



**St Mark's Church of England Primary School
FGB Minutes 26th November 2018**

	Meeting opened at 7.01pm	Action															
1	<p>Welcome and apologies for absence – the meeting was chaired by James Gambrill</p> <p>Governors present: David Hill (Chair), Simon Bird (Headteacher), Sarah Russell, Peter Sanlon, Jamie Johnson (7.07pm), Kate White (Clerk), Sam Fenton, James Gambrill, John Moynihan</p> <p>Associate: Rachel Crane (Deputy Headteacher)</p> <p>Visitor: Letitia Perry</p> <p>Apologies: Lynne Doran</p> <p>Letitia (Lettie) has been appointed by the PCC to become a new foundation Governor. KW asked PS to get the relevant appointment letter from the diocese.</p> <p>Governors briefly introduced themselves to Lettie and Lettie shared a bit about herself.</p>	PS/KW															
2	<p>Declaration of Business Interests</p> <p>None were declared.</p>																
3	<p>Minutes of the Meeting held 24.9.18 and matters arising</p> <p>The minutes of the 24.9.18 meeting were accepted and signed by DH.</p> <table border="1" style="margin-left: 40px;"> <thead> <tr> <th colspan="3">Matters outstanding from previous meetings</th> </tr> </thead> <tbody> <tr> <td>30.1.18</td> <td></td> <td></td> </tr> <tr> <td></td> <td>LD/JM to look at staff action plans</td> <td>LD/JM – still to action Still to action – will now be in term 2. 26.11.18 Not completed will be moved to term 3 or 4.</td> </tr> <tr> <td>1.5.18</td> <td></td> <td></td> </tr> <tr> <td>3</td> <td>Remaining skills audit forms to be returned to LD who will then complete</td> <td>JJ to complete form and return to LD</td> </tr> </tbody> </table>	Matters outstanding from previous meetings			30.1.18				LD/JM to look at staff action plans	LD/JM – still to action Still to action – will now be in term 2. 26.11.18 Not completed will be moved to term 3 or 4.	1.5.18			3	Remaining skills audit forms to be returned to LD who will then complete	JJ to complete form and return to LD	
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**St Mark's Church of England Primary School
FGB Minutes 26th November 2018**

		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's form still outstanding. JJ asked that she could sit with LD to complete. JJ and LD to arrange a meeting. 26.11.18 JJ still needs to complete and gap analysis needs completing.
	3	From 30.1.18 – Governors agreed group photo rather than individual – to arrange date	All – still to be completed. Governors decided to postpone photo until the Jan meeting. 26.11.18 to be on the agenda for 29.1.19 meeting KW
	3	From 30.1.18 remaining Governors to send biographies to KW for website	DH, JM, SR, JJ to complete Biographies still need to be sent to KW. 26.11.18 still waiting for JJ and JM
	3.7.18		
	6	Follow up to Monitoring visit	SR/LD – still to be actioned, SR and LD will include this in their term 2 meeting. To be removed from actions- timescales
		Safeguarding Governor training to be booked and attended	SR – Completed
	24.9.18		
	2	Outstanding Declaration of Business interest form	PS JJ? – need to sign 26.11.18 Completed
	4	Update Current Governor Information	KW – completed 25.9.18
		Code of Conduct outstanding	PS JJ? – need to sign 26.11.18 Completed
	5	Exclusions	SB to check the data that he was given and report back. Confirmed that three additional exclusions should have been recorded



**St Mark's Church of England Primary School
FGB Minutes 26th November 2018**

concern. SB noted that there is a balancing act that needs to be maintained between the needs of the child and staff morale. The school was up to date with all new directives about exclusions.

EYFS Tours

SB said that the tours had gone well, positive feedback had been received and additional tours had been arranged.

Staff Absenteeism

It was asked whether this was looked at in the same way that child absenteeism was. SB advised that he is aware of staff absences and that figures were provided to staff at their performance review.

Pete Azzopardi

DH asked whether the school was planning a nice send off for PA. Yes!

Performance Data

DH noted that the performance of the Y2 boys was low. SB advised that the previously mentioned exclusions were within this year group. There are lots of interventions in place to support the learning within this year group.

Y3 writing and maths also looked low. SB advised that this was a cohort that needed a lot of support to achieve, lots of interventions were in place and the year group was monitored very closely.

SDP

It was noted that because of the date of the FGB, the term 2 progress data had not been completed. Governors felt that this was not a problem as the idea in term 2 is to see the action planning and the aspirations/targets for the children. When Governor visits are held again in term 4 there should then be two sets of data, term 2 being the starting point, term 4 the progress. Comparing these two will allow Governors to see whether the strategies in place are working.

The SDP was approved by the FGB.



**St Mark's Church of England Primary School
FGB Minutes 26th November 2018**

	<p><u>SEF</u> SR had noticed that there was a discrepancy between the SDP and SEF. The two documents didn't quite tally re the section in the SDP 'monitoring of the SDP'. This shows termly monitoring pair visits rather than 'old term'. SB will correct.</p> <p>There were no other comments and the SEF was approved by the FGB.</p> <p><u>SIAMS SEF</u> SB advised that this was very much a first draft based on his understanding of the new SIAMS framework. There are currently no exemplars available for Headteacher's to work from. Further work would be required and PS and SB will arrange a meeting in January 19 to discuss the document further.</p> <p>DH suggested that SIAMS should be a permanent agenda item. KW to action.</p> <p>SB advised that Caroline Croft from the diocese was meeting with him on Thursday 29th November.</p> <p><u>Clubs</u> The school offer a wide range of clubs, particular mention was made of the Ski Club run by JG which has been a great success and is now full.</p>	<p>SB</p> <p>SB/PS</p> <p>KW</p>
6	<p>SMT Reports</p> <ul style="list-style-type: none">• <u>SEN</u> RC commented that the provisions in place were proving successful. A new assessment package had been purchased, which one fully available would be brilliant. She was waiting for it to be up loaded to class computers. <p>RC has completed her course, and sent the documentation 26.11.18. Due to the submission and assessment meeting dates she will not have her result until June 2019!</p>	



