



**St Mark's Church of England Primary School
FGB Minutes 24th September 2018**

	Meeting opened at 7.06pm	Action
1	<p>Welcome and apologies for absence</p> <p>Governors present: David Hill (Chair), Simon Bird (Headteacher), Sarah Russell, Lynne Doran, Jamie Johnson, Kate White (Clerk), Sam Fenton, James Gambrill, John Moynihan</p> <p>Associate: Rachel Crane (Deputy Headteacher),</p> <p>Apologies:</p> <p>Absent: Peter Sanlon</p>	
2	<p>Declaration of Business Interests</p> <ul style="list-style-type: none">• Governors signed their annual Declaration of Business interests form.• No business interests were declared at this meeting. <p>DH advised that over the summer he had received resignations from Krista Jarrett and Laurent Repond. Both were foundation Governors, Krista had left the church so was unable to continue in this role and Laurent had also left taking up a role in a church in a different county.</p> <p>DH had asked PS to find replacements of equal calibre.</p>	
3	<p>Minutes of the Meeting held 3.7.18 and matters arising</p> <p>The minutes of the 3.7.18 meeting were accepted and signed by DH.</p> <p>Matters outstanding from previous meetings.</p>	



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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.	KJ still needs to complete her report. LD's received and published in the school newsletter. <i>As KJ has left the FGB, this item has been removed from the matters outstanding</i>
30.1.18		
	LD/JM to look at staff action plans	LD/JM – still to action <i>Still to action – will now be in term 2</i>
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 <i>JJ's form still outstanding. JJ asked that she could sit with LD to complete. JJ and LD to arrange a meeting.</i>
3	From 30.1.18 – Governors agreed group photo rather than individual – to arrange date	All – still to be completed. <i>Governors decided to postpone photo until the Jan meeting</i>
3	From 30.1.18 remaining Governors to send biographies to KW for website	DH, JM, SR, JJ to complete <i>Biographies still need to be sent to KW</i>
3.7.18		
3	Skills Audits to be completed by SB/RC/SF and returned to LD	SB/RC/SF - <i>Completed</i>



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	4	Schools Advisors Report to be circulated to Governors	DH – completed. DH advised that Penny Bowles had left and that the new schools advisor was Keith Homewood	
	6	Follow up to Monitoring visit	SR/LD – still to be actioned, SR and LD will include this in their term 2 meeting	
		Safeguarding Governor training to be booked and attended	SR – had investigated courses, but as yet had not booked one up.	
4	Governor Matters			
	<p><u>Election of a Vice Chair</u> Prior to the meeting the 'Standing Order for the Election of Chair and Vice Chair' had been circulated. This document states that the Governing Body MUST elect a Vice Chair.</p> <p>In previous meetings no Governor had volunteered for this role. At this FGB, JG volunteered to take on this role on the understanding that this would not mean that he became Chair on DH's retirement.</p> <p>There were no other nominees and the other Governors agreed that JG should leave the room so that a vote could be taken. The vote to appoint JG was unanimous, and he was thereby appointed. LD did express concern about JG's experience level as a Governor.</p> <p>Re the shortage of Governors DH will look to approach Governors who he knows through the KGA who may be willing to take on an additional Governor role. He will also look at the Aspiring Governor Programme, which may be another route to recruit Governors.</p>			



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<p>LD expressed her concern about the diversity of the Governors on the FGB, as she felt that it is not representative of the school community. DH commented that the places can only be filled with those people who have volunteered to serve the Governing community regardless of ethnicity.</p> <p><u>Current Governor Information</u> The information held on file was circulated for Governors to confirm. There were some amendments that needed to be actioned.</p> <p><u>Terms of Reference for the Governing Body</u> These were agreed – there were no alterations from the previous year apart from the names of Governors fulfilling roles. As minuted JG would now fill the role of Vice Chair and Sarah Russell Child protection Governor.</p> <p><u>Role Description</u> This was agreed and was unchanged from the preceding year. Monitoring pairings were confirmed.</p> <p>Pupil Outcomes – JM & LD Teaching Learning and Assessment – SR & LD Personal Development – DH & JJ Leadership – DH & JM SIAMS – PS & SB Finance and Property – JG & DH Pay Committee – DH & JG Discipline Committee – DH & JM</p> <p><u>Code of Conduct</u> The code of conduct from last year was accepted and signed by all Governors present – PS's is outstanding</p>	<p>KW</p> <p>PS</p>
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	<p><u>Governing Body Decision Planner</u> This was unchanged from last year and accepted by the FGB</p> <p><u>FGB dates</u> DH had previously advised that he was unable to make the meeting on 3rd Dec. It was agreed by all to change the date to 26th Nov. DH will then be able to attend. JG will chair.</p>	
5	<p>Headteacher's report <u>Executive summary</u> JM liked the format, but felt that it needed more data in it. Possibly putting some of the school targets in and then an explanation of where we were with them now. A 'because we did this we are now' Statement.</p> <p>SB agreed to review the summary and put more data in where possible.</p> <p><u>Admissions</u> DH referred to the intake of 43. As previously minuted it has been established that this is a low birth year and SB knows of other local schools who have not reached the target number of children. The budget was set with an expectation of 45 so there will be a financial impact.</p> <p><u>Attendance</u> This was not in the main body of the report as SB had been awaiting the figures, an attendance appendix had been sent out after the main report had been circulated. The target for the year is 96%, the current whole year attendance has already fallen to 97%.</p> <p><u>Fire drill</u> This had been successfully completed with all children out of the building in under 2 minutes and registered in under 4 minutes. For this drill we had work men on site blocking an entrance with temporary barriers which staff had been able to move easily, and also a pupil in a wheel chair. From</p>	



