

GOVERNING BODY OF FOUR MARKS CHURCH OF ENGLAND PRIMARY SCHOOL

Full Governing Body Meeting Minutes	Date of Meeting: 23.01.23	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) ; Mike Smith (MJS); Veronica Stoodley (VS); Dale Vearncombe (DV), and Howard Wright (HW).	Apologies: RD.		
In attendance: Jack Frawley (Clerk)			
Chair: Mike Smith	Clerk: Jack Frawley		

Main points discussed	Decisions/Actions	Action
1 Welcome and Apologies	An apology was intimated on behalf of RD.	
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. JC joined the meeting during consideration of this item.	
3 Minute of previous meeting held on 28 November 2022	The FGB continued this item to its next meeting in order to allow Governors sufficient time to consider the minutes.	
5 Actions from the meeting held on 28 November 2022	(i) Governor Hub access for new Governors – complete. (ii) Update website – complete. (iii) Safeguarding fence update – complete. (iv) The Governor page on the school website to have a link from the front page – complete.	
6 Pupil Premium Presentation	The FGB received a presentation which provided information on what pupil premium is; how the funding works; the general targets; strategies and research, and tracking. The FGB also had the benefit of an anonymised case study. The FGB asked if funding followed the child if they moved school. VS advised that funding was linked to census data so there could be a delay accessing funding but confirmed that the funding did follow the child. Discussion included Ofsted questions on pupil premium and that this could be an area of strong focus. CB joined the meeting during consideration of this item.	

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7 Chair's Notices	<p>The Chair advised that a complaint had been received. He had carried out the Stage 1 investigation and would reply in the coming days. If the complainant wished the complaint could then proceed to Stage 2. This involved a panel of Governors reviewing the investigation process carried out at Stage 1.</p> <p>The Chair provided an update relating to Trade Union balloting relating to industrial action. The majority of Unions had not achieved the 50% threshold. In respect of industrial action the employer was Hampshire County Council. The County Council had required the school to send out a standard letter regarding the consequences of industrial action.</p>	
8 Membership	<p>AD, local authority Governor, term as a Governor was due to expire. HW, seconded by AG, proposed that AD be appointed for a further term, subject to any external processes required by the local authority. There was unanimous agreement on this.</p> <p>MJS would require to be re-appointed as a Foundation Governor. This was subject to the process for Foundation Governors that the Church PPC undertook the appointment followed by ratification by the DBE.</p>	
9 Monitoring the School Improvement Plan	<p>The updated version of the SIP was available to the FGB, actions which were complete were noted. In order to ensure effective ongoing monitoring of the SIP dates would added on each occasion an action was done. This ongoing monitoring would continue but would not be a standing agenda item for the FGB.</p>	
10 Feedback on Governor Visits to the School	<p>CB had carried out a visit on 19 January 2023 on the SEND. CB had met with Amy and Naomi to go through the main points. Spelling interventions were now the highest occurrence intervention. Strategies were being looked at and LSAs had recently had new 'precision teaching' training. An area of concern had been highlighted regarding the amount of support available to Ukrainian children in school, who were taking up a lot of adult time. To date there had not been funding to support this.</p> <p>JE had undertaken six visits on safeguarding since the last FGB meeting and these visits had included pupil conferencing.</p> <p>DV had a health and safety walk around planned for 6 February 2023.</p> <p>VS noted that new Governors should have their induction completed before getting a SIP allocation and committee places.</p>	
11 Updates from Committee	<p>(i) Resources Committee AG advised that the committee had approved capital funding for flooring at the breakfast club which would be laid in the Easter break. The damaged carpet had been lifted and made good for the time being. The committee had also considered the HCC Internal Audit 2022 and the Disaster/Emergency Recovery Plan.</p> <p>The SFVS had been referred to the FGB by the committee and was presented for approval. AG advised that there were not many changes to the document for this year. AG, seconded by HW, moved that the SFVS be approved. There was unanimous agreement on this.</p> <p>(ii) Standards & Curriculum JE provided an update from the recent meeting. The committee had received updates from Phase Leaders. In KS1 the main focus was on</p>	

