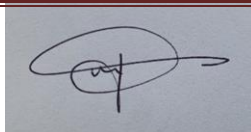


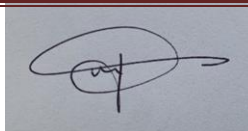
wwwwwwGOVERNING BODY OF FOUR MARKS CHURCH OF ENGLAND PRIMARY SCHOOL

Full Governing Body Meeting Minutes	Date of Meeting: 3.10.22	Start Time: 1700	End Time: 1815
Present: Catrin Adlam (CA); Esther Andrews (EA); Amy Cox (AC); Richard Dollimore (RD); Anna Duckworth (AD); Jonathan Elliman (JE); Alasdair Goddard (AG); Mark Smith (MES); Mike Smith (MJS); Veronica Stoodley (VS); Dale Vearncombe (DV), and Howard Wright (HW).	Apologies: None.		
In attendance: Jack Frawley (Clerk)			
Chair: Anna Duckworth	Clerk: Jack Frawley		

Main points discussed	Decisions/Actions	Action
1 Welcome and Apologies	In advance of the election of Chair of the FGB, expressions of interest were sought from one of the physical attendees to chair the meeting. AD was willing to chair the meeting. There being no further expressions of interest AD took the chair for the remainder of the meeting. The Chair welcomed all present to the meeting.	
2 Election of Chair and Vice-Chair	(i) Nominations were sought for the position of Chair of the FGB. AD and VS nominated MJS. There was unanimous agreement and MJS was accordingly appointed Chair of the FGB. (ii) Nominations were sought for the position of Vice-Chair of the FGB. AD and AG nominated HW. There was unanimous agreement and HW was accordingly appointed Vice-Chair of the FGB.	
3 Declarations of Interest	3.1 To record any change to pecuniary interests and to advise of any other interests and related party transactions. None. 3.2 To check that all governors had confirmed pecuniary interests and KCSIE (2021 part 1) on Governor Hub. Noted.	
4 Minute of previous meeting held on 5 July 2022	The minute of the meeting held on 5 July 2022 was approved by the FGB and authorised for signature by the Chair as a true and accurate record of the meeting.	
5 Actions from the meeting held on 5 July 2022	Clerk – Governor Visits to be a standing FGB agenda item – item included on this agenda.	
6 Headteacher's Informal Report on School	The FGB received a verbal update from VS on matters relating to the school since the start of the current year. VS noted that there had been a good start to the year and that routines were being established alongside the setting of expectations. There had been some staff sickness which had also been mirrored in the pupil cohort. At the start of the year there was encouragement of respect for belongings. VS stated that it felt positive in the school and that new members of staff had settled in well.	
7 Review of Policies	(i) Terms of Union - approved (ii) Safeguarding Policy - approved (iii) Child Protection - approved (iv) Complaints - approved (v) Code of Conduct – approved	



Main points discussed	Decisions/Actions	Action
	(vi) Governor Visits Policy - approved	
8 MOPP	The Manual of Personnel Practice was adopted .	
9 Review of Delegation Planner	The Delegation Planner was based on the model planner from the NGA but had been adapted to meet the school's needs. The FGB approved the Delegation Planner.	
10 Governor Committees and Responsibilities	<p>10.1 The Membership of committees/appointment of Chairs was agreed as existing subject to the following:-</p> <ul style="list-style-type: none"> • Head Teacher's PM Review Panel – membership AD, JE and DV; Chair – AD • Pay Committee – AG, HW and MES members; Chair – HW • Resources Committee – MES member; Chair - AG • Standards & Curriculum Committee – CB, JE and AG members; Chair – CB and Vice-Chair – JE <p>10.2 Special Governor Roles</p> <ul style="list-style-type: none"> • Governor Forum Representative - MJS • Health & Safety - DV • Pupil Premium - AG • Safeguarding - JE • SEN & LAC - CB • Training & Development - AD <p>10.3 The FGB agreed to re-appoint CA (staff representative) and EA (co-opted) as FGB members.</p>	
11 Safeguarding	<p>(i) Update on Safeguarding – the audit had been approved and signed for this year.</p> <p>(ii) KCSIE - Have there been any allegations made against members of staff? None.</p> <p>(iii) Governor Safeguarding Training – Governors were reminded of the new safeguarding training requirements. HW, MJS, JE, AG, AD, MES had all attended Safeguarding training on 02.09.22</p>	Training certificate issued for training Sept 2nd. To be uploaded to Gov Hub.
12 Health & Safety	<p>DV provided an update. There were no particular challenges highlighted. Separate checking was being undertaken for the Breakfast Club.</p> <p>Discussion included comments that the atmosphere at the Breakfast Club was very nice. It was noted that there was no school wi-fi available there. It was suggested a printed template was used for the sign in sheet. The Club was now at capacity and there would be a benefit to moving to a more robust approach to bookings. There was a suggestion that the Resources Committee consider building in a budget line for miscellaneous Breakfast Club expenditure.</p> <p>A question was asked about whether the fire alarms were linked, it was confirmed that they were.</p>	



Main points discussed	Decisions/Actions	Action
13 Governor Visits	The FGB heard updates on recent Governor Visit activity. Discussion included consideration of the best method of tracking the visits which were undertaken.	
14 Governor Training	(i) Whole FGB Training Event The whole FGB training would take place on 10 October 2022. (ii) Governor Training Needs Analysis All Governors were asked to ensure they had completed this.	
15 AOB	GDPR Requests – None.	
16 Date of Next Meeting	28 November 2022	
	The meeting closed at 18:15	

