

**St Mark's Church of England Primary School
FGB Minutes 11th October 2021**

	Meeting conducted by zoom meeting started at 6.00 pm	Action
1	<p>Welcome and apologies for absence</p> <p>Present: David Hill, Simon Bird (Headteacher), Lynne Doran, Rachel Crane (Deputy Headteacher – non-voting), Sarah Russell, Rev Laurence Powell, Marsha Ejiofor, James Gambrell, Jamie Johnson Clerk: Kate White Apologies: Krista Jarrett, Paul Avis, Tash Saville-Smith Absent:</p>	
2	<p>Declaration of Business Interests</p> <p>JG asked if all Governors had ticked the declaration of Business interest box on Governorhub. KW had checked and knew that at least one Governor had not. JG asked that they logged onto Governorhub and completed their declaration. It is part of the duty of a Governor to do this before every meeting.</p>	
3	<p>Minutes of the Meeting held 12th July 2021</p> <p>4 – Governor matters. <i>DH asked where we were with the skills audit as the Governor who had had responsibility to coordinate responses was no longer on the board.</i> JG volunteered to take over the task of collating the responses. Could all Governors make sure that they have completed the audit that TC circulated in July. Please forward a copy to JG for collation.</p> <p><i>Governors asked when the strategy meeting would be held, which had been agreed in 12.7.21 minutes. (today's meeting was the date that it had been scheduled)</i></p> <p>Governors agreed a new date Monday 22nd Nov at 6pm, to be held at King Charles the Martyr Hall, with F&C.</p> <p>The Minutes of 12th July 2021 were agreed by the FGB.</p>	<p>Governors /JG</p> <p>Governors</p>
4	<p>Governor Matters</p> <p>TC thanked Governors for the flowers sent to her in appreciation of all the work she had done for the FGB as Chair of Governors. TC had resigned 10.9.2021 as she was moving to a different part of the country.</p>	

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	<p>Quality of Education – LD, SR, ME, DH, Behaviour, Attitudes and Personal Development – JJ, ME, N S-S Leadership and Management – JG, DH, PA SIAMS –KJ, LP, PA Finance and Premises – PA, LD, JG, DH Discipline Committee – to be agreed if needed</p> <p><u>Roles agreed in the Governing Body terms of Reference Document</u> Pupil Premium/catch up premium – DH SEND Governor – KJ Safeguarding (including child protection) – DH Health and Safety Governor – DH Governor training and development DH Monitoring of School Budget – JG, DH, PA HT Performance Management Panel – DH, PA, Pay Committee – JG, LP, PA</p> <ul style="list-style-type: none"> • Decision Planner 2021 – the FGB adopted the decision planner, there were no changes from the preceding year. • New KCSIE – governors must read part 2 and tick the box on their Governorhub profile that they have read it. • Annual Safeguarding report – governors felt that this was a good report. SB confirm that he and RC had now completed their DSL refresher training and LH's was booked. • EYFS Governor – it is good practice to have a named EYFS governor. ME agreed to take on the responsibility 	
5	<p>SLT report SB updated on some aspects of the report <u>Lockdown</u> – a successful drill had been completed 21.9.21 <i>Governors asked how EYFS had coped</i></p>	

St Mark's Church of England Primary School
FGB Minutes 11th October 2021

PESE – parents will be getting their children's results 21st October 2021. SB advised that 29 children had sat the test.

Year 6 residential – SB said that it went very well, and thanked the staff who have attended.

Safeguarding Meeting – DH and SB were meeting Friday 15th October.

Parents Survey – this had gone out to parents. The SLT would be collating the information shortly

Pupil Voice and Staff Survey – these were scheduled to go out later this week

Staff training – SB was booked onto an Ofsted preparation course 17/11/2021, the Education People were offering subject leader courses and staff were signing up to these.

EYFS – the school was offering physical tours to be hosted by SB and RC, these were happening after school over the next couple of weeks and new parents were booking onto them already.

Mentoring – SB is mentoring a head in another local school. He has met with the head and all is going well.

Harvest Service – due to the capacity of the church the Harvest service for years 1 - 6 had been held in the school hall, led by the Rev Claire, it had gone very well. Rev Claire was then able to go and hold a mini service for EYFS in the mini hall. Thanks to Rev Claire.

PTA Family Fun Day – this had been well attended and was a lovely event. Thank you to the PTA

Bespoke Mental health training for staff 13/9/21 – this had gone well and was well attended. There was a Wellbeing and Resilience team within school who were working towards the Kent Resilience and Emotional Wellbeing Award.

Whole School Child Protection training. This has been booked in for the inset day on 1st November. *DH asked if he would be able to attend.* SB advised yes, all Governors would be welcome.

Governors completing training – *DH observed that the FGB did not have a good track record at training. He recommended the NGA website. Most course take less than an hour to complete. It would be good if all governors could complete a minimum of one course.*

SDP

Governors agreed the SDP. DH encouraged Governors to look at their section when they conduct their monitoring visits.

