

**St Mark's Church of England Primary School
FGB Minutes 22nd March 2021**

| | Meeting conducted by zoom meeting started at 6.04 pm | Action |
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| 1 | <p>Welcome and apologies for absence</p> <p>Present: Teresa Cutts (Chair), David Hill, Simon Bird (Headteacher), Lynne Doran, John Moynihan, Tash Bennett, James Gambrill, Rachel Crane (Deputy Headteacher – non-voting),</p> <p>Clerk: Kate White</p> <p>Apologies: Sarah Russell,</p> <p>Absent: Rev Laurence Powell, Krista Jarrett, Paul Avis, Jamie Johnson</p> | |
| 2 | <p>Declaration of Business Interests</p> <p>TC asked that if Governors had not done so already that they go in and renew their declarations. This is a statutory requirement.</p> | |
| 3 | <p>Minutes of the Meeting held 8th Feb</p> <p>TC noted that all the actions barring the signing had been completed. As LP was absent there was no update on the PCC meetings which he had advised us may have an impact on the school. SB advised that LP would be in on Tuesday to conduct assemblies in classrooms. Assemblies had been conducted by LP and Claire in this manner last term and had been very well received. There were no further questions and the minutes were agreed by the FGB.</p> | |
| 4 | <p>Governor Matters</p> <ul style="list-style-type: none"> - <u>LD's term as a parent Governor ends 25.3.21</u> – KW reported that there had been no applications to date. The closing date was 24.3.21. LD confirmed that she would be happy to continue as a parent governor for a further 2 years, at this point who youngest child will have left the school. KW advised that a Parent Governor can complete their 4-year term of office even if their last child has left the school. KW will advise LD if there an application is received, if one is not then it was agreed that LD was reappointed. - | KW |

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| | <p>- <u>JM's term of office as a co-opted Governor ends 15.5.21</u> – JM advised the FGB that he would not be standing for re-election. He had been a Governor for 7 years and really enjoyed that time, unfortunately work and family commitments over the last two years meant that he had been unable to give the amount of time that he would have liked to the role. TC thanked him for all that he had done on the FGB over the years and that it would be a shame to see him go.</p> | |
| <p>5</p> | <p>Headteacher's report</p> <p><u>Number on roll</u> – SB advised that two more children had joined the school taking the NOR to 338</p> <p><u>Covid Signage</u> – SB advised that the school had now received it's allocated signage from Kent and these were displayed around the premises.</p> <p><u>Return to school</u> – DH asked how this had gone. SB advised that all staff were pleased to be back in person, online learning had created a lot of additional work for staff. Attendance in the first week had been excellent, but had dipped slightly in week 2. This was related to the normal passing of bugs between children when they all return to school rather than to anything Covid related. Schooling had recommenced under the 'bubble' structure which all staff and pupils were familiar with so had gone very smoothly. Parents were pretty good at wearing masks, and those who did not had medical exemptions that they had informed SB or RC of. Social distancing was being observed, but could be improved. Parents and pupils were all able to leave the school site quickly due to the staggered start and finish times.</p> <p><u>Staff feedback on procedures in place for operating in bubbles</u> – SB advised that staff had been emailed prior to the return to school to give feedback on how operating in bubbles had worked previously. The answers were collated by KW and Lia Hammond, where possible all suggestions were adopted e.g. timings of breaks inevitably there were some that could not be implemented, due to other known information.</p> | |

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Attendance Data – DH queried the attendance for Y3D and Y6R. SB advised that these classes had children in where the absence was being monitored. One of the children may be going to a new placement.

Covid catch-up Funding TC asked how much had come in. It was confirmed that two instalments had been received to date.

EYFS Preference numbers – DH asked how the 37 first choices compared to last year. SB advised that he was pleased with this number and the second and third choices. Information from other schools indicated that EYFS numbers had dipped across the whole of TW, even for schools that are usually fully subscribed. SB and RC had managed to do external EYFS tours, which he felt had helped numbers. LD asked whether the school could expect 60 pupils to start in EYFS given that the total choices were 82. SB advised that he was hopeful the intake would be similar to this year so, low to mid 50's.