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	<p>phonics in Year 1 with Year 2 focussing on mastering numbers. At KS2 there was an update on comprehension in reading. Year 6 writing was anticipating to be moderated by County. In Year R due to the age demographic of the cohort things had been stripped back to focus on practical skills to build a firm foundation.</p> <p>Regarding performance it was difficult making a comparison to pre-COVID time. Free School Meals had increased. EHCP was in line with the national average of 2.3%. Attendance was in line with national expectations.</p>	
<p>12 Updates from Governors with Specific Responsibilities</p>	<p>Safeguarding – JE confirmed that in terms of the KCSIE requirement there had been no allegations made against staff members. Discussion included having questions at each future FGB meeting following questions having recently been posted on Governor Hub.</p> <p>Pupil Premium – further to the earlier presentation AG noted that the Governor Hub folder for pupil premium would be made available to Governors.</p> <p>Health & Safety – DV advised that the Fire Safety Management Plan was to be reviewed soon.</p> <p>Training & Development – AD noted that the skills matrix had been updated. She encouraged all Governors to make full use of the training available through the SLA. The FGB was invited to consider whether to continue the subscription to the training courses. AD, seconded by JE, moved that the FGB continue the SLA with Governor Services for a further year at a cost of £1,660. There was unanimous agreement on this.</p>	
<p>13 Working Together to Improve Attendance</p>	<p>The FGB was provided with the Attendance Spring 23 document. VS noted that attendance was a key safeguarding issue. Nationally during the covid pandemic there had been children who had ‘gone missing’ in education and poor attendance habits had developed. There was a national focus on attendance. VS provided an analysis of the attendance figures provided in the document. She highlighted that overall year to date attendance was in line with the national and regional averages. Authorised absence for holiday was in line with national figures. Unauthorised absence for holiday peaked the week before half term which coincided with the half term dates of a local academy and the week before Christmas.</p> <p>Governors asked about the challenges for specific groups and if the data was filtered by SEND, Pupil Premium and if persistent absence trends were analysed. VS advised that individual circumstances were closely monitored where patterns of absence were identified. Following discussion on safeguarding JE noted that he had spoken with Andrea and Karen who monitored this area. The school worked closely with families where there were other reasons preventing attendance and look at possible interventions.</p>	
<p>14 Policy Updates</p>	<p>(i) Statement of Behaviour Principles The statement was required by legislation as a guide to the HT. Based on this the HT then developed policy. There were no changes from the previous version and the statement was presented for re-adoption. MJS, seconded by HW, moved that the statement be adopted, subject to:-</p> <p>(1) amendment in line 2 to replace ‘2014’ with ‘2022’, and (2) review which HW would lead and report back in the Autumn of 2023.</p>	

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	<p>There was unanimous agreement on this.</p> <p>(ii) Vision and Values The school's Vision & Values documents were presented for adoption. AD, seconded by AG, moved that the Vision & Values be adopted. There was unanimous agreement on this.</p>	
15 For Information	<p>(i) Diocesan Briefing on Academisation There had been a 2019 Government manifesto commitment that all schools would become academies by 2030. This was no longer Government policy. The FGB was provided with information from Jeff Williams, Director of Education from the Academisation Consultation Meetings November 2022.</p> <p>(ii) Mental Health Questionnaire for Stakeholders Continued to a future meeting.</p> <p>(iii) Parent Questionnaire Feedback A summary of responses had been circulated. The questions which had been asked were set by Ofsted. In terms of comparison with previous data the questions asked this time were not quite the same as those from 2019. DV asked about the actionable insight which would be gained from the feedback. VS commented that the lower score aspects had been highlighted. In terms of 'The school gives me information about what my child will learn during the term/ year' would have action taken and signposting would be put in place. It had been discussed at the inset day regarding homework linking.</p> <p>(iv) Governors Attending Collective Worship It was highlighted that Governors should attend collective worship. MJS would upload a monitoring file for attending worship. This was included within the SIAMS inspection.</p>	
16 Date of Next Meeting	27 March 2023	
	The meeting closed at 1830	

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