



**St Mark's Church of England Primary School
FGB Minutes 29th January 2019**

	As TC had been elected to the FGB, the meeting was still Quorate.		
3	Minutes of the Meeting held 26.11.18 and matters arising The minutes of the 26.11.18 meeting were accepted and signed by DH.		
	Matters outstanding from previous meetings		
	30.1.18		
		LD/JM to look at staff action plans	Agreed to remove as now agenda item for governors term 4
	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 29.1.19 KW asked that DH helps JJ with completing the skills audit as this has now been outstanding for nearly a year.
	3	From 30.1.18 remaining Governors to send biographies to KW for website	JM – need to be emailed to KW. 4.2.19 completed
	26.11.18		
		Obtain Diocese appointment letter for LP	PS – N/A LP no longer able to be a Governor
		DH look at recruiting an additional Governor through the aspiring Governor website	DH – TC has joined FGB 29.1.19



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		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 Completed	
		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 SF spoke to the Governors during the staff part of the meeting. He will be introducing maths mastery certificates.	
		LM report to be recirculated - KW	KW completed 28.11.18	
		Training – Governors to complete the Effectiveness Training	All Governors still to be completed	
	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 to be an agenda item next meeting.	
5	<p>Headteacher’s report <u>Executive summary</u> There were no comments on this.</p> <p><u>School Vision</u> SB explained that the new Diocesan SIAMS required that the vision statement was no longer than 50 words. This was shown at the top of his report. He had managed to shorten the vision whilst keeping all the key messages in.</p> <p>DH explained that the Governors had worked hard to get the correct vision statement a couple of years ago. Both he and PS were happy with the shortened version that was now required.</p>			



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Parent Reps, Attendance and Uniform

SR asked why the parent reps were asking about attendance. They had just wanted clarification about how long their child had to be off after sickness.

They also wanted confirmation re the colour of tights. These must be grey or blue, and these are now specified on the website.

LD commented that the communication to other parents by the reps is entirely by Facebook, so if you were not a user then you didn't see the minutes. SB did advise that they had asked for the minutes from their latest meeting to be put up in the school noticeboards.

DH commented that the Parent Reps were very supportive of the school, and great feedback had been received by them re the parent tours that SB and RC had conducted.

Staff Structure

There has been a lot of change this term Peter Azzopardi had gone to the USA, Jasmine Hart had chosen not to return from maternity leave, Sophie Ricketts had taken up a TA position closer to her home and Nina Tilstone was pursuing her own career as a play therapist.

The school had recruited a new TA to take over NT's hours, the majority of SR's hours had been taken by David Goode, an advert was out at the moment for the remainder of the hours, and we are also advertising for a Year 3 maternity cover for when Rebecca Haynes leaves.

Rebecca Vale-Taylor's maternity cover was being covered by Karen Miles increasing her days to FT and moving to R V-T's class. Karen Evans has increased from 2 to 3 days, and Hilary Taylor will be covering the other two days. Parents have been informed. A few parents have spoken to SB.

Staff Training

DH congratulated RC on completing her SENCo course.



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SF said that he and Lia had been on a Driving High Performance through appraisal course, and that it had been very useful and informative.

SB advised the FGB, that the intention in future was that staff performance management should be divided up between the SLT.

PESE

Three students out of thirteen had passed the Kent test, this was lower than expected, but followed a trend that other primary schools had also reported.

Virtual Reality event

DH had been fortunate enough to be able to participate in this. The children had really enjoyed the event.

School Improvement Advisor

SB advised that Keith Holmewood had left this role and that the new advisor was Matt Dixon. The next meeting was due in term 5 or 6.

Clubs

DH commented on the tremendous amount of clubs that the school offered. The Parent Reps had analysed the clubs and noted that the number on offer to KS1 is significantly less than KS2. SB was aware of this and was encouraging staff in this KS1 to offer to run a club. Note must be taken of teacher workloads and that the clubs are run in the teachers own time.

Performance tracking

It was noted that Year 2 were behind on their writing levels, it was suggested that the school could have assessed too stringently. Writing moderation was taking place after the school holidays and it would be interesting into see how the schools marking compared to the other schools.



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	<p>It was also noted that the increased emphasis on reading through the Power of Reading scheme was really beginning to show the benefits in the children's writing.</p> <p><u>SDP</u> Page 8 DH asked about the Pedagogy, RC said that one strand was being developed at a time and that the first focus was high expectations.</p> <p>The second strand will be 'Meaningful learning experiences based on real life' There will be two staff meetings on this.</p> <p>Page 7 1.2 Subject development plans – it was suggested that in term 4 when the governors conduct their next set of monitoring visits that they should look at the these along with reference to other elements of the SDP.</p> <p>DH will let pairs know what they should look at. They should be looking at the section of the SDP relevant to their pairing and also the associated policies. He will also discuss with TC which pairings she would like to join.</p> <p>Page 8 2.4 – it was noted that this reads termly, it should be 3 x a year. SB will correct.</p> <p><u>SEF</u> There were no changes to be made to this.</p> <p><u>SIAMS SEF</u> SB had added charities to the new template. Any other input or suggestions would be very welcome.</p>	<p align="center">DH</p> <p align="center">SB</p>
<p align="center">6</p>	<p align="center">SMT Reports – terms 2,4 and 6 only</p>	



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7	SIAMS SB had met with PS. The recommendation from the Diocese is that the vision must be rooted in Theology. PS is to look for Bible stories that support the vision, and let SB know.	PS
8	Finance The minutes of the 15.1.19 – the minutes were accepted by the FGB.	
9	Governing Monitoring visits - No reports this meeting.	
10	Policies - The Governors agreed to ratify all policies subject to the minuted amendments being made. <ul style="list-style-type: none">• <u>School Absence and Ill Health Policy</u>• <u>Positive Handling Policy</u>• <u>Curriculum Policy</u>• <u>Health and Safety Policy</u>• <u>Medical Conditions in School Policy</u> DH wanted to check that there was a health plan register in place. RC has this in hand.• <u>Spiritual, Moral, Social and Cultural Policy</u>• <u>Target Setting Policy.</u>	
11	Chair's Actions/Correspondence	
12	Confidentiality – nothing to report	
13	Urgent Business SR advised that her term of office as a Co-opted Governor expired 31/1/19. Unfortunately, as JJ and JG had left and as SR cannot vote for herself there were insufficient Governors to re-elect her. All Governors present agreed to her re-election. KW to email those absent for their vote.	KW
14	Training	
15	Dates of next meetings. All meetings will start at 7pm apart from where indicated. Monday 18th March Monday 13th May Monday 1st July	



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The meeting closed at 5.30 pm

Signed.....

Date

Actions to be completed

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26.11.18		
	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
29.1.19		
4	KW to complete forms re TC	KW
4	PS to recruit two foundation governors	PS



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5	DH to write to Governors re term 4 report expectations	DH
5	Page 8 SDP 2.4 needs amendment from termly to 3 x a year	SB - completed
7	Allocation of Bible stories to the vision	PS
13	Re-election of SR – KW to email	KW