



## Four Marks Church of England Primary School

<b>Minutes of the Full Governing Body (FGB) Committee</b>		<b>20<sup>th</sup> May 2024</b>
		<b>Start: 17:00</b> <b>End: 18:48</b>
<b>Governor's present</b>	<b>Also present</b>	<b>Apologies</b>
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 Vearnecombe (DV) and Howard Wright (HW).	Vicky Cawdeary (VC)	Richard Dollimore (RD)
<b>Chair:</b> Mike Smith		

Item	Discussion	Action
<b>1</b>	<b>Welcome and apologies for absence</b> It was noted that RD has a work commitment and may not be able to attend.	
<b>2</b>	<b>Declarations of interests</b> No pecuniary interests were declared.	
<b>3</b>	<b>Business administration</b> Appointments of Richard Coleman and Kelly Pink as Co-opted Governors <ul style="list-style-type: none"> <li>• AGREED by unanimous vote.</li> </ul>	
<b>4</b>	<b>Minutes of the meeting held on 18<sup>th</sup> March 2024</b> It was agreed that the minutes of the previous meeting were accurate. The Chair to sign a copy after the meeting.  <b>Actions arising from the minutes:</b> <ul style="list-style-type: none"> <li>• <b>DV</b> to complete outstanding safeguarding training. This item was carried over.</li> <li>• <b>JE</b> to consider setting up a separate meeting about the filtering and monitoring changes in KCSIE. It was confirmed this is now in process.</li> <li>• <b>MS</b> will bring a printed copy of the School Improvement Plan to the next meeting. This had been brought to the meeting.</li> <li>• <b>AG/JC</b> to schedule a meeting to complete the Pupil Premium handover.</li> <li>• <b>JE</b> to look at the training logs. This is complete.</li> <li>• <b>AD</b> to send a list of what training is available. AD also to send chart about governor skills. Completed.</li> </ul>	DV JE JC



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	<ul style="list-style-type: none"> <li>• <b>CA</b> to send out details to governors about helping with SATs invigilation. Completed.</li> <li>• <b>AD</b> to circulate Governor Training Needs Analysis. Completed.</li> <li>• <b>All</b> to discuss that Governor Hub needs to be paid for by the end of June. Agreed that we will pay for it at the reduced rate of £150.</li> </ul>	
5	<p><b>Strategic Oversight</b></p> <p><b>Feedback from Standards and Curriculum Committee</b></p> <ul style="list-style-type: none"> <li>• JE reported that the Curriculum Committee had met with subject leaders particularly around Science, Geography, History and English. They looked at children's work and talked about the newly implemented handy facts. These seems to be positive and there was lots of really good work to see. Handy facts were felt to work well for History, but slightly trickier for Geography although had enabled children to make connections. Within English there has been a focus on fluency and writing and JE noted that there has been some amazing progress and it was very positive. He reported that AC was pleased with the progress of SEN children. ratio gains were good across the school. AD asked whether Val and Beth could take some photos of the working walls, JE said he will take some photos when he comes in for forest school on Friday.</li> </ul> <p><b>Feedback from Resources Committee</b></p> <ul style="list-style-type: none"> <li>• Key highlight is that there is a slightly healthier than anticipated amount to carry forward, after some slightly bigger grant awards.</li> <li>• Breakfast club is in a positive position, numbers were as expected, demand is there.</li> </ul> <p><b>School Revenue Budget 2024/25 to approve</b></p> <ul style="list-style-type: none"> <li>• VS introduced and explained that it had been a hard budget to do – forecast roll was lower than anticipated. VS explained that our roll is lower, and next year we only have around 26 for next year which are significantly lower. There are increased pressures on the budget, including increased pension contributions. Funding for pay increases is based on pupil numbers and not staff numbers.</li> <li>• For universal free school meals, we have a shortfall of around 55p per child per day. The cost of staffing, services and resources such as paper has gone up – and we are not getting any increase. Where our budget is based on numbers, the smaller cohort can have a significant impact.</li> <li>• We have looked to make savings by not replacing staff who have resigned. Mrs Gillard and Mrs Sivananthan are retiring at the end of the school year. Mrs Dean-Hughes will have a sideways move into that role. It was confirmed we are not looking at redundancy but may not be able to replace like-for-like, and that it is a tricky</li> </ul>	





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environment at the moment. We are lucky to have lots of excellent LSAs, and other schools do not, but it is a shame as it works so well for the children.

- Year R will run as one class next year now. It seems unlikely we will go over 30. DV asked how sustainable is the level of additional need in this cohort for staff? VS stated that there is going to be a need to manage expectations. With the loss of Mrs Gillard and Mrs Sivananthan we will be less efficient at offering additional support and service to families. MS highlighted that the key thing is staffing in classrooms.
- In 25/26 the deficit is so significant that she is not sure where else we could make cuts safely. RC asked about redundancy payment costs, and MS highlighted that Hampshire pay for these. HW highlighted that there has always been a deficit in the future budget forecasts. AG asked if this is school specific or education wide and VS explained that many schools are predicting deficit budgets. A different landscape politically. AG asked whether new housing developments will have an increase in school numbers, but VS explained it will take a few years to filter few, particularly as all local schools have capacity.
- VS explained that Year 3 of the budget looks worse than you would usually see.

