



St Mark's Church of England Primary School
FGB Minutes 26th March 2020

	Meeting conducted by email	Action
1	<p>Welcome and apologies for absence</p> <p>Emails received from: David Hill (Chair), James Gambrill, Teresa Cutts, Sarah Russell, Paul Avis, Krista Jarrett, Natasha Bennett.</p> <p>Verbal feed back: Simon Bird (Headteacher), Rachel Crane (Deputy Headteacher – Associate Governor)</p> <p>Clerk: Kate White</p> <p>Absent: Lynne Doran, Jamie Johnson, Rev Laurence Powell, John Moynihan</p>	
2	<p>Declaration of Business Interests</p> <p>DH had attended his first board meeting at Mascalls which included Paddock Wood and Horsmonden Primary Schools – part of the Leigh Academy Trust</p> <p>No other interests were declared.</p>	
3	<p>Minutes of the Meeting held 10th Feb 2020</p> <p>Agreed as accurate and complete.</p>	
4	<p>Governor Matters</p> <p>DH – how to manage governance during a pandemic – suggested investigating remote platforms</p>	DH
5	<p>Headteacher's report and SDP</p> <p>Comments from DH. Thank you, Simon and your team, for the report and for managing calmly through this difficult period. Congratulations to the team and the parents involved in the big increase in EYFS first choice. From my recent visits I can agree that behaviour is still outstanding it will be interesting to see how the period out of school affects behaviour when things return to normal. Simon, as soon as the new situation settles down, and you have the time, I think it would be useful to the governors to receive a report from you on the work being done by teachers in school and remotely to support pupils learning during the closure, including any problems or opportunities that you foresee.</p>	SB



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	<p><u>EYFS September 2020</u> TC and JG agreed that the number s looked good.</p> <p><u>Website</u> Communication and resources on the website are excellent, thank you to all the staff for their amazing efforts during such a difficult time. (JG)</p> <p>Well done to everyone who has had to put plans for the school closure together at very short notice. (TC)</p>	
6	<p>Finance Minutes of 20th March agreed as accurate and complete. SFVS – Ratified and agreed that it should be submitted to the Local Authority.</p>	
7	<p>Governor monitoring visits DH and JG carried out Headteacher's half year appraisal</p>	
8	<p>Policies - The Governors agreed to ratify all policies.</p> <ul style="list-style-type: none">• <u>School Emergency Management and Continuity Plan.</u>• <u>Lettings Policy.</u>• <u>Charging and Remissions Policy.</u>• <u>Statement on School Security</u>	
9	<p>SIAMS - No meeting held</p>	
10	<p>Chair's actions/correspondence. DH – suggested DH, JM and SB met to discuss how to keep effective Governance going</p>	
11	<p>Staffing matters. DH – SB to advise Governors how staff are deployed during closure</p>	



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14	Training DH – great opportunity to complete on line training	
15	Date and time of next meeting. 18 th May 2020 7pm	

Signed..... Name Date

Actions to be completed

Matters to be completed			
10.2.2020	Actions to be completed		done
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	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		Yes
8	KW/SB/RC – review Online Safety Policy and upload to Governorhub for agreement to ratify		
9	SIAMS team – reshape the schools vision statement		Postponed
9	SIAMS team – look at ways that the children can increase their social action		Corona virus
26.3.2020	Actions to be completed		
4	DH – investigate how to Govern remotely		Yes
5	SB - governors to receive a report from you on the work being done by teachers in school and remotely to support pupils learning during		Yes



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	the closure, including any problems or opportunities that you foresee.		
10	DH, JM and SB to meet to discuss how to keep effective Governance going		Yes
11	SB - to advise Governors how staff are being deployed during lockdown		Yes