



**FOUR MARKS CHURCH OF ENGLAND PRIMARY SCHOOL  
FULL GOVERNING BOARD**


**MINUTES OF A MEETING HELD ON 28 NOVEMBER 2022**

<b>1.</b>	<p><b>Welcome and Apologies for Absence</b></p> <p>The Chair welcomed Jamie and Laura to their first meeting of the governing body. VS arranged to add James and Laura to the governors WhatsApp group.</p> <p>Present: CA, AC, JC, AD, AG, LS, MJS, MES, VS, DV, HW, Online: JE, EA</p> <p>Apologies: CB, RD</p> <p>The clerk was unavailable so the meeting was recorded and summary minutes written subsequently by MJS.</p>
<b>2.</b>	<p><b>Declaration of personal and pecuniary interest/AOB</b></p> <p>(i) To record any changes to pecuniary interests and to advise of any other interests and related party transactions. There were no new personal or pecuniary interests declared.</p> <p>(ii) To check that all governors have confirmed pecuniary interests and read KCSIE (2022 part 1) on GovernorHub. Existing governors confirmed they had read this document. Laura has read this as part of her employment. Jamie to read this as part of his induction.</p> <p style="color: red;"><b>ACTION: Jamie and Laura to be given access to GovernorHub [VS/MJS]</b></p>
<b>3.</b>	<p><b>Minutes of meeting held on 3 October 2022</b></p> <p>To agree and sign the minutes as a true and accurate account of the meeting Agreed with one amendment.</p> <p>AG updated the membership of the HT Performance Management Panel. Amended to AD and AG.</p>
<b>4.</b>	<p><b>Actions from the meeting held on 3 October 2022</b></p> <p>(i) Training certificate issued for training Sept 2nd. To be uploaded to Gov Hub. COMPLETED</p>
<b>5.</b>	<p><b>Headteacher's Report – November 2022. [VS]</b></p>


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	<p>(i) Feedback from the visit of the LLP The report of the LLPs visit has been uploaded to GovernorHub. VS took the governors through the key points of the report and drew attention to recommended action points:</p> <ul style="list-style-type: none"> <li>• developing the use of fluency reading books for identified pupils</li> <li>• review the current stock of reading books and ensure pupils are accessing current texts</li> <li>• SENDCo to develop greater precision of recording actions undertaken and evaluations to maintain a focus on effective practice.</li> </ul> <p>(ii) -Publication of the IDSR (Inspection Data Summary Report 2022). The report is uploaded on GovernorHub. Contains data for 2022 but information from 2020 and 2021 is missing due to SATs being cancelled during the Covid period. Therefore limited overview available.</p>	
<p><b>6.</b></p>	<p><b>Monitoring the School Improvement Plan. [MJS]</b> MJS provided a copy of the School Improvement Plan (Governors Monitoring) document for all present in the room. He requested that governors with monitoring responsibilities within the plan should 'sign off' actions in a master copy of the plan to be brought to every FGB meeting. This would assist the GB in demonstrating that effective monitoring is taking place.</p>	
<p><b>7.</b></p>	<p><b>Feedback on Governor visits to the school</b> Reports on GovernorHub. JE visited on 23 September to undertake a general safeguarding visit using a recurring termly checklist. He also visited on 16 November and had safeguarding conversations with members of staff during a walkaround the school with AC. He had also visited to conference with children on two occasions (KS2 and KS1). AG had made two visits. One was Pupil Premium focussed, the second was to conduct an Internal Controls audit. AD would be visiting Breakfast Club soon.</p>	
<p><b>8.</b></p>	<p><b>Updates from Committees</b> Minutes of meetings are available on GovernorHub. (i) Resources [AG] AG headlined the work of the Resources Committee:</p> <ul style="list-style-type: none"> <li>• Policy review: Disaster /Emergency Recovery Plan (now renamed Emergency Incident and Procedure) Recommended for approval by AG. Agreed</li> <li>• A draft version of the Pupil Premium/Recovery Premium Funding Strategy Statement was discussed. Work on this report was still progressing prior to</li> </ul>	
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	<p>publication by 31 December.</p> <ul style="list-style-type: none"> <li>• Discussion of the Mid Year Budget Revision. Recommended for approval by AG. Agreed.</li> </ul> <p>(ii) Pay Committee [HW] The committee had met and discussed the 2022/23 version of the Pay Policy. Recommended for approval by HW. Agreed.</p> <p>(iii) Standards &amp; Curriculum. [JE] The committee had received presentations on the teaching of music [DC and CA] and science [BW] Reviewed the SEND Policy, Behaviour Policy, Homework Policy and Attendance Policy. All recommended for adoption by JE. Agreed. Reviewed the 2022 SAT outcomes.</p> <p>(iv) AD and AG fed back on the work of the HT Appraisal Committee. All staff members left the room for this item. On their return, MJS thanks VS for her hard work over the past year and all the things that she has done to make the school a happy and successful place.</p>
<p><b>9.</b></p>	<p><b>Safeguarding</b></p> <p>(i) Update on Safeguarding. [JE] Visits covered under previous agenda item. DDSL [AC] has introduced an induction pack for new children arriving at the school (casual admissions). Conferencing with KS1 and KS2 pupils revealed that:</p> <ul style="list-style-type: none"> <li>• Children were overwhelmingly positive; they knew where to go and who to see if they felt worried</li> <li>• Both groups highlighted the Heydays fence as a less safe aspect. <b>Follow up required [JE/VS]</b></li> <li>• KS1 children understand about the repeated nature of bullying</li> <li>• They understand the difference between bullying and being unkind</li> <li>• Anti bullying week has been observed in school.</li> <li>• JE overwhelmed at the evidence of safeguarding in action around the school – in class, staffroom. Staff have a really good understanding of safeguarding. To follow up with conversations with visiting sports coaches, catering staff.</li> <li>• Governor page on school website needs updating and a link restored back to the front page. <b>ACTION [VS]</b></li> </ul> <p>(ii) KCSIE - Have there been any allegations made against members of staff? [VS] No allegations made.</p>

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<b>10.</b>	<p><b>Health &amp; Safety</b></p> <p>Update on Health &amp; Safety [DV]</p> <p>No issues to report. DV will schedule a H&amp;S visit. He has completed a H&amp;S training course</p> <p>VS reported that County have conducted an electrical survey of the school and are going to put in some circuit isolators.</p>
<b>11.</b>	<p><b>Governor Training</b></p> <p>(i) Governor Training Needs Analysis [AD] Completed and outcomes uploaded to GovernorHub.</p> <p>(ii) Whole FGB Training 2023. (to be booked by 31/12/22) [AD] Discussion deferred until later in the year.</p> <p>(iii) Feedback on courses attended D - Health and Safety course JE - Essentials of Chairing course</p>
<b>12.</b>	<p><b>For information [MJS/VS]</b></p> <p>(i). Diocesan briefing on academisation Carried forward to next meeting.</p> <p>(ii). Working Together to Improve Attendance To be covered at S&amp;C and Resources committee meetings.</p> <p>(iii). Mental health questionnaire for stakeholders</p> <p>(iv). Parent questionnaire (closes 1/12/22) Results to be circulated as soon as collated.</p>
<b>13.</b>	<p><b>Date of next meeting:</b> 23 January 2023 at 5:00pm</p>

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