

GOVERNING BODY OF FOUR MARKS CHURCH OF ENGLAND PRIMARY SCHOOL

Full Governing Body Meeting Minutes	Date of Meeting: 14.09.2021	Start Time: 17:00	End Time: 18:25
Present: Catrin Adlam (CA); Clare Branney (CB); Amy Cox (AC); Anna Duckworth (AD); Alisdair Goddard (AG); Rupert Kellie (RK); Lucinda Maloney (LM); Mike Smith (MS); Veronica Stoodley (VS), and Revd Howard Wright (HW).	Apologies: Kirstie Goldsmith		
In attendance: Jack Frawley (Clerk)			
Chair: Howard Wright	Clerk: Jack Frawley		

Main points discussed	Decisions/Actions	Action
1. Welcome and Apologies	1. Welcome and apologies for absence The Chair welcomed all present to the meeting and intimated an apology on behalf of Kirstie Goldsmith.	
2. Declarations of Interest	2. Declaration 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 (part 1, annex A) on Governor Hub. Noted.	All governors to confirm that they have read KCSIE and have completed pecuniary interest declaration on Governor Hub.
3. Minute of previous meeting held on 8 July 2021	3. Minute of meeting held on 8 July 2021 The minute of the meeting held on 8 July 2021 was approved by the FGB and authorised for signature by the Chair as a true and accurate record of the meeting.	Clerk



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<p>4. Actions from the meeting held on 8 July 2021</p>	<p>4.1 Safeguarding Audit Document – all Governors to update their own sections in the shared document.</p> <p>4.2 Safeguarding Visit Notes to be uploaded to Governor Hub – the notes had been uploaded.</p> <p>4.3 Vice-Chair Vacancy (see item 11), and</p> <p>4.4 Performance Management Governor/Training Courses (see item 11).</p>	<p>LM/FGB</p> <p>LM</p> <p>Clerk</p> <p>Clerk/ FGB</p>
<p>5. Informal Report on School</p>	<p>5 Headteacher’s Informal Verbal Report on School</p> <p>VS provided the FGB with a verbal update on the start to the new school year. School wide worship had been able to resume along with collective lunches and playtimes. This had provided a refreshing sense of wholeness within the school. Through the period of Covid restrictions there had been some loss of cohesion across the school environment. The richness of the class environment had been enhanced. However, a lot of hard work from staff had been required to get things back to normal, cover for staff illness and facilitate classroom moves. New flooring had been installed. The opportunity had been taken to freshly organise classrooms and ensure they were fit for purpose.</p> <p>A governor noted that children had been energised by the return and the more normal conditions. The FGB discussed the current isolation requirements and VS confirmed that management would continue to monitor guidance for any changes.</p>	
<p>6. Safeguarding</p>	<p>6.1 Keeping Children Safe in Education (KCSIE) 2021 Part 1 – changes update VS provided an overview of the key changes to the document which included: sexual exploitation and harassment; peer on peer abuse, and allegations against staff including the procedure for handling such allegations. There was also more emphasis on online safety.</p> <p>6.2 All Governors to read part 1 – as above – noted.</p> <p>6.3 Annual Safeguarding Audit Governors were to complete their own parts and the document required to be agreed and shared. HW, seconded by LM, moved agreement of the Audit Tool. There was unanimous agreement on this.</p> <p>6.4 Governor Audit tool – noted.</p>	<p>VS to return the Safeguarding Audit by 30th September.</p>
<p>7. Review of Policies</p>	<p>7.1 Safeguarding Policy 7.2 Child Protection 7.3 Complaints 7.4 Code of Conduct</p> <p>The four policies above were presented to the FGB for adoption. HW, seconded by CB, moved adoption of the policies. There was unanimous agreement on this.</p>	



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8. MOPP	8. Manual of Personnel Practice The wholesale adoption of the MOPP was proposed. HW, seconded by RK, moved adoption. There was unanimous agreement on this.	
9. Review of Delegation Planner	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, particularly in relation to budgets and staffing. HW, seconded by RK, moved adoption of the Delegation Planner. There was unanimous agreement on this.	
10. School Uniform Policy	10. School Uniform Policy Discussion HW highlighted that there had been discussion among parents on social media regarding the school's uniform policy. VS stated that a number of valid points had been raised and reinforced the school's position. If a school uniform was not in place there would be questions of affordability for families regarding branded clothing, in particular trainers. A large proportion of parents would also have already purchased uniforms for the coming year at the time the discussion took place. There was a need for unity within the school which the uniform helped support. There had been good communication with parents to resolve the issues raised and she felt it was the right decision for the school at this time to retain the current position. Any decision to change would affect many areas so would require careful consideration beforehand. The Chair would compose an e-mail response to the concerned parties.	HW to respond to concerned party.



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11. General Governance Matters	<p>11. General Governance Matters The FGB considered a report by the Clerk which provided an update on a variety of general governance matters at the start of the new academic year and invited the FGB to take decisions related to these.</p> <p>Decision The FGB:-</p> <p>(1) noted that Howard Wright was appointed Chair for 2021/22;</p> <p>(2) appointed Mike Smith as Vice-Chair for 2021/22;</p> <p>(3) noted that work was ongoing to appoint a Foundation Governor, and to advertise the vacancies for Co-opted and Parent Governors in the Newsletter;</p> <p>(4) agreed the following specialist governor responsibilities:-</p> <ul style="list-style-type: none"> • Safeguarding – LM • Health & Safety – RK • SEND – CB • Training – AD • Performance Management – MS. Check if KG is trained. One further appointment sought. • Forum – no appointment, Governors to attend on a rota/if available, and <p>(5) agreed to re-establish its Committees with existing memberships and requested that the committees review their Terms of Reference reporting these back to the Board for approval.</p>	VS to advertise Governor vacancies in newsletter
12. Safeguarding	Noted the earlier updates.	
13. Health & Safety	<p>13. Update Following a recent staff retiral, AC had taken over health & safety as facilities manager. During the summer holidays tree felling had taken place to deal with some Ash dieback. Temporary panelling had been installed to cover this area which now looked more accessible. A more permanent solution was required as a matter of urgency. Quotations to replace the gates on the bottom field would also be sought.</p>	



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<p>14. Governor Training</p>	<p>14. Update AD provided an update. New topics were available. The topic for the Whole Governing Body training was proposed as Pupil and Staff Wellbeing. Dates for this training would be identified. Analysis revealed that the FGB was not utilising the SLA as much as other schools who averaged 3 courses per Governor.</p> <p>A question was asked about induction materials. VS would send the material to HW and AD.</p> <p>Following a question about the provision of e-modules, which appeared to no longer be accessible, AD advised she would ask about this. She noted that e-learning was not automatically added to the training record and required to be added manually.</p> <p>There were still some points outstanding on the Governor Skills Matrix, completion of this would assist with future Governor recruitment to ensure any skills gaps were covered.</p>	<p>VS to send Governor Induction Materials to HW/ AD</p>
<p>15. Date of Next Meeting</p>	<p>30 November 2021</p>	
	<p>The meeting closed at 18:25</p>	

