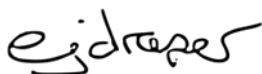


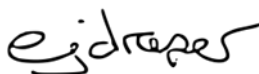
GOVERNING BODY OF FOUR MARKS CHURCH OF ENGLAND PRIMARY SCHOOL

Full Governing Body Meeting Minutes	Date of Meeting: 20.05.21	Start Time: 17:00	End Time: 18:10
Present: Esther Andrews (EA); Amy Cox (AC); Elliott Draper (ED); Rupert Kellie (RK); Lucinda Maloney (LM); Mike Smith (MS); Veronica Stoodley (VS); Anna Strong (AS), and Revd Howard Wright (HW).	Apologies: Catrin Adlam, Clare Branney and Kirstie Goldsmith.		
In attendance: Jack Frawley (Clerk)			
Chair: Elliott Draper	Clerk: Jack Frawley		

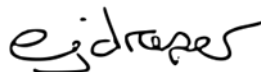
Main points discussed	Decisions/Actions	Action
1. Welcome and Apologies	1 Welcome and apologies for absence The Chair welcomed all present to the meeting and intimated apologies on behalf of Catrin Adlam, Clare Branney and Kirstie Goldsmith.	
2. Declarations of Interest	2 Declaration of Personal and 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. 2.3 AOB – No matters were raised for discussion at the meeting or as an agenda item for a future meeting.	
3. Minute of previous meeting held on 25 March 2021	3. Minute of meeting held on 25 March 2021 The minute of the meeting held on 25 March 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 25 March 2021	4.1 Safeguarding Audit Document LM provided an update on the status of the safeguarding audit document and highlighted that she and Veronica had worked through a significant portion. She asked that individual Governors reviewed the document to ensure that their own areas were up to date. The document was available on Governor Hub. 4.2 Resources Committee – Financial Implications of Breakfast Club/After School Club Decision The FGB agreed to consider this matter during the report from the Resources Committee.	FGB
5. Reports from Committees	5 Reports from Committees 5.1 Standards & Curriculum The most recent meeting of S&C had been held on 13 May and had included updates on: English; Maths; SEN; EYFS; Forest School Case Study, and Budget Plan and staffing changes. The update on English and Maths highlighted that work had been undertaken on assessment and support for learners. The	



