



Four Marks Church of England Primary School

Minutes of the Full Governing Body (FGB) Committee		16th September 2024	
		Start: 17:15	End: 18.51
Governor's present	Also present	Apologies	
Catrin Adlam (CA), Charlotte Bloomfield (CB), Amy Cox (AC), Jonathan Elliman (JE), Alasdair Goodard (AD), Kelly Pink (KP), Samantha Smith (SS), Veronica Stoodley (VS), Dale Vearncombe (DV) teams and Howard Wright (HW), Anna Duckworth,	Vicky Cawdeary (VC), Alice Marshall (AM), Abigail Lewis (AL)		
Chair:			

Item	Discussion	Action
1	<p>Election of Chairperson for 2024/25</p> <p>A statement was read from Mike Smith who had resigned as Chair due to personal circumstances. The significant contribution made by Mike was noted, and it was agreed that VS would extend her gratitude on behalf of the Board.</p> <p>JE was proposed as Chair of Governors by AG, AD seconded. There was unanimous agreement by the Board and JE was elected as Chair of Governors.</p>	VS
2	<p>Election of Vice-chair for 2024/25</p> <p>AD was proposed as vice-Chair of Governors by HW, AG seconded. There was unanimous agreement by the Board and AD was elected as vice-Chair of Governors.</p>	
3	<p>Welcome and Apologies for Absence</p> <p>Everyone introduced themselves and explained their roles.</p> <p>JE asked that new governors voted in today are set up on Governor hub and explained that they must read KCSIE. He explained his idea that new Governors are paired up with experienced colleagues. They can gain experience by accompanying them on visits.</p> <p>It was reported that JC had stepped down as a governor.</p>	
4	<p>Declaration of personal and pecuniary interest/AOB</p> <ul style="list-style-type: none"> No personal interests were declared. 	

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Signed by chair

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5	<p>Minutes of meeting held on 8 July 2024</p> <p>Governors agreed that the minutes were an accurate record of the meeting and approved them, to be signed by the Chair and filed.</p>																		
6	<p>Actions from the meeting held on 8 July 2024</p> <table border="1" data-bbox="240 663 951 1493"> <thead> <tr> <th data-bbox="240 663 597 695">Action</th> <th data-bbox="597 663 703 695">Who</th> <th data-bbox="703 663 951 695">Outcome</th> </tr> </thead> <tbody> <tr> <td data-bbox="240 695 597 1016">JE to set up a separate meeting about the filtering and monitoring changes in KCSIE. VS working on an online policy which will form part of our safeguarding policy and CA working on the filtering side. VS explained some of it is technical and some of it is management related. To be brought to September FGB.</td> <td data-bbox="597 695 703 1016">VC/ VS</td> <td data-bbox="703 695 951 1016">Now an online safety policy. To be discussed as part of the policy item. Must seek assurance annually that the IT provider has adequate filtering.</td> </tr> <tr> <td data-bbox="240 1016 597 1167">JC to schedule a meeting to complete the pupil premium handover with AG.</td> <td data-bbox="597 1016 703 1167">JC/ AG</td> <td data-bbox="703 1016 951 1167">JC now resigned. AG will check everything is up to date and then discuss with SS.</td> </tr> <tr> <td data-bbox="240 1167 597 1289">Governors to Mrs Sivananthan and Mrs Gillard to thank them for their outstanding contribution to the school.</td> <td data-bbox="597 1167 703 1289">HW/ MS</td> <td data-bbox="703 1167 951 1289">Complete.</td> </tr> <tr> <td data-bbox="240 1289 597 1493">What schools should publish online – MS requested that Governors try to find the required information on the school’s website to ensure compliance. DV will create a spreadsheet and circulate.</td> <td data-bbox="597 1289 703 1493">DV/All</td> <td data-bbox="703 1289 951 1493">DV did do that and lots of governors have updated. AG to share.</td> </tr> </tbody> </table>			Action	Who	Outcome	JE to set up a separate meeting about the filtering and monitoring changes in KCSIE. VS working on an online policy which will form part of our safeguarding policy and CA working on the filtering side. VS explained some of it is technical and some of it is management related. To be brought to September FGB.	VC/ VS	Now an online safety policy. To be discussed as part of the policy item. Must seek assurance annually that the IT provider has adequate filtering.	JC to schedule a meeting to complete the pupil premium handover with AG.	JC/ AG	JC now resigned. AG will check everything is up to date and then discuss with SS.	Governors to Mrs Sivananthan and Mrs Gillard to thank them for their outstanding contribution to the school.	HW/ MS	Complete.	What schools should publish online – MS requested that Governors try to find the required information on the school’s website to ensure compliance. DV will create a spreadsheet and circulate.	DV/All	DV did do that and lots of governors have updated. AG to share.	AG
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7	<p>Membership of the Governing Body</p> <p>JE explained that there is currently a Parent governor vacancy. AL was proposed as parent governor by AG, AD seconded. There was unanimous agreement by the Board.</p>																		

