



**St Mark's Church of England Primary School
FGB Minutes 10th February 2020**

	Meeting opened at 4:15pm	Action
1	<p>Welcome and apologies for absence</p> <p>Governors present: David Hill (Chair), Simon Bird (Headteacher), John Moynihan, Krista Jarrett, Rachel Crane (Deputy Headteacher – Associate Governor), Natasha Bennett, Jamie Johnson, Rev Laurence Powell Guest/New Foundation Governor: Paul Avis Clerk: Kate White Apologies: Teresa Cutts, Sarah Russell, Lynne Doran,</p> <p>DH welcomed Paul Avis, who will be the new foundation governor. Paul introduced himself; he is a member of the congregation at St Mark's church and on the PCC. He is currently Vice President of the Civic Society and will be taking over as Chair later on in the year. The other Governors introduced themselves.</p> <p>KW will register PA with Governorhub and arrange for a DBS, code of conduct and skills audit to be completed by PA. SR should talk to PA about training</p>	KW/PA SR
2	<p>Declaration of Business Interests</p> <p>DH informed the FGB that his application to be a Governor at Mascalls was successful. Mascalls is part of the Leigh Academy Trust. DH will need to amend his Business Interest form. No other interests were declared.</p>	DH
3	<p>Minutes of the Meeting held 16th December 2019</p> <p>The minutes of the meeting held 16.12.19 were accepted by the FGB and signed by DH, with one amendment, the Pairings for 19/20 were corrected. Behaviour and Attitudes had been minuted as SR and KJ, this was corrected to TC and KJ All outstanding items had been completed.</p>	
4	<p>Governor Matters</p>	



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<p><u>Quality of Education</u></p> <p>DH thanked SB and RC for the visit that the QofE group had undertaken on Friday 7th Feb.</p> <p>He explained the format:-</p> <p>DH – listened to KS1 and KS2 readers and asked them questions, the children selected were the class reps and were excellent, next time it had been agreed that DH would listen to Pupil Premium children read.</p> <p>TC – looked at the Subject leader plans and met with subject leaders. Maths (SM), English (KH) and Science (AB)</p> <p>LD – Undertook a learning walk with SB and looked at books.</p> <p>TC will be writing up the monitoring report for presentation at the next FGB</p> <p>DH reminded Governors that monitoring pair meetings should be made in terms 2, 4 and 6 and encouraged Governors to book these meetings early on in term 4 so that the reports could be with the FGB at the next meeting 30th March.</p> <p><u>LCT subject leaders – mini collaboration meetings</u>. Governors asked how successful these were. SB advised that in some instances there were only two teachers for a subject, this was due to staff working days across the mini cluster, however, even with these low numbers staff had found the meetings useful, particularly where there were 4 or 5 teachers in the group discussion.</p> <p>On a wider scale the LCT subject leaders across TW are still successful meeting in Science, Music and PE</p> <p><u>SIP</u> SB and RC had been on a course looking at a new style SIP. SB hopes that the FGB will adopt this format from September, the new style slims down the SIP tying it in more closely with the subject leadership plans. DH asked whether there would be a draft available before the end of the year. SB replied that he needs to talk to the Subject Leaders about the expected style of their plans.</p>	<p>TC</p> <p>Governors</p>
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<p><u>Attendance</u> The current attendance is 95.6% which is below the school's target of 96%. When looking at individual classes it should be noted that the % of one absent session is based on the pupils in a class, so EYFS for example where the form numbers are low means that the % of 1 session is considerable higher than in Y2 Leeds which has 30 children in it.</p> <p><u>Safer Internet Day</u> JM asked what the plans were for the day. SB advised that the subject leaders RP and BH's had sent out details to all staff and that they were using resources from the Safer Internet day website. DH asked whether anything was being done for the parents, at this stage nothing was planned, but the school could look into it. KJ suggested that this sort of information could be provided on a scrolling screen at parents evening SB to look into.</p> <p><u>VERP</u> DH asked what this was. RC explained that the idea was that you video yourself working with a child for a minute and then reviewed it back to see how you could improve. This was a tried and tested method and a teacher could either review by themselves, with a peer, or as in this case the Educational Psychologist had been booked in so that staff could review their tape with her. 5 Teaching partners had been on this course last year and it was very successful. Unfortunately, the VERP session had been unable to go ahead due to staff absences and was to be re-arranged for next term.</p> <p><u>Health and Safety.</u> The school has a H&S audit on 28th February 2020.</p> <p><u>Personal Development</u></p> <p><u>Wellbeing Day</u> This was a whole school event and looked at the benefits of singing. JS and RC are planning further days</p> <p><u>Friday tea club.</u> The first one was held on the last Friday of January and went down well. Staff are on a rotation to provide the cakes.</p>	<p>SB</p>
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	<p><u>Zones of Regulation</u> RC does the planning for this and distributes to staff.</p> <p><u>Leadership and Management</u> JM asked how SB was managing his work load now that he was teaching 1 ½ days a week. SB advised that his workload has significantly increased, but it was interesting to see new policies such as the Marking Policy in action. KJ said that her son is very pleased to have SB teaching, and she has received the same feedback from other pupils/parents in the class.</p> <p><u>Christmas Service</u> It was commented that the service this year had been excellent.</p> <p><u>Sports Premium</u> Congratulations were passed for the achievement of the School Games Gold Award</p>	
6	<p>Finance The 9-month return had been submitted to the LA. JG and DH had signed this off. JM asked a few questions about various codes to which KW provided some answers E26 supply - very high. – this is due to long term staff absence and the lack of a permanent teacher in yr5. It should be noted that E01 (teachers) is therefore lower than budgeted for and I10 (Staff absence insurance claims) is currently at £19k. The figures will not net out, but it is not as bad as it looks. E19 – curriculum spending, this is over due in part to the way that school trips are put in at budget figure as a nominal figure in this case £6k, expenditure to date is £14k with revenue coming in on I12 E12 – premises expenditure, this has increased enormously as a large number of remedial repairs have been completed, some of which is related to the new buildings.</p>	
7	<p>Governor monitoring visits None received.</p>	
8	<p>Policies - The Governors agreed to ratify all policies except the Online Safety Policy.</p>	