HS proposed, AG seconded. The budget was approved.

### **Breakfast Club Revenue Budget 2024/25 to approve**

- VS explained that the budget is based on typical numbers at breakfast club. It is currently making a profit. We can use this to supplement the main revenue budget. MS asked how many children – VS typically around 20 a day. RC asked if there is a maximum we could go to 24 given space and staffing, and that if you went above then you would need an additional member of staff

AG proposed, DV seconded. Budget was approved.

### **Feedback from Diocesan Briefing on Academisation**

- MS explained that there has been a lightening of the political pressure, and VS highlighted that the requirement has been removed.
- VS explained that the requirement from the government to make schools become an academy by 2030 has been removed. If a CofE school was forced or chosen to be an academy, the diocese would want the academy to agree to continue the religious. There is no pressure to join an academy. CB asked if there is a financial advantage to becoming an academy. VS explained there was



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	<p>initially, but not so much anymore. If you were to join an academy you would need to join a larger academy to enable them to support school improvement. MS explained that if we were part of an academy our budget would be top-sliced to pay for central costs. Not currently viable for lots of schools. VS had never felt that there has been a desire for Four Marks to become an academy. This is for information to highlight the process should we decide to become an academy. AG asked if there were any preparations should we be forced to join an academy trust but it was agreed this doesn't look very likely.</p> <p><b>CB left the meeting</b></p>	
6	<p><b>Compliance</b></p> <p><b>Safeguarding</b></p> <p>JE reported that there were no updates, as the terms visit has already been reported on.</p> <p>MS reminded Governors to ask staff a safeguarding question when they visit the school and report this on governor hub. JE will add a list on governor hub.</p> <p>JE posed a safeguarding question to the Governors. There was a lively discussion regarding this question.</p> <p>It was noted that no allegations had been made to staff since the last meeting.</p> <p><b>Health and safety</b></p> <p>DV had made a tour at the end of March and gone through everything. All looked good.</p> <ul style="list-style-type: none"> <li>• Explored the issue around an open stairway and if there is a risk of children climbing up. This was checked and no action was required.</li> <li>• Some trees are pulling up paving, but this is coned off.</li> <li>• Really good awareness of health and safety around the school. Mr Fullick keeps on top of these things.</li> <li>• It was agreed that the new windows look great.</li> <li>• There was a discussion around the use of capital, and VS highlighted that they may do the staffroom over the summer.</li> </ul> <p><b>GDPR (General Data Protection Regulations)</b></p> <p>No subject access requests had been made since the last meeting.</p> <ul style="list-style-type: none"> <li>• HW explained that any requests for data, even casual or innocuous, must be taken seriously and fed back to the school.</li> </ul>	



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7	<p><b>Policies</b></p> <p>The following policies were approved:</p> <ul style="list-style-type: none"> <li>Restrictive physical intervention policy has been updated by Hampshire. (add link). Should be reviewed in line with Safeguarding and Child Protection policy in September.</li> </ul>	
8	<p><b>Effective Governance (Review/Monitoring)</b></p> <p><b>Governor visits to the school</b></p> <ul style="list-style-type: none"> <li>SS came into meet with AC to talk about SEN. Lots of positives in increase in progress and many children had come of the SEN register. We have no looked after children, and two who are post looked after children may need a bit more support. Discussed losing two very vital members of staff in Mrs Gillard and Mrs Sivananthan. SS will come in and chat with some children next about how they find guided reading in the school. Spoke with KP about guided reading, based on the fluency project.</li> <li>AD noted that she came in for SATs, children were calm and knew what they were doing, all process followed properly. MS agreed that everything was well run and organised. The timing was observed well. MS asked CA to pass on thanks to all the staff</li> </ul> <p><b>Governor training update</b></p> <ul style="list-style-type: none"> <li>AD reminded everyone to fill in the skills audit by half term.</li> <li>AD and MS had agreed that the training would be about how to become an outstanding governing body. Governors asked to provide dates in Jan-March they cannot do. AG suggested they avoid half term, and it was agreed that it be on a Monday evening.</li> </ul>	CA
9	<p><b>Other business (as notified to the Chair before the meeting)</b></p> <ul style="list-style-type: none"> <li>RD is going to step down as a governor due to pressure of work meaning he is unable to attend regularly. MS agreed to send thanks to RD for his contribution to the work of the GB.</li> <li>VS highlighted that Heydays requested that we consider an increase in their opening hours from September. They would like to open from 8.30am-3.30pm. This is to help staff and it would also help with their financial position. AD agreed that this was a good idea. VS felt on balance that it was a positive thing. DV asked whether there would be an impact on breakfast club, which it would not.</li> </ul> <p>There were no objections.</p>	
10	<p><b>Confidentiality</b></p> <p>References to AG and YS departure should remain confidential until their news has been announced.</p>	
11	<p><b>Meeting Calendar</b></p> <p>Upcoming meeting dates:</p>	

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	Governing Body - 8 July 2024 at 4:45pm (starting with upper KS2 learning walk) Resources – 1 <sup>st</sup> July at 4pm S&C – 27 <sup>th</sup> June at 4.30pm	
<b>The meeting closed at 18.48</b>		

Full Governing Body

Signed by chair

A handwritten signature in black ink, appearing to be 'C. J. ...', written over a faint circular stamp.

Date: 08.07.24