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	<p>It was noted that AM was going through due process to become a Foundation Governor, and was attending the meetings as an observer.</p>	
<p>8</p>	<p>Governor Committees and Responsibilities 8.1 Membership of Committees</p> <p>Resources Committee AG volunteered to continue to Chair the committee – proposed by JE, AD seconded. There was unanimous agreement by the Board. Members of the committee: DV, RC, CB, CA, VS, KP</p> <p>Standards & Curriculum Committee JE volunteered to continue to Chair the committee – proposed by AD, HW seconded. There was unanimous agreement by the Board. It was agreed that in light of his new Chair responsibilities he will look to handover this role to another Governor as soon as possible. It was also agreed that AL will clerk at the meeting for the first term. Members of the committee: SS, AG, RC, AD, AM, AL</p> <p>Pay Committee It was agreed that CB would be Chair. Members of the committee: HW, VS It was noted that this may be something HW needs to step away on future.</p> <p>Head Teacher’s Performance Management Review Panel AD volunteered to continue to Chair this panel. Members of the committee: AG and DV.</p> <p>8.2 Governor Roles and Responsibilities</p> <ul style="list-style-type: none"> • Health & Safety Governor – DV • SEN Governor - SS • Safeguarding Governor – JE (but look to handover by the end of next term). • Pupil Premium Governor – AG (but looking to handover) • Training & Development Governor – AD • Financial controls governor – AG <p>Need to handover some of JEs roles – to be discussed at the next meeting.</p>	<p>DV/All</p> <p>VC</p>



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9	<p>Review of Responsibilities for Monitoring the School Improvement Plan</p> <p>The School Improvement Plan was discussed, and it was agreed that the monitoring document should be updated so that the agreed activities have ownership. JE will take away and have a look at the document.</p> <p>DV came in on the 11th July and did the H&S walk. He submitted a full report.</p> <p>JE came in on the 26th June, undertook safeguarding conferencing in KS1.</p>	JE
10	<p>Re-Adoption of Annual Policies</p> <p>(i) Terms of Union (Trust Deed). The land was given to the Church to run a school. It was agreed that Governors accepted the terms of union.</p> <p>(ii) Vision and Values JE highlighted that this is an important document to read. The board re-adopted this policy.</p> <p>(iii) Statement of Behaviour Principles. The board re-adopted this policy.</p> <p>(iv) Safeguarding Policy. The board re-adopted this policy.</p> <p>(v) Child Protection Policy. The board re-adopted this policy.</p> <p>(vi) Online Safety Policy. VS explained that the Online Safety Policy is a new policy, forms part of the Safeguarding Policy. Others are the same with some changes. All to read – comments to be sent to VS.</p> <p>(vii) Staff Code of Conduct Policy. The board re-adopted this policy.</p> <p>(viii) Complaints Procedure and Policy. The board re-adopted this policy.</p>	All
11	<p>Manual of Personnel Practice (MOPP)</p> <p>It was agreed by the Board that generic policies in the Hampshire Manual of Personnel Practice should be adopted with any in-year changes.</p>	
12	<p>Headteacher's Appraisal</p> <p>The Board agreed the appointment of Trevor Walker as External Advisor for the 2024/25 appraisal round. In the event of Mr Walker's unavailability, an accredited advisor of similar status to</p>	