**St Mark's Church of England Primary School
FGB Minutes 26th November 2018**

	<ul style="list-style-type: none"> • <u>English</u> LH has been attending Power of Reading course and this is being implemented throughout the school. <p>The Space Race. It was noted that this scheme has been very well received by the children and parents and the fact that individual effort is rewarded rather than a class percentage has been a significant improvement.</p> <ul style="list-style-type: none"> • <u>Maths</u> SF Governors asked whether a similar scheme to the Space Race was going to be introduced for maths. SF is looking into creating a Maths master certificate based around the Time tables Rock Stars programme. SF will provide an update at the next meeting. <p>SF also noted that it can be hard to push both Maths and English at the same time.</p>	SF
7	<p>Finance</p> <p>The minutes of the 9.10.18 had previously been circulated. JB noted that a useful benchmarking exercise had been completed. DH noted that our staffing costs are slightly high compared to other schools, this is a reflection of the fact that the school pupil numbers are 79 short of PAN (approx. £250K) whilst the staffing has to be full to cover the two form intake.</p>	
8	<p>Governing Monitoring visits</p> <ul style="list-style-type: none"> • <u>PDBW Report.</u> DH hoped that everyone found the report comprehensive. He proposed that in term 4 the visit would include a walking tour and look at Behaviour Books. He felt that it was great that the school now had 3 DSL's meaning that it was possible to always have one on site. <p>The visit had occurred during Anti Bullying week, which was just a fortunate coincidence.</p> <ul style="list-style-type: none"> • <u>LM Report.</u> Not all Governors had received this report so KW will recirculate. The school is looking at doing a staff well-being survey. This will be discussed at SLT, and once agreed the survey will go out to all staff. 	KW



**St Mark's Church of England Primary School
FGB Minutes 26th November 2018**

	<p>The School Council is becoming increasingly student led with the children coming up with great ideas for fund raising.</p>	
9	<p>Policies - The Governors agreed to ratify all policies subject to the minuted amendments being made.</p> <ul style="list-style-type: none">• <u>Governors Allowance policy</u>• <u>Pay and Reward Policy</u>• <u>Pupil Premium Policy</u>• <u>Managing Staff Absence and Ill Health Policy</u> - The review date had been omitted it was agreed to make this 3 years – November 2021.• <u>Staff Special Leave Policy</u>• <u>Religious Education Policy Statement</u> – there was a typo on the review date. This has been corrected to July 19.• <u>Policy for the Recruitment and Induction of New Governors</u> – The review date had been omitted it was agreed to make this 3 years – November 2021.• <u>Access Plan</u>• <u>More Able and Talented Policy.</u>	
10	<p>Chair's Actions/Correspondence</p> <p>DH had been to the Governors' conference in Ashford where the emphasis was on Safe-guarding and teacher workloads.</p> <p>The Education People are introducing a new Governors Hub for the secure storage of Governing Body documents. Once this is up and running the FGB should look at using this.</p> <p>There is a national shortage of Governors'.</p>	
11	<p>Confidentiality – nothing to report</p>	



**St Mark's Church of England Primary School
FGB Minutes 26th November 2018**

12	Urgent Business – nothing to report	
13	<p>Training DH reminded Governors of the courses that they were asked to do in the last minutes, and that it is part of a Governors responsibility to keep up with training. JG and DH – Compliance training SR, JM and LD – Progress and attendance – using data to improve educational outcomes All – Effectiveness – How Governors make and impact Some of these had been completed, he suggested that if Governors hadn't had the time that they should try and do them before the next meeting, particularly the Effectiveness course.</p> <p>There needs to be an annual evaluation of the Effectiveness of the Governing Body, followed by an Action Plan to show how any needed improvement can be met. DH suggested that in term 5 he meets with individual Governnors for a brief appraisal and that Governors complete a 360 review on him. This could then go into a Governance report in Term 6, and also become part of the SDP</p>	All Governors
13	<p>Dates of next meetings. All meetings will start at 7pm apart from where indicated. Tuesday 29th January 3.30pm Monday 18th March Monday 13th May Monday 1st July</p>	

The meeting closed at 8 pm

Signed.....



**St Mark's Church of England Primary School
FGB Minutes 26th November 2018**

Date

Actions to be completed

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	LD/JM to look at staff action plans	LD/JM – still to action <i>Still to action – will now be in term 3 or 4</i>
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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 remaining Governors to send biographies to KW for website	JM, JJ still to complete – need to be emailed to KW.
26.11.18		
	Obtain Diocese appointment letter for LP	PS
	DH look at recruiting an additional Governor through the aspiring Governor website	DH



**St Mark's Church of England Primary School
FGB Minutes 26th November 2018**

	SEF – amendment needed to make sure that SDP and SEF tally re frequency of Monitoring visits	SB – adjust table at the front of the SDP to read Autumn, Spring, Summer for this area
	SIAMS to be made a standing item	KW – completed 28.11.18
	Maths – SF looking at a reward scheme similar to the ‘planet scheme’ – to report back to Governors	SF
	LM report to be recirculated - KW	KW completed 28.11.18
	Training – Governors to complete the Effectiveness Training	All Governors
13	Governor reviews to be conducted by DH by the end of term 5 ,and a 360 review to be conducted by Governors on DH	All Governors