**St Mark's Church of England Primary School
FGB Minutes 11th October 2021**

	<p><i>DH commented that the writing figures were still low and asked how the school was going to address this.</i> SB advised that writing progress had suffered enormously during lockdown. He and RC were conducting pupil progress meetings next week, when this would be focussed on again, and interventions already in place would be assessed for effectiveness.</p> <p>The school is also employing one of the school's part-time teachers for an additional day a week for catch up, which is being funded by the School – led tutoring grant.</p> <p><i>DH asked whether any classes had suffered more than others.</i> SB, year 1 had and year 2, whose last full year of school had been in EYFS, along with Year 6.</p> <p>SB commented that the school was really pushing reading, which benefitted all areas of the curriculum. <i>A governor commented on what a great job year 6 were doing in promoting reading, her son was 'obsessed' with it, making sure that he read for the correct amount of time nightly and that his parents signed his reading record off.</i></p> <p><i>LD asked how the school was seeking to improve the handwriting in years 4, 5 and 6 presuming that this had also suffered in lockdown.</i> SB reassured her that there had been writing measures put in place and these would be reviewed at pupil progress.</p>	
6	<p>Finance - Minutes 22nd September 2021</p> <p>The minutes were accepted by the FGB</p>	
7	<p>Governor monitoring visits – the following reports had been received.</p> <ul style="list-style-type: none"> • Diversity Report – <i>Governors agreed the report with a minor adjustment that the sentence. 'There is a mix of male, female and trans governors of various faiths', has or no faith added to it.</i> 	

**St Mark's Church of England Primary School
FGB Minutes 11th October 2021**

	<p><i>DH urged monitoring pairs to arrange their visits.</i> SB advised that the school would like them to come in in person, so that they could all get a 'feel' of the school.</p> <p><i>DH asked whether governors could do learning walks.</i> SB would be able to carry these out with governors when they do their monitoring visits.</p>	
8	<p>Policies - The Governors agreed to ratify the following policies.</p> <ul style="list-style-type: none"> • <u>SEND Report Policy</u> – no comments - ratified. • <u>Anti-bullying Policy</u> – DH agreed to be the named Governor on the policy - ratified • <u>Child Protection Policy</u> – <i>JG commented that the new template policy provided by Kent was extremely comprehensive, which could only be a good thing.</i> It had been 'St Marked' and ratified • <u>Admissions Policy</u> –ratified. • <u>Behaviour, Discipline and Exclusions Policy</u> – no comments - ratified. • <u>School Image Use Policy</u> - no comments – ratified • <u>Governor Visits Policy and Procedure</u> - ratified <p><u>New policies</u></p> <ul style="list-style-type: none"> • <u>Safeguarding procedures for managing allegations against staff within schools and education settings Policy</u> – no comments – ratified • <u>Mobile and Smart Technology Policy</u> – no comments – ratified • <u>Social Media Policy</u> – no comments – ratified <p>It was agreed that the following policies, which were due for review at this meeting would be looked at during the next FGB.</p> <ul style="list-style-type: none"> • Performance Management and Monitoring Policy • Induction Policy for new governors • English Policy 	
9	<p>SIAMS - Nothing to report.</p>	

**St Mark's Church of England Primary School
FGB Minutes 11th October 2021**

	<p><i>LP asked whether the building on strong foundations theme was still present in the school.</i> SB advised that the display was still at the front of the school, but that the message probably needed to be re-emphasised.</p> <p><i>LP suggested that the SIAMS group held a meeting after half term</i></p>	
10	Chair's actions/correspondence.	
11	AOB	
12	All FGB discussions are confidential	
13	Urgent Business - none	
14	Training - If Governors have completed any training please make sure that they have recorded it on Governorhub	
13	<p>Date and time of next meeting – Monday's at 6pm via zoom</p> <p>6th December 2021 7th February 2022 21st March 2022</p> <p>16th May 2022 11th July 2022</p>	

Meeting finished at 7.30 pm

Signed..... Name Date

Actions to be completed

**St Mark's Church of England Primary School
FGB Minutes 11th October 2021**

Matters to be completed		
11.10.21	Actions to be completed	
3	Governors/JG – ensure that they have completed skills audit (circulated by TC 12.7.21) – return to JG	
	Strategy meeting date agreed Mon 22nd Nov 6pm – King Charles the Martyr Hall	
4	KW update ME's Governorhub details with DBS details	done
	KCSIE – all governors must read this and tick the box that they have done so on their Governorhub profile	
	LA Governor – DH to find out how to recruit a new one	
7	Monitoring groups – all groups to book in monitoring visit before half term	governors
9	SIAMS – group to organise a meeting	SIAMS governors
14	Training – all governors to complete 1 NGA training course of their choice before the next FGB	governors