




Four Marks Church of England Primary School

Minutes of the Full Governing Body (FGB) Committee		27th November 2023	
		Start: 16:45	End: 19:00
Governor's present	Also present	Apologies	
Catrin Adlam (CA), Esther Andrews (EA), Amy Cox (AC), Anna Duckworth (AD), Jonathan Elliman (JE), Alasdair Goddard (AG) via Teams, Mike Smith (MS), Samantha Smith (SS), Veronica Stoodley (VS), Dale Vearncombe (DV) and Howard Wright (HW).	Vicky Cawdeary (VC)	Jamie Cunningham (JC) and Richard Dollimore (RD)	
Chair: Mike Smith			
Signed by Chair:		Date Agreed: 29.01.2024	
			

Item	Discussion	Action
1	Learning walk It was agreed that the learning walk had been extremely useful and provided lots of interesting contextual detail to help governors.	
2	Welcome and apologies for absence MS welcomed VC as the new clerk to governors. Apologies received from JC and RD.	
3	Declarations of interest No interests declared. MS reminded all governors to confirm pecuniary interests on Governor Hub.	All
4	Business administration <ul style="list-style-type: none"> • It was noted that there has been no interest in the current governing body vacancies so far. • It was agreed that the vacancies needed to remain in the school newsletter. • Ideas for ways to promote the role of governor were discussed such as including quotes in the newsletter, a meet the governor segment in the newsletter, and a separate governor newsletter. 	
5	Constitutional matters Approval of Terms of References were noted <ol style="list-style-type: none"> i. Resources Committee – AG confirmed they had been adopted with no changes. ii. Standards and Curriculum Committee – JE confirmed they had been updated and adopted at their previous meeting. iii. Pay Committee – HW confirmed they had been adopted with no changes. 	

	iv. Headteacher’s Appraisal/PM Committee – AD confirmed they had been adopted with no changes.	
6	<p>Minutes of the meeting held on 10 July 2023 The FGB approved the minutes with no changes.</p> <ul style="list-style-type: none"> No matters arising. <p>Minutes of the meeting held on 18 September 2023 The FGB approved the minutes with no changes. Actions arising:</p> <ul style="list-style-type: none"> Governors to have updated their declarations of pecuniary interest on governor hub. An email reminder has been sent. Governors to confirm reading KCSIE (2023 par 1) before next meeting. Governors to have completed safeguarding update training. DV confirmed that this is outstanding for him. 	<p>All</p> <p>All</p> <p>DV</p>
7	<p>Strategic oversight Headteachers report VS provided an overview of her report.</p> <ul style="list-style-type: none"> Staffing updates noted. Charlotte Ballard has now left, and this would mean a few weeks without the additional member of staff in Early Years. VC started as admin officer and clerk to governors. Kathryn Sanders joined in September as LSA. Catherine Russell will join us just after Christmas as an LSA. It was noted that Mrs Adlam was appointed as a KS2 moderator for county. VS shared that Mrs Batts is retiring at Feb half term. VS highlighted that there are more children in school with significant need without EHCPs. This means that there is no additional funding but a need for extra support. It was highlighted that roll is down, we will drop by about 10 due to families moving. It was noted that this could create a shortfall we need to consider as we move forward. DV asked whether we could go to actively recruit? VS noted the open days, and that there is a low birth rate currently, and other schools are experiencing this. DV asked whether we could advertise to feeder nurseries and VS confirmed that we do. AD mentioned that at open days they are often asked about the mixed year groups and that this gets asked a lot at open mornings. VS explained that many of the other local schools also had mixed year groups. DV asked if there had been any attempt to reengage with the neighbours about the annual fireworks display? VS explained that this is unlikely to be resolved as the issue was around fallout from the fireworks onto neighbouring land, not noise, and concerted efforts had been made for many years. Alternative formats had been explored, and venues but none were felt to be feasible. 	
	<ul style="list-style-type: none"> MS asked about performance management. VS explained that at the beginning of the year Senior Management team meet and put together some draft targets. Usually, 3 targets or 4 for more senior leaders. One 	

