

**St Mark's Church of England Primary School  
FGB Minutes 12<sup>th</sup> July 2021**

	Meeting conducted by zoom meeting started at 6.00 pm	Action
<b>1</b>	<p><b>Welcome and apologies for absence</b></p> <p><b>Present:</b> Teresa Cutts (Chair), David Hill, Simon Bird (Headteacher), Lynne Doran, Tash Bennett, Rachel Crane (Deputy Headteacher – non-voting), Sarah Russell, Rev Laurence Powell, Marsha Ejiofor, James Gambrill</p> <p><b>Clerk:</b> Kate White</p> <p><b>Apologies:</b> Krista Jarrett, Paul Avis, Jamie Johnson.</p> <p><b>Absent:</b></p>	
<b>2</b>	<p><b>Declaration of Business Interests</b></p> <p>TC asked whether everyone had signed the declaration of business interests for the meeting. She emphasised that is a requirement for every FGB and very simple to do. Governors should simply update their business interest declaration when they sign into Governorhub to look at the documents for the meeting.</p> <p>KW would check and see that all declarations had been completed and email those Governors who had forgotten.</p>	<b>KW</b>
<b>3</b>	<p><b>Minutes of the Meeting held 17<sup>th</sup> May 2021</b></p> <p>TC confirmed that she had been able to come into school and had signed all the minutes and policies that had been outstanding.</p> <p><b>TC had reviewed the website and circulated a diversity report to the FGB.</b> LP had given TC some feedback on the terminology and wording of some of the phrases in the document. They would update the document with these changes and those from the subsequent discussion. (2 governors are registered disabled) TC mentioned that the document was very much to be seen as a point of discussion for Governors, and that following a course that she had been on the Governing Body need to review 'where they were' and 'where they were going' (this is covered further in section 4)</p>	<b>TC/LP</b>



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EYFS 21 numbers were fluctuating, but hovering around a healthy 52 or 53. TC asked how the numbers of this 'replacement' compared with the current 6 numbers which she knew to be a small cohort (KW has checked since the meeting the current yr6 cohort is 48 students)

Racist incidents

DH noted that there had been two recorded racist incidences and that this was very unusual for the school. SB agreed that it is unusual, that the incidents had been distressing for the children and families involved, and that all involved had been spoken to. One of the exclusions on the report related to one of the racist incidents as well as some of the internal exclusions.

LD asked whether the incident had been verbal or non- verbal. SB confirmed that it had been verbal on both occasions.

**Behaviour & Attitudes**

Attendance

**TC noticed that the attendance for SEND pupils was 85% and asked whether this was getting worse.** SB advised that over the course of the year the attendance had improved that in term 4 it was 84.1%, and in the last two terms had increased to 88.4%. There were some families of concern who the school was working with, 2 children were now on part-time timetables, one's attendance was around the 30% level and there were lots of external agencies engaged with the family. The other child's attendance was at 60%, and strategies were in place to improve this child's attendance.

SB felt that overall the attendance had improved over the year with the school's attendance officer CC sending regular chaser letters, and organising meeting with parents, herself and SB or RC.

Covid Testing and attendance

SB commented that due to the football Sunday night there had been a few absentees or late arrivals. There were also a few children absent where they or a member of their family were awaiting test results. Across TW the number of schools who had had to close bubbles recently had increased and he

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had had to speak to Public health England about one case with in the school. Public health England had confirmed that the class bubble did not need to close.

**LD asked whether SB was expecting low attendance next week as parents decided to keep their children at home to avoid the potential of a bubble closure, which would mean 10 days' isolation and could mean that summer holiday plans had to be cancelled.** SB advised that that there had been some holiday request forms submitted and that these had been responded to in the normal manner.

**Leadership and Management**

Staffing next year

**LD asked whether there had been any changes of note planned for next year.** SB advised that conversations had been had with staff and the SLT looking to peoples' strengths when allocating the subject leadership roles for the next academic year. Some of the moves this year were personal choice, some cpd. LH would be taking up the English lead role and was moving to year 4, which would help manage her workload.

**Quality of Education**

Swimming

**LD asked whether providing blocks of swimming to year 4 and year 5 had been a success.** SB advised that the feedback from children and parents were that they were delighted to have had the opportunity.

Year 6 Residential

In response to questions SB said that the trip had been good fun and that it had been fun to see the children doing tasks outside of the ordinary.

Year 6

The school was still trying to make the end of the school year as normal and fun as possible for the year group. On Monday they would be going up to the church for a leavers service, and a theatre

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performance had been arranged for them as well. There would be a leavers pizza event on Tuesday 20<sup>th</sup> straight after school for year 6.

**SDP**

Pupil Progress

**JG asked whether now that we were at the end of the school year had the school seen a lot of difference between where the children would have been expected to be at the end of the school year if Covid had not happened and where they actually were.**

SB advised, that yes, there was variation. For maths the achievement was a 'little' off what would normally be expected. For English there were more areas that had fallen into the Amber RAG rating (milestone not met, but likely that they will be met by the next season). It had been much harder to teach writing skills online than maths.

SB, RC and LH had a teaching and learning meeting scheduled for later in the week to put into place interventions for next year to bridge the gap.

TC commented that the current year 2 had only had 1 full year of schooling due to the pandemic.

DH commented that one of the key strengths of the school is the progress that children make, which put the school in a very good position to tackle the challenges of 'catching up' as presumably there were already known, successful strategies in place or available to staff.