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	emerging data was consistent with that from other subjects. There had been a general improvement from September to December with a little drop back to March following the impact of the winter lockdown. Overall, the position was an increase in attainment from September 20 to March 21, but with a lower % of children reaching the expected standard than would normally be expected at this point. The SEN update noted that during the lockdown SLAs had delivered input on a one-to-one basis or in small groups online. The experience of this input varied. From the data there had been an analysis of which particular interventions were having the best impact for learners. A Governor asked if the Step 3 Covid restriction easing would have an impact on the risk guidelines for schools. VS advised that it would not significantly change the current position but it was possible that after the May half term that there would be some changes. It was hoped to provide the early years and KS1 pupils the opportunity to eat lunch in the hall. There had been some discussion regarding a return to normal classroom table layout. There was a need to balance between educational benefits and current risk. The school was also looking at what events it might be possible to hold safely. There was an ambition to hold a Sports Day on 22 June. This would comprise only races with parents invited to view their children with appropriate breaks throughout the day to accommodate changes between phases. There was also a lot of work ongoing regarding transitions, both for the incoming Year R and for those moving to Secondary School, to ensure that the process was as normal as possible. 5.2 Resources Committee MS provided an update from the most recent meeting of the Resources committee which had been held on 7 May. The committee considered various matters relating to staffing and received confirmation of an appointment of a new KS1 Lead. The 2020/21 budget outturn report had projected carry forward of c£95k. However, of this carry forward there were funds of c£20k already committed for spend in the new financial year. This year had also received exceptional treatment to allow specific grants to be carried forward where in normal circumstances these would have required to have been fully utilised within the financial year. The 2021/22 Draft Budget was considered by the Committee. The draft budget had been developed to incorporate the changes in staffing structure, including the new KS1 Lead. The Committee’s consideration had included medium term financial planning; difficulties in budget planning with 2020/21 being an exceptional year; funding for the outdoor classroom; funding for fencing, and the use of capital funds for the gates. MS commented that the draft budget was well balanced with income and expenditure at broadly equivalent levels, however he noted that over the next two years there would require to be some deployment of reserves. The governing body was aware of the future year deficit as shown on the plan, and would take action to address it. The Committee had agreed to recommend the budget to the FGB for adoption. <table><tr><td></td><td>Value (£s)</td></tr><tr><td>Income</td><td>1,510,019</td></tr><tr><td>Expenditure</td><td>1,509,962</td></tr><tr><td>In Year Surplus/(Deficit)</td><td>57</td></tr><tr><td>Surplus/(Deficit) Brought Forward</td><td>138,866</td></tr><tr><td>Cumulative Surplus/(Deficit) Carry Forward</td><td>138,924</td></tr></table> MS proposed adoption of the Draft Budget for 2021/22, seconded by HW. The FGB agreed to adopt the Draft Budget for 2021/22.		Value (£s)	Income	1,510,019	Expenditure	1,509,962	In Year Surplus/(Deficit)	57	Surplus/(Deficit) Brought Forward	138,866	Cumulative Surplus/(Deficit) Carry Forward	138,924	
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	MS then provided updates on the use of PE and Sport Premium; use of Coronavirus Catch Up Premiums; Health & Safety, and the Golden Mile track. <i>EA left the meeting at this point.</i> The Committee had also considered the Draft Budget for the Breakfast Club. The potential income was projected to be c£9k with expenditure of c£8k. The Committee had noted that it was important that the service was self-supporting and that where surplus funds were generated these could be allocated to other school works. The Committee would undertake a significant amount of monitoring in the first year. A Governor asked how the projected income had been calculated. VS advised that the figures were based on an attendance of 6 children, which had been the average during lockdown. There were now 8 children regularly attending but previous to the pandemic the number had been around 16 or 17. Although it was important to be cautious in the current circumstances, she felt the provision would be financially viable. The FGB noted that it was an important service to offer to parents. MS proposed adoption of the Draft Breakfast Club Budget for 2021/22, seconded by ED. The FGB agreed to adopt the Draft Breakfast Club Budget for 2021/22.	
6. Governor Succession Planning	6.1 FGB Chair for 2021/22 ED noted that he was stepping down as Chair, and a Governor, at the end of the school year. It was important to have a successor appointed as Chair as soon as possible to assist with the transition. ED confirmed that he was happy to involve any interested party in the planning for the next meeting so they could get a feel for the process. ED also noted that there may be quite a significant change in membership come the end of the year with a number of Governors considering their positions on the FGB. 6.2 Committee Chairs for 2021/22 Nominations were sought for the Chair of the Resources Committee. ED nominated MS. The FGB agreed to appoint MS as Chair of the Resources Committee for 2021/22. In the absence of CB, Chair of the Standards & Curriculum Committee, the appointment of the Chair for 2021/22 was continued to the next meeting. 6.3 Governor Roles Nominations were invited for the role of Training & Development Governor. AS volunteered to take on the position. The FGB agreed to appoint AS as the Training & Development Governor. There were no further changes made to Governor Roles. The FGB then discussed its membership position. There were two current vacancies, one Parent Governor and one Foundation Governor. There were also places for two further Co-opted Governors. VS raised the possibility of advertising for new Governors on the Hampshire County Council job site and the FGB discussed wider volunteer opportunity portals. There was also discussion on recruitment of a new Parent Governor and the need to take this forward. ED noted that if required the Hampshire pool of experienced Governors could be used but that this was a less than ideal scenario. All parties	FGB VS and Clerk



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	were encouraged to keep this matter at the front of their minds and to encourage any interested people to become involved.	
7. Safeguarding	7.1 Update on Safeguarding VS provided an update and noted that there were no broad issues of concern. She and AC were booked in for their refresher training in June. LM had visited the school to check some aspects of safeguarding which had included some redacted case studies, a review of the Single Central record, and the safer recruitment process. LM informed Governors that she would write up notes of her visit and findings and put them on the Governor Hub.	LM
8. Health & Safety	8.1 Update on Health & Safety RK noted that he would schedule a walk around to review the health and safety matters. VS advised that any issues which had been raised had been dealt with timeously.	
9. Governor Training	9.1 Review of Hampshire Governor Training SLA The whole FGB session on safeguarding had been undertaken and it was felt the session leader was very good. The FGB would need to consider its next whole body training topic soon, perhaps for Autumn of the next year. AC noted that CB had an online SEN session booked. It was noted that there were courses offered for Clerks but that whether these were included in the SLA would need to be checked. 9.2 Governor Training Needs Analysis Some further work was required to complete the analysis. It was noted that there were records on Governor Hub of the training Governors had received.	
10. Any Other Business	None.	
11. Date of Next Meeting	The proposed date for the next meeting was Thursday 8 July 2021 at 5pm. If the public health situation allowed for it the meeting would be held physically with some remote attendance facilitated.	
	The meeting closed at 18:10	

