



**St Mark's Church of England Primary School
FGB Minutes 13th May 2019**

	Meeting opened at 7:05pm	Action
1	<p>Welcome and apologies for absence</p> <p>Governors present: David Hill (Chair), Simon Bird (Headteacher), James Gambrill, Lynne Doran, John Moynihan, Krista Jarrett, Rachel Crane (Deputy Headteacher – Associate Governor), Sam Fenton, Clerk: Kate White Apologies: Jamie Johnson, Teresa Cutts, Sarah Russell, (Laurence Powell – to be confirmed as Vicar 'Governor')</p>	
2	<p>Declaration of Business Interests None were declared.</p>	
3	<p>Governor Matters</p> <ul style="list-style-type: none">• <u>Strategy</u> DH had been to a NGA meeting about strategy and brought a copy of the slides of the meeting as a handout for the Governors. The meeting focussed on a 'strategic thinking' approach and DH emphasised that it was a flexible process that was ongoing. At the next FGB he wanted Governors to discuss the school's strategy. <p>He then asked whether everyone was happy with the school's vision which is within the SDP and provided copies of visions that other schools had. The Governors agreed that they were happy with the vision, SB reminded Governors that with the Vision there is also a SIAMS requirement for it to be no more than 50 words.</p> <p>The NGA meeting also covered Monitoring Strategy. He observed that monitoring was the responsibility of the SLT and Governors.</p> <p>The Governors then discussed the Values within the SDP. It was agreed that under the 'Our priorities over the next 3 years' point 1 should be amended from</p>	SB



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'To ensure that all children make outstanding progress' to 'To ensure that every child makes outstanding progress as an individual'. SB will update the SDP.

Governors then discussed whether aspiration could be included in the priorities, however, it was felt that it was not possible to measure achievement in aspiration.

The School's Profile re 1st choice preferences

DH and SB had been to a meeting with KCC re EYFS entrance numbers, which are known to be low this year, with several schools within the cluster not being allocated sufficient children to cover their PAN. This is the case for St Mark's where we have a PAN of 60 and had been allocated 40 children.

KCC could close a school or require a school to reduce its PAN. Any reduction in allocated numbers or PAN would have an obvious impact on the Schools Budget. JM asked how the funding worked for children with learning and behavioural difficulties. KW explained that the school had to fund the first £6000 of any support that was allocated, the balance of the cost was then made up with top up funding. For the first time last year the school had reached the HNF 28% threshold, this is where the amount spent exceeds the initial allocation and the school then receives additional funding to the SEN receipts.

It was emphasised that as a school we are proud of the care and progress that all children make.

DH would like to set a target of 'occupation' for the school e.g raising the number from e.g 320 to 360 pupils on roll. In order to achieve this he would like to see the school raise its profile within the community. It was suggested that a Mini Working Party should be setup to look at ways in which this could be achieved.

DH/SB



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DH suggested that there should be 2 parents, 2 Governors and 2 teachers. Immediate volunteers to be part of this group were DH/JG/KJ as Governors and RC as a teacher representative. DH and SB will speak to staff and parents for other volunteers.

- Ofsted changes Governor Monitoring pairs

DH noted that the Ofsted notification had changed. Inspectors could visit a school within 2 ½ hours of calling.

The focus of a visit was now also changing to cover:-

- Quality of Education (replaces pupil outcomes and quality of teaching)
- Behaviour & Attitudes
- Personal Development
- Leadership & Management

DH noted that some of the monitoring pairs had found it hard to meet and he suggested that from Term 6 new pairings/groups were established to match the new Ofsted judgments.

Governors agreed that there should ideally be 3 Governors allocated to each 'pair', recognising that this should allow 'cover' ensuring that visits were able to be carried out in a timely manner.

The Quality of Education pair should be 4 Governors. The new 'pairs' are as below

Governors allocated already

- Quality of Education – TC, DH
- Behaviour and Attitudes – SR
- SEN and Personal Development – KJ
- Finance – JG and DH
- SIAMS KJ, SB, DH, LP
- Leadership and Management – Jm, DH



