

GOVERNING BODY OF FOUR MARKS CHURCH OF ENGLAND PRIMARY SCHOOL

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| Full Governing Body Meeting Minutes | Date of Meeting: 27.03.23 | Start Time: 1700 | End Time: 1830 |
| Present: Catrin Adlam (CA); Esther Andrews (EA); Clare Branney (CB); Amy Cox (AC); Jamie Cunningham (JC); Anna Duckworth (AD); Jonathan Elliman (JE); Alasdair Goddard (AG); Laura Smart (LS); Mark Smith (MES); Veronica Stoodley (VS); Dale Vearncombe (DV), and Howard Wright (HW). | Apologies: Mike Smith (MJS). | | |
| In attendance: Jack Frawley (Clerk) | | | |
| Chair: Howard Wright (Vice-Chair) | Clerk: Jack Frawley | | |

| Main points discussed | Decisions/Actions | Action |
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| 1 Welcome and Apologies | An apology was intimated on behalf of MJS. | |
| 2 Declarations of Interest | 2.1 To record any change to pecuniary interests and to advise of any other interests and related party transactions. None. 2.2 To check that all governors had confirmed pecuniary interests and KCSIE (2022 part 1) on Governor Hub. Noted. JE will check KCSIE dates for all governors. AD joined the meeting during consideration of this item. | |
| 3 Minutes of previous meetings | The FGB approved the minutes of meetings of: (a) 28 November 2022, and (b) 23 January 2023. | |
| 4 Actions from the meeting of 23 January 2023 | (i) Mental Health Questionnaire for Stakeholders – continued to the next meeting; (ii) Chair's Notices – Update on Ofsted, and a written complaint from January had been investigated and responded to. There was an update on roll numbers and applications for Year R. (iii) Membership – MJS reappointed as a Foundation Governor by the Diocese. (iv) Collective Worship – Monitoring Form had been uploaded by MJS | (i) May FGB |



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| 5 Membership | <p>There remained a vacancy for a Foundation Governor on the FGB.</p> <p>There was discussion on the balance of committee membership and whether these were operating successfully. The FGB agreed that AD would take up a place on Standards & Curriculum and would vacate her place on Resources. The FGB agreed that JC be appointed to Standards & Curriculum.</p> <p>The FGB noted that CB's membership would come to an end at the end of March 2023. She would stay on as an Associate Governor and gradually step back.</p> <p>MES joined the meeting during consideration of this item.</p> | |
| 6 Ofsted Feedback | <p>VS provided an overview of the feedback from the recent Ofsted inspection. The report was not available at the time of the meeting. VS felt that the inspection had been a positive experience. VS had seen the draft report, the strengths of the school had been recognized and matched with the school self evaluation of areas for improvement. VS provided detail of the decision making process followed by the inspectors which was used.</p> <p>Governors then asked questions.</p> <p>The FGB expressed its thanks to the staff team who had been fantastic during the inspection process.</p> | |



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| <p>7 Headteacher's Report</p> | <p>The FGB considered the Headteacher's Report to the Governing Body March 2023 which provided updates on:-</p> <ul style="list-style-type: none"> • Ofsted; • School Improvement & Recovery Plan; • Safeguarding; • Attendance & Exclusions; • Academic Recovery, Progress and Standards; • Admissions & NOR; • Inclusion; • Returns to County; • Staffing; • Performance Management; • Training; • Premises; • Self Evaluation, and • Finance. <p>Following a question on persistent absenteeism, which was still higher than pre-covid levels, the FGB was assured that cases were carefully monitored and that the majority of absence related to sickness. The FGB considered having whole FGB training on the topic of absence. Curriculum was also suggested as a potential whole FGB training topic. VS noted that HMIE would produce videos for governors of what a good curriculum looks like. Following further discussion the FGB agreed the topic for Whole FGB Training as Inclusion, Attendance & Wellbeing.</p> | |
| <p>8 Reports from Committees</p> | <p>(i) Resources AG provided an update on the recent meeting of the Resources Committee which had considered staffing, revenue budget monitoring, HCC internal audit 2022, and the Disaster/Emergency Recovery Plan. DV, seconded by AG, proposed the Disaster Recovery Plan for adoption. The FGB unanimously agreed adoption of the Plan.</p> <p>(ii) Standards & Curriculum JE provided an update on the recent meeting of the Standards & Curriculum Committee which had considered Ofsted Feedback and Next Steps, curriculum update, and Prevent Training.</p> | |

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| 9 Safeguarding | <p>(i) A visit of Year R had been undertaken. There was amazing knowledge of the fire drill procedures and the children reported feeling safe. The children were not aware of the Rainbow Room but were the least likely to require to use it. Governors were reminded that the Safeguarding Induction was required when joining the FGB. The Prevent training had been completed by all.</p> <p>(ii) It was noted that DBS checks for new governors were requested within 21 days of election / appointment/ extension of term.</p> <p>(iii) Governors were asked to summarise the main changes to KCSIE. The FGB then discussed the main changes and safeguarding implications.</p> | |
| 10 Health & Safety | <p>DV provided an update. The Health & Safety tour had been completed. DV had met with AC and talked through matters. Staff had a good understanding of the fire safety management plan. It was noted that the Caretaker, Steve, was doing a brilliant job.</p> <p>The CO2 monitors in the Rainbow Room had been triggered and the requirement to ventilate better was noted.</p> <p>AC noted that two trees had fallen which was cut up and cleared the next day. The sink hole had been barriered off and was due an inspection.</p> <p>The website compliance check was ongoing.</p> <p>CB left the meeting during consideration of this item.</p> | |
| 11 Governor Visits, Monitoring of SIP and Evaluation | <p>(i) The Governor Monitoring File was circulated. Reports were provided by Responsible Governors. JE had observed phonics in Year R, spoke with the pupils and saw evidence collection. 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>(iii) Feedback from spring term Governor Forum meeting – it was noted that MJS had been appointed to the County Schools Funding Forum.</p> | |
| 12 Equalities | <p>(i) Review of Single Equality Scheme (March 2023) – the FGB requested that the date of this review was included. There would be an annual update of the data. DV, seconded by JE, proposed adoption of the Review. The adoption was unanimously agreed.</p> <p>(ii) Review and re-publication of Equalities Information – agreed.</p> <p>(iii) Date of Review and re-publication of Equalities Objectives – agreed.</p> | |
| 13 GDPR | There had been no new requests received. | |
| 14 Date of Next Meeting | 22 May 2023 | |

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| | The meeting closed at 1830 | |

