



**St Mark's Church of England Primary School
Minutes 3rd July 2018**

			Action
	Meeting opened at 7.06pm		
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, Glenn Douglas, Rachel Crane (Deputy Headteacher), James Gambrill,</p> <p>Apologies: Peter Sanlon Absent: John Moynihan</p>		
2	<p>Declaration of Business Interests No interests were declared.</p>		
3	<p>Minutes of the Meeting held 1.5.18 and matters arising The minutes of the 1.5.18 meeting were accepted and signed by DH.</p> <p>Matters outstanding from previous meetings.</p>		
	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.	Completed by LD, and published in Newsletter. KJ still to complete
	30.1.18		
	3	SR to tell teachers who the year group governor is	Completed
		LD/JM to look at staff action plans	LD/JM – Still to be completed
	20.3.18		
	4b	Visitor procedures – set up one for parent readers	Completed



**St Mark's Church of England Primary School
Minutes 3rd July 2018**

8	SB to see if there is away additional progress information could be given to parents, without increasing teacher workload.	Completed – see HT report		
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 – 1 Governor skills audit form outstanding. It was then discussed Whether staff (SF/SB/RC) should complete Audit. Agreed that they should.		
3	From 30.1.18 – Governors agreed group photo rather than individual – to arrange date	All – Governors agreed that this was still required		
3	From 30.1.18 remaining Governors to send biographies to KW for website	5 on the website – still waiting for others		
3	From 20.3.18 – Green Flag Speak to Tate fencing Fund raise for flag pole Publicise with Courier	PA can dig hole SF – PTA agreed to fund SF – Email sent to newspaper		
5	KW forward staffing detail to DH	KW - completed		
5	KW to submit budget to LA	KW - completed		
7	Sex and Relationship Policy to be updated	KW - completed		
8	New assembly programme to be investigated	Discussed at SLT – Will use additional Diocese resources from September		
9	Assessment of Governor training methods	LR/DH – see monitoring report		
4	Headteacher's Report - <u>Yr2 SATS:-</u> SB said that he was very pleased with the Y2 SATS tests, the staff had done a great job in preparing the children and he was hoping that the results when received would be very close to the aspirational targets that had been set.			



**St Mark's Church of England Primary School
Minutes 3rd July 2018**

Year 1 Phonics screening:- SB reported that the excellent results, which exceeded last year were due to the fact that it was a different cohort this year and the teaching of phonics had changed.

Attendance:- We are currently on track to achieve 95%, partly due to the work that LS had undertaken whilst here. This role has now been taken up by Kelly Bennett who is doing an excellent job. She has met with with Liberty (Kent attendance officer) to discuss how to further improve attendance. The advice is to focus on pupils in the 90 – 95% attendance range, as it is possible to get the best results/improvement in behaviour here. KB has set this in motion and this has also helped improve things.

Lock Down:- The school has now had several lock down drills. We are still learning from the process, but overall they have all been successful and should a real event have occurred the children and staff would have been safe. It was commented that from the point of view of the kids the drills had been very successful in that none of them were worried or scared.

Admissions:- The new intake is lower than we were hoping for. As discussed previously this is due to a low birth year. We are aware of other schools who have also not reached Pan in this year group.

Staffing:- Further to the report two part time TA's have been appointed. These are an establishment requirement to ensure that there is sufficient support in the classroom. In addition to these two a further TA is required to support an EYFS child coming in September.

SB is currently conducting the teaching staff's performance reviews at which point the curriculum responsibilities will be finalised.

Forest Schools:- The school is still committed to increasing the number of Forest School sessions, however, the decision has to be based on finances, which is based on the number of children on roll.

DH



**St Mark's Church of England Primary School
Minutes 3rd July 2018**

	<p><u>Schools Advisor Report:-</u> A very positive report had been received from Penny Bowles. DH will circulate to Governors.</p> <p><u>SDP:-</u> The bits in blue had been amended, SB was looking at a different format for next year.</p> <p>Under maths progress LD asked whether Mathletics was still an active programme used by the teachers. SF replied yes, and that the teachers were able to set the level of the programme to suit the children. Mathletics club was run at lunchtime for both key stages, and the children very much enjoyed the programme. It should be noted that not all children have access to a computer at home.</p> <p><u>Clubs:-</u> DH commented that he was always impressed by the range of clubs that the school offered.</p> <p><u>First Class Champs:-</u> The success of St Mark's at this event was commented on. The children had been delighted at their win. The event is aimed at 'motivational and confidence building'. The certificates and cup were presented at Friday's celebration assembly.</p> <p><u>Reflective areas:-</u> It was commented that the new reflective seating areas were looking fantastic. DH said that he would write to Toni, Sarah and Jamie to thank them for all their hard work. LD asked whether there was a way to reward them through the performance appraisal mechanism. SB replied yes.</p> <p><u>Mid-year report card:-</u> The design of the card was approved, and will be trialled in the new academic year.</p> <p><u>SLT and SEN report:-</u> There were a few question on these. What was BEAM? This is a scheme to develop children's coordination which is recommended by OT's. Why had the SEN budget decreased? Subscriptions have been moved to a different cost code. High Need Funding. Funding had been agreed for one additional child and 3 further applications were pending.</p>	<p>DH</p>
--	--	------------------



