

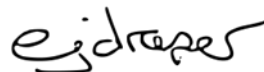
**GOVERNING BODY OF FOUR MARKS CHURCH OF ENGLAND PRIMARY SCHOOL**

<b>Full Governing Body Meeting Minutes</b>	<b>Date of Meeting:</b> 08.07.21	<b>Start Time:</b> 17:00	<b>End Time:</b> 18:15
<b>Present:</b> Catrin Adlam (CA); Esther Andrews (EA); Clare Branney (CB); Amy Cox (AC); Elliott Draper (ED); Alisdair Goddard (AG); Kirstie Goldsmith (KG); Rupert Kellie (RK); Lucinda Maloney (LM); Veronica Stoodley (VS), and Revd Howard Wright (HW).	<b>Apologies:</b> Mike Smith and Anna Strong.		
<b>In attendance:</b> Jack Frawley (Clerk)			
<b>Chair:</b> Elliott Draper	<b>Clerk:</b> Jack Frawley		

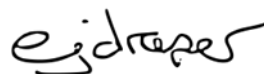
<b>Main points discussed</b>	<b>Decisions/Actions</b>	<b>Action</b>
<b>1. Welcome and Apologies</b>	<p><b>1. Welcome and apologies for absence</b> The Chair welcomed all present to the meeting and intimated apologies on behalf of Mike Smith and Anna Strong.</p> <p>KG joined the meeting during consideration of the following item.</p>	
<b>2. Declarations of Interest</b>	<p><b>2. Declaration of Personal and Pecuniary Interest/AOB</b></p> <p><b>2.1</b> To record any change to pecuniary interests and to advise of any other interests and related party transactions. <b>None.</b></p> <p><b>2.2</b> To check that all governors had confirmed pecuniary interests and KCSIE (part 1, annex A) on Governor Hub. <b>Noted.</b></p> <p><b>2.3</b> AOB – VS requested that the matter of flexible registration on Monday 12 July be considered as AOB later in the meeting. No further matters were raised for discussion at the meeting or as an agenda item for a future meeting.</p>	
<b>3. Minute of previous meeting held on 20 May 2021</b>	<p><b>3. Minute of meeting held on 20 May 2021</b> The minute of the meeting held on 20 May 2021 was <b>approved</b> by the FGB and authorised for signature by the Chair as a true and accurate record of the meeting.</p> <p>CB joined the meeting during consideration of this item.</p>	<b>Clerk</b>
<b>4. Actions from the meeting held on 20 May 2021</b>	<p><b>4.1 Safeguarding Audit Document</b> All Governors were to review the document. LM would format the file by September as the audit was due by the end of September.</p> <p><b>4.2 Governor Vacancy</b> VS advised that AG had been successfully recruited to the FGB. The FGB still had three vacancies one each from the categories of Foundation, Parent and Co-opted. HW advised that he had a list of people to approach to fill the Foundation Governor vacancy.</p> <p><b>4.3 Safeguarding Visit</b></p>	<b>FGB</b>

*EJD*

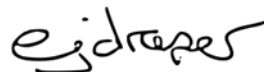
Main points discussed	Decisions/Actions	Action
	<p>The notes from the visit had been written up and would be uploaded to the safeguarding folder on Governor Hub.</p> <p>CA joined the meeting during the following item.</p>	LM
<p><b>5. Headteacher's Report</b></p>	<p><b>5.1 Headteacher's Report to the Governing Body – Summer 2021</b></p> <p>The FGB considered the Headteacher's Report to the Governing Body for March 2021. The report provided updates on:-</p> <ul style="list-style-type: none"> <li>• Staffing;</li> <li>• Number on Roll;</li> <li>• Inclusion;</li> <li>• Catch Up and Support;</li> <li>• Events;</li> <li>• School Improvement – Recovery Plan;</li> <li>• Looking forward to next term and beyond;</li> <li>• Quality of Teaching, Learning &amp; Assessment;</li> <li>• Performance Management 2020/21;</li> <li>• Training;</li> <li>• Premises;</li> <li>• Extended School Day, and</li> <li>• Finance.</li> </ul> <p>VS provided an overview of her report. She noted that it had been a challenging year for all and the school had worked hard to provide the best possible input for the pupils. There had been staffing challenges and changes but a rich experience had been provided to the pupils. She expressed her gratitude to the staff for all of their hard work over the course of the year.</p> <p>The Chair led the FGB in thanks to the staff and highlighted VS's leadership as critical to the successes of the previous year. He noted that the removal of bubbles and distancing would make an enormous difference to the experience of pupils. There would be a particular benefit to the creation of a sense of wholeness and community.</p> <p>A Governor asked for more information on the key strategies regarding catch up. VS advised that there would be a focus on pupil stamina through a pulling up of the expectation of quantity of output. There would also be focus on editing, ensuring that pupils now had time to go back and re-write where appropriate. In maths there would be a focus on application and problem solving while the position with knowledge and understanding was felt to be good.</p> <p>There was a question about behavioural challenges and the use of problematic language. VS stated that the reinforcement of expectations was important. One impact of the in school bubbles was that there had been a breakdown of consistency across the school as whole staff briefings had not been possible. The reintroduction of whole school assemblies and worship would be helpful and allow for the same messages and expectations to</p>	



