

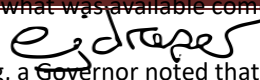
GOVERNING BODY OF FOUR MARKS CHURCH OF ENGLAND PRIMARY SCHOOL

Full Governing Body Meeting Minutes	Date of Meeting: 25.03.21	Start Time: 17:00	End Time: 19:00
Present: Catrin Adlam (CA); Esther Andrews (EA); Clare Branney (CB); Amy Cox (AC); Elliott Draper (ED); Kirstie Goldsmith (KG); Rupert Kellie (RK); Mike Smith (MS); Veronica Stoodley (VS); Anna Strong (AS), and Revd Howard Wright (HW).	Apologies: Lucinda Maloney.		
In attendance: Jack Frawley (Clerk)			
Chair: Elliott Draper	Clerk: Jack Frawley		

Main points discussed	Decisions/Actions	Action
1. Welcome and Apologies	Welcome and Apologies for Absence The Chair welcomed all present to the meeting and intimated an apology on behalf of Lucinda Maloney.	
2. Declarations of Interest	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 raised for discussion at the meeting or as an agenda item for a future meeting.	
3. Minute of previous meeting held on 28 January 2021	3. Minute of Meeting held on 28 January 2021 The minute of the meeting held on 28 January 2021 was approved by the FGB and authorised for signature by the Chair as a true and accurate record of the meeting.	Clerk

Main points discussed	Decisions/Actions	Action
<p>4. Actions from the meeting held on 28 January 2021</p>	<p>4.1 Declaration of Interest Requirements The Clerk confirmed that the FGB's current approach was appropriate and did not advise amendment of the procedures.</p> <p>4.2 DfE Site - Governance Information VS had provided the Clerk with access to the site and a check of the information held had been undertaken. This information would continue to be monitored and updated for accuracy as required.</p> <p>4.3 Training Needs Analysis KG advised that this had been pulled together with reference to the National Governance Association (NGA) skills matrix. She suggested that this required some further refinement and dealt with matters including strategic leadership, accountability and self-evaluation. The FGB may need to consider undertaking a recruitment exercise to appoint its next Chairperson if the current Governors did not have the time to be able to commit to the role. EG and KG would look at this further outside the meeting.</p> <p>4.4 Safeguarding Audit Document In the absence of LM this item was continued to the next meeting.</p> <p>AC joined the meeting during consideration of this item.</p>	<p>LM</p>

Main points discussed	Decisions/Actions	Action
<p>5. Headteacher's Report</p>	<p>Headteacher's Report</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"> • School Improvement – Recovery Plan; • Looking Forward to Next Term and Beyond; • Academic Recovery; • Progress and Standards; • Admissions and NOR; • Inclusion; • Staffing; • Performance Management; • Training; • Premises, and • Finance. <p>VS provided an overview of the report. She advised that the school was dealing with a rapidly changing picture. Pupils had been back physically for three weeks and the school was seeking to finalise assessments to identify gaps in knowledge, which would allow planning of next steps. The focus would be to cover the essentials so the pupils were ready for the year ahead while not reducing the curriculum offer. There were changes to the staffing, with two staff undertaking phased returns while there was also going to be an early retirement. VS highlighted that a swimming offer had been secured for next term, although this would be shorter than usual each session would have more time in the water. There was also a waiting list for the athletics club. The feeling in the school was positive and bubbles were still operating at the time.</p> <p>A Governor asked when the bubbles would likely be expanded? VS advised that this was subject to risk assessment processