



**St Mark's Church of England Primary School
FGB Minutes 1st July 2019**

	Meeting opened at 7:04pm	Action
1	<p>Welcome and apologies for absence</p> <p>Governors present: David Hill (Chair), Simon Bird (Headteacher), James Gambrill, John Moynihan, Krista Jarrett, Rachel Crane (Deputy Headteacher – Associate Governor), Sam Fenton, Jamie Johnson (7.20), Teresa Cutts, Sarah Russell, Rev Laurence Powell</p> <p>Clerk: Kate White</p> <p>Apologies: Lynne Doran,</p>	
2	<p>Declaration of Business Interests</p> <p>None were declared.</p>	
3	<p>Governor Matters</p> <ul style="list-style-type: none">• <u>Governor Pairs</u> DH had circulated the new pairs prior to the meeting. • <u>Staff Governor Election</u> KW advised that the Staff Governor election had resulted in a tie. Anna and Tash had agreed that the result (as per the rules) could be settled by a draw. Tash's name was drawn and she was duly elected as Staff Governor to take up her position in September. <p>KW needs to notify Governor services of the election results and SF's resignation, and to set NB up on Governor hub</p> <ul style="list-style-type: none">• <u>Governorhub</u> KW hoped that everyone had appreciated the documentation being on Governor hub. It was a lot easier for her in that she could send a zipped folder across very easily. She did advise that under this system all Governors should try ad stick to a deadline for submission as once the folder had been sent it was not so quick to add additional items.	KW



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	<ul style="list-style-type: none"> • <u>Governor report template</u> KW commented that there is a report template for the Governors report DH will share this with all Governors. • <u>Staff ski day</u> DH asked if this idea had progressed, to date there has been no action on this. • <u>FGB Dates</u> It was agreed that the FGB dates should be more closely tied to progress data, particularly KS2 SATS results. The date for this meeting was too early as the results had not been received. The meeting had historically linked into the Y6 leavers performance which was also scheduled after the meeting. 	DH									
4	GDPR – data breaches <ul style="list-style-type: none"> • There were none reported. 										
5	Minutes of the Meeting held 13.5.19 and matters arising The minutes of the 13.5.19 meeting were accepted and signed by DH.										
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="3" style="text-align: center;">Matters outstanding from previous meetings</th> </tr> <tr> <th style="width: 10%;">29.1.19</th> <th style="width: 40%;"></th> <th style="width: 50%;"></th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">4</td> <td>PS to recruit two foundation governors</td> <td> PS 18.3.19 see notes above 13.5.19 responsibility passing to LP KJ has taken one of the places, with PS's departure the task of recruiting a new Foundation Governor is now with LP </td> </tr> </tbody> </table>			Matters outstanding from previous meetings			29.1.19			4	PS to recruit two foundation governors	PS 18.3.19 see notes above 13.5.19 responsibility passing to LP KJ has taken one of the places, with PS's departure the task of recruiting a new Foundation Governor is now with LP
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6	<p>Headteacher's report</p> <p><u>General Information</u> SB confirmed that the exclusion of 1.5 days was for a child who had not previously had an exclusion. The number of exclusions has fallen over the year.</p> <p><u>Admissions</u> There are currently 40 children coming into EYFS.</p> <p><u>Staffing and Staff Structure</u> All positions are now filled for September 2019.</p> <p>SB will have completed all teacher appraisals by the end of the July. Teacher assessments are based on a triangulation of observations, data and progress.</p> <p><u>Staff meetings and training</u></p>		KW														



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Staff continue to go on a variety of courses. RC is signed up for a Mental Health and Well Being course, which may bring further ideas of approaches to take. The Wellness Week was received very well.

DH asked how the school knew that the writing moderation had gone well. SF replied that the moderator looked at a selection of 5 books all the judgements that the school had made were agreed by the moderator, proving that the in school assessments were accurate and that the system that the school uses is robust.

School Vision

Now that the Bible story has been agreed upon, SB suggested to Governors that the vision statement should be changed. 'enjoying their learning' to be replaced with 'building strong foundations'. The Governors agreed unanimously to this change. KW will update the website, and ensure that all policies ratified from this meeting onwards will have the amended vision included.

New School Logo

At the last meeting Governors had approved the new logo, however, on reflection SB would like to hold off changing the school logo for a year or two as other changes such as the new uniform need to be embedded. Feedback from the parent reps supported this delay.

The logo with Aspire, Believe, Succeed was preferred to Merenti Meritum

Operation Motion

Governors asked what this was. It was a 'walk to school' initiative which the school had done very well at.

Traffic bollards

The council had at last installed parking bollards by the Saunders Road gate which has helped the traffic situation. They have also promised to paint single and double yellow lines on part of the road and at the



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corners to stop people blocking sight lines, to put a large zig zag outside the school gates, and to create a dropped kerb at the gates. We will wait to see as and when this happens.

Attendance – Appendix 1

It was noted that the school's attendance figure has stuck around the 95.5% mark, slightly below the target of 96%.

AWL – Appendix 2

In EYFS/Yr1/Yr2 children were where the school would expect them to be. In year 3 there are a significant number of children with SEN. In Year 5 moving to Year 6 the school will be running dual data to take into account EAL children who have not spent the last two years in a UK school by the time that they sit their SATS.

Appendix 3 – SDP

Section 1 – Effectiveness of Leadership and Management

SB advised that the Assistant Head position vacated by SF would not be replaced. This was for financial reasons. The Subject Leadership roles held by SF and the English Lead held by LH were being advertised to staff. This would give staff a good opportunity for career progression.