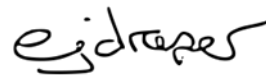
Main points discussed	Decisions/Actions	Action
	<p>be put across to everyone. Where there were more serious incidents these had been tackled directly. With the older cohort there had been an impact of spending more time socialising online where they could have interactions with much older children who introduced different behaviours and language without context that the pupils did not have the maturity to deal with. There would be support for pupils on this aspect of the recovery.</p> <p>There was discussion about the incoming Year R and process of transition. EA advised that the upcoming transition would be an improved situation from that of the previous year and that home visits were planned. She was hopeful that the incoming cohort would get a full year physically in school. Governors commented on the exemplary work of staff, highlighting their stamina and resilience.</p>	
<p><b>6. Reports from Committees</b></p>	<p><b>6. Reports from Committees</b></p> <p><b>6.1 Standards &amp; Curriculum</b>  CB provided an update from the most recent meeting of the S&amp;C Committee. The SEN policy had been renewed. There had been an update on the pupil premium and free school meal letters would be issued at the end of Year 2 to catch any more eligible pupils. Where an individual was in receipt of the pupil premium and performing below the age expectation (but above SEN/ IEP threshold) the individual would get first reserve on extra support or catchup. There had been a number of in school sport competitions and an interschool competition in both netball and football. The Committee had also heard an update on transition arrangements for the incoming Year R and Year 6 moving to High School.</p> <p><b>6.2 Resources Committee</b>  RK provided an update from the most recent meeting of the Resources Committee. The Committee had considered staffing and the September teacher pay and conditions document. The Committee had undertaken further budget monitoring. The Committee felt the school was in a strong position with its security of income and control of expenditure. In terms of capital expenditure, the Golden Mile track was in place and the carpet/flooring replacements would be completed during the summer.</p>	
<p><b>7. Governor Succession Planning</b></p>	<p><b>7.1 Appointment of New Governor</b>  ED moved the appointment of Alasdair Goddard as a member of the FGB, seconded by HW. The FGB unanimously <b>agreed</b> the appointment.</p> <p><b>7.2 FGB Chair for 2021/22</b>  This was ED's last meeting as Chair and also as a Governor. From the next meeting there would be a vacancy for the position of Chair. Nominations were sought to the position.  ED, seconded by KG, moved that HW be appointed the Chair of the FGB. The FGB unanimously <b>agreed</b> the appointment.</p> <p>The appointment of HW as Chair created a vacancy for the position of Vice-Chair. This vacancy would be dealt with at the next meeting and members were encouraged to consider themselves for this role.</p> <p><b>7.3 Valedictory Remarks</b>  HW led a vote of thanks from the FGB to ED for all his exemplary work as a Governor and more recently as the Chairperson. VS thanked ED for his work on behalf of herself and the school and commented that he had always been there when needed.</p>	<p><b>Clerk</b></p>



Main points discussed	Decisions/Actions	Action
8. Safeguarding	<p><b>8.1 Update on Safeguarding</b> There were no substantive matters to update on since the previous meeting.</p>	
9. Health & Safety	<p><b>9.1 Update on Health &amp; Safety</b> The School had been notified that it would be audited in the autumn term, falling on 26 November. The process involved supportive feedback generating possible actions. It was noted that some tree felling would be undertaken during the summer holiday period.</p>	
10. Governor Training	<p><b>10.1 Review of Hampshire Governor Training SLA</b> The Chair advised that it was recommended that Governors undertook one training session per term. This could be a mix of in person and online courses. There was also one whole Governing Body training event organised each year.</p> <p><b>10.2 Governor Training Needs Analysis</b> This item was carried forward to the next meeting.</p>	
11. Any Other Business	<p><b>11.1 Flexible Registration</b> VS advised that a number of local schools had asked for flexible registration on the morning of Monday 12 July in recognition of the England football team being in the UEFA European Championship final the evening prior. Registration could not be pushed back too far in order to ensure that dinner orders were submitted in time and it was therefore proposed to keep registration open until 9.30am. Following a question, VS confirmed that this approach had been utilised in previous circumstances of extreme weather and was only for exceptional circumstances. The FGB unanimously <b>agreed</b> the proposal.</p> <p><b>11.2 Committee Chairs</b> The appointment of the Standards and Curriculum Committee Chair had been continued from the previous meeting. CB confirmed that she was willing to serve another term as Chair. The FGB unanimously <b>agreed</b> the appointment.</p> <p><b>11.3 Performance Management Training</b> HW advised that as the incoming Chair of the FGB he would no longer be able to serve as a Performance Management Governor. There were a series of webinar training sessions available in the coming months and all members were encouraged to consider completing the training so that they were able to undertake this important role. Part of the role was to generate performance targets for the Head Teacher and the workload was relatively light with some e-mails and generally only one meeting per year.</p>	FGB
12. Date of Next Meeting	The date of the next meeting would be confirmed after the meeting.	



Main points discussed	Decisions/Actions	Action
	The meeting closed at 18:15	

A handwritten signature in black ink, appearing to read 'ejdreser', is written over a horizontal line.