



**St Mark's Church of England Primary School  
FGB Minutes 16<sup>th</sup> December 2019**

		<b>Action</b>
<b>1</b>	<p>Meeting opened at 7:04pm</p> <p><b>Welcome and apologies for absence</b></p> <p><b>Governors present:</b> David Hill (Chair), Simon Bird (Headteacher), Krista Jarrett, Rachel Crane (Deputy Headteacher – Associate Governor), Natasha Bennett, Jamie Johnson (7.50), Teresa Cutts, Sarah Russell, James Gambrell</p> <p><b>Clerk:</b> DH took the minutes</p> <p><b>Apologies:</b> Rev Laurence Powell, John Moynihan, Lynne Doran, Kate White (clerk)</p> <p>SR said she thought we were not allowed to proceed without a clerk. We were not sure but decided to go ahead anyway, as everyone had committed the time.</p> <p>TC chaired the meeting – for the experience, part of her Chairs training.</p>	
<b>2</b>	<p><b>Declaration of Business Interests</b></p> <p>DH has agreed to be a governor at Mascalls Academy – he is waiting to be on-boarded. He will continue as a governor at St Marks.</p>	
<b>3</b>	<p><b>Minutes of the Meeting held 23<sup>rd</sup> September 2019</b></p> <p>The minutes of the meeting held 23.9.19 were accepted and signed by DH. All outstanding items had been completed.</p> <p>We are still seeking a Foundation Governor.</p> <p>It was suggested that TC consider joining the Behaviour &amp; Attitude Monitoring Pair as she is now Safeguarding governor.</p> <p>All governors have read KCSIE.</p>	<b>TC</b>



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<b>4</b>	<p><b>Governor Matters</b></p> <p>The new Skills Audit Forms were handed out and completed by those present. TC volunteered to fill in the new SA matrix.</p> <p>DH confirmed that the Schools Financial Value Statement (SFVS) was now the governors' responsibility though KW would complete the majority of it. DH will ask KW to talk about the SFVS at the next FGB</p> <ul style="list-style-type: none"><li>• <u>Pairings for 19/20</u><ul style="list-style-type: none"><li>- Quality of Education – LD, TC, JG, DH</li><li>- Behaviour and Attitudes – SR, KJ</li><li>- Personal Development – KJ, JJ</li><li>- Leadership and Management – JM, DH, NB</li><li>- SIAMS committee – SB, LP, KJ, DH</li><li>- Finance committee – JG, DH</li><li>- HT Appraisal and Pay committee – JG, DH</li></ul></li></ul>	
<b>5</b>	<p><b>Headteacher's report and SDP</b></p> <p>Attendance had dropped in the last week and stands just below 96%. This is down to illness. SB said that letters had been sent to thank parents whose children's attendance had improved</p> <p>The child who had been excluded for a day has improved and exclusions are down in the current year.</p> <p>The lockdown drill had gone well with some learning points. In response to a question from DH SB said that the children had settled in to these drills.</p>	



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Kent test

28 children had sat the test, which was a very good number. 16 children passed, an excellent result.

1. Quality of Education

DH asked if the Schools Comparison tables launched this week had shown any changes. SB said they were in line with the early result. We stand 4<sup>th</sup> overall in the district and 1<sup>st</sup> for Maths. There is strong emphasis on reading and writing this year e.g. Whole School Writing Day in T5 or T6

2. Behaviour and Attitudes

Behaviour within the school was generally good. KJ had met with SB to monitor activity and results and reported that all was well.

The response by the children to becoming a prefect has been very high and Mrs Hammond is interviewing in the New Year.

SB & RC are going to see a demo of an online solution for keeping behavioural records and safeguarding called CPOMS..

3. Personal Development

RC confirmed that she is using techniques from her recent training course on wellbeing in staff meetings

4. Leadership and Management

Safety around the school has improved with road markings at drop off points.

SB is working to reinstate a signpost to the school on the main road.

The marketing group is progressing with an early win in advertising the Christmas Fair. It will meet in the New Year to progress other ideas and to draft a marketing plan

The EYFS open mornings have been well attended. Last year we had 23 first picks. DH said that we should consider 40 first picks this year as a stretch target.



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	<p><u>5. Church distinctiveness</u></p> <p>The SIAMS inspection took place on 9<sup>th</sup> December and the final report is expected in January. SB said that the inspection was much changed from the previous one he had experienced, and that he was satisfied that the school had done its best work. KJ expressed the view that some of the questions around religious practice in the school seemed inappropriate for our age group.</p> <p>Generally, the inspection went well. The children behaved beautifully, and the teachers performed well. DH congratulated SB and the team for a great effort.</p>	
<b>6</b>	<p><b>Finance</b></p> <p>Following the vote at the EGM to seek redundancies, in order to reduce future deficits in the school budget, Financial Services had said that they felt our surplus was too large for them to pay for redundancy and that there were potentially new funds becoming available in the New Year. The Finance Committee agreed to void the vote for redundancies at this time. They will keep a close eye on this changing situation and will recommend a new vote if necessary.</p>	
<b>7</b>	<p><b>Governor monitoring visits</b></p> <p>The QOE monitoring group met with SB and RC during the term. There were no comments on the minutes.</p> <p>KJ emailed her report on Behaviour and gave the FGB highlights.</p>	
<b>8</b>	<p><b>Policies</b> - The Governors agreed to ratify all policies presented to the FGB.</p> <ul style="list-style-type: none"><li>- <u>Managing Absence Policy</u></li><li>- <u>Pupil Premium Policy</u></li><li>- <u>Teaching &amp; Learning Policy</u></li><li>- <u>Emergency Lockdown Policy</u></li><li>- <u>NQT Induction Policy</u></li></ul>	



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9	<b>SIAMS</b> SIAMS inspection – as above	
10	<b>Chair's actions/correspondence.</b> None	
11	<b>Staffing Matters</b> SB reported that staffing for YR5 remains problematic but everything possible is being done to minimise the effect on the children. Parents are being supportive.	
12	<b>Confidentiality</b> None	
13	<b>Urgent Business</b> None	
14	<b>Training</b>  TC & JG are continuing their Chairs Training. DH completed Exclusions training on-line JJ has completed First Aid Paediatrics training  As part of the Chairs training TC has organised a governors dinner to take place on January 17 <sup>th</sup> at 7pm	

The meeting closed at 8.10 pm

Signed.....



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Date .....

**Actions to be completed**