

GOVERNING BODY OF FOUR MARKS CHURCH OF ENGLAND PRIMARY SCHOOL

Full Governing Body Meeting Minutes	Date of Meeting: 5.07.22	Start Time: 17:00	End Time: 18:00
Present: Esther Andrews (EA); Clare Branney (CB); Amy Cox (AC); Anna Duckworth (AD); Jonathan Elliman (JE); Alasdair Goddard (AG); Kirstie Goldsmith (KG); Mark Smith (MaS); Mike Smith (MiS); Veronica Stoodley (VS); Dale Vearncombe (DV), and Howard Wright (HW).	Apologies: Catrin Adlam and Richard Dollimore.		
In attendance: Jack Frawley (Clerk)			
Chair: Howard Wright	Clerk: Jack Frawley		

Main points discussed	Decisions/Actions	Action
1 Welcome and Apologies	Welcome and apologies for absence The Chair welcomed all present to the meeting. Apologies were intimated on behalf of Catrin Adlam and Richard Dollimore.	
2 Declarations of Interest	Declarations of Personal and Pecuniary Interest/AOB 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 (2021 part 1) on Governor Hub. Noted.	
3 Minute of previous meeting held on 24 May 2022	Minute of meeting held on 24 May 2022 The minute of the meeting held on 24 May 2022 was approved by the FGB and authorised for signature by the Chair as a true and accurate record of the meeting subject to an amendment to reflect that KG was present and had not submitted apologies.	Clerk
4 Actions from the meeting held on 24 May 2022	FGB – Governors to consider themselves for the role of Chair. Expressions of interest were sought for the position of Chair. HW advised that one expression of interest had been intimated to him, which was from MiS. The FGB agreed to appoint MiS as Chair of the FGB with effect from the next meeting of the FGB. Following the appointment of MiS as Chair designate there would be a consequential vacancy in the position of Vice Chair. Expressions of interest in this position were sought. HW indicated that he was willing to take up the role of Vice Chair but noted that other Governors should consider taking up this position in the near future. The FGB agreed to appoint HW as Vice Chair of the FGB with effect from the next meeting. The FGB noted that there was also a vacancy for a Chair of the Resources Committee in light of MiS being appointed Chair.	
5 Headteacher's Report	The FGB considered the Headteacher's Report to the Governing Body – June 2022 which provided updates on the following areas:- <ul style="list-style-type: none"> • Staffing; • School Roll; 	

Handwritten signature: HSD Wright

Main points discussed	Decisions/Actions	Action
	<ul style="list-style-type: none"> • Catch up and Support; • Events; • School Improvement; • Quality of Education; • Behaviour and Attitudes; • Personal Development; • Leadership and Management; • Training; • Premises; • Extended School Day, and • Finance. <p>In introducing her report VS noted that there had been good appointments made of experienced individuals to replace LSAs who had left. She highlighted to the FGB that the team at Four Marks had won a Hampshire Education Award in the category of 'Laying the Foundations' which was for those working in nursery or Year R classes who had contributed to developing the characteristics of effective teaching and learning and forged excellent and innovative partnerships with families. The FGB congratulated EA and the team on their outstanding success.</p> <p>A Governor asked a question about school improvement. VS advised that this was captured in both the Recovery Plan and the SIP, and that work would continue to address gaps in learning through ongoing assessment.</p> <p>Governors were invited to attend the school's safeguarding training on 2 September 2022 which include information on the revisions to KCSIE.</p> <p>After compiling her report VS had received the results of the End of Key Stage Standardised Test (SATs) and had provided the data to Governors in advance of the meeting. A Governor asked if the national benchmark was a realistic and robust target for the school. VS advised that the aim was to be in line with the national average as it was pre-covid. The performance of Four Marks was broadly slightly better than this national average. Further, the results for KS1 which had been externally moderated were very robust.</p> <p>Following a question about performance at different stages VS advised that there were multiple factors at play. Some variances in performance could be cohort specific dependent upon the level of additional need within the cohort and the impact of the pandemic. The loss of learning days was understood to have had an effect. Performance trends would need to be looked at over the longer term.</p> <p>A question was asked about performance in grammar. VS noted that grammar had been a challenging area but that a number of pupils were close to meeting the standard only to miss out by a single mark or because of silly mistakes. JE commented that the reporting was working as the school knew that grammar was an area which needed focus to be brought up.</p> <p>The report included information on quotes received to renew the sound system in the hall. DV offered his assistance in taking this matter</p>	