**St Mark's Church of England Primary School
Minutes 3rd July 2018**

	NQT – JB was due to qualify this year.	
5	Finance - no report	
6	<p><u>Governor Monitoring Visit Reports</u> <u>Teaching, Learning and Assessment Report</u> A thorough report had been received from SR and LD. As a follow up they would like to talk to other members of staff to see if they corroborate the information received from SF.</p> <p>In the report LD and SR had raised 4 key issues for the FGB to consider.</p> <ol style="list-style-type: none"> 1. The SLT would be revisit each week/2 weeks until practice could be seen to have improved in-line with the Performance Management and Monitoring Policies. 2. Staff are supervised effectively, this is outlined in the Performance Management and Monitoring Policies. 3. The current staff are all engaging well with the lesson observation and feedback. 4. The SLT are looking forward to September when new staff will be in place. <p><u>Personal development, Behaviour and Welfare report</u> DH and KJ had provided a detailed report – there was one correction in that SB and RC are already trained DSL's. LH is completing her training. SR agreed to take on the role of Governor Safe Guarding Lead from GD who is leaving the Governing body 31.8.18. SR will talk to GD about the role and register for a training course.</p> <p><u>Leadership & Management SDP activities</u> DH and LR had produced a detailed report. Action point from the minutes was that at the first FGB of the academic year monitoring pairs would book their 3 review meetings</p>	<p align="center">SR/LD</p> <p align="center">SR</p> <p align="center">All</p>



St Mark's Church of England Primary School
Minutes 3rd July 2018

	<p><u>Other business</u></p> <p>External Visit planning was brought up in discussions. It was noted that the new system (EVO) was good, however, it was suggested that the risk assessment should be seen by parent volunteers as well as staff.</p> <p>Police trip – this had been greatly enjoyed by all, the children were particularly keen to see the petrol bombs!</p>	
7	<p>Policies ratified</p> <ul style="list-style-type: none">• Sex and Relationship – amendments as requested at the last FGB had been made to the policy.• Publication Policy <p>Policy to be reviewed again</p> <ul style="list-style-type: none">• Monitoring Policy – this policy was not ratified. The SLT are looking at combining the performance appraisal policy with the monitoring policy.	
8	<p>SIAMS</p> <p>The SIAMS framework is changing. Part of the change is that a more global perspective on the world beyond Britain is imparted to the children. The school used to be linked to the Starfish Malawi charity, but this relationship came to an end.</p> <p>LR suggested that to meet the 'global' element of SIAMS that the school should link itself to another charity. He suggested, and provided photocopies of details of Amazing Grace Pre and Primary School, Kisoro, Uganda. He knows the director of the school, and that all funds donated to the school go directly to the school. The material provided gave the funding details of projects that the school would like to complete. It was suggested that one was selected.</p> <p>Governors agreed that links should be established with this school. St Mark's Church also supports the Amazing Grace school.</p>	
9	<p>Chair's Actions/Correspondence</p>	



**St Mark's Church of England Primary School
Minutes 3rd July 2018**

10	<p>Strategic Review SB had produced for the meeting a document with the mission, vision and value statement of the school. This was used as a discussion document to set the school priorities for the next three years.</p> <p>It was agreed that the school would adopt a new 'strapline' is to be Aspire, Believe, Succeed.</p> <p>The priorities for the next 3 years are:-</p> <ol style="list-style-type: none">1. To ensure that all children make outstanding progress.2. To retain and recruit outstanding staff.3. To increase the profile of the school in the local area.4. To continue to develop the learning environment according to the growth of the school. <p>These priorities will be incorporated into the SDP.</p>	
11	<p>Urgent Business/AOB –</p>	
12	<p>Training KJ said that the module that she had completed on the NGA learning website had been excellent, and that there are good resources linked to the courses.</p> <p>LD said that it had been very useful that the courses to be completed had been flagged by DH and LR</p>	
13	<p>Dates of next meetings. All meetings will start at 7pm apart from where indicated. Monday 24th September Monday 3rd December Tuesday 29th January Monday 18th March</p>	



**St Mark's Church of England Primary School
Minutes 3rd July 2018**

	Monday 13th May Monday 1st July	
--	--	--

Signed.....

Date

Actions to be completed

26.9.17		
---------	--	--



**St Mark's Church of England Primary School
Minutes 3rd July 2018**

8	KJ and LD to write about their experience of helping children to read, to be part of a drive for more volunteers.	KJ still needs to complete her report. LD's received and published in the school newsletter.
30.1.18		
	LD/JM to look at staff action plans	LD/JM – still to action
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.	JJ to complete form and return to LD
3	From 30.1.18 – Governors agreed group photo rather than individual – to arrange date	All – still to be completed.
3	From 30.1.18 remaining Governors to send biographies to KW for website	DH, JM, SR, JJ to complete
3.7.18		
3	Skills Audits to be completed by SB/RC/SF and returned to LD	SB/RC/SF
4	Schools Advisors Report to be circulated to Governors	DH
6	Follow up to Monitoring visit	SR/LD
	Safeguarding Governor training to be booked and attended	SR