



**St Mark's Church of England Primary School
FGB Minutes 18th March 2019**

		Action
	Meeting opened at 7:08pm	
1	<p>Welcome and apologies for absence</p> <p>Governors present: David Hill (Chair), Simon Bird (Headteacher), Sarah Russell, Jamie Johnson, Kate White (Clerk), James Gambrill, Lynne Doran, Teresa Cutts, John Moynihan, Krista Jarrett</p> <p>Apologies: Peter Sanlon, Rachel Crane (Deputy Headteacher – Associate Governor), Sam Fenton</p>	
2	<p>Declaration of Business Interests</p> <p>None were declared. KJ and TC signed declaration forms.</p>	
3	<p>Governor Matters</p> <ul style="list-style-type: none"> • Further to the minutes of the last meeting re SR's expired term of office. It was confirmed that she had been unanimously re-elected. KW had conducted this vote by email. Her new term of office is 2.2.19 – 1.2.23. SR is a Co-opted Governor, and the Governor responsible for Child Protection and Training and Development. • TC membership is now registered. Term of Office is 29.1.19 – 28.1.23. She is a Co-opted Governor. • DH advised that PS was leaving St Mark's (at Easter), which had therefore left the FGB with no Foundation Governors. DH had spoken to the Diocese and invited KJ back onto the Governing Body. The Diocese were unaware that she had resigned, so her paperwork is in place with them. KW will add her to the LA record of Governors. She will check which date to reinstate KJ from • DH was also advised by the Diocese to speak to the Vicar of King Charles the Martyr to ask him to step into the Vicar incumbent role of Governor until such a time as there is a new Vicar appointed to St Mark's. DH will arrange a meeting. • It had been suggested that Business Interest forms should be signed twice yearly, but DH suggested that we should remain with the annual September signing. There was no objection to this. 	<p align="center">KW</p> <p align="center">DH</p>
4	<p>GDPR – data breaches</p> <ul style="list-style-type: none"> • There were none reported. 	



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	<ul style="list-style-type: none">• DH believed that the Data Protection Officer should provide an annual report of breaches and asked that this should be looked into. KW will make enquiries. The school have reported no breaches so this will be a NIL return.	KW
5	<p>Minutes of the Meeting held 29.1.19 and matters arising The minutes of the 29.1.19 meeting were accepted and signed by DH.</p> <p><u>Headteacher's report</u> – Performance tracking – page 5. SR asked how the writing moderation referred to in the minutes had gone. SB advised that most teachers were pleased, the levels set by the school were pretty much agreed, and therefore accurate. The reference to Year 2 being behind on their writing levels had been addressed. RC had held a meeting with the staff. The staff are still expecting to reach the predictions made at the beginning of the year. DH reminded Governors that this was a particularly tricky cohort.</p> <p><u>Policies section</u> – Governors asked whether the Health Plan Register was now in place. KW confirmed that RC had produced the report.</p> <p><u>Staff Wellness Survey</u> (not in the minutes) SR raised the question as to the results of the Staff Well Being survey that had been held in a previous term. DH asked for 'highlights'. SB advised that staff felt that they had the skills to do the job, but some felt that they had a shortage of resources and time. Some staff suggested that there was friction between some of the staff relationships. A lot felt that their financial compensation was too low.</p> <p>SB advised that the points raised had been taken on board by the SLT and adjustments had been made in response to some of the concerns raised.</p> <p>*<u>Bible Story</u> – DH advised that the school was still looking to find a Bible Story to go with the vision. The new SIAMS framework requires a story that ties together the vision and values. The guidance so far is that it should be from the New Testament. A lot of schools are favouring Peter walking on water. DH/SB will ask the Vicar of King Charles the Martyr if he has any suggestions when they meet him.</p>	



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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 has asked that DH helps JJ with this as has been outstanding for nearly a year. 18.3.19 still outstanding. DH and JJ agreed to meet 23 rd April.
26.11.18		
	Training – Governors to complete the Effectiveness Training	All Governors 18.3.19 Not 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 18.3.19 DH will book in date with Governors for term 5
29.1.19		
4	PS to recruit two foundation governors	PS 18.3.19 see notes above
7	Allocation of Bible stories to the vision	*PS 18.3.19 PS provided idea, further thought needed
6	<p>Headteacher's report <u>Executive summary</u> There were no comments on this.</p> <p><u>Admissions</u> SB explained that he had attended a meeting, with other Headteachers where a representative from Kent had explained that for the EYFS intake there were 46 spare places across the county, this did,</p>	



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however, not take into account children who would go into the private sector. The reality for St Mark's is that we will not fill our 60 spaces, the current EYFS cohort is 42.

Nationally the birth year is low and the heads were advised that an upturn in pupil numbers is not expected until 2026.

SB advised that some schools were looking at reducing their PAN, others moving to mixed year groups. St Mark's wants to remain as we are. The situation was not helped by some local primary schools expanding or increasing their PAN to improve their budget.

Staff Structure

SB confirmed that CW had left and that caretaking duties had been reallocated to Toni and Sarah. Anything that they were unable to fix would be covered by Contractors being called in as had been the case when CW and PA were here.