Parent Consultations – DH asked how these went. SB advised that they had proved very useful in touching base with parents. In terms of feedback on children's progress this had to be based on the online learning that the children had completed. Assessments are happening in school this week.

TP's DH asked how TP's were feeling RC replied that everyone was generally happy and in good spirits.

Admissions – JG asked if the Heads shared information about next years' admissions, was there much support? Was there a sharing of what was working well, and not what wasn't? SB advised that information is shared at the Heads LCT meetings which have continued throughout via zoom, and that there was also a Headteachers' WhatsApp group that offered more informal support.

Catch up learning TB asked what the school was doing in respect of this. RC advised that there was a new programme of maths for year 3 and 4, Year 5 and 6 were using HLTA's to teach 3 maths groups and that there was additional reading support in year 5. All classes held an additional maths lesson in the pm to reinforce lockdown learning. RC was currently assessing SEN children and other pupils who had been

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| | <p>identified by class teachers. The school was looking to put further support in place after Easter, possibly asking a P-time teacher to work an additional day.</p> <p><u>Development Plan</u> – LD asked if this had been updated. SB advised that there had been no changes since Dec. LD noted that there were red's and ambers on the RAG ratings, SB advised that HT's had all felt that due to the lockdown that these had been put on hold. It was suggested that the update should be made at the end of term 5. SB mentioned that staff had had bespoke training last week with Penny Bill on reading and that they now had intercession tasks to complete before the next training the following week.</p> <p>TC noted that some of this will be covered at the Quality of Education Meeting being held Tuesday 23rd March.</p> <p><u>Sharper targets</u> – DH asked what this meant. SB advised that it related to setting targets for Year 2 and 6 in term 3 if national assessments were taking place. Normally these cohorts would have taken SATS tests</p> <p><u>Ofsted and SIAMS</u> – DH asked if anyone in the TW cluster had mentioned Ofsted. SB had not heard of anything except for schools where there were concerns, RC understood that Ofsted visits were on hold until after Easter. TC noted that similarly SIAMS was on hold until September.</p> | |
| 6 | <p>Finance the scheduled meeting had been cancelled as this had been to review SFVS, which for this year has had its' submission date changed to 31st May 2021</p> | |
| 7 | <p>Governor monitoring visits two visits had been booked in Behaviour, Attitudes and Personal Development 23rd March and 26th March Quality of Education. There had not been time to book in the Leadership and Monitoring visit and it was suggested that this was conducted in term 5.</p> | |
| 8 | <p>Policies - The Governors agreed to ratify the following policies.</p> | |

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| | other diverse groups are covered in the curriculum. TC agreed to have a reflective look at the website, and asked that all Governors think about how they can encourage diversity on the Governing Body, possibly through talking to parents on the playground in a 'recruitment' drive. TC committed to attending the EYFS new parents meeting in June | |
| 11 | Staffing matters. | |
| 12 | All FGB discussions are confidential | |
| 13 | Urgent Business - none | |
| 14 | If Governors have completed any training please make sure that they have recorded it on Governorhub | |
| 13 | Date and time of next meeting. Monday 17 th May 2021 at 6pm | |

Meeting finished at 6.57 pm

Signed..... Name Date

Actions to be completed

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| Matters to be completed | | |
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| 7.12.2020 | Actions to be completed | |
| | TC – to come in and sign policies when possible. | Not able to |
| 8.2.2021 | Actions to be completed | |
| | TC – to come in and sign policies when possible. | done |
| 22.3.21 | Actions to be completed | |
| 4 | KW – to advise LD if Parent Governor nomination received, if not to process paperwork to reappoint LD | |
| 5 | SB – update RAG ratings on SDP | |
| 7 | TC, PA, DH – book in Leadership and Management monitoring visit for term 5 | |
| 8 | KW – look at introducing plastic paragraph to Green procurement policy | |
| | KW - sign post Staff well-being policy on Staff code of conduct | done |
| 10 | TC – to review website re diversity and inclusion | |
| | TC – to attend June new EYFS parents meeting | |