



**St Mark's Church of England Primary School
FGB Minutes 23rd September 2019**

		Action
	Meeting opened at 7:04pm	
1	<p>Welcome and apologies for absence</p> <p>Governors present: David Hill (Chair), Simon Bird (Headteacher), Lynne Doran, John Moynihan, Krista Jarrett, Rachel Crane (Deputy Headteacher – Associate Governor), Natasha Bennett, Jamie Johnson (7.20), Teresa Cutts, Sarah Russell, Rev Laurence Powell</p> <p>Clerk: Kate White</p> <p>Apologies: James Gambrill</p> <p>DH welcomed the new staff governor, Natasha (Tash) Bennett to the team.</p>	
2	<p>Declaration of Business Interests</p> <p>None were declared.</p> <p>All Governors in attendance re-signed their business interest forms from last year. Diary note made to ask JG to come in and sign his when he is free</p>	KW
3	<p>Minutes of the Meeting held 1st July 2019</p> <p>The minutes of the meeting held 1.7.19 were accepted and signed by DH. All outstanding items had been completed.</p>	
4	<p>Governor Matters</p> <ul style="list-style-type: none"> • <u>Current Governor information</u> – KW had loaded the detail that she had on Governorhub as a spreadsheet. There were some details on that needed updating (JM to be co-opted, and terms of office for SR). KW will update the spreadsheet. It will then be put on the website. <ul style="list-style-type: none"> - DH advised that his office as Chair should be reconfirmed. Governors voted unanimously that DH should continue as Chair. (NB having checked this is not required) - DH then suggested that the school should have 2 vice chairs. Both TC and JG are currently completing the Chairs training programme. This was unanimously agreed by the Governors. TC's term of office as Vice Chair will start from today 23.9.19, JG's term started 24.9.18. (FGB's must have a Vice-Chair, from the information that I have read, confirmation of office 	KW



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	<p>only needs to be confirmed when the post is vacant, and a new election needs to be conducted)</p> <ul style="list-style-type: none">• <u>Vacancy for a Foundation Governor</u> – LP was able to report that he has now asked the Rev John Caperon to join the FGB. Rev Caperon has accepted the position and KW will complete the appointment forms. LP advised that John had been the headteacher of Bennett Memorial school from 1994 – 1997, he then retired from this role and took up the role of the Head of the secondary heads association, he then left this role and took up a role in the Bloxham project, and after this role has become the vicar of a small parish in Sussex.• <u>Terms of Reference of FGB</u> – These were a presented to the FGB, as a direct copy of the Terms of Reference that had been agreed in 18/19. DH advised that SR had stood down as Child Protection Governor, and this role was now being covered by TC, KJ was now the SEN Governor. KW will update the document for the file, along with the amendment to have two Vice Chairs. She will also update the details on Governorhub. The terms of reference were accepted by the Governing Body.• <u>Role Description</u> – Governors agreed the role description, which was the same as that presented for 18/19.• <u>Code of Conduct</u> - DH had provided a paper copy of the new NGA Code of conduct (Sept 19). To save paper all Governors signed the one copy (JG to sign at a later date). DH emphasised the confidentiality that must be maintained within the FGB.• <u>Governing Body Decision Planner</u> – The Governors agreed the Decisions Planner, which is a direct copy of that agreed 18/19. JM commented that he greatly prefers the circle model to the committees that were the previous model.• <u>Keeping Children Safe in Education (KCSIE)</u> – All Governors are required to read this. KW advised that there is a facility on Governorhub where Governors can confirm that they have read the new policy, and register their Business Interests.• <u>FGB Dates</u> – All the dates on the agenda were agreed. There was a discussion as to whether the meeting scheduled for February was required, as being at the end of a short term there was little new data available. Governors decided that this meeting should go ahead at the proposed time, as they felt that the meeting with the staff was very valuable, although it was pointed out that this	<p>KW</p> <p>KW</p> <p>ALL</p>
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	<p>could be scheduled at another meeting. It was agreed that Governors would review after the February meeting whether the meeting was worth continuing with.</p> <ul style="list-style-type: none">• <u>Pairings for 19/20</u><ul style="list-style-type: none">- Quality of Education – LD, TC, JG, DH- Behaviour and Attitudes – SR, KJ- Personal Development – KJ, JJ- Leadership and Management – JM, DH, NB- SIAMS committee – SB, LP, KJ, DH- Finance committee – JG, DH- HT Appraisal and Pay committee – JG, DH <p>DH explained that the titles in the SDP should guide the monitoring pairs as to which areas they should be looking at.</p> <p>Meeting 1 – to look at what was planned and should be in progress Meeting 2 – to assess how the planned actions are going Meeting 3 – to discuss whether the planned actions had worked, what staff had been happy with.</p> <p>Krista asked for DH to send round a template of the monitoring report layout.</p>	<p>DH</p>
<p>5</p>	<p>Headteacher's report and SDP</p> <p>Over the summer DH and JG had met and asked SB to change the layout of his report. They asked for heading that replicate the areas that Ofsted look at. These are also reflected in the SDP. The idea is then that each monitoring pair reviews the area in the SDP which is related to their pairing.</p> <p>SDP it was agreed that this year the document would be 'fixed' a this FGB rather than used as a working document as had been the case last year. Any comments or developments related to the SDP targets</p>	