	<p>target will have a focus on school improvement, teaching and learning, and on pupil progress which should be realistic and challenging. This will be reflected in the targets for support staff too, so everyone is pushing in the same direction. Training is then planned around this. Also consider personal development and experience and ambition where possible. MS asked about the slightly different cycle that teachers and support staff are on. VS explained that the school undertakes performance management at the same time to make it easier for everyone.</p> <ul style="list-style-type: none"> • MS asked everyone to look at the data. Not quite back in normal times post-COVID. VS noted that the data will change and is likely to be different as we go forward. • MS highlighted that the current Year R cohort has significant additional need. <p>Data/Results reports</p> <ol style="list-style-type: none"> i. Inspection Data Summary Report – tells you where you are different to the norm. Nothing to discuss. ii. Analyse School Performance (ASP) Data 2022-23 - A lot of this data not totally reliable (post-COVID). VS noted that it doesn't take account of the remark for KS2. Reading, 83%, Combined reading writing and maths at KS2 – 67%. CA highlighted that it is telling us that we are doing ok. <p>Self-evaluation form</p> <p>It was noted that it has been updated but the FGB needs time to digest. Standards and Curriculum to take the lead. To be discussed at the next FGB meeting.</p> <p>Standards and Curriculum Committee report</p> <p>JE noted that the Terms of Reference and policies have been reviewed and agreed at the last meeting. They are now waiting for the necessary data and curriculums to be finalised. The meeting will be arranged for the end of term in the future.</p> <p>Budget revision approval</p> <p>AG reported that the committee had agreed to adopt the revised budget. It was noted that the budget going into a small deficit. Cost pressures are significant as costs have increased significantly both for teaching and supplier costs. In Year 2 an 11k deficit was reported. VS explained that we can't foresee what is going to happen in 3 or more years' time. Staff salary changes in the last couple of years have been funded, but there is an increasing gap between the money given for staff and the pay rises awarded. VS noted that it is crucial the governors understand that we are heading into deficit. CA have asked if we have ever been in this situation before? VS explained that we have forecast a deficit before but that it is worrying that we are forecast to be in deficit next year.</p>	<p>All</p>
	<p>Resources Committee report</p>	

	<p>AG reported that in addition to the budget revision, the committee reviewed several policies and procedures including staff discipline, conduct and grievance procedures, the flexible working policy, performance management, capability management and managing sickness absence. He noted that they had discussed the walking to school guidance had been discussed and approved. It was reported that there had been a Health and Safety update from DV.</p> <p>Pay Committee report HW reported that they agreed and approved the policy, the terms of reference and all of the staff salary recommendations.</p> <p>HT appraisal/PM Committee report AD reported that arrangements are in place and evidence has been collected including the staff questionnaire. The HT performance management will be completed before the end of this term.</p>	
<p>8</p>	<p>Compliance Safeguarding JE reported that he had visited the school and looked at monitoring concerns, SCR and training logs and reports they were all satisfactory. It was noted that there is one pupil on a reduced timetable. It was noted that he had looked at safer recruitment procedures, the safeguarding audit and updated HSPC threshold document.</p> <p>There was a detailed discussion about the challenges of the filtering and monitoring changes to KCSIE, which JE has been investigating. JE reported that this was looked after by DRIFT IT, who use Netsweeper which does meet DoFE and Prevent regulatory requirements. It was agreed that there are significant complications and challenges to this KCSIE requirement, particularly around the monitoring aspects as there had been little guidance provided for governors. JE highlighted that there is no current review process for this and that it needs further thought, and possibly a separate meeting which DV and CA offered to be part of. MS suggested JE ask governor services for guidance. CA will talk to DRIFT to get more details.</p> <p>No safeguarding allegations had been made against members of staff.</p>	<p>JE/CA</p>
	<p>Health and safety DV confirmed that he had completed the health and safety walk. No major issues were reported. It was noted that the fire doors are not closing due to hinge misalignment or draft excluder misalignment. This is being worked on. It was noted that PAT testing for lights in hall is out of date due to the need for scaffolding, but this is considered to be low risk. DV highlighted that benches on the playground are rotting, and the pathway is degrading due to tree roots but there are no trends associated with incidents on the playgrounds and it doesn't appear to be a safety issue. AC will show VS to decide on next steps.</p>	<p>AC/VS</p>

