



**St Mark's Church of England Primary School
FGB Minutes 13th July 2020**

	Meeting conducted by zoom	Action
1	Welcome and apologies for absence Present: David Hill (Chair), James Gambrill, Teresa Cutts, Sarah Russell, Simon Bird (Headteacher), Rachel Crane (Deputy Headteacher – Associate Governor), Lynne Doran, John Moynihan, Rev Laurence Powell Clerk: Kate White Apologies: Paul Avis, Krista Jarrett, Natasha Bennett, Jamie Johnson	
2	Declaration of Business Interests DH Governor at Mascalls, no other interests were declared.	
3	Minutes of the Meeting held 18th May 2020 - Agreed as accurate and complete – minutes will be signed by DH when he is next in school. There were no matters arising	DH
4	Governor Matters JG had attended a very useful NGA webinar 'Virtual Governance, planning for the Autumn term'. He summarised the most pertinent points. <ul style="list-style-type: none">• Governance in September should be virtual where possible and this was expected to continue for the foreseeable future.• Compliance to Governing Body rules and regulations will be expected – Covid 19 does not count as a mitigating circumstance.• Budgets should be monitored closely; it was highly likely that Covid 19 would have unforeseen effects on the school budget.• If need be committee structures should be adapted.'• Elections for new Governors needed to continue in line with normal procedures.	



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	<p><u>Staff Governor.</u> KW reported that NB was going on maternity leave and that she was not sure what the procedure was to cover this.</p> <p>LD asked what the role of a staff Governor was, was it a conduit between the FGB and the staff? DH advised that he would look into this.</p> <p>Governors agreed that as future meetings were all likely to be on zoom they would very much like NB to continue in the role. KW will advise NB.</p> <p><u>Parent Governor.</u> KW advised that JJ's term of office is up shortly. She will check the date, and if necessary start to organise the election.</p> <p><u>Governor Monitoring visits</u> Where possible monitoring should be done remotely, whilst sticking within the monitoring timetable. If a visit to school is required, then Governors should follow the visitor procedures that the school has in place.</p>	<p>KW</p> <p>KW</p>
<p>5</p>	<p>Headteacher's report and SDP</p> <p><u>EYFS September 2020</u> SR commented that we had good numbers coming in this year (57) last year we had about 40 places taken up.</p> <p>DH thanked the marketing group for their efforts in helping to achieve this significant increase in applications.</p> <p><u>Zoom calls</u> JM said that speaking as a parent and for other parents he felt that there had not been enough zoom calls between teachers and parents. SB advised that the school had aimed at 2 zoom calls per year group over a three week period and that there would be a further 'transition' zoom call between children and their new class teacher on the Inset</p>	



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day. It should be noted that not all teachers can zoom from home, and the meetings work best if they are hosted from school. All the school iPad's now have zoom on them. If at any point lock down is extended, then the school would look to see if a weekly call would be possible.

RC had been present at a number of zoom calls and in some cases take up had been extremely low with only 4 children attending.

RC also pointed out that all children/parents had been phoned by their class teacher and that where parents required additional support further calls had been made.

JM asked that if children were still at home for whatever reason would the school look at continuing the zoom calls. SB advised that each case would be looked at on an individual basis to find out why the pupil was not engaging with the school. JG pointed out that the Government Guidance for September is that attendance is mandatory, and if a child is not in school then they are classed as absent. SB advised that unless there were mitigating circumstances then the schools' attendance policy would be applied, which ultimately can mean that fines are issued.

If a child's circumstances were such that they needed to remain at home and zoom calls were offered, JM asked whether the child would be expected to attend. SB yes.

DH asked LD her view on the zoom calls as a parent. LD didn't want to be critical and recognised the huge challenge it had been and continues to be running the school. She felt that after the initial phone calls that the zoom and other telephone calls had come very late into the lock down period. She had also been very surprised at the level of engagement/disengagement from some families. She also noted that some families had no idea what a zoom call was, and that we should be careful not to assume that all families are aware of video calling packages.

