



## Four Marks Church of England Primary School

<b>Minutes of the Full Governing Body (FGB) Committee</b>		<b>8<sup>th</sup> July 2024</b>
		<b>Start: 17:15</b> <b>End:</b>
<b>Governor's present</b>	<b>Also present</b>	<b>Apologies</b>
Catrin Adlam (CA), Charlotte Bloomfield (CB), Amy Cox (AC), Jonathan Elliman (JE), Kelly Pink (KP), Mike Smith (MS), Samantha Smith (SS), Veronica Stoodley (VS), Dale Vearnecombe (DV) and Howard Wright (HW).	Vicky Cawdeary (VC)	Alasdair Goddard (AG)
<b>Chair:</b> Mike Smith		

<b>Item</b>	<b>Discussion</b>	<b>Action</b>
<b>1</b>	<b>Learning Walk</b> MS reported that the learning walk was interesting, and the wall displays were engaging. Thanks were given to CA for her excellent walk. <b>CA left the meeting</b>	
<b>2</b>	<b>Welcome and apologies for absence</b> AD, RC and JC were not present. AG gave his apologies.	
<b>3</b>	<b>Declarations of interests</b> No interests were declared.	
<b>4</b>	<b>Business administration</b> It was noted that there was a vacancy for a parent governor, which we will look at recruiting in September. We also have a vacancy for a foundation governor.	
<b>5</b>	<b>Minutes of the meeting held on 20<sup>th</sup> May 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>DV to complete outstanding safeguarding training. Is attending the September. Complete.</li> <li>JE to set up separate meeting about the filtering and monitoring changes in KCSIE. VS working on an online policy which will form part of our safeguarding policy and CA working on the filtering side. VS explained some of it is technical and is</li> </ul>	<b>VS/CA/JE</b>



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	<p>management related. Some is curriculum focussed. To be brought to September FGB.</p> <ul style="list-style-type: none"> <li>JC to schedule a meeting to complete the pupil premium handover. To carry over.</li> </ul>	<p><b>JC</b></p>
<p><b>6</b></p>	<p><b>Strategic Oversight</b></p> <p><b>Headteacher's report</b></p> <p>MS talked through the Headteachers report. It was agreed that HW will write to Mrs Sivananthan and Mrs Gillard to thank them for their fantastic contribution to the school. It was noted that there is only one Year R class this year, but that if more Year Rs are directed to us by the Local Authority we will have to accept them.</p> <p>MS highlighted that there was a lot of activities that the children take part in, and the pictures in the newsletter had been noted. JE noted that he had been to the Goblin Cars event at Goodwood with children from Year 5 and what a fantastic day it had been. AG noted that he had attended a Year 1 and 2 trip to Durleighmarsh and highlighted how well planned and organised it was including a comprehensive itinerary, risk assessment with a strong focus on safeguarding. He noted the focus on safety around the car park and farm equipment, as well as well-behaved the children were. HW noted that he comes in often for collective worship and that the children are always fantastic and well-behaved. HW had also done some pupil conferencing and felt that children and been respectful.</p> <p>EYFS, Phonics and multiplication results are included, but we are still awaiting KS2 results.</p> <p>MS asked VS to talk about Leah's role in the school, and VS explained that Leah works as an English consultant in the school. The aim is to take complex texts and making them accessible ie Macbeth, Great Expectations. VS explains that they have seen a real engagement from pupils. The school also worked with Leah introducing Let's Think English, which is a cognitive acceleration programme which works on the premise that collective thinking is more powerful. CB asked if we do Let's Think Maths too, and VS confirmed that we do and Let's Think Early Years too. VS suggested that governors come in to see one of the Let's Think lesson as it is so interesting to see how children build meaning. SS asked how long the lessons are and it was explained that this can depend on the children but usually around an hour. VS explained that this helps build oracy skills, which she had noticed 10 years ago was a gap particularly with our disadvantaged children. It</p>	



