



## Four Marks Church of England Primary School

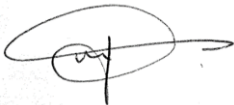
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| <b>Minutes of Full Governing Body (FGB) meeting</b>  |                     | <b>29<sup>th</sup> January 2024</b>         |                   |
|  |                     | <b>Start: 16:45</b>                         | <b>End: 19:05</b> |
| <b>Governor's present</b>  | <b>Also present</b> | <b>Apologies</b>                            |                   |
| Catrin Adlam (CA), Amy Cox (AC), Jamie Cunningham (JC), Richard Dollimore (RD), 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) | Esther Andrews (EA) and Anna Duckworth (AD) |                   |
| <b>Chair:</b> Mike Smith   |                     |   |                   |

| Item     | Discussion  | Action   |
|----------|---|----------|
| <b>1</b> | <p><b>Learning walk</b></p> <p>It was agreed that the learning walk had been extremely useful and provided lots of interesting contextual detail to help governors.</p>   |          |
| <b>2</b> | <p><b>Welcome and apologies for absence</b></p> <p>Apologies received from EA and AD.</p>   |          |
| <b>3</b> | <p><b>Declarations of interest</b></p> <p>No interests declared.</p>  |          |
| <b>4</b> | <p><b>Business administration</b></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• MS explained that there may be some different approaches to recruiting governors which he will take forward. It was noted that lots of schools are struggling to get governors.</li> </ul>                         | MS       |
| <b>6</b> | <p><b>Minutes of the meeting held on 27 November 2023</b></p> <p>The FGB approved the minutes with no changes.</p> <ul style="list-style-type: none"> <li>• Governors have all updated their declarations of pecuniary interest on governor hub.</li> <li>• Governors to have completed safeguarding update training. DV confirmed that this is outstanding for him.</li> <li>• JE noted that he has not yet set up a separate meeting regarding filtering and monitoring.</li> </ul> | DV<br>JE |

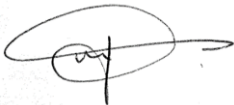
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|   | <ul style="list-style-type: none"> <li>• It was agreed that the issue around the trees causing damage to the playground's edge would be monitored on an ongoing basis. HW asked if there is a maintenance schedule in the school for the site manager, but VS noted that resources mean this is not feasible currently. MS noted that there is a problem around funding into schools for maintenance.</li> <li>• MS noted that the School Maintenance Plan had updated and was on the meeting agenda.</li> </ul>   |                       |
| 7 | <p><b>Strategic oversight</b></p> <p><b>School Improvement Plan monitoring schedule</b></p> <ul style="list-style-type: none"> <li>• MS talked through the paper MS noted that he had made updates based on the feedback from the previous meeting. It was explained that the highlighted sections were for the named governors to take forward, if not highlighted it was for the committee. It was noted that actions highlighted in yellow were actions that need to be taken forward this year.</li> <li>• AG asked whether the committees should we restructure slightly to ensure that the actions from the School Improvement Plan are carried out? MS explained that this should mostly already be happening, but that there might be some changes made to ensure that all the actions are carried out.</li> <li>• MS noted that governors have an ongoing responsibility to monitor collective worship. SIAM inspectors will want to know that governors have been doing this. AG asked whether it needs to be a religious worship specifically and VS suggested seeing a range of different themed worships would be best.</li> <li>• MS asked for governors to make progress. HW asked what you then do with this. MS explained that you make a non-judgemental report which goes to Veronica and relevant staff first and then goes onto governor hub.</li> </ul> <p><b>School Self Evaluation Form (SEF) 2023-24</b></p> <ul style="list-style-type: none"> <li>• MS explained that every school in the country produce this document. It is about a school knowing its strengths and weakness. It is used by OFSTED but does not have a required format. He talked through the document and noted that the first section is largely about context. It was highlighted that the Four Marks population is more transient than the national average.</li> <li>• MS explained that it is crucial to ensure that we have responded to OFSTED feedback for our next inspection.</li> <li>• MS talked through the document and highlighted some of the key points. DV asked how the document is used in the school? VS explained that SMT use it to look at broader trends to see what the school needs to be working on to improve. The example was given that SPAG hadn't been prioritised in the past, but following slightly lower figures the teaching was changed and achievement therefore improved. CA talked through how things had changed in Year 5 and 6. DV asked how this information is filtered down. JE explained that Standards and Curriculum drill down into this, and VS explained that</li> </ul> | <p>All</p> <p>All</p> |



