

**St Mark's Church of England Primary School
FGB Minutes 6th December 2021**

<ul style="list-style-type: none"> - DH will be stepping down 31.8.21 - TC had approached 'Governors for schools' before she left, but there had been no response to date. DH would pursue. - The ideal candidate would have school governance experience, and ideally would have been chair at another school. DH will reach out to contacts - It was suggested and agreed that the Governor vacancy would be put in the school newsletter. KW will action - JJ also suggested that she knew some parents on the playground who may be interested and she would talk to them. <p><u>JG term of office</u> – governors voted unanimously to re appoint JG. KW to action</p> <p><u>LA Governor vacancy</u> - DH will investigate recruitment of a new one</p> <p><u>St Mark's Strategic review meeting</u> The meeting had been held 21.11.21, minutes were attached to the FGB documents. DH summarised the main details, that the school visions seemed 'skinny' and that at the meeting they had discussed changing it. The draft vision presented to the FGB,</p> <p><i>St Marks CEP School is committed to developing children that are flourishing, building strong foundations, making excellent all-round progress, and reaching their potential. We Aspire, Believe, Succeed. By the end of next three years, we aspire to meet that commitment by-</i></p> <p><i>Ensuring that our children are making progress above the national average, and that we are one of the top schools for progress in our local area.</i></p> <p><i>Recruiting, developing, and retaining our staff so that at least 50% of our teaching is outstanding.</i></p> <p><i>Being generally recognised as one of the best schools in our local area by filling our capacity</i></p>	<p>DH</p> <p>DH</p> <p>KW</p> <p>JJ</p> <p>KW</p> <p>DH</p>
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	<p><i>Providing pastoral care of the highest order and a culture that includes parents fully in their children's education and school life generally</i></p> <p><i>Governors queried how measurable the targets were, feeling that it was important to be able to evidence achievement of the vision.</i></p> <p>DH emphasised that the school was measuring itself against the national average, and commented that in terms of 'being generally recognised</p> <p><i>The draft was agreed by the FGB.</i></p>	
5	<p>SLT report SB summarised the report for Governors</p> <p><u>Training</u> - from the report Governors could see that there had been a significant amount of training undertaken by teaching staff with SLT undertaking Ofsted 'ready' courses and all subject leaders being encouraged to go on subject specific Ofsted courses.</p> <p><u>Racism incident</u> – in response to a question from a Governor, SB noted that the incident had been handled in line with the school policy.</p> <p><i>It was asked if there had been any reaction on the playground to the increased number of HK students in the school talking Cantonese.</i> SB was able to confirm that there had not been.</p> <p><u>Exclusions</u> – this was related to one child. Specialist teaching services were involved and the situation was under constant review.</p>	

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Attendance - *DH noted that this looked good. LD asked about the use of absence codes.* SB confirmed that the school was still able to use X codes for some Covid related absences.

Kent test – in total 29 students had sat the test. The pass rate was as the school would have expected. An additional 3 students who moved into Kent after the test date have now sat the test.

Quality of Education

English – LH was undertaking a thorough review of English, there was a lot to do, and the review of one area quite often created the need to review another.

Geography *DH asked TS-S, who is the schools subject lead about the subject.* Ofsted were having a national push re children's knowledge of Geography. Ofsted believed that children were lacking an awareness of the geography of countries, the world and global issues.

In the first week of term 3 the school was having a focus on geography, with the whole school looking at mapwork, which would include lines of latitude, longitude and the equator.

SEF *DH asked whether the school had a SEF* SB replied yes and that it was a part of the documents that helped to shape the SDP. *DH asked that the SEF was circulated to all governors.* SB will distribute.

SB

Personal Development

Child protection course - *DH asked if the PowerPoint slides had arrived.* SB confirmed that they had arrived that day

Leadership and Management

New staff performance management structure – *Governors asked how this was going.* SB confirmed that this was now in place SB and RC had completed target setting. RC was still working with staff re the taking over of TP performance management. So far everything seemed to be working out ok.

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EYFS curriculum *Governors asked how the implementation of the new requirements was going.* SB advised that the EYFS leader KM was happy with how things were progressing - the focus is that learning is led by the interest of the children. SB had completed an EYFS Ofsted Toolkit for Headteachers, he had shared details with KM and RC. The outside environment was being reviewed.

Parent survey – *Governors asked what the key points were from them*

SB said that for next time the timing of the parent survey (sent out before parents evening) would be adjusted as he felt that some of the areas where he would have liked to see a higher response would have been better if this had been the case. These questions were around children performance.

- 'My child makes good progress'
- 'I receive valuable information about my child's progress'
- Questions about the school and relationship with the church (the school would expect these to be lower due to the covid pandemic)

There had been 246 responses from parents. When the survey was previously run there were 130 responses.

Staff survey – less than half of the staff responded *Governors asked whether this lack of engagement was of concern* SB replied yes.

The main area of concern was staff workload. SB felt that the SLT had looked at staff workload repeatedly and many initiatives had been implemented to help reduce workload including live marking. At some stage it was a case that the job was the job, and it was not possible to reduce workload further. Some of the staff had no experience of working at other schools, and the workload that occurred in those schools.

Governors asked how covid had affected this feeling re workload RC replied that there were inevitably many gaps in children's learning due to the pandemic, and that frequently teachers would find whilst teaching one area of a subject that some skills were missing from a previous area of learning, which meant that these areas needed to be revisited so that the task in hand could be completed.

