

**St Mark's Church of England Primary School
FGB Minutes 7th February 2022**

| | Meeting conducted by zoom meeting started at 6.00 pm | Action |
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| 1 | <p>Welcome and apologies for absence</p> <p>Present: David Hill, Simon Bird (Headteacher), Lynne Doran, Jamie Johnson, Krista Jarrett, Tash Saville-Smith, James Gambrill, Rev Laurence Powell, Rev Claire Allwood, Rachel Crane (Deputy Headteacher – non-voting)</p> <p>Clerk: Kate White</p> <p>Apologies: Sarah Russell, Marsha Ejiofor.</p> | |
| 2 | <p>Declaration of Business Interests – all Governors MUST do this before every meeting</p> <p>Governors confirmed that they had confirmed their business interests on Governorhub. KW will check, and message anyone who has not.</p> | KW |
| 3 | <p>Minutes of the Meeting held 6th December 2022</p> <p><u>Matters to be completed from 11.10.21</u></p> <p>3. DH has contacted the Education People to see if they can help – no response received. He will try other avenues.</p> <p>7. Monitoring groups – ‘monitoring day’ completed Friday 28th January 2022</p> <p><u>Matters to be completed from 6.12.21</u></p> <p>3 – Governor matters – Skills Audit. <i>JG had not been able to recover any forms from TC. It would therefore mean that Governors will need to redo their skills audit. Governors suggested that the form could be set up as a Microsoft form. This would make it easy to complete and compile. JG will look into</i></p> <p>4 – Governor vacancy put in school newsletter. There had been 3 expressions of interest and DH had zoom meetings set up with two of them. The third had not responded to the email.</p> | <p>DH</p> <p>JG</p> |

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| | <p>4 – JJ had approached one parent on the playground who had appeared interested and would speak to her again.</p> <p>4 – JG had been reappointed</p> <p>5 - SEF – SB had sent this to DH</p> <p>7 – Photos of students who have left the school have been taken off the website</p> <p>8 – Policy for Recruitment and Induction of new governors – see Policies</p> <p>The Minutes of 6th December 2021 were agreed by the FGB.</p> | |
| <p>4</p> | <p>Governor Matters</p> <ul style="list-style-type: none"> • Paul Avis had resigned w.e.f. 18.21.21 this meant that there were vacancies on groups that he had served on. The following elections were made <ul style="list-style-type: none"> ○ Leadership and Management – CA ○ HT Performance Management – LP ○ Headteacher Pay Panel – LP ○ SIAMS -CA – LP is also in this pairing and governors agreed they should meet up to discuss SIAMS • Rev Claire Allwood – appointed 17.1.22 - Foundation Governor (PCC) • Kate White resigned as clerk w.e.f. 1.5.22, Claire Chapman will take on the role, 21.3.22 – she will shadow and minute at the next FGB. CC is registered to attend four clerking training courses. • Krista Jarrett – resigned w.e.f. 8.2.2022 – this leaves a vacancy for a Foundation Governor. LP & CA will look to recruit a new Foundation Governor. The role of SEN governor needs to be filled. | <p>CA/LP</p> <p>LP/CA</p> |

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| 5 | <p>SLT report SB summarised the report for Governors</p> <p><u>Number on roll</u> SB advised that he was pleased that the number on roll was strong and stable. In terms of capacity the school was now 86% full with year groups at the top of the school at capacity.</p> <p><u>Attendance</u> Governors asked how the schools' attendance was looking given the on-going effects of the pandemic. SB advised that overall it was pretty good, with Covid absences dropping this week.</p> <p>Attendance letters had been sent out to parents. Attendance is reviewed termly for any child whose attendance falls below 95%. Letters are always sent to parents whose child's attendance is less than 90%. There had been some success this term with attendance improving in a few cases.</p> <p>SB does not authorise any holiday absence requests.</p> <p><u>Racist incidences</u> Governors, aware of the increased cultural diversity in the school asked whether the school was seeing an increased number of racist incidents. SB advised that the recorded incident on the report related to the same family as the incident that had been recorded on the previous report. He felt that the children within the school were getting used to the increased cultural diversity and benefitting from it.</p> <p>Quality of Education <u>Subject Leadership</u> Governors commented that the subject leader format that they had seen at the monitoring morning looked good. SB – the introduction of this format had allowed staff to crystalize their thinking on where</p> | |
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| | <p>their subjects should be going. The majority of staff had now been or were booked on their Ofsted ready subject course and had completed or had booked time out of class to review books and plans across every year group.</p> <p><u>Reading & Phonics</u> The school uses the DfE accredited SoundsWrite scheme to teach phonics. The school had just purchased £3300 of phonics books from the scheme and five staff were due to be booked on the SoundsWrite training course. RC/LH were looking at the planning and monitoring the use of this scheme.</p> <p>Other <u>Parent rep meeting</u> Governors asked what happens to suggestions and comments raised at the meetings. SB advised that one of the parents took minutes, these were sent to him to agree and then the Parent reps circulated them through their class groups. Governors requested that the minutes were from now on shared with Governors. SB will facilitate</p> <p><u>Nativities/Father Xmas and Xmas church service</u> Governors had feedback that they were the 'best ever', parents had been very pleased that Father Xmas had been able to visit the school, and it was commented that it was a shame that the church service had not been able to happen (by the end of term Covid cases had increased and the decision had been taken by the school and church that it should not proceed).</p> <p>SDP Governors noted that the vision on the SDP needed updating.</p> | <p style="text-align: center;">SB</p> <p style="text-align: center;">SB</p> |
| 6 | <p>Finance - Minutes 11th January 2022. Governors asked if there had been any progress on the replacement of the oil central heating system. SB replied that he had received an email that day advising that a report had been completed, the recommendation due to the age of the building was to go with gas as the replacement, and that the</p> | |