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	<p>forward.</p> <p>The Chair led the FGB in a vote of thanks to VS for her report and leadership of the school along with thanks to the whole staff team for their work and role in pupils getting strong results in the SATs.</p> <p>CB had joined the meeting during consideration of this item.</p>	
<p>6 Reports from Committees</p>	<p>(i) Resources</p> <p>The Committee had met on 24 June 2022 and had considered a document from Hampshire regarding Teacher Pay for 2022 onward. The document proposed a base salary for newly qualified teachers of £30k. There were implications of this proposal as the funding award did not match the teaching staff a particular school had. There were also implications to consider for those teachers currently further up the scale as there would be a general compression. The document was for discussion at this stage.</p> <p>The breakfast club, as part of the budget review, was found to be well and was being attended by 12 children on average. There was a need to keep an eye on this however as the breakfast club required to be self-financing. The breakeven attendance was in the region of 7 or 8 children a day. Internal Controls work which had not been possible during the pandemic was being taken forward. The Committee also considered its future workload and had identified that there were several policies due for review/re-adoption in the autumn.</p> <p>The Chair led the FGB in thanking MiS for his hard work during his term as Chair of the Resources Committee.</p> <p>(ii) Standards and Curriculum</p> <p>The Committee had met on 30 June 2022 and heard an update on pupil premium. AG had attended the meeting as the Pupil Premium Governor. There were 37 pupil premium learners at the school with a high percentage of those also having SEN. Tracking was termly and identified how the intentions were working. Coming to the end of the school year there were transition meetings taking place between old and new teachers. The Committee considered the KS1 moderation and how well the team had done with no teacher judgements being changed. A lower KS1 times table check had been undertaken and the results would be shared with parents, although there was no pass or fail mark. The Year 1 phonics check had resulted in an 82% pass rate which was in line with the national average and was an increase on previous results. The committee also heard about the sports activity going on at the school and that the school was looking to achieve the platinum award for its sports premium. Part of this was the variety of activities offered to children. In terms of bullying there had been few incidents and the spike in racist language incidents the previous year had not continued.</p> <p>Governors commented on the success of engaging pupils in sports activities and highlighted that staff worked hard to tailor the offer to what children wanted. The athletics club was also oversubscribed and there was a real enthusiasm for sport activity at the school.</p>	
<p>7 Safeguarding</p>	<p>Appointment of Safeguarding Governor</p> <p>HW had been appointed Safeguarding Governor on an interim basis at the previous meeting. The Chair noted that JE had expressed an interest in taking up the role of safeguarding governor. HW proposed JE as Safeguarding Governor, seconded by AD, and the FGB</p>	



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	<p>unanimously agreed to appoint JE.</p> <p>VS provided an update on safeguarding matters. She noted that the FGB would require to adopt Child Protection and Safeguarding policies at its September meeting with the new KCSIE included. VS would undertake the safeguarding audit and present it for sign off. The safeguarding policy was a County document but could be tailored locally.</p>	
8 Health & Safety	<p>DV provided an update on health and safety. He was due to conduct his termly tour and had completed the Governor Health & Safety training. He highlighted the termly self-assessment forms which were provided to County to the FGB. The Lone Working policy and processes would be reviewed and there were no matters outstanding. AC noted that a Year 6 pupil had applied to be a Health & Safety lead.</p>	
9 Training	<p>AD provided an update and following a survey of Governors a majority preference for a whole governing body training session topic had been identified. The preference was for training on Ofsted. AD had asked for dates and would continue to progress work to set the whole governing body training session.</p>	
10 GDPR	<p>The FGB noted that should Governors receive data requests that these required to be treated as formal requests and should be passed to the school as soon as possible.</p>	
11 Additional Business Raised in Advance	<p>Four Fest CB had been contacted asking for volunteers to assist at Four Fest on 16 July. Governors would liaise with CB outwith the meeting to contact the relevant persons to offer their services.</p> <p>Governor Visits Governor visits were to be included as a standing agenda item for FGB meetings.</p> <p>Headteacher Performance Panel MiS informed the FGB that a HT review meeting had taken place with VS, AD to review progress against current objectives.</p>	Clerk
12 Dates of Meetings	<p>The FGB considered a draft programme of meetings for 2022/23. Having heard that the proposed schedule caused some Governors difficulty in attending meetings due to clashes with other commitments it was proposed to consider the timetable at the next meeting and set the date for the next meeting as 19 September 2022 at 5pm.</p>	
	<p>The meeting closed at 18:00</p>	

