



Four Marks Church of England Primary School

Minutes of the Full Governing Body (FGB) Committee		18th March 2024	
		Start: 16:45	End:18:35
Governor's present	Also present	Apologies	
Catrin Adlam (CA), Esther Andrews (EA), Charlotte Bloomfield (CB), Amy Cox (AC), Richard Dollimore (RD), 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)	Richard Dollimore (RD) Dale Vearncombe (DV)	
Chair: Mike Smith			

Item	Discussion	Action
1	Learning walk Governors had a useful Learning Walk around Lower Key Stage 2.	
2	Welcome and apologies for absence It was noted that RD and DV had work commitments and were not able to attend. Their absences were approved.	
3	Declarations of interests Governors were reminded to make the required declarations on governor hub. No pecuniary interests were declared.	
	Business administration Appointments of Charlotte Bloomfield as Co-opted Governor <ul style="list-style-type: none"> Charlotte is a new Cop-opted Governor. HW Nominated, AD Seconded, all in agreement. It was noted that this is EA's last meeting. Esther was given warm thanks for all her hard work. MS/VS to review appointment of new Staff Governor. MS noted that he has negotiated an extension to Governor Hub for free until the end of June. VS felt that the HCC replacement for Governor Hub does not seem as good as good and has less features. 	MS/VS
5	Minutes of the meeting held on 29 January 2024 The FGB approved the minutes with no changes. HW proposed, JC seconded. Matters arising from the minutes: <ul style="list-style-type: none"> MS to look at different approaches to recruiting governors. MS not yet done. 	MS

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Signed by chair



Date: 20.05.2024



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	<ul style="list-style-type: none"> • DV to complete outstanding safeguarding training. (Carried over) • JE to consider setting up a separate meeting about the filtering and monitoring changes in KCSIE. • All to check that committees are structured in such a way as to ensure that actions from the School Improvement Plan are taken forward. This is an ongoing action. • AG/VS to ensure that noted changes are update in the pupil premium strategy before it goes on the website. Completed. • MS to send an email to Antony to thank him for leading an excellent learning walk. Completed. • SS to get parent feedback around support for phonics. Done. To bring back to future meeting 	<p>DV</p> <p>JE</p>
<p>6</p>	<p>Strategic oversight</p> <p>Headteachers report</p> <ul style="list-style-type: none"> • VS introduced the report. The LLRP had met with a group of governors, he noted that he was very impressed and complimentary about thegovernors he met with. He also met with senior staff. • Noted that it felt like a low-key visit from the LLRP in some respects. He had felt comfortable to leave the scrutiny of safeguarding out of his visit. He made observations and raised questions. Includes some gentle • suggestions and observations rather than judgements. <p>JC left the meeting</p> <ul style="list-style-type: none"> • It was noted that there is a drop in progress in comparison to previous years. Some of this is due to COVID. They discussed that Year 6 are having Maths boosters to help plug the gaps in their learning. AD asked if there was guidance for parents, CA said there is, and she would like to do more. • HW noted that our authorised absence rate is higher, and unauthorised is lower. This may be linked to VS choice to not fine parents as she noted that she doesn't feel this improves persistent absence. AD asked whether the attendance figured includes sickness, which VS confirmed it does. It was noted that it is more tempting or easier to keep children at home post COVID. The school continues to work with key families where there are issues with attendance. AG asked if there is any drive from Hampshire to getting our persistent absence rate down. VS said there is a push to improve attendance generally, as it is higher than pre-pandemic, but it has dropped from last year. • They discussed the forecast and agreed that it looks positive going forward. 	
	<ul style="list-style-type: none"> • It was noted that EA and Gemma Snow had been reappointed as Leading Early Years Practitioners. 	





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	<ul style="list-style-type: none"> The planned building work was noted. Our budget share for next year is a lot less going forward from April. It is likely to drop again. <p>School Improvement Plan monitoring</p> <ul style="list-style-type: none"> MS noted that the final version is up on Governor Hub and that old versions have been deleted. MS will bring a printed copy to the next meeting so that Governors can sign off on completed work. <p>Feedback from Standards and Curriculum committee</p> <ul style="list-style-type: none"> JE noted that they met with subject leads for DT, French, English and Early Years. DT is being stitched into the handy facts across the curriculum. French continues across the school to instil a love of languages. English developing fluency. ELS looking at a new e-book format in Early Years. <p>Feedback from Resources committee</p> <ul style="list-style-type: none"> AG explained they had a good budget monitoring conversation. He noted the toilet, window and doors refurbishment. Department of Education benchmarking report card and fed back on some of what they had discussed. It was noted that there had been some fire updates, for which a walk around had been planned and will be fed back at the next meeting. <p>Pupil Premium report</p> <ul style="list-style-type: none"> A meeting needs to be scheduled between JE and AG to complete the handover. <p>LLRP visit report</p> <p>Noted that the report has been received. No comments were made.</p>	<p>MS</p> <p>JE/AG</p>
6	<p>Compliance</p> <p>Safeguarding</p> <p>JE had visited the school on Friday. JE needs to look at the training logs. Did some pupil conferencing on Friday afternoon about safeguarding, will submit a report.</p> <p>JE posed a safeguarding question to the Governors.</p> <p>It was noted that no allegations had been made to staff since the last meeting.</p> <p>Health and safety</p> <p>AG provided an update in DVs absence. DV is arranging a Health and Safety visit</p>	<p>JE</p>



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	<p>and will report back at the next Resources meeting.</p> <p>HW left the meeting.</p> <p>GDPR (General Data Protection Regulations) No subject access requests had been made since the last meeting.</p>	
8	<p>Policies The following policies were approved for the upcoming year:</p> <ul style="list-style-type: none"> • Single Equalities Policy and Scheme • RE Policy 	
9	<p>Effective Governance (Review/Monitoring) Learning walk follow up</p> <ul style="list-style-type: none"> • Really great learning walk. Great to see the consistency of teaching across the classes. • MS noted the range of abilities across the year groups. • Governors saw writing, Maths, DT, topic work on Egyptians and roundhouses. A good range of abilities and work across the spectrum. <p>Governor visits to the school</p> <ul style="list-style-type: none"> • MS had been to school to meet CA to review the provision in mathematics. • AG visited to do the financial controls review with Sonya Fullick. <p>Governor training update</p> <ul style="list-style-type: none"> • AD explained that we must think about what we will do at the governing body training. AD to send a list of what training is available. AD also to send chart about governor skills. • VS noted that the second inset day in September (3rd September) includes training with Kit Messenger who is an author about executive dysfunction, governors are welcome to attend. Governors are also welcome to attend the safeguarding training. • 13th- 17th May Governors invited in to help with monitoring of SATs. CA to send out details to governors. <p>Governor Training Needs Analysis 2023/24</p> <ul style="list-style-type: none"> • AD to circulate 	<p>AD</p> <p>CA</p> <p>AD</p>
10	<p>Other business (as notified to the Chair before the meeting) None</p>	





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11	Confidentiality None	
13	Meeting Calendar Upcoming meeting dates: <ul style="list-style-type: none">• 20 May 2024	
The meeting closed at 18.35		

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Signed by chair

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