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	<p>also helps to build cooperative skills. VS highlighted that we had a Let's Think Taster Day where we did demo lessons, and that the other teachers who came were surprised to see the children doing such active listening. MS asked that VS let governors know when the next Let's Think session is so that Governors can come along.</p> <p>There was discussion about the Fluency Project and KP reported that you can see significant progress in terms of confidence of children reading aloud. MS noted that there is evidence here of a lot of work this year, and thanked VS for her hard work.</p> <p>MS reported that he had come into look at maths and had a learning walk with CA around Maths. He will report back to Standards and Curriculum.</p> <p>It was noted that things are improving behaviour wise post COVID. JE noted that Kit Messenger is running some training next term to talk about "curious not furious". VS to invite governors along to this session.</p> <p><b>CB left the meeting.</b></p> <p>MS noted that our data is better than Hampshire and National in most cases. They talked through the data provided. It was noted that the phonics screening results were good, and that there was a significant improvement in the results of the multiplication check. VS will recirculate when we have the KS2 results.</p> <p>It was noted that absences look either better than or in-line with national averages.</p> <p><b>School Improvement Plan monitoring</b> MS passed around the plan for governors to update.</p> <p><b>Feedback from Standards and Curriculum Committee</b> JE had met with HS to talk about sports premium and updated governors on the highlights. He explained that more teaching staff are now covering sports to reduce the costs. New sports were being introduced including lacrosse, hockey and handball, which are more accessible to all children. The school is now taking part in 20 sports events including 6 non-competitive sports, and the girls football team has got 6 externally arranged matches lined up.</p> <p>There had been an update to S&amp;C about the moderation of writing. Mrs Adlam had spoken about her role as County moderator. Governors were</p>	<p>VS</p> <p>MS</p> <p>VS</p> <p>VS</p>
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	<p>informed that 6 children were assessed for moderation in SATs and JE noted that the writing he saw was excellent. S&amp;C had also looked at the data return and noted that early years was not as strong this year as it was a difficult cohort. Year 4s had excellent multiplication test results, and it was highlighted that the change in approach has seen improvements.</p> <p><b>Feedback from Resources Committee</b> AG explained that Resourced had a report on Staffing, which is reflected in the Headteacher's report which had been seen in FGB in this meeting. There had been discussion around support staff costs as well as the budgets. They looked at relevant policies, some of which has come to this meeting. They then discussed parking, driver safety and pollution outside school as a parent had met with DV. The outcome was that the school is doing all they can, given the remit of the school.</p>	
<b>7</b>	<p><b>Effective governance (Review/Monitoring)</b> <b>Learning walk follow-up</b> Thanks to CA for leading an excellent learning walk.</p> <p><b>Governor visits</b> JE had undertaken a visit. A report will follow. HW had done pupil conferencing.</p> <p><b>Governor skills audit update</b> Carry over to the next meeting.</p> <p><b>Draft meeting dates for FGB for 2024/25:</b></p> <ul style="list-style-type: none"> <li>• 16th September</li> <li>• 18th November – Learning Walk Y3/4</li> <li>• 10 February – Learning Walk Y5/6</li> <li>• 31 March – Learning Walk Reception</li> <li>• 19 May – Learning Walk Y1/2</li> <li>• 7 July</li> </ul> <p>It was agreed that these meeting dates will go ahead.</p>	
<b>8</b>	<p><b>Compliance</b> <b>Safeguarding</b> JE had done the regular safeguarding visit. Still needs to check the training logs.</p>	JE

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	<p>JE posed a safeguarding question to the Governors: How is safeguarding training monitored at the school? Where is it recorded and how do we know? There was a discussion about this in the meeting.</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 has a health and safety walk booked for this week. No major incidents to report. Will read the lockdown report. MS asked if there is external validation, and AC explained that they report to Hampshire termly and have occasional inspections.</p> <p><b>GDPR (General Data Protection Regulations)</b></p> <p>None</p>	
<b>9</b>	<p><b>Policies</b></p> <p>Statutory policies for maintained schools - MS and VS have reviewed and noted that everything is in place.</p> <p>What schools should publish online – MS requested that Governors try to find the information online. DV will put on a spreadsheet and circulate. Governors ignore anything relating to secondary schools. The SEND policy, Home school agreement, collective worship and premise management policy were all approved.</p>	DV/All
<b>10</b>	<p><b>Other business</b></p> <p>None</p>	
<b>11</b>	<p><b>Confidentiality</b></p> <p>None</p>	
<b>13</b>	<p><b>Meeting Calendar</b></p> <ul style="list-style-type: none"> <li>• 16th September</li> <li>• 18th November – Learning Walk Y3/4</li> <li>• 10 February – Learning Walk Y5/6</li> <li>• 31 March – Learning Walk Reception</li> <li>• 19 May – Learning Walk Y1/2</li> <li>• 7 July</li> </ul>	
<b>The meeting closed at 18.29</b>		