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|  | <p>there are checks at every level, and SMT will go through these things with their teams.</p> <ul style="list-style-type: none"> <li>• VS highlighted and explained that for absence figures we have a minority of children who really affect our overall absence figures.</li> </ul> <p><b>The School Self Evaluation Form was approved</b></p>   |              |
|  | <p><b>Staffing Restructure</b></p> <ul style="list-style-type: none"> <li>• MS explained that the Pay Committee had already seen this item, but that it needs to be approved by FGB.</li> <li>• VS introduced the item and explained that the proposal is to internally advertise to our internal SMT for a Deputy Head Teacher with a focus on Curriculum. This would be an additional responsibility to meet the OFSTED feedback that we need to have better curriculum oversight across the whole school. VS explained that she doesn't think she will still be at the school by the time we get to our next OFSTED, therefore she is keen to build resilience so that someone has oversight of the whole curriculum in lots of detail.</li> <li>• VS felt that this might lead to further restructure in the future, perhaps to remove phase leaders but that this might be managed by natural staff turnover. It was also noted that AC will also become a Deputy Head.</li> <li>• She explained that this does seem to be good value for money. The other benefit is that Deputy Heads can fully deputise.</li> <li>• VS reassured that she is not planning to leave soon but is looking ahead for the good of the school.</li> <li>• MS explained that when the time comes to recruit a Head Teacher this can be challenging and take time, but a strong senior team mean that the school is in a good position.</li> <li>• SS asked whether it is a teaching role, and VS explained that it was.</li> <li>• AG asked about potential risks and VS explained that the main risk was around creating a structure we can't afford in the future. HW asked about the process and whether Hampshire County Council need to be involved and MS confirmed they did not.</li> </ul> <p>DV proposed and HW seconded. The motion was carried unanimously. School employees did not vote.</p> <p>The Governors discussed a new draft staffing plan and approved it.</p> <p><b>Pupil Premium Strategy Statement 2023-24</b></p> <ul style="list-style-type: none"> <li>• MS explained that this is coming to the meeting for information.</li> <li>• AG noted the review date was incorrect, and that there is a slight disconnect with some of the figures that need correcting before it goes on the website.</li> </ul> <p>This document has been received by the governing body.</p> <p><b>Feedback from Standards and Curriculum committee</b></p> | <p>AG/VS</p> |



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|                 | <ul style="list-style-type: none"> <li>• JE introduced and explained that they had a phase leader report at the last meeting. There was a holistic strategy, which was great to see. He highlighted that since the introduction of more phonics, spelling has got slightly worse so the school has been working to focus more on spelling which is going well. It was also noted that guided reading had been introduced into the school which is improving expression and understanding. There has been the use of times table rockstars in Year 3 and 4 which had been successful. There has also been a focus across the school in editing skills. He also noted that “hand facts” had been introduced, to reiterate that children can retain key facts. VS explained that the hand facts is also about linking key facts across different subjects in the curriculum.</li> <li>• JE noted that there is an increase of need in Year R which has caused disruption. It has taken children longer to settle in school. MS noted that the since 2018 the number of children with EHCPs in Hampshire has doubled.</li> <li>• The idea of getting Grandparents into the school to read with children had been suggested, as not all children have parents who read with them at home</li> </ul> <p><b>Schools’ Financial Value Standard report 2024 - for approval</b><br/> AG explained that the report helps to provide schools with assurance that they are meeting the basic standards necessary to achieve a good level of financial health and resource management. The Resources committee went through this at the last meeting. It has been updated and is subject to approval by FGB.<br/> AG proposed, SS seconded. The motion was carried.</p> <p><b>Feedback from Resources committee</b><br/> AG gave a report from the meeting and it was highlighted that the budget is very tight. It was noted that Breakfast Club is breaking even.</p> |  |
|                 | <p><b>Feedback from Headteacher’s Performance Management panel</b><br/> MS reported back on ADs behalf. It was confirmed that performance management has taken place. The targets for last year have been reviewed and new targets have been agreed. The external advisor commended the school on the way that the process was run.</p>   |  |
| <p><b>8</b></p> | <p><b>Compliance</b><br/> <b>Safeguarding</b><br/> JE reported that he visited the school and did Year R conferencing. Noted that there was nothing to report.</p> <p>JE asked a safeguarding question about peer on peer abuse, and how governors would deal with that situation which was discussed in the meeting.</p> <p>Governors were reminded to ask staff safeguarding questions when they come into school.</p>  |  |





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|                                    | get parent views, and asked if she could ask parents questions at pick up. VS noted that Microsoft Forms is a good way to get input from parents and that uptake has been good.  | SS |
| 11                                 | <p><b>Other business (as notified to the Chair before the meeting)</b></p> <p>MS noted that Rachel Batts, the RE lead, is leaving the school, and it was noted that she would be a huge loss. Governors were invited to either of her leaving events or to contribute to her leaving gift.</p> <p>MS noted that HCC may be moving away from using Governor Hub and creating their own alternative.</p> |    |
| 12                                 | <p><b>Confidentiality</b></p> <p>It was noted that anything regarding staffing will be confidential in these minutes.</p>  |    |
| 13                                 | <p><b>Meeting Calendar</b></p> <p>Upcoming meeting dates:</p> <ul style="list-style-type: none"> <li>• 18 March 2024</li> <li>• 20 May 2024</li> <li>• 8 July 2024</li> </ul>  |    |
| <b>The meeting closed at 19:05</b> |  |    |