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	<p><u>School trips and visits</u> SF commented that as the school was now moving towards an annual planner, trips were being scheduled further in advance. Trips were registered on Evolve. He is also looking at venues for the 2019-20 residential trip.</p> <p><u>SDP</u> JM thought that the new layout was very good. The colours in the column will link with the SEF, providing an easy reference. Governors were happy with all sections except section 6 which they felt needed to be strengthened to embrace a wider healthy lifestyle approach beyond physical activity.</p> <p>It was agreed that this section would be looked at again by the SLT.</p> <p>DH emphasised the role of the monitoring pair, to look at the section related to their pairing, to arrange a visit, understand the objectives and assess the real priority areas. To ensure that the action plans are fit for purpose and achieving the objectives.</p> <p>DH said that Governors still needed to be signed up to ASP (Analysing School Progress). Whilst that has not been achieved yet SB said that the Making Figures Speak data was available and he could show this to the monitoring pair. The LCT are also in the process of preparing a table which compares the schools within the trust.</p> <p><u>School Clubs</u> The number of clubs was commended. DH was concerned about the impact on teacher workload. SF said that staff do not feel pressurised to do one, and take clubs that they enjoy doing.</p> <p><u>Safeguarding</u> DH said that this a good report. SB advised that the 3 DSL's now have a regular meeting scheduled so that they all know the details of the individual cases.</p>	<p>SLT</p> <p>SB/KW</p>
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	<p><u>Key results data</u> This was the version that was sent to the Diocese.</p> <p><u>AOB</u> Governors enquires about a couple of incidents with parents on and off the school premises. This relates to the Parent and Guardian Policy and will be minuted there.</p>	
6	<p>Finance The minutes of the 18.7.18 had previously been circulated. DH commented on the significant percentage increase in staff costs that had been minuted. He also asked whether the school would be given any more money to cover the cost of the 3.5% teacher pay award. KW replied that to her knowledge there would be no additional funding.</p> <p>The next meeting was incorrectly minuted. It is 9th October at 11am.</p>	
7	<p>Governing Monitoring visits – there were no reports.</p>	
8	<p>Policies - The Governors agreed to ratify all policies subject to the minuted amendments being made.</p> <ul style="list-style-type: none"> • <u>SEND policy</u> – there was one typo in section 2, and the SLA Ed Psych service days needed to be amended from 6 to 3. DH asked if this was enough. SB explained that the service is under such pressure that schools had to bid for days, and we had been fortunate to receive an allocation of 3. • <u>Performance Management and Monitoring Policy</u> The word not needed to be removed from the Quality Assurance section, and the first paragraph in ‘The performance Management Cycle’ • <u>Governor Visit Policy</u> This had been written from national guidelines. DH emphasised that monitoring visits should be in terms 2,4 and 6. Governors were asked to arrange appointments with staff for the week beginning 12th November. • <u>School Emergency Management and Business Continuity Plan</u> – agreed with no amendments. • <u>Anti-bullying</u> – the review date needed to be changed from Sept 18 to Sept 19. • <u>Child Protection Policy</u> – agreed with no amendments. 	All Governors



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	<ul style="list-style-type: none">• <u>Finance Policy</u> – agreed with no amendments. Amendments from preceding year were the credit card holders following the resignation of LS.• <u>Parent Guardian Behaviour Policy</u>. This is a new policy to be adopted by the school following a couple of incidents where parents have used language and behaviour at each other and staff that is inappropriate for children to see or hear whether on or off the school site. <p>The policy format was from another local school. To make it relevant to St Mark's and the incidents that had occurred the following amendments were agreed.</p> <ul style="list-style-type: none">- In the final table the Governors wished the emphasis to be on any person i.e. and adult or young person who used in appropriate behaviour. It was suggested that the term 'proxy carer' was used. KW to correct policy.- In addition, in each box the wording 'and the Police will be informed if deemed necessary' was to be added.- It was also agreed that it was important that records of behavioural incidents were recorded. This had already been done and were kept in the Head's office. <p>Governors commented that they were pleased with the information that had gone out to parents in the newsletter as it is important to let parents know that the school is aware of and dealing with the matters that had occurred.</p>	KW
9	Chair's Actions/Correspondence DH had been to a KGA meeting. The feedback from Ofsted is that there is too much focus on maths/English and SATS results in year 6, and that schools needed to evidence a more rounded curriculum.	
10	Confidentiality – nothing to report	
11	Urgent Business – nothing to report	
12	Training	



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	DH asked that Governors go onto the learning link and complete the following course – and any others that may interest them. JG and DH – Compliance training SR, JM and LD – Progress and attendance – using data to improve educational outcomes All – Affectiveness – How Governors make and impact	
	AOB JJ had been invited to be on a Channel 4 documentary to be filmed in a Cannabis Café in Holland. She was seeking the views of the FGB as to whether this would be OK. The consensus was that so long as she was not advertising her links to St Mark's then there wouldn't be a problem.	
13	Dates of next meetings. All meetings will start at 7pm apart from where indicated. Monday 26th November Tuesday 29th January Monday 18th March Monday 13th May Monday 1st July	

The meeting closed at 8.50pm

Signed.....

Date



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Actions to be completed

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24.9.18		
2	Outstanding Declaration of Business interest form	PS JJ? – need to sign
4	Update Current Governor Information	KW – completed 25.9.18
	Code of Conduct outstanding	PS JJ? – need to sign
5	Exclusions	SB to check the data that he was given and report back.
	SEF	SB to produce draft of layout and send to DH and JM for approval prior to completing the report.
	SDP –Governors asked that section 6 be 'revisited'	SLT to look at section 6 again
7	Monitoring visits to be booked with staff week commencing 12 th Nov	All Governors to action