**TC asked whether the DfE would be publishing any SATs data, as far as SB knew they would not be.**

Church Distinctiveness

**LD asked whether the school was concerned about the amount of 'amber' in this section of the SDP.**

SB advised that the SIAMS inspection had required greater evidence of child leadership and an increased level of social responsibility through participation with charities. Yes, the progress in this area had taken

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	<p>a knock because of the pandemic, but SB was confident that this would be addressed in the new academic year.</p> <p>The school had a strong RE leader. The school had been in contact with Crossteach and they had agreed to recommence Wednesday assemblies in the new year.</p> <p>DH congratulated SB on being asked by the diocese and local authority to mentor a new head teacher.</p>	
<p><b>6</b></p>	<p><b>Finance - Minutes 29<sup>th</sup> June</b> <u>Pupil Premium</u></p> <p>TC had read somewhere that the pupil premium was being cut. The finance Governors didn't know if this was the case, but were aware that Pupil Premium was a significant income stream for the school and was probably maxed out at the moment as every child who could be registered was. (the introduction of food vouchers in the school holidays greatly encouraged parents with children in EYFS, Yr1 and Yr2 to apply).</p> <p><b>JG noted that the schools' financial stability was under pinned by the number of children in the school.</b> Since becoming 2 form the number of pupils on roll had shown a slow but steady increase. Anecdotally, the school had become increasingly popular, our reputation across the town was good, and the school was seen to have provided some of the best provision across TW in terms of online learning during lockdown, particularly the second lockdown.</p> <p><u>Wrap around care</u></p> <p>The Finance and Property Group had supported the re-introduction of the After School Club on a trial basis of a year. TC commented that being able to provide wrap around care was very attractive to parents, SB advised that the provision of Wrap around care is a 'hot topic' amongst local schools at the moment. The minutes of the finance meeting detailed the agreed pricing structure.</p>	

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	<p><u>Daily mile track</u> The Finance and Property Group supported the implementation of this scheme; finance had been earmarked at budget setting. SB had spoken to the PTA and they were in agreement that they would help finance the track. LD suggested that the school needed to manage parents' expectations as to what the track would look like as some were expecting something grander than a path around the field. She suggested that a picture was put on the newsletter which KW said she would action.</p>	KW
7	<p><b>Governor monitoring visits</b> – the following reports had been received.</p> <ul style="list-style-type: none"> <li>• Quality of Education Report – <b>Governors commented that the assessment figures were impressive with a high level of children in year 2 and year 6 meeting or exceeding expectations.</b> SB said that in terms of writing the figures had been moderated since the report and were a bit lower Year 6 had performed well in their SPAG tests</li> <li>• Behaviour, Attitudes and Personal Development – the meeting had been held, but TC had not had a chance to circulate the report she would send this out before the next meeting</li> </ul>	TC
8	<p><b>Policies</b> - The Governors agreed to ratify the following policies.</p> <ul style="list-style-type: none"> <li>• <u>SEND Report Policy</u> – no comments - ratified.</li> <li>• <u>Accessibility Plan 2021 -2022</u> – ratified</li> <li>• <u>Governor Allowance Policy</u> – ratified</li> <li>• <u>Governor Visit Policy</u> – <b>LD suggested that given the current circumstances and the fact that Governors had not been able to carry out visits to the school that this policy should be revisited annually.</b> This was agreed by the governors and the policy was ratified.</li> <li>• <u>Parent Guardian Behaviour Policy</u> – ratified.</li> <li>• <u>RE Policy</u> - no comments - ratified</li> <li>• <u>Pupil Premium Policy</u> – KW apologised that this had not been sent out with the other documents. Governors agreed that she should send it out and then it could be agreed by email. The DfE have created a new format. A pupil premium statement for which they provide a template. This was</li> </ul>	KW

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	nearly completed and would replace the current policy that the school had. The statement had to be put on the website and KW would action this once it had been agreed.	
<b>9</b>	<b>SIAMS</b> Nothing to report.	
<b>10</b>	<b>Chair's actions/correspondence.</b> TC – had attended a District Governors Briefing which encouraged FGB's to self-evaluate – see section 4	
<b>11</b>	<b>AOB</b>	
<b>12</b>	<b>All FGB discussions are confidential</b>	
<b>13</b>	<b>Urgent Business</b> - none	
<b>14</b>	<b>Training</b> - If Governors have completed any training please make sure that they have recorded it on Governorhub	
<b>13</b>	<b>Date and time of next meeting – Monday's at 6pm via zoom</b> 27 <sup>th</sup> September 2021 6 <sup>th</sup> December 2021 7 <sup>th</sup> February 2022 21 <sup>st</sup> March 2022 16 <sup>th</sup> May 2022 11 <sup>th</sup> July 2022	

Meeting finished at 7.13 pm

Signed..... Name ..... Date .....

**Actions to be completed**

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Matters to be completed		
12.7.21	Actions to be completed	
<b>2</b>	<b>KW</b> – to check that all Governors had completed the business interest declaration and email Governors if necessary.	done
<b>3</b>	<b>TC/LP</b> – Make adjustments to the diversity report that TC had prepared and circulate to Governors.	
<b>4</b>	<b>TC</b> - circulate Skills audit	done
<b>4</b>	<b>DH</b> – to facilitate FGB strategy meeting	
<b>4</b>	<b>KW</b> – work out meeting dates for 21 -22 and circulate	done
<b>6</b>	<b>KW</b> – put daily mile track picture in newsletter	done
<b>7</b>	<b>TC</b> - Circulate Behaviour, Attitudes and Personal Development report to Governors	
<b>8</b>	<b>KW</b> – circulate pupil premium statement, once agreed put on website	done