

GOVERNING BODY OF FOUR MARKS CHURCH OF ENGLAND PRIMARY SCHOOL

Full Governing Body Meeting Minutes	Date of Meeting: 30.11.2021	Start Time: 17:00	End Time: 19:00
Present: Catrin Adlam (CA); Clare Branney (CB); Amy Cox (AC); Anna Duckworth (AD); Jonathan Elliman (JE); Alisdair Goddard (AG); Kirstie Goldsmith (KG); Rupert Kellie (RK); Eunice Maloney (EM); Mark Smith (MaS); Mike Smith (MiS); Veronica Stoodley (VS); Dale Vearncombe (DV), and Revd Howard Wright (HW).	Apologies: Esther Andrews and Richard Dollimore.		
In attendance: Jack Frawley (Clerk)			
Chair: Howard Wright	Clerk: Jack Frawley		

Main points discussed	Decisions/Actions	Action
1. Welcome and Apologies	The Chair welcomed all present to the meeting and intimated apologies on behalf of Esther Andrews and Richard Dollimore. The FGB expressed its thanks to Lucy Maloney for her time as a member and noted her many valuable contributions over the years. The Chair, on behalf of the FGB, welcomed four of its five newest members to the meeting: JE, EM, MaS and DV. The school website would be updated to reflect the revised membership and new members would be provide with school e-mail addresses.	
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 (part 1, annex A) on Governor Hub. Noted.	
3. Minute of previous meeting held on 14 September 2021	The minute of the meeting held on 14 September 2021 was approved by the FGB and authorised for signature by the Chair as a true and accurate record of the meeting.	Clerk
4. Actions from the meeting held on 14 September 2021	4.1 Governors to confirm that they have completed pecuniary interest declaration on Governor Hub. Governors were reminded to ensure this declaration was complete. 4.2 Uniform Policy enquiry. The Chair had responded to the enquiry and the matter was resolved. 4.3 Advertisement of FGB vacancies in the newsletter. This action was complete and had resulted in the successful recruitment of new Governors. 4.4 Committee Terms of Reference for approval. See item 8.	FGB
5. FGB Membership Update	The FGB noted the appointment of the following Governors:- <ul style="list-style-type: none">• Richard Dollimore (Associate)• Jonathan Elliman (Parent)• Eunice Maloney (Co-opted)	



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	<ul style="list-style-type: none"> • Mark Smith (Co-opted) • Dale Vearncombe (Parent). <p>There was discussion on induction materials. AD advised that the induction pack was being reviewed and highlighted the availability of training courses for FGB members.</p> <p>The Chair noted the use of mentors for new governors and advised that he would e-mail pairs after the meeting.</p> <p>Governors noted the successful use of the school newsletter in the recent recruitment process and suggested looking further at the use of video materials on the website as a recruitment tool.</p> <p><i>CB joined the meeting during consideration of the item.</i></p>	
<p>6. Headteacher's Report</p>	<p>The FGB considered the Headteacher's Report to the Governing Body – November 2021. The report provided updates on:-</p> <ul style="list-style-type: none"> • Organisation and Staffing; • Budget; • Performance Management; • Pupil Management; • School Improvement; • Developing the Curriculum • Online Teaching and Learning – Remote Learning Strategy; • Developing our Distinctive Christian Ethos; • Leadership & Management; • The Effectiveness of Early Years Provision; • Buildings & Grounds, and • Self Evaluation and Ofsted. <p>VS provided an overview of her report and highlighted that the need for budget revision was in relation to staffing.</p> <p>Governors asked about the EHCP applications in progress. VS stated that the Hampshire SEN team were under significant pressure dealing with a very large workload. There were implications for the budget arising from this in relation to the provision of Learning Support Assistants which provided valuable support to pupils. She provided an example where an application was made in October and after chasing up the answer got agreement for additional hours. As of the following September the SEN Review still had not been actioned. It was then backdated to April but that left a period without funding from when the need was confirmed to where the funding commenced. The school had covered the funding increase from October to April.</p>	