RC advised that vulnerable families had been contacted very early on & periodically.

SB also advised that the class email addresses had been put in place to give parents a direct line of communication to teaching staff, which has been running for pretty much the whole way through.



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JM felt that the lockdown period showed how hard it was to teach children, that hopefully people would recognise the importance of supporting schools and that communication was the most important element. He felt that the school could potentially have done more, should have looked at what other schools were doing and that there was room for improvement. That amongst the schools of the LCT we want to be top on the leader board, not in the middle.

SB felt that it was hard to compare schools as each is unique along with its own particular circumstances, he had at all times in the lockdown period reviewed the procedures and websites of the local schools, along with others and had discussed with other staff what they were doing compared to St Mark's. He is always looking to improve what is being done and be the best that we possibly can.

JG felt that now was not the time to be making judgements on any schools' performance, this should be left until September.

DH said that a tremendous effort had been made since March to continue operating with the constriction of Covid 19

LP arrived on zoom call and apologised that he has not been around that much, but that he has been keeping up with emails and it looks like the school has been doing a fantastic job.

JM was concerned about how lock down procedures could be adequately conducted as he was aware that the school gates had not been working for a while. KW explained, that his information was correct, however, SB said that repairs are scheduled to start on Wednesday 15th July, KW confirmed. KW also explained that when they broke, lock down was in place, the repair firms were closed/workers furloughed, and it had therefore not been possible to facilitate the repair. Having obtained the 2 quotes – socially distanced during lockdown – one was agreed upon, the firm then had to wait for parts to arrive.



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	<p><u>Church Distinctiveness</u> DH thanked LP for the Bible/Thesaurus that St Mark's had provided for each year 6 leaver. SB had been in contact with Claire Allwood and it had been agreed that the school would give them out this year. LP suggested that it may be possible to do something in the Autumn.</p> <p><u>Plan for staffing bubbles from September 2020</u> SB explained that all children were expected back. Staggered start and finish times would be in operation as well as staggering of breaks and lunches throughout the school day. The plan was based on year groups rather than classes, as staggering across 14 times/classes rather than 7 year groups would have taken too long.</p> <p>Lunches – all children in EYFS, Yr1 and Yr2 will be able to have a hot lunch from the school kitchen from day 1 (SB is aware from the information from other schools that some are initially only offering packed lunches.) Children in Yr 3 – 6 will have packed lunch in their classrooms. The kitchen is providing a deli service.</p> <p><u>Change of Caterer</u> This decision had been made in response to feedback from various stakeholders. We are now in a contract with other schools within the LCT with the contract caterer Nourish.</p>	
6	<p>Finance JG and DH had reviewed the June Monitoring and were happy with the figures.</p> <p>The PE Sports premium funding that we did not expect to continue into 2021-22 has now been confirmed as continuing.</p>	
7	<p>Governor monitoring visits</p>	



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Quality of Education

In the report it stated that 'there had been no guidance as yet from Kent as to how to open the school in September. Once this has been received, clearer arrangements can be made'. JM asked why the school was waiting for Kent guidance, and he was also aware that there had been a letter to SB and the Chair of Governors about being more proactive.

Also in the report was a reference to testing the children when they come back. JM wanted to know why this was happening so soon, he felt that children should get into the rhythm of school and felt that it was a test of how much home learning parents had managed to complete. SB explained that in the first two weeks of school the school was doing a whole school project – work will be focussed for all classes around one text. The assessments would happen in week 3. It was vitally important that teachers had a baseline assessment for each child so that they could then look at the gaps and plan 'recovery' lessons for them. TC also observed that testing is not always 'sitting down'. SB advised that the school would administer these assessments in the least stressful way possible.

LD was supportive of the testing.

RC noted that the tests that the children would be sitting were the ones that they would normally sit, they were just sitting it at a different point than normal.

In the first week of school and across subsequent weeks' children would be looking at the wellbeing section of the new PSHE scheme called Jigsaw.

