPR Privacy Notice • Collective Worship Policy 	



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	<ul style="list-style-type: none"> • Equal Opportunities Policy – It was noted that this policy related to staff, a discussion arose about changing phraseology throughout policies to be gender neutral, e.g. uniform. • Home School Agreement • Race Equality and Racial Incident reporting procedure • Admissions Policy • Dedicated Headship Time Policy • Bullying and Harassment Policy • Grievance Policy • Whistle Blowing Policy • Attendance Policy • Display Policy <p>The Sex and Relationship Policy was not ratified and will be forwarded to the next meeting. Governors wished to have a new sentence added to the policy following an experience that PS had had at another school, whereby a child had asked a question and been given the answer using anatomically correct language. The parent had been upset by this approach. He will provide KW with the wording to amend the policy.</p>	PS/KW
8	<p>SIAMS</p> <p>It had been noted that staff had asked for a new assembly book, whilst the one currently used had been good it was becoming a 'bit dry'. SB will check with Virginia Corben whether there will be a new assembly programme coming out with the new SIAMS syllabus.</p> <p>The meeting that LR and SB had had had been productive, all the current SIAMS boxes should be ticked by the end of the summer, this is to include outdoor reflective areas.</p>	SB
9	<p>Chair's Actions/Correspondence</p> <p>The KGA and District meeting were on the same night.</p>	



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	<p><u>Training:-</u> Governors discussed training, whether there were mandatory courses that Governors had to undertake and what the best method of training was. It was recognised that different people had different learning styles. Some learn better online, some through reading, some through going to meetings and some through peer mentoring. The NGA learning link (Cost £110) was up for renewal. Two governors had signed up to it, one had completed a couple of modules. LR/DH agreed that under the Leadership pair they would review the approach to learning that the Governing Body should consider adopting.</p> <p>SR advised that there was a Governors induction meeting at the Mercure, Pembury 9th June</p> <p>SR advised that the District meeting had advised that best practice was to have Governor socials, and that maybe this could be arranged as a leaving do for GD</p>	LR/DH
11	<p>Urgent Business/AOB –</p> <p>Governor succession planning. This will be on the agenda 3.7.18. GD will be leaving in August, the roles that he currently fills will need to be filled. Vice-Chair, Resources and Property Pair, Safeguarding Governor.</p>	
12	<p>Training</p> <p>SR gave details of training dates that may be of interest to governors.</p> <p>There were two Governor induction sessions Pembury Sat 9th June 9.30 – 3.30, and at Sittingbourne on Wednesday 13th June.</p>	
14	<p>Dates of next meetings. All meetings will start at 7pm apart from where indicated.</p> <p>3rd July NB Governors are warmly invited to the year 6 play which starts at 6pm</p>	



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Signed.....

Date



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26.9.17		
8	KJ and LD to write about their experience of helping children to read, to be part of a drive for more volunteers.	LD completed needs to email to SB KJ to write and send to SB
30.1.18		
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		
4b	Visitor procedures – set up one for parent readers	KW – still to action
8	SB to see if there is away additional progress information could be given to parents, without increasing teacher workload.	SB – still looking at with SLT
1.5.18		
3	Remaining skills audit forms to be returned to LD who will then complete the analysis. Governors can then assess the gaps and look at training/peer mentoring to increase the skills base/knowledge of the Governing Body.	LD/FGB
3	From 30.1.18 – Governors agreed group photo rather than individual – to arrange date	All
3	From 30.1.18 remaining Governors to send biographies to KW for website	Most
3	From 20.3.18 – Green Flag Speak to Tate fencing Fund raise for flag pole Publicise with Courier	KJ SF SF
5	KW forward staffing detail to DH	KW - completed
5	KW to submit budget to LA	KW
7	Sex and Relationship Policy to be updated	PS/KW - completed
8	New assembly programme to be investigated	SB
9	Assessment of Governor training methods	LR/DH