<p>9</p>	<p>Policies</p> <p>The following policies were approved for the upcoming year:</p> <ul style="list-style-type: none"> • Staff Discipline, Conduct & Grievance Procedures • Flexible Working Policy • Performance Management Policy • Capability Policy • Managing Sickness Absence Policy • Charging and Remission Policy • Assessment & Feedback Policy • Bereavement Policy • Collective Worship Policy • Governor Visits Policy • Online Teaching & Learning Policy • Teaching & Learning Policy 	
<p>10</p>	<p>Effective Governance (Review/Monitoring)</p> <p>Governor monitoring of the School Improvement Plan</p> <p>MS had updated the plan and reallocated work to current Governors. MS led a discussion where he went through the priorities and discussed allocation of roles. MS asked VS whether EA and CA could do some monitoring in the plan and VS agreed they could. HW asked whether a lead is needed but MS noted that partnerships improve collaboration. It was noted by HW that in Priority 3 RHSE monitoring is similar and may overlap, and it was agreed that these could be addressed in one visit. Some gaps were noted, and MS agreed to make additional edits and recirculate to Governors.</p> <p>Learning walk follow up</p> <p>MS thanked EA for leading an interesting learning walk in the Early Years area.</p>	<p>MS</p>
	<p>Reports from governors with link roles – SEND</p> <p>SS reported that she had come to school for a SEND visit where she hoped to gain an understanding of how children are supported with SEND. AC had taken SS through the journey of how these children are supported. Also looked at staff training to support children. It was noted that she plans to look at the Autumn data in January. SS highlighted that there is more need in reception currently.</p> <p>HW left the meeting at the end of this item.</p> <p>Other governor visits to the school</p> <ul style="list-style-type: none"> • AG noted a visit to a collective worship for a Year 3/4 class assembly. It had a peace theme and was largely child led. He noted it was very well received. • AD/AG visited on parents evening. It was noted that the visit was very positive. They met 15 parents. Feedback was that children are safe, happy and well supported and that the school is very responsive. • AD/AG reported that she and they visited a lunchtime play. Noted that there was a feeling of respect, and children were referred to deal with issues themselves. 	

	<ul style="list-style-type: none"> AD/AG had a pupil conferencing session where there was a clear sense that children are learning about the importance of respect and inclusivity, and they were not afraid to say they had made a mistake. AD/AG had attended the end of the online safety workshop with Year 6. The session had been in the format of a question-and-answer session and had given the opportunity to be honest. They had clearly felt safe talking to the person delivering the training. 	
11	<p>Other business (as notified to the Chair before the meeting)</p> <p>MS highlighted that a feasibility study going on about routes to school and traffic management. VS explained that it hadn't initially been shared with the school and that the deadline was extremely tight. VS asking for governors to send back comments.</p> <p>EA left the meeting at the end of this item.</p>	All
12	<p>Confidentiality</p> <p>It was noted that anything regarding staffing will be confidential in these minutes.</p>	
13	<p>Meeting Calendar</p> <p>Upcoming meeting dates:</p> <ul style="list-style-type: none"> 29 January 2024 – 4.45pm (learning walk in KS1) 18 March 2024 20 May 2024 8 July 2024 	
The meeting closed at 19:05		