Correspondence DH showed an email that he and SB had received from 6 sets of parents including the chair of the PTA. DH commented that they had phoned the business manager of St Paul's Swanley, which is a 105 pupil, 15 children to a class (mixed year group classes) small village school and used them as an example of things that St Mark's could have done to help get children back to school during lock down e.g. erect a marquee. Other examples included getting retired teachers back to teach. There were some good idea's which came from the letter, but overall the feedback was more on the critical side, they requested a meeting with parent reps before the end of term to discuss their ideas. SB advised that some of the ideas were already in process prior to the letter and that the others were being considered

SB



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	<p>by the SLT. SB had replied to the first email and a subsequent one had been received. Governors concluded that communication as previously minuted was key and that it would be useful if SB met with them.</p> <p>SB will arrange a meeting.</p>	
<p>8</p>	<p>Policies - The Governors agreed to ratify the following all policies.</p> <ul style="list-style-type: none"> • <u>Feedback Policy</u> - ratified • <u>Wellbeing Policy</u> - ratified – this had been amended as requested by the Governors at the May FGB • <u>EYFS Policy</u> - ratified • <u>Pupil Premium Policy & Strategy</u> - ratified • <u>Behaviour, Discipline and Exclusions Policy</u> - ratified • <u>Designated teacher policy (looked after and previously looked after children) Policy</u> - ratified • <u>Protection of biometric information Policy</u> the Governors wanted it minuted that the school does not hold any biometric data. Therefore, a new policy has not been created until such time as the school holds this data. • <u>Children with Health needs who cannot attend school Policy</u>. This is a new statutory policy that the school is developing, and will be presented at the next FGB • <u>Data Protection GDPR Policy</u> – to be reviewed at next FGB • <u>First Aid Policy</u> <p>JM suggested changes the policy states that there will always be one first aider on site. LD checked on line and there has to be one, but it is the schools' choice as to how many. It was suggested that three should be available.</p> <p>JM suggested that Covid 19 measures should be included in the policy. After some discussion as to whether this counted as First Aid it was agreed that a sentence should be put into the policy to the effect that if a case of Covid 19 is suspected the member of staff must follow the procedures as laid out in the schools Covid 19 guidance.</p>	<p align="center">Governors</p>



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	<p>JM queried the training sentence 'a central record of all training related to first aid is held by the school office and reviewed annually to ensure that certificates are renewed within timescales'. This is done.</p> <p>DH will need to sign all ratified policies when he is next in school</p>	
9	SIAMS - No meeting held	
10	Chair's actions/correspondence.	
11	Staffing matters.	
12	<p>AOB</p> <p>JM asked whether the school had all the PPE that it needed. KW advised that the only thing it was hard to get hold of at the moment were disposable gloves, but that we did have those on site.</p> <p><u>Skills Audit</u> KW asked TC if this was complete, and that it was the Governors responsibility to write the SFVS return which annually asked that a skills audit had taken place. TC will send the form out again.</p>	
13	Date and time of next meeting. Monday 13 th July 2020 7pm	

Meeting finished at 7.50pm

Signed..... Name Date

Actions to be completed



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Matters to be completed		
10.2.2020	Actions to be completed	done
2	DH to amend his Business Interest form	
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
13.7.2020	Actions to be completed	
3	DH - to sign minutes when next in school	
4	KW – NB that Governors would like her to continue as staff governor attending zoom meetings.	done
4	DH – check out role of staff Governor “ Staff governors are representative staff members rather than representatives of staff , bringing a staff viewpoint and perspective to discussion and debate. They should not be seen as a 'go- between' or staff delegate “	done 10.7.2020 Email to all Governors
4	KW – check JJ’s term of office and if needed organise parent governor elections.	
7	SB – meet with parent reps	done
8	Governors/KW create new policy _Children with Health needs who cannot attend school Policy	
8	KW put on agenda and make sure policy updated Data Protection GDPR Policy – to be reviewed at next FGB	
8	KW update First aid policy as per minutes	
8	DH to sign all ratified policies when next in school	
12	TC send out skills audit forms	done