

GOVERNING BODY OF FOUR MARKS CHURCH OF ENGLAND PRIMARY SCHOOL

Full Governing Body Meeting Minutes	Date of Meeting: 18.09.23	Start Time: 1700	End Time: 1835
Present: Catrin Adlam (CA); Amy Cox (AC); Jamie Cunningham (JC); Anna Duckworth (AD); Jonathan Elliman (JE); Alasdair Goddard (AG); Mike Smith (MS); Samantha Smith (SM); Veronica Stoodley (VS), Dale Vearncombe (DV) and Howard Wright (HW).	Apologies: Richard Dollimore (RD).		
Chair: Mike Smith	Clerk: Jack Frawley		

Main points discussed	Decisions/Actions	Action
1 Election of Chair & Vice-Chair for 2023/24	<p>HW, on behalf of the clerk, invited nominations for the position of Chair for 2023/24 and noted that MS was willing to continue in the role. There was unanimous agreement and consequently MS was appointed Chair of the Governing Body of Four Marks CofE PS for 2023/24.</p> <p>MS then assumed the Chair.</p> <p>The Chair sought nominations for the position of Vice-Chair for 2023/24. HW, seconded by AG nominated, AD. There was unanimous agreement and consequently AD was appointed Vice-Chair of the Governing Body of Four Marks CofE PS for 2023/24.</p>	
2 Welcome and Apologies for Absence	The Chair welcomed all present to the meeting and intimated that an apology had been received from RD.	
3 Declarations of Interest	<p>2.1 To record any changes to pecuniary interests and to advise of any other interests and related party transactions. None.</p> <p>2.2 To check that all governors had confirmed pecuniary interests and KCSIE (2023 part 1) on Governor Hub. Noted.</p>	
4 Minute of meeting of 10 July 2023	The FGB continued consideration of the minute of meeting of 10 July 2023 to the next meeting.	
5 Actions arising from the meeting of 10 July 2023	The FGB continued consideration of the arising actions from the meeting of 10 July 2023 to the next meeting.	
6 Membership of the Governing Body	The Chair noted that there were 15 Governors currently appointed with 7 of these being co-opted. There was a vacancy for a co-opted governor and the recruitment process for this would be taken forward as expeditiously as possible. He highlighted that there remained a vacancy for a Foundation Governor which would be pursued. He noted that AC's appointment was due to expire in September and invited the FGB to re-appoint AC for a further term. The FGB unanimously agreed to appoint AC for a further term.	
7 Governor Committees and Responsibilities	<p>The FGB considered appointments to Committees and Governor Responsibilities. The following appointments were made:-</p> <p>Standards & Curriculum Committee: CA; EA; CB; AC; JC; RD; AD; JE; AG, and SS. MS and VS (both ex-officio).</p> <p>Resources Committee: AG; MS; VS; DV, and HW.</p>	



Main points discussed	Decisions/Actions	Action
	<p>Pay Committee: AG; MS; VS, and HW (Chair). (DV – reserve)</p> <p>Head Teacher Performance Management Panel: AD and AG.</p> <p>Christian Values: HW and MS Governor Forum: tbc Health and Safety: DV Pupil Premium: JC Safeguarding: JE SEN: SS Training & Development: AD.</p>	
<p>8 Re-adoption of Annual Policies</p>	<p>The following policies were all unanimously agreed for adoption by the FGB:-</p> <ul style="list-style-type: none"> (i) Terms of Union (Trust Deed) (ii) Vision and Values (iii) Statement of Behaviour Principles (iv) Safeguarding Policy (v) Child Protection Policy (vi) Staff Code of Conduct Policy (vii) Complaints Procedure and Policy. 	
<p>9 Manual of Personnel Practice (MOPP)</p>	<p>The Manual of Personnel Practice was unanimously agreed for adoption.</p>	
<p>10 Headteacher's Appraisal</p>	<p>The FGB unanimously agreed the appointment of Trevor Walker as External Advisor for the 2023/24 appraisal round. The FGB further agreed to delegate authority to AD, VS & MS that in the event of Mr Walker's unavailability, an accredited advisor of similar status be selected by them.</p>	
<p>11 Review of Delegation Planner</p>	<p>The FGB noted that there had been no changes made from the previously agreed version and that future review would be undertaken by the Resources Committee. The FGB unanimously agreed the Delegation Planner.</p>	
<p>12 Informal Report on School – VS</p>	<p>VS advised that the new term had started well and that the school had been generally calm. She provided the FGB with an update on staffing and the appointment of a new Learning Support Assistant. There had been significant movement which would affect the school roll with multiple children leaving the school through familial relocation. The census would be taken on October 4th which was the basis for generating funding for the next year. This could have a difficult impact on the budget.</p> <p>In the new Year R cohort she noted that there was a high proportion of learners who required significant additional support. The school was advertising for one additional post already as the situation was quite challenging. EHCPs were being pursued as appropriate but the funding arising from this would not be received in the near term. Although she acknowledged the budget pressures which the approach would give</p>	



Main points discussed	Decisions/Actions	Action
	rise to she highlighted the need to support staff. The FGB discussed school safety matters and the EHCP process and noted the update.	
13 Safeguarding	<p>(i) JE provided an update on safeguarding. He provided information on the main changes to KCSIE in the 2023 version. There was discussion on the filtering systems in place and JE noted that he would visit the school to look at these. DV offered his assistance with this. In connection with this discussion included internet connected devices at school and CA provided assurance in regard to the processes available to monitor browsing history.</p> <p>(ii) HSCP Education Safeguarding Audit 2023 – the Chair noted that the document was well evidenced. There was discussion of the in part rating for ‘radicalisation’. VS advised that this rating was due to the provision of material on this topic being provided only to older pupils. The content on this included current fears, historical context, WWII and current events. The FGB agreed to submit the Audit to County.</p> <p>(iii) Had any allegations been made against staff – No.</p>	
14 Health & Safety	<p>DV provided an update on health & safety. There had been no major incidents and he asked if RAAC had been inspected for. VS advised that there had been confirmation that no RAAC was present.</p> <p>There was discussion on whether the FGB should have expected to be notified regarding the sinkhole and whether this was categorised as a major incident. VS advised that one factor was whether the matter could be dealt with locally. The threshold for major incidents was as determined by the Headteacher and there were processes to raise matters with County. The FGB discussed that Governors would likely want to be informed of matters where there was any significant risk to child safety. On the specific matter of the sinkhole VS advised that a drainage expert had been engaged who had identified a buried manhole cover with matters now resolved.</p>	
15 Governor Training	AD provided an update in relation to Governor training and noted that new Governors had the opportunity to book onto induction courses. A topic for the whole FGB training was likely to be considered in January.	
16 Other Matters	<p>The Chair advised that reviewing the SIP Monitoring Programme would come to the next meeting to allow the FGB to ensure there was full coverage of matters.</p> <p>Committee Terms of Reference – AG would review Resources and JE would review S&C.</p> <p>The Chair proposed that as part of keeping Governors up to date with the work of the school in advance of the start of future meetings tailored inputs through different learning walks would be available. This would start with early years but should not put any additional burden on staff.</p> <p>DV raised a question about Bonfire night. VS provided an update on the various matters connected to this and highlighted that a Christmas/Winter fair would be held.</p>	
17 Date of Next Meeting	27 November 2023 at 5pm.	
	The meeting closed at 1835	