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	<p>The FGB highlighted the three phases of the Recovery Plan as being positive. CA advised that in Years 5 and 6 as part of the recovery pupils had built their endurance for work. She noted that behaviour had improved too. Although there had been clusters of challenging behaviour but that had not continued. Referrals were made where appropriate when faced with behavioural challenges.</p> <p>Governors asked about the identification of pupil strength areas and referred to the former gifted and talented scheme. VS confirmed that the gifted and talented scheme was no longer a policy position. It was important to recognise that children had a range of strengths and weaknesses. The curriculum offer was expected to deliver sufficient challenge for the majority of pupils most of the time. The school could signpost to other organisations for specialist input where appropriate. The school supported pupils to develop their strengths and there was differentiation within class.</p> <p>VS highlighted that Ofsted had been visiting lots of outstanding rated schools and an inspection was still anticipated for this year. Many schools previously rated outstanding had recently been regraded as good. There had been several changes to the inspection framework since 2010. It was now a requirement for schools to achieve an outstanding rating in every category to achieve an overall outstanding rating. A governor asked what plans were in place to get governors ready for an inspection. VS stated that it was important to know the SIP, be aware of the content of the Headteacher's Report, and the monitor and evaluation aspects. HW advised that there were questions on governorhub. The FGB would consider this matter further at its next meeting.</p> <p>The Chair led the FGB in thanks to VS for her outstanding leadership and praised the brilliant staff team.</p>	
<p>7. Budget</p>	<p>MiS advised that the Resources Committee had made revisions to the budget and agreed to refer them to the FGB for approval. Copies of the revised Budget 2021 and revised Breakfast Club Budget 2021 had been provided on governorhub. MiS advised that this had been a year like no other regarding budgetary implications. There was additional income from recovery tuition. There had been an increase to the supply budget which was c.£21.5k more than in a normal year.</p> <p>Following a question regarding the school roll, VS advised that the budget was based on a roll of 308 which was the figure for the previous year. This was then adjusted following the October census which provided the figure for the actual funding allocated. The revised roll was 297.</p> <p>The FGB approved the revised Budget 2021 and revised Breakfast Club Budget 2021.</p>	
<p>8. Reports from Committees</p>	<p>8.1 Resources</p> <p>The Committee had agreed to refer its Terms of Reference to the FGB for approval. The FGB approved the Resources Committee Terms of Reference.</p> <p>The Pupil Premium Strategy Statement 2021 was provided for approval. The strategy was required by the DfE by the end of the year. The FGB approved the Pupil Premium Strategy Statement 2021.</p> <p>The Charging and Remissions Policy was provided for adoption. The FGB agreed to adopt the policy.</p> <p>The Critical Incident/Lockdown Policy was provided for adoption. The FGB agreed to adopt the policy.</p>	



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	<p>8.2 Standards and Curriculum The Committee had considered a number of items. New curriculum maps had been completed and were available to parents on the school website. The Committee had considered the School Improvement Plan. The pupil self regulation toolkit had been provided in each classroom and the playground. Pupils were using the strategy independently. VS noted that phonics screening had been undertaken and that 87% of pupils met the standard with a lot of those individuals scoring very strongly.</p> <p>8.3 Pay The model pay policy had been adopted.</p> <p>The FGB noted that the Committee memberships would be reviewed in light of the changes to the FGB membership to incorporate new governors. DV highlighted his preference for Resources, while JE, EM and MaS indicated their preference for S&C.</p>	Clerk
9. Trust Deeds	<p>The Trust Deeds were presented for review on an annual basis.</p> <p>The FGB agreed the Trust Deeds.</p>	
10. Safeguarding	<p>There was a vacancy for a safeguarding governor following the departure of Lucy Maloney. Nominations were sought for the position. In lieu of any other nominations HW agreed to fill the vacancy on a short term basis. Appointment of a safeguarding governor would be included as an item on the agenda for the next meeting.</p>	Clerk
11. GDPR	<p>The FGB received an update as a reminder that governors could be asked for a subject access request. Where this was made it was important this was passed onto the school as quickly as possible as there was a requirement to respond. Governors needed to be able to recognise if a SAR was made to them. The contact at the school was Karen as the data controller.</p>	
12. Health & Safety	<p>RK provided an update regarding health and safety including a recent walk round of the premises. AG had also attended the walk round. No issues had been found. It was noted that there was fencing due for replacement. Regarding the health and safety audit RK noted that this was in a good place and highlighted the excellent work carried out by AC. Other issues included restricting roof access, asbestos and fire marshall checks. The fire safety management review was now governor led.</p> <p>VS advised that there was new operational guidance regarding the new Covid variant which included the wearing of masks in communal areas. There would require to be a balance found in classrooms between ventilation and a good learning temperature.</p>	
13. Governor Training	<p>AD invited FGB members to book onto available training courses. The service was paid for and Governors were encouraged to make the most of it. The courses offered included a mix of online and in person sessions. AD would circulate the skills matrix.</p>	AD
14. Date of Next Meeting	25 January 2022	

Main points discussed	Decisions/Actions	Action
	The meeting closed at 19:00	

HSD Wang