1.3 Supervision for staff. DH asked how this was going. RC advised that staff always had the opportunity to talk to her or SB, however, not many had taken the opportunity. They also had peer mentors who they could talk to.

1.4 Improve the transition from EYFS to Yr1. The school had broadened this to include all year groups and children had had 3 different sessions where they met their new teacher or visited their new classroom or both.

1.5 Increase publicity for the school locally. The clean air project run by Anna Bert had been very successful and the school had featured in the Tunbridge Wells Courier.



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1.6 The new/wider curriculum. 4 staff meetings had been dedicated to this topic with staff putting details into an over view grid to show the progression of knowledge and skills across the year groups.

Areas for next year

The arrangements to look at the pupil's progress data will change. There will still be termly meeting, but terms 1/3 and 5 will be pupil progress conversations, terms 2/4/6 will be as per the arrangements currently in place requiring teachers to produce data for analysis. It is believed that this system will still produce the excellent progress that the children achieve at St Mark's, but lessen the work load for the teachers in line with the new Ofsted recommendations.

2. Quality of teaching The target for term 6 is that 100% of teaching is good or better.

2.1 JM observed that the English teaching was strong.

2.2 Pupils to be sent to the SLT to discuss consistent poor attitude to presentation. Staff advised that this was not a big thing, moving forward it could stay in the SDP, staff may need to be made aware that they can send children to the SLT for presentation reasons.

3. Outcomes for Pupils the results that the children and achieved in KS1 and EYFS were very good. It needs to be remembered that with small classes an individual child counts for a significant percentage.

KS1 SATS (target in brackets)

Reading 76.2 (76)

Writing 69.4 (70.5)

Maths 74.5 (76)

Phonics 80 (83)

Y2 Phonic retakes 80 (75)



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	<p><u>EYFS Data</u> 71 (72)</p> <p><u>KS2 SATS</u> Results have not yet been released</p> <p><u>SIAMS/SEF</u> SB knows of schools that have had their SIAMS inspection under the new framework and have reported it to be a very different process to the previous inspections.</p> <p>Virginia Corben has seen the report and SB has taken aboard her comments that the vision needed to be more closely woven through the content. The school values had been standing out more strongly than the vision. He would still like feedback from the Governors on the SIAMS SEF.</p>	
7	<p>SMT Reports – term 2,4 and 6</p> <ul style="list-style-type: none">• RC's report – very thorough• SF's report<ul style="list-style-type: none">- Children have been very much enjoying timetable rock stars- Y4 Have piloted a times table scheme- From September times table testing will be mandatory- SF will arrange a Maths handover• LH's report<ul style="list-style-type: none">- Governors commented that it was great that the reading scheme had worked so well- LH and SF had piloted the new feedback (marking) policy successfully, this will be rolled out to staff in September.- The reading scheme will continue in September	
8	<p>SIAMS No changes made. SB is meeting with KJ and LP later this week for a further review.</p>	



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9	Finance No report	
10	Governing Monitoring visits – KJ had presented a SEN report to the FGB which was warmly received.	
11	Policies - The Governors agreed to ratify all policies presented to the FGB. <ul style="list-style-type: none">• <u>Feedback (marking) Policy</u>• <u>RE Policy</u>• <u>Pupil Premium Policy</u>• <u>GDPR Privacy Notice</u>• <u>EYFS Policy 2019</u>• <u>English Policy</u>• <u>Teaching and Learning Policy</u>	
12	Chair's Actions/Correspondence DH provided copies of a powerpoint presentation that he had received at a Kent Governance meeting. It detailed the changes that Ofsted are making Governors then completed a SWOT analysis summarised below. We will moderate the Quality of Education - <ul style="list-style-type: none">- by reviewing the Subject Leader Plans in Term 2 against the Intent and Impact detailed in the SDP- by inspecting the breadth of the curriculum- by monitoring the pupil outcome assessment process,- through the headteachers and subject leaders' reports.- through the seasonal assessment data- by reviewing external moderation reports- by monitoring the overall impact of interventions	



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	<p>- by the Term 6 Sats and phonic results</p> <p>Strengths Regular Meetings A good mix of skills and experience Head Teacher Reporting Parent governors We respect each other views We appreciate the staff</p> <p>Weaknesses Recognise the staff and showing we appreciate them Training Monitor Visits not carried out Parent governors Data</p> <p>Opportunities NGA Learning Link and Newsletter Governor Hub and the Education People Delegation within the FGB</p>	
13	Confidentiality – nothing to report	
13	Urgent Business	
14	Training	
15	Dates of next meetings. All meetings will start at 7pm apart from where indicated.	



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	Monday 23rd September 7pm	
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The meeting closed at 9 pm

Signed.....

Date

Actions to be completed

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29.1.19		
4	PS to recruit two foundation governors	KJ recruited, 1 now required LP to recruit
13.5.19		
5	LD to analyse skills audit forms	Needs forms from DH
	Governors to forward 360 review to KW to compile and send to DH	DH has completed the majority there are one or two to complete. He has had no feedback himself, and asked that if Governors do wish to feedback that they send that to him or via KW
6	SIAMS feedback to SB please from Governors	



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Matters arising from this meeting		
3	Ensure records for SF and NB are updated at Governor services	KW
3	Circulate Governor Monitoring meeting template	DH
6	Ensure that website and all new policies have updated vision on	KW - done