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	<p>Governors are to let DH know by 22nd May which groups they would like to be on. DH may allocate Governors if no response received.</p> <ul style="list-style-type: none"> • <u>Staff Governor Election</u> KW advised that the invitations to stand had been issued. The question arose as to how staff knew what the role entailed. SF advised that he had spoken to teachers at the staff meeting, the letter that had been sent out advised that the vacancy had arisen due to Mr Fenton leaving, and staff could ask SF. <p>To date there had been no nominations. Should this be the case then KW hoped that RC would stand.</p> <ul style="list-style-type: none"> • <u>Governorhub</u> KW advised that she is hoping that for the next meeting she will be able to put all the documents in 'the hub', which would then mean that the governor email addresses were no longer required. 	Governors									
4	<p>GDPR – data breaches</p> <ul style="list-style-type: none"> • There were none reported. 										
5	<p>Minutes of the Meeting held 18.3.19 and matters arising The minutes of the 18.3.19 meeting were accepted and signed by DH.</p> <table border="1" data-bbox="386 1182 1663 1344"> <tr> <th colspan="3">Matters outstanding from previous meetings</th> </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 the</td> <td>JJ to complete form and return to LD</td> </tr> </table>	Matters outstanding from previous meetings			1.5.18			3	Remaining skills audit forms to be returned to LD who will then complete the	JJ to complete form and return to LD	
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	analysis. Governors can then assess the gaps and look at training/peer mentoring to increase the skills base/knowledge of the Governing Body.	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. 13.5.19 Completed by DH/JJ. Forms now need passing to LD for analysis
26.11.18		
	Training – Governors to complete the Effectiveness Training	All Governors 18.3.19 Not completed 13.5.19 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 18.3.19 DH will book in date with Governors for term 5 13.5.19 DH completed most of Governors, 360 now needs to be completed for DH. Please send feedback to KW to collate and pass to DH. DH asked for headings, More, Less, Start, Stop. Deadline 20 th May*
29.1.19		
4	PS to recruit two foundation governors	PS 18.3.19 see notes above 13.5.19 responsibility passing to LP
7	Allocation of Bible stories to the vision	PS 18.3.19 PS provided idea, further thought needed 13.5.19 responsibility passing to LP
<p>*LD, felt that there was a need for DH to hold Governors to account re attendance and monitoring visits. KJ felt that the links to the Church were not as strong as they had been.</p>		



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<p>6</p>	<p>Headteacher's report <u>Executive summary</u> Governors continue to appreciate the summary at the front of the report.</p> <p><u>Admissions</u> Discussed above, 37 pupils have accepted EYFS offers.</p> <p><u>Staffing and Staff Structure</u> SB advised that following the latest round of interviews two very high calibre candidates had been recruited. There were further interviews to be held Friday 19th May, to fill 1 further position.</p> <p><u>Data, SDP and SIAMS</u> Governors approved the changes that SB had made to the SDP. Further change to be made as minuted section 3</p> <p>Appendix 2 the data for year 4 showed 'below' for writing on track in all bar one category. Governors questioned why this was. SB was aware of this, pupil progress meetings were being held each term and this year group was being carefully monitored.</p> <p>The SIAMS report was the same as SB had provided before, he would very much like feedback from Governors.</p> <p><u>Parent Reps</u> Another Parent Rep meeting had been held and 'healthy conversations' were had. KJ asked whether there was a rep per class. SB advised that some of the parents double up over classes. They take minutes of the meeting and distribute through social media.</p> <p>Thought could be given to 're-advertising' the positions of parent rep in September.</p>	<p align="center">Governors</p>
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<p><u>School Improvement Advisor</u> Matt Dixon, the school improvement advisor had been in to visit SB. As a Good school St Mark's gets 2 visits a year. The format is that he meets with the Headteacher, and then visits classrooms, making observations and reviewing class books. From this he then produces a report with his observations and recommendations. At this meeting he picked up items on the Single Central Record that need to be reviewed. KW will action this. DH had seen the report and asked that SB to forward it to all Governors.</p> <p><u>Curriculum</u> Staff meetings had allowed time to discuss the new Ofsted requirement of intent, implementation and measuring impact. One of the things that is being looked at is the development of 'cultural capital' – children having experiences that they may not get outside of school. They are also looking at what experiences they would like the children to have prior to leaving St Mark's. Staff are developing curriculum plans within year groups, once completed subject leaders will look at how their subject progresses from EYFS to 6. SB requested governor input to the intent, implementation & impact statements.</p> <p><u>Attendance</u> The figure is still below the target set, some classes being significantly worse than others. KJ asked whether this due to Xmas sickness. Sickness was a factor, plus known attendance issues. KW commented that last week the office received 8 applications for absence during term time.</p> <p><u>Mental Well-Being week – Term 6 - 17th June.</u> Every afternoon of that week children will be engaging in activities that promote mental health. Activities will include Art based, yoga, Forest school's activities, etc. The Charlie Waller Trust will be coming in to talk to teachers at the staff meeting, Teaching Assistants have been invited to attend.</p> <p>The idea is that these weeks are held every old term. RC has been on a mental health course and is now qualified as a 'Mental Health First Aider'.</p>	<p>SB</p>
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	<p><u>New School Logo</u> Giacomo's Dad had produced a new logo for the school. The Governors liked it, SB advised that the parent reps had suggested that rather than have Merenti Meritum across it, the words Aspire, Believe, Succeed should be there. SB will ask for that amendment to be made.</p> <p>It was also suggested that he should invite Giacomo's Dad to join the school promotion committee. He has already advised that he could produce video's for the website.</p> <p><u>Transitioning – Appendix 5</u> SB had provided a sheet which detailed the arrangements that the school had put in place to aid a smooth transition for the children (and parents) as their children move into their new year groups. The Governor's liked the paper, they did query the arrangements should a child arrive mid-year. Class teachers allocate buddies to new pupils to support their integration into St Mark's.</p>	SB
7	SMT Reports – term 2,4 and 6	
8	<p>SIAMS No changes Made, SB asked that Governors provide feedback</p>	Governors
9	<p>Finance The minutes of the Finance meeting 3rd May 19 were presented to the Governors with the recommendation from the Finance and Property Pair that the Budget be agreed by the FGB and submitted to the Local Authority.</p> <p>The FGB approved the budget for submittal, KW to action.</p> <p>The outturn report had been discussed in detail at the committee meeting with the F & P pair being pleased with the outturn report. However, it was noted that with reference to the low number of pupils</p>	KW