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| | <p>decision re replacement was now with the KCC project team. If it is agreed it is now looking like the project would be conducted during the summer holidays.</p> <p>Governors asked if children were allowed to wear coats in school if they were cold. SB replied yes, although a layering approach was preferred and information had gone out to parents in several newsletters.</p> <p>Governors asked, how the use of electric heaters were impacting on the schools' energy bills. KW advised that the latest electricity bill was £4500, which far exceeded that which would normally have been expected at this time of year. The school purchases through Kent Laser and was therefore slightly sheltered from the 52% billing increase that has been published nationally through the media.</p> <p>Governors asked whether the school should consider solar panels. It was noted that the savings return on investment was normally 30 years, so it was agreed that this was not an option.</p> <p>The minutes were accepted by the FGB</p> | |
| <p>7</p> | <p>Governor monitoring visits – the following reports had been received.</p> <ul style="list-style-type: none"> • <u>Safeguarding Report</u> – Governors asked NSS how teachers found the CPOMS system. She found it very efficient as incidents could easily be entered straight away. It can be shared with other teachers. SB said that it was a great tool for the DSLs to keep track of the children of concern. • <u>SEN Monitoring report 17.1.2022</u> - SEN Report - Governors asked about the long delays in KCC. SB and other heads had recently met with KCC and discussed the delays and the poor quality of SEN support. The KCC representatives said they would take the points raised away and look into them. • <u>Governor Monitoring report Friday am 28th Jan</u> – all groups Governors unanimously agreed that this format had worked well, and had been a rewarding and eye-opening experience allowing governors to meet a lot of different staff and listen to children | |

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| | <p>read. In terms of any changes that Governors would suggest to the format governors felt that two and half hours would be better than two.</p> <p>Governors asked SB how the format had worked for the school. Was it too disruptive? SB agreed that it had worked well and was very happy for this format to continue for the rest of the academic year.</p> | Governors |
| 8 | <p>Policies - The Governors agreed to ratify the following policies.</p> <ul style="list-style-type: none"> • <u>Curriculum Policy</u> – This policy had been updated and Governors felt that it was an excellent policy • <u>School Absence and Ill Health Policy</u> – Governors queried whether staff should be returning to work before the expiry date of their FIT note. SB advised that where a member of staff felt able to return, even though their FIT note signed them off for a longer period of absence, he has a discussion with the staff member and asks them to consult with their doctor before returning. • <u>Spiritual, Moral, Social and Cultural Policy</u> – Governors felt that this was a very helpful policy. • <u>New Governor Induction Policy</u> – DH had completely revamped this policy. • <u>Target Setting Policy</u> – agreed with no comments. • <u>ECT Policy</u> – One small change as document referred to NQT, not ECT – corrected by KW • <u>Health & Safety Policy</u> – agreed with no comments. | |
| 9 | <p>SIAMS – CA had met with AS and had a productive conversation. Links between the school and church were being built up. The children were very keen to hold crosses in the reflection area. The Leading Lights were bright and engaged. CA commented that the children were not clear who they could go and talk to about faith or prayer. See the Governor monitoring report for further details</p> | |
| 10 | Chair's actions/correspondence. | |
| 11 | AOB | |
| 12 | All FGB discussions are confidential | |
| 13 | Urgent Business - none | |
| 14 | <p>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</p> | |

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| 13 | Date and time of next meeting – Monday's at 6pm via zoom <i>Governors all agreed that they liked the current zoom format and it was agreed that the next meeting would be held via zoom.</i> 21 st March 2022 16 th May 2022 11 th July 2022 | |
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Meeting finished at 6.58 pm

Signed..... Name Date

Actions to be completed

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| Matters to be completed | | |
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| 7.2.2022 | Actions to be completed | |
| 2 | KW check Business interest registration on Governorhub and chase if need be | Done 9.2.22 1 Governor |
| 3 | DH researching how to recruit an LA governor | |
| 4 | LP/CA – to hold a SIAMS meeting | |
| 4 | LP/CA – to look to recruit an additional Foundation Governor | |
| 4 | Governors – New SEN governor to be appointed at the next meeting | |
| 5 | SB – to ensure that Parent Rep minutes are distributed to Governors | Sent to DH 9.2.22 |
| 5 | SB – to update the vision on the SDP following the governors strategic review meeting | Completed 9.2.22 |
| 7 | Governors – to agree next monitoring morning (NB should complete 3 per academic year) | |
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