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would be recorded in the HT's report and via the monitoring pairs reports at future FGB's using the headings that have been adopted in the SDP

The SDP was read and accepted by the FGB

Admissions information

The actual EYFS intake has been lower than the school had hoped for (34). The school has also lost children in other year groups, where historically we have picked up numbers, meaning that at the October 3rd census the reported roll is likely to be 324. The school was hoping for at least 20 more. These low numbers will have serious implications on the school budget.

A discussion ensued regarding the low EYFS numbers across TW, the location of school vis a vis, parents being very happy with the school but when offered a place closer to their home, whereby they could walk to school we could not compete. Other schools increasing their PAN.

Kent test

28 children had sat the test, which was a very good number. TC asked whether they were all expected to pass. SB advised that sitting the test had been parental choice, implying that the school was not expecting a 100% pass rate.

1. Quality of Education

SB explained that the data presented had two EAL children removed. Where a child has come into a school and has been in the British Education system for less than 2 years it is not necessary to include their data.

Making figures speak was now available which is an analysis of the date. If Governors wish to see it then please ask SB.



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All the targets set are aspirational. Last year we achieved exceptional progress results and we are, of course, aiming for this again.

The GDS figure was higher than last year.

2. Behaviour and Attitudes

RC explained that the idea of the Zones of regulation was that the different colours represented different emotions and that children could move between them. The colours were blue, yellow, green and red. Green was the one that we wanted the children to be on. She also explained that with the behaviour traffic light children start the beginning of the day on green, they could now aspire to move up from green to a rainbow for exceptionally good behaviour.

Behaviour within the school was generally good.

4. Leadership and Management

A teaching assistant appreciation day had been held, with cakes and bunting in the staffroom, which had been well received. The tea and cakes was held when TA's would normally be doing interventions.

Governors asked about the staff structure. SB confirmed that it had been agreed to share out the responsibilities that SF had had rather than recruit for an additional assistant head. This allowed middle leaders to develop and progress in their careers.

5. Church distinctiveness

SB and AS had both individually visited Speldhurst school which had had an outstanding SIAMS inspection. Both visits had provided ideas and guidance.

Virginia Corbyn (from the diocese) was scheduled to visit SB next week to give further guidance on preparation for the expected SIAMS visit. She would be meet with SB and RC first, then have a premises tour before speaking to the staff at the staff meeting at 3.30pm. SB is still expecting the SIAMS visit to be either side of ½ term.



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	<p>The display of the wise and foolish house builders at the front of school was great.</p> <p>Laurence updated the Governors re Claire Allwood who had been licensed as Associate Vicar at St Mark's. From Feb 2020 she would be working for St Mark's and King Charles the Martyr Mon/Fri and Sunday and would relocate to the vicarage attached to St Mark's church.</p> <p><u>Other</u></p> <p>The new school uniform in year 6 was looking very smart. Children were being encouraged to be neat and tidy in their appearance. The newsletter would remind parents and children that when they are out and about and in school uniform they are representing the school.</p>	
6	<p>Finance</p> <p>The minutes of the meeting 12.7.19 was presented to the FGB. There were no comments.</p>	
7	<p>Governor monitoring visits</p> <p>SR had met with SB and completed the Annual Report to the Governing Body on Safeguarding children</p>	
8	<p>Policies - The Governors agreed to ratify all policies presented to the FGB.</p> <ul style="list-style-type: none">• <u>SEND Policy</u>• <u>Anti-bullying Policy</u>• <u>Child Protection Policy</u>• <u>Music Policy</u> – the appendices had not been circulated these have now been made available• <u>Pay and Reward Policy</u> - at the time of the meeting the new Teacher Pay Scales had not been available. It was agreed to ratify the policy with the proviso that the new pay scale's will be adopted. The policy will be presented gain at the next FGB, when the pay scales have been up dated	
9	<p>SIAMS</p>	



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10	<p>Chair's actions/correspondence. DH advised that he has been interviewed for the role of a Governor at Mascalls, which was part of a 23 chain Academy trust.</p> <p>DH again promoted the training on the NGA website, and SR asked that if anyone completed a course they let her know so that it could be recorded.</p>	
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The meeting closed at 9 pm

Signed.....

Date

Actions to be completed

Matters to be completed			
23.9.19	Actions to be completed		done
2	Signature of Code of Conduct and Business interests form	JG	
4	Update current Governor info and put on website	KW	Y
4	Complete appointment forms for Rev John Caperon	KW	
4	Update terms of reference details agreed at the FGB	KW	Y
4	All Governors confirm on Governorhub that KCSIE read, and declare bus interests	KW	
4	Circulate monitoring report template	DH	