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	<p>coming into the school the budget would be at risk, and that whilst for this year things were OK, very careful monitoring would need to be carried out throughout the year, and plans may need to be put in place if numbers do not increase.</p> <p>It was also noted that the Compliance officer was returning on Thursday 16th for the 6 month follow up visit following the Compliance visit.</p>	
10	<p>Governing Monitoring visits – JM had been able to conduct a monitoring visit on Friday 10th May, reviewing progress against the priority areas identified in the SDP. His report had been submitted to the FGB prior to the meeting.</p> <p>Within the report was a section about the new Feedback (marking) policy that the school was looking to adopt. This policy is currently being used at St James. Lia and SF have used it in their classes and so far the feedback is positive with the children responding well to it as it is new and different. SF felt that it would make a significant difference to teacher work load, and for the children as it was based on pupil responses, they were gaining considerably more from the feedback.</p> <p>JM also covered staff well-being. SB and RC detailed the actions that have been taken to improve staff well-being, these include things like the disaggregated day that staff were having, PPA off site, no expectation of teachers to stay in school 'til 5 or 6 pm, shared lunches, etc.</p> <p>JG said that he would be happy to hold a staff ski day, if staff wished.</p>	
11	<p>Policies - The Governors agreed to ratify all policies presented to the FGB.</p> <ul style="list-style-type: none">• <u>Medical Conditions Policy</u>• <u>Procedures for Handling Complaints Policy</u>• <u>Admissions Policy</u>• <u>School Emergency Management and Business Continuity Plan</u>	
12	<p>Chair's Actions/Correspondence</p>	



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	<p>Confidential – not for website</p> <p>DH advised that he had received two anonymous letters, one was from a member of staff and one from a 'concerned' parent. As they were anonymous there was little that he could do about the issues raised, however, the concerned parent letter had also been sent to Greg Clarke MP, who had forwarded it to SB as the letter referred to an incident where a child had brought a knife into school. SB had also received this letter anonymously.</p> <p>SB noted that the knife incident has been dealt with internally the child had been foolish and internally excluded. LD commented that some children in Year 6 had been completely unaware of the incident until a few days later.</p>	
13	Confidentiality – nothing to report	
13	<p>Urgent Business</p> <p>A.O.B LD referred to the Police incident that had happened the preceding Friday re an alleged rape, and whether staff had been prepared to talk to the children should questions been raised. RC replied that the school had not been aware of the allegations until the evening and that there had been no questions from children.</p>	
14	Training	
15	<p>Dates of next meetings. All meetings will start at 7pm apart from where indicated.</p> <p>Monday 1st July</p>	

The meeting closed at 9.02 pm

Signed.....



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Date

Actions to be completed

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13.5.19		
3	SDP – SB to update with new value	done
4	Profile Group – SB and DH to 'recruit' members	
5	LD to analyse skills audit forms	
	Governors to forward 360 review to KW to compile and send to DH	
6	SIAMS feedback to SB please from Governors	
6	SB to circulate Matt Dixon's report	done



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6	SB to speak to Giacomo's dad	
9	KW to submit the budget to the LA	done