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	<ul style="list-style-type: none"> • <u>H &S Policy</u> DH asked whether we have asbestos in the school. SB advised yes and that he checks its condition 3 times a year. • <u>Capability Policy</u> - DH suggested that at the next leadership monitoring pair JM and DH should check that there is evidence that the correct procedures are being followed. • <u>Flexible Working Policy</u> - DH suggested that at the next leadership monitoring pair JM and DH should check that there is evidence that the correct procedures are being followed. • <u>Home School Agreement</u> • <u>Homework Policy</u> • <u>Online Safety Policy</u> – KW had received amendments to the policy on Monday morning which were too late to incorporate into the Policy. It was agreed that SB/RC and KW would revisit the policy and once agreed KW would load it onto Governorhub and ask all Governors to notify KW that they were happy with it and that the Policy could be ratified. 	KW/SB/RC
9	<p>SIAMS</p> <p>SB, RC and AS had worked immensely hard prior to the inspection, along with the other staff. The inspection had been very, very detailed and covered areas that the previous SIAMS inspection had not such as phonics progress across RE.</p> <p>The school had been awarded Good. SB had done a little research to see how other schools had fared. To date no VC schools in the Diocese had achieved Excellent and only 4 VA schools had hit this target.</p> <p><u>Key findings</u></p> <ul style="list-style-type: none"> • The schools vision. One point of feedback from the report was that the children did not know the school vision very well. On reflection the school vision is too long for the children to remember, some other schools have just one sentence or even 3 – 5 words. It was suggested that the SIAMS team should revisit it. LP is having a meeting with Caroline Clerk from the diocese to discuss the diocesan vision in relation to St Mark's Church, he will see whether she has any feedback/ideas re school visions. • Collective worship. - Pupils leading assemblies and worship, it was felt that the inspector was looking for more input from the children, such as longer term planning. 	SIAMS team



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	<ul style="list-style-type: none"> • Social action – DH felt that through the charity fund raising, uniform donation etc. that the children did have the opportunity of ‘social action’. However, this was highlighted on the report as limited and it will be necessary to find ways for the children to increase their participation. LP has a connection with a church/school which King Charles the Martyr and St Mark’s support, it may be that this would be a good charity to adopt rather than Amazing Grace as there is a closer connection. <p>LP also suggested that it would be a good idea if the school looked at supporting environmental charities. For Lent the C of E is having a #LiveLent:Care for God’s creation.</p> <p><i>‘This Lent, we hope both adults and children might engage in God’s plea for us to “Care for Creation”. It is an opportunity for us to rebuild our relationship with our planet, and in turn with the God who is Lord of everything. During this time, we hope you might engage in prayer, learn more about the remarkable world we have been given and build habits that last beyond the season to protect and honour the earth.’</i></p> <p>There may be ideas from this that the school can use.</p>	SIAMS team
10	Chair’s actions/correspondence. DH had had one letter from a Year 5 parent regarding the staffing in Y5H which he had replied to.	
11	Staffing matters. General congratulations to AK, and then Governors discussed the maternity arrangements within a school, and Keeping in Touch Days.	
14	Training DH referred Governors to the NGA website	
15	Date and time of next meeting. 30 th March 2020 7pm	

The meeting closed at 5.15 pm

Signed..... Name Date



**St Mark's Church of England Primary School
FGB Minutes 10th February 2020**

Actions to be completed

Matters to be completed			
10.2.2020	Actions to be completed		done
1	KW to liaise with PA to complete <ul style="list-style-type: none"> • Business Interests • Code of conduct • Skills Audit • DBS check 		Yes
1	SR to advise PA on Governor induction training		
2	DH to amend his Business Interest form		
4	Governors - Skills audit forms if not complete		
4	TC – to complete skills audit analysis		
5	SB – to change HT report format to include internal exclusions		Yes
5	TC – to write Q of E monitoring pair report up		
5	Governors – to arrange their term 4 monitoring reports		
5	SB – to look at producing a scrolling screen/PowerPoint for parents evening		
8	KW/SB/RC – review Online Safety Policy and upload to Governorhub for agreement to ratify		
9	SIAMS team – reshape the schools vision statement		
9	SIAMS team – look at ways that the children can increase their social action		