

GOVERNING BODY OF FOUR MARKS CHURCH OF ENGLAND PRIMARY SCHOOL

Full Governing Body Meeting Minutes	Date of Meeting: 25.01.22	Start Time: 17:00	End Time: 18:00
Present: Catrin Adlam (CA); Esther Andrews (EA); Clare Branney (CB); Amy Cox (AC); Richard Dollimore (RD); Anna Duckworth (AD); Jonathan Elliman (JE); Alasdair Goddard (AG); Rupert Kellie (RK); Eunice Maloney (EM); Mark Smith (Mas); Mike Smith (MiS); Veronica Stoodley (VS); Dale Vearncombe (DV), and Howard Wright (HW).	Apologies: None.		
In attendance: Jack Frawley (Clerk)			
Chair: Howard Wright	Clerk: Jack Frawley		

Main points discussed	Decisions/Actions	Action
1 Welcome, Apologies and Valedictory	<p>Welcome, apologies for absence and valedictory</p> <p>The Chair welcomed all present to the meeting.</p> <p>The Chair led the FGB in thanks to Rupert Kellie for his seven years of service which had been of great value.</p> <p>HW, seconded by VS, moved that RD be appointed as a Co-opted Governor. There was unanimous agreement on this.</p>	
2 Declarations of Interest	<p>Declarations of Personal and Pecuniary Interest/AOB</p> <p>2.1 To record any change to pecuniary interests and to advise of any other interests and related party transactions. None.</p> <p>2.2 To check that all governors had confirmed pecuniary interests and KCSIE (part 1, annex A) on Governor Hub.</p>	
3 Minute of previous meeting held on 30 November 2021	<p>Minute of meeting held on 30 November 2021</p> <p>The minute of the meeting held on 30 November 2021 was approved by the FGB and authorised for signature by the Chair as a true and accurate record of the meeting</p>	Clerk
4 Actions from the meeting held on 30 November 2021	<p>(i) Clerk – Committee memberships to be reviewed in light of FGB membership changes (item 5);</p> <p>(ii) Clerk – Appointment of a Safeguarding Governor to be considered by FGB, and</p> <p>(iii) AD – Skills matrix to be circulated to the FGB. AD advised that having circulated the document only two Governor updates were outstanding.</p>	
5 Committee Memberships	<p>Committee Memberships</p> <p>The FGB considered a report by the Clerk which invited the FGB to approve its Committee memberships in light of recent changes to the membership of the FGB.</p> <p>During discussion it was raised that new Governors were to be provided with Four Marks e-mail addresses.</p>	VS



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	<p>The FGB agreed:-</p> <p>(i) the membership of the Standards and Curriculum Committee, as:</p> <table border="1" data-bbox="371 352 1375 448"> <tr> <td>Catrin Adlam</td> <td>Catherine Amy Cox</td> <td>Eunice Maloney</td> <td>Veronica Stoodley</td> </tr> <tr> <td>Esther Andrews</td> <td>Jonathan Elliman</td> <td>Mark Smith</td> <td></td> </tr> <tr> <td>Clare Branney</td> <td>Kirstie Goldsmith</td> <td>Mike Smith</td> <td></td> </tr> </table> <p>(ii) the membership of the Resources Committee, as:</p> <table border="1" data-bbox="371 544 1393 608"> <tr> <td>Anna Duckworth</td> <td>Alasdair Goddard</td> <td>Veronica Stoodley</td> <td>Howard Wright</td> </tr> <tr> <td>Richard Dollimore</td> <td>Mike Smith</td> <td>Dale Vearncombe</td> <td></td> </tr> </table>	Catrin Adlam	Catherine Amy Cox	Eunice Maloney	Veronica Stoodley	Esther Andrews	Jonathan Elliman	Mark Smith		Clare Branney	Kirstie Goldsmith	Mike Smith		Anna Duckworth	Alasdair Goddard	Veronica Stoodley	Howard Wright	Richard Dollimore	Mike Smith	Dale Vearncombe		
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<p>6 Reports from Committees</p>	<p>i) Resources MiS provided an update and advised that there had been little change within the Budget Monitoring Report since the last recent revision. He highlighted the pressure on the supply budget. The committee had dealt with edits to the SFVS and the revised document was provided for approval. The committee had considered the benchmarking card from the Department for Education and work undertaken on internal controls by AG. MiS, seconded by AG, moved approval of the SFVS. This was unanimously agreed.</p> <p>ii) Standards and Curriculum CB provided an update and noted that the committee had received updates from Phase Leaders. The committee had looked at what interventions were in place and assessed the positive outcomes these were generating. CB highlighted the Good Governor questions relating to school inspection. There was discussion on the best way to prepare Governors for a future inspection in this regard. The Resources and Standards & Curriculum Committees would consider the questions and then the topics would be included at the next meeting of the FGB.</p> <p>The FGB noted the update.</p> <p>KG joined the meeting during consideration of this item.</p> <p>CA, EA, AC and VS all left the meeting prior to consideration of the following item.</p>																					



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	<p>iii) HT Performance Management Panel The Panel members provided an update on the appraisal process and following questions from Governors the FGB noted the update.</p> <p>CA, EA, AC and VS all re-joined the meeting following consideration og the previous item.</p>	
7 Safeguarding	<p>i) Appointment of Safeguarding Governor – continued to the next meeting.</p> <p>ii) Update – in response to a question on whether safeguarding training was recommended for all Governors VS advised that every three years staff received externally delivered safeguarding training for a morning at the start of the autumn term and proposed inviting Governors to that session.</p>	
8 Health & Safety	<p>Update – RK advised that the health and safety matters had been covered at Resources Committee. VS advised that the pond gate had been locked.</p> <p>In light of RK's term as a Governor coming to an end a new Health & Safety Governor was sought. The FGB agreed to appoint DV as the Health & Safety Governor.</p>	
9 Governor Training	<p>The whole FGB training would be held online but the link was not yet available. Governors were reminded that the full list of available training courses could be accessed on Governor Hub. Governors were encouraged to book onto courses and make best value of the service level agreement.</p>	
10 GDPR	<p>Governors were reminded that if a subject access request was made directly to a Governor that must be treated as a formal request being made and should be passed on to Karen in the school office as soon as possible to ensure responses were complete within the statutory timescales.</p>	
11 Date of Next Meeting	<p>The date of the next meeting was 29 March 2022.</p>	
	<p>The meeting closed at 18:00</p>	