SR was concerned about the hours and number of jobs that Toni and Sarah did, believing that all their employment was through the school and how this reflected on staff well-being. KW advised that their contractual hours of work were not that which SR thought they were, as the ASC contract is with Play Place and not with the school. DH observed how happy and fulfilled Sarah, particularly was in her new position. They are caretakers with a capital C.

LD raised a general comment that a lot of staff seemed to be undertaking a lot of different roles, and again expressed concern about staff well-being, and asked whether the school was allowing individuals to take on too much.

PESE

It was asked whether parents had been happy with their secondary school allocation. It was known that some parents were not. SB had written letters supporting 5 student appeals to go to an alternative school.



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Of the initial allocations, all but 2 of the children had been offered one of their preferences. Of the two LA allocations one was happy with the allocation the other was appealing.

JM asked whether the PESE results were that which the school would have expected. SB advised yes, although on a good day one or two more could have passed. One or two children took the test only because their friends were taking it.

JM was concerned as to whether these results represented the schools USP, - the amount of progress that each pupil makes during their progress through St Mark's. TC commented that the 11+ was a test of underlying ability rather than 'learnt'. The 11+ covered more than that taught in the curriculum. SF had confirmed that he expected the year 6 cohort to meet the prediction that was made at the beginning of the year. If that is achieved, then the results will be very good.

Clean Air for Schools

Governor's commented that it was great that the school had entered this and even better that we had won! Councillors will be attending a school assembly to present an award to the school.

Salvation Army – Recycle with Michael

DH commented on what a fantastic number of sacks had come into school,

Davina McCall – possible visit

Davina McCall represents Ambre Soleil and the Sun Safety movement. There is a possibility that she may visit St Mark's as part of the campaign.

Appendix 2

As above the staff are very aware of the Y2 progress and measures are in hand to support the children to improve their progress.



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	<p>Y6 FSM students are not on track to achieve the expected levels. RC is monitoring this closely, and also developing a scheme where smaller progress steps can be shown, which more closely matches the progress that these children make.</p> <p><u>SDP</u> SB advised that new data would be added to the SDP next term.</p> <p><u>SIAMS SEF</u> No comments were made</p> <p>SR asked about the RE lead in the HT's report. SB explained that Kat Ennis had taken over from Rebecca Vale-Taylor, but that the SLT were currently undertaking RE lesson observations.</p>	
7	<p>SMT Reports All the SLT reports were very thorough and detailed. RC had visited Oakley, and DH observed that this is good practice.</p> <p>The planet reading scheme had been very well received by children, staff and parents. Some children had already reached the sun and were coming back! A decision needs to be made as to how these achievements will be celebrated.</p>	
8	<p>SIAMS</p>	
9	<p>Finance KW apologised that the minutes of the 14.3.19 had not been circulated. DH summarised that the forecast rollover this year was about 10% of revenue. Capital expenditure had been planned for the end of this year and into next. CCTV was currently being up dated, the rolling window replacement would be completed next financial year, there were plans to enhance the KS2 playground, and also the purchase of 30 iPad. The school would be requesting some funding from the PTA to complete all of these projects.</p>	



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	<p><u>SFVS</u> The Resource and Property pair had reviewed this and recommended it to the FGB for ratification so that it could be submitted to the LA, within the correct timescale, by 31st March. Governors ratified the SFVS document. KW to submit to LA</p>	KW
10	<p>Governing Monitoring visits – Reports were received from DH and JM – Effectiveness of Leadership and Management, DH and JJ Behaviour, Discipline and Exclusion Policy, Keeping Children Safe in Education, SEN challenge and Pupil Premium</p> <p>DH emphasised how well prepared the staff were when he visited and that they were clearly very dedicated.</p> <p>He commented that the new Ofsted Framework now had a ‘Quality of Education’ monitoring pair requirement, combining two of the previous ones.</p> <p>Next term when he held the 1:1 meetings with Governors he would like to discuss with each of them how they could complete the monitoring that they expected to do within their pairings. DH felt that Governors had three main strands that they should achieve: -</p> <ol style="list-style-type: none">1. Strategy2. Monitoring3. Finances <p>He said that Ofsted look for evidence of training from Governors and despite him asking Governors at each meeting to complete an online training course this was not happening. Ultimately, this along with the Monitoring visits not being completed was letting the school down. He said that some schools had returned to committees, but he did not want to go in that direction. Pairings could be changed if Governors work commitments were such that they could not make a monitoring visit, or it was better that one Governor did the visit that term rather than none!</p>	



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11	<p>Policies - The Governors agreed to ratify all policies subject to the minuted amendments being made.</p> <ul style="list-style-type: none"> • <u>Green Procurement and Fairtrade Policy</u> • <u>Lettings Policy</u> • <u>Finance Policy</u> – SR noted that Toni was down as a school administrator in the credit card section. This has now been amended to Breakfast Club supervisor and Caretaker. 	
12	<p>Chair's Actions/Correspondence The KGA assembly spoke about Brexit and ensuring that schools had enough oil and food.</p>	
13	<p>Confidentiality – nothing to report</p>	
13	<p>Urgent Business</p>	
14	<p>Training</p>	
15	<p>Dates of next meetings. All meetings will start at 7pm apart from where indicated. Monday 13th May Monday 1st July</p>	

The meeting closed at 8.20 pm

Signed.....

Date

Actions to be completed



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