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	<p><i>Governors asked NSS as the staff governor what her view was on how teachers were finding the workload.</i></p> <p>NSS had never experienced so much pressure in her teaching career before. In many ways' children had lost two years of learning. Adapting the marking policy to live marking was making a huge difference to workload as marking was now in class meaning that lunchtimes and breaktimes, when teachers had been marking were now freed up. Children within her class were also at all different levels.</p> <p><i>Governors asked whether being in bubbles had isolated staff</i> SB noted that although the staffroom was now open, it was not used as much as it had been pre covid. Personal choice meant that many staff were choosing to stay in smaller bubbles within their classrooms. NSS said that within the teaching staff there was a fear of catching covid.</p> <p>Children's survey – the main take aways were that children felt that they had not been able to take part in school clubs - the school felt that this was inevitably linked to the reduced number of clubs offered during the pandemic.</p> <p>Bullying was mentioned, this is not a problem in the school, but there has been some poor behaviour on the playground which is being addressed.</p> <p>SDP</p> <p><i>Governors asked why under the Leadership and Management section the 'curriculum reviewed regularly and adjusted as required to suit the need of the children was still shaded RAG amber</i></p> <p>SB advised that this was because the school knows that whilst where the school is at the moment is OK/Good, it is still a 'work in progress' and there is more to do.</p>	
6	Finance - Minutes 17 th November 2011 - there were no comments. The minutes were accepted by the FGB	

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	<p>SB advised that since the meeting there had been progress on the schools heating system. The latest report had assessed the system as not fit for purpose. KCC had a replacement of the entire main school system on their planned maintenance schedule for April. They were now looking to bring this forward. This would require a feasibility study, with consultation on all types of system, e.g. gas/electricity/zero carbon options.</p> <p>20 electric heaters had been delivered to the school.</p>	
<p>7</p>	<p>Governor monitoring visits – the following reports had been received.</p> <ul style="list-style-type: none"> • Safeguarding Report <p>Governors had noticed that there were some ex y6 photos on the website and thought that they should be removed. KW will review.</p> <p>Governors had failed to arrange monitoring visits in term 2. DH suggested that the next set of monitoring visits would be in term 4. SB felt that it would be useful if Governors spoke to subject leaders as well as RC and himself. Speaking to subject leaders would be good for the teachers CPD. It was suggested that if dates are set early then cover can be arranged for teachers to leave their class.</p>	<p style="text-align: center;">KW</p> <p style="text-align: center;">Governors</p>
<p>8</p>	<p>Policies - The Governors agreed to ratify the following policies.</p> <ul style="list-style-type: none"> • <u>Performance Management and Monitoring Policy</u> – <i>governors asked how consistency across performance assessments was managed</i> – SB advised that LH had sat in on observations with SB and RC as part of her training, and that if they were in doubt on an assessment that they reviewed the evidence – Governors asked to see evidence of an assessment SB will provide a copy of an anonymised assessment to the relevant monitoring pair at their next meeting. <i>Governors asked how and on what basis teacher targets were set.</i> SB advised that teacher targets fed down from the Headteacher targets that were set for him. The policy was ratified. 	

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	<ul style="list-style-type: none"> • <u>English Policy</u> – SB advised that LH would be doing further work on this policy as her deep dive into English progressed - ratified • <u>Collective Worship Policy</u> – <i>KJ as SIAMS governor confirmed that she was happy with this policy</i> - ratified • <u>GDPR and Data Collection Policy</u> – KW confirmed that this was the same as the last policy, just with the dates changed - ratified. • <u>Children with health needs who cannot attend school Policy</u> – KW confirmed that this was the same as the last policy, just with the dates changed - ratified • <u>PSHE and SRE Policy</u> - confirmed that this was the same as the last policy, just with the dates changed, the school was still using the Jigsaw programme - ratified • <u>More Able and Talented Policy</u> - KW confirmed that this was the same as the last policy, just with the dates changed - ratified • <u>Policy for the recruitment and induction of new governors</u> – <i>DH will be taking this policy away to review in full.</i> • <u>Pay and Reward Policy</u> – ratified 	DH
9	SIAMS - Nothing to report.	
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 – it's on the page where governors make their business declaration	
13	Date and time of next meeting – Monday's at 6pm via zoom <i>bringing the meeting time forward to 4pm was briefly mentioned, but some governors advised that they would not be able to make this time.</i> 7 th February 2020	

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	21 st March 2022 16 th May 2022 11 th July 2022	
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Meeting finished at 7.19 pm

Signed..... Name Date

Actions to be completed

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Matters to be completed		
11.10.21	Actions to be completed	
3	LA Governor – DH to find out how to recruit a new one	
7	Monitoring groups – postponed to term 4	governors
9	SIAMS – postponed to term 4	SIAMS governors
14	Training – all governors to complete 1 NGA training course of their choice before the next FGB	DH had completed a course
6.12.21	Actions to be completed	
3	Governors/JG – ensure that they have completed skills audit return to JG	
4	Governors for schools - DH to pursue	
4	New Governor - DH to reach out to contacts	
4	Put Governor vacancy in newsletter - KW	done
4	New Governor – try to recruit on playground - JJ	
4	Reappoint JG – KW to action	done
5	SEF – SB to send to governors	SB sent to DH
7	Photos on website – KW to check and arrange removal	
7	Monitoring visits term 4 – Governors to booked these in now	
8	Policy for the recruitment and Induction of new governors – DH to look	