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	be selected by the Chair, HT and Chair of the HT PM Review Panel.	
13	<p>Review of Delegation Planner</p> <p>It was explained that the Delegation planner sets out what each committee is responsible for, and what VS is responsible for. JE suggested new governors should read this. Resources to review amounts referenced in Page 2.</p> <ul style="list-style-type: none"> It was noted that "decide on committee" was in this document and needs discussed at the next meeting. 	AG VS
14	<p>Informal Report on School – VS</p> <p>VS talked the governors through the latest updates within school.</p> <ul style="list-style-type: none"> It was noted that the school had new toilets fitted over the summer break. The site manager has been working on the front area to match with the new windows and doors It was noted that it was a very different cohort coming into Year R this year. It was noted that it is more stretched at lunchtime with fewer LSAs, so some people are doing double duties. When people are off sick we are short. It isn't an ideal situation. Mrs Snow has started her maternity leave a little bit earlier than anticipated. Miss Sanders got married but will be known as Mrs Sanders. JE noted that the inset day training was excellent. VS agreed to send the slides around from Kit Messenger. CB asked how it is all working in practice? VS explained it will take at least 2 years to embed the changes that they want to make, and that it could be added to the School Improvement Plan. 	
15	<p>Safeguarding</p> <p>(i) Update on Safeguarding</p> <p>There was discussion about the annual audit and it was noted that this must be approved by FGB. It was agreed that JE will look at this with VS and then JE will put it on Governor Hub.</p> <p>KCSIE - Have any allegations been made against members of staff since the last FGB meeting? No allegations had been made since the last meeting.</p>	JE/VS



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16	<p>Health & Safety</p> <p>Update on Health & Safety</p> <ul style="list-style-type: none"> • DV gave an update about Health and safety. • It was highlighted that the area around the bandstand had been updated, and it was noted that there are plans for a living wall. • A question was raised asking what is the approach of the fire escape route from Pine and Beech? Does this need updating following the windows and doors being done. AC is going through the fire folder this week so will check. • A question was raised around plant life including toxic and dangerous plants, particularly weeds around the school and whether this was a concern. It was noted that this is talked about alot in Forest School. • It was noted that the site manager is looking to undertake the topping of trees during the holidays but will need some support from a professional tree surgeon. 	AC
17	<p>Governor Training</p> <p>Governor Training Needs Analysis 2024/25</p> <ul style="list-style-type: none"> • AD will update the Training Needs Analysis. To give an overall picture for the Governing Body 	AD
18	<p>GDPR</p> <p>Have any subject access requests been received?</p> <ul style="list-style-type: none"> • VS explained that one subject access request had been received and responded to. • HW reminded governors that a parent mentioning a request in the playground counts as a request. This must be a guardian or a parent. • JE noted that if a parent complains to you as a governor, signpost that parent to the appropriate staff member. Governors are not required to follow this up themselves. 	
19	<p>Urgent Business – received by the Clerk prior to the start of the meeting that cannot be delayed until the next meeting (taken at the Chair’s discretion).</p> <p>No urgent business had been received.</p>	
20	<p>Confidentiality</p> <p>It was agreed that references to personal information should be kept confidential.</p>	
21	<p>Dates of Future Meetings</p>	



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	<ul style="list-style-type: none">• 18th November – Learning Walk Y3/4• 10th February – Learning Walk Y5/6• 31st March – Learning Walk Reception• 19th May – Learning Walk Y1/2• 7th July <p>AG and JE will agree and circulate date and times for S&C and Resources.</p> <p>VC to add dates to GovernorHub.</p>	AG/JE VC
The meeting closed at 18.51		

Commented [MOU1]: Does anyone remember the finishing time!

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Signed by chair

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