

**GOVERNING BODY OF FOUR MARKS CHURCH OF ENGLAND PRIMARY SCHOOL**

<b>Full Governing Body Meeting Minutes</b>	<b>Date of Meeting:</b> 10.07.23	<b>Start Time:</b> 1700	<b>End Time:</b> 1835
<b>Present:</b> Catrin Adlam (CA); Amy Cox (AC); Richard Dollimore (RD); Jonathan Elliman (JE); Alasdair Goddard (AG); Mike Smith (MS); Samantha Smith (SM); Veronica Stoodley (VS), Dale Vearncombe (DV) and Howard Wright (HW).	<b>Apologies:</b> Esther Andrews (EA); Jamie Cunningham (JC); Anna Duckworth (AD), and Laura Smith (LS).		
<b>Chair:</b> Mike Smith			

<b>Main points discussed</b>	<b>Decisions/Actions</b>	<b>Action</b>
<b>1 Welcome and Apologies</b>	Apologies were intimated on behalf of EA, JC, AD and LS.	
<b>2 Declarations of Interest</b>	<p>2.1 To record any change to pecuniary interests and to advise of any other interests and related party transactions. AG declared an interest in item 7 as a user of the Breakfast Club, he considered that the interest was not sufficient so as to require him to recuse himself from consideration of the item.</p> <p>DV declared an interest in item 7 as a user of the Breakfast Club, he considered that the interest was not sufficient so as to require him to recuse himself from consideration of the item.</p> <p>2.2 To check that all governors had confirmed pecuniary interests and KCSIE (2022 part 1) on Governor Hub. <b>Noted.</b></p>	
<b>3 Minute of meeting of 22 May 2023</b>	The FGB <b>approved</b> the minute of meeting of 22 May 2023.	
<b>4 Actions arising from the meeting of 22 May 2023</b>	<p>(i) Update on the Governors Monitoring of the School Improvement Plan. There were two versions live and these would be returned to one version for September. Further to a point from JE there was confirmation on the allocation of monitoring activities.</p> <p>(ii) Responses to the Equalities Monitoring form had been compiled and summarised. The FGB <b>agreed</b> to publish the equalities monitoring information.</p> <p>AC joined the meeting during consideration of this item.</p>	
<b>5 Provisional Dates of Meetings for 2023/24</b>	<p>The FGB <b>agreed</b> the undernoted dates of meetings for 2023/24 with a start time of 5pm and noted that this start time would be reviewed in-year. AG confirmed that the Resources Committee would meet on Mondays with a likely start time of 4pm.</p> <ul style="list-style-type: none"> <li>• 18 September 2023</li> <li>• 27 November 2023</li> <li>• 29 January 2024 – this date to be checked in case of conflict with Governor training event.</li> <li>• 18 March 2024</li> <li>• 20 May 2024</li> <li>• 8 July 2024</li> </ul>	



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<b>6 Headteacher's Report</b>	<p>RD joined the meeting during consideration of this item.</p> <p>VS provided an overview of her report.</p> <p>In response to a comment on the school roll reduction, VS noted that the number for September was quite good and had picked up a little from 296 as there had been 5 further children start since then. She expected roll to be around 300.</p> <p>Following a question on fixed term exclusion, VS confirmed that this was the case here, rather than a permanent exclusion. She highlighted that there were not many exclusions required at the school.</p> <p>Standards &amp; Curriculum Committee had worked through matters relating to discrimination, the report identified an increase in online bullying and Governors noted the challenge relating to this area for schools. VS noted that as there had been an acceleration of technology use it was challenging for appropriate boundaries to keep pace. Once the use of a platform was established it was then difficult to put in safeguards or remove access. The school would help families consider how to set up sensible boundaries where possible. There were workshops held with children and parents. It was proposed that attendance at the workshops may be beneficial to Governors.</p> <p>Governors noted the exceptional work of the school with the range of activities which were available and organised. The FGB asked that its thanks was passed on to the staff involved in making these activities happen and highlighted the success of the girls and boys football teams.</p> <p>KS1 testing was discussed and it was noted that these were optional from next academic year. VS stated that it was likely some testing would be undertaken as a check and balance against teacher assessment although she noted that the younger the children were the less accurate the results so they should be used as a guide. Some children did not perform well in test format at such an early stage.</p> <p>In relation to the impact of Covid on the younger cohort Governors asked what could be done by parents to assist improvements to bring that cohort back up. VS stated that more time spent on home learning and providing support and broadening experience would help. Time and talking was one of the best things parents could do which would assist with language development. Play dates would also benefit some children. These 'normal' childhood experiences, which were limited by Covid, would be beneficial. There were no quick fixes to the impact of Covid.</p> <p>Governors discussed 'no balls Wednesday'.</p> <p>The Early Years Team were discussed as a centre of excellence and a question was asked as to whether drop-ins from other staff would continue. VS confirmed this would likely continue.</p> <p>Attendance and absence tracking was discussed in depth. The FGB sought assurance on the supports in place and VS confirmed arrangements in this area of activity. There was also discussion of transition days which had taken place and had gone well.</p>	



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<p><b>7 Reports from Committees</b></p>	<p><b>(i) Resources</b> AG provided an update on the recent meeting of the Resources Committee and highlighted its consideration of the cost of Breakfast Club. The committee recommended an increase from £6 to £6.50. The FGB agreed the change to the Breakfast Club fee level.</p> <p>The Complaints Policy had been reviewed by Committee and was referred to the FGB for adoption. The FGB <b>agreed</b> to adopt the Complaints Policy for a period of four years.</p> <p><b>(ii) Standards &amp; Curriculum</b> JE provided an update on the recent meeting and highlighted the new online system where children could access e-book and audiobook downloads. The fluency programme was also covered and there were 43 children participating.</p> <p>The Special Needs and Disability Policy was referred to FGB by the Committee for adoption. The FGB <b>agreed</b> to adopt the policy, incorporating small changes from AC to update factual matters for one year.</p>	
<p><b>8 Governor Visits, Monitoring of SIP and Evaluation</b></p>	<p>(i) The Governor Monitoring File was circulated. Reports were provided by Responsible Governors. JE had undertaken safeguarding monitoring activity. There were no concerns to report.</p> <p>(ii) Governor Monitoring of the SIP – it was noted that areas were assigned by role.</p>	
<p><b>9 Safeguarding</b></p>	<p>JE provided an update on safeguarding matters and the assurance he had received since the last meeting. No concerns were raised. The FGB discussed education on vaping and what interventions were being used for primary school age children versus secondary school age children. County had advised that Governors did not need to attend the meeting on 4 September but had highlighted the Governor online training would be more appropriate for the strategic safeguarding role. VS confirmed attendance by Governors on 4 September was however still available, would be welcomed and would meet the training requirement. Governors discussed the content of the online training and some felt that the online module was very light touch compared with the in person session available at school.</p>	
<p><b>10 Health &amp; Safety</b></p>	<p>The FGB noted the update on health and safety which had been provided during consideration of earlier items.</p>	
<p><b>11 GDPR</b></p>	<p>There had been three requests for information. VS provided general details, as appropriate, of requests dealt with by the school. All the responses had been complied within timescales.</p>	
<p><b>12 Date of Next Meeting</b></p>	<p>18 September 2023.</p>	
	<p>The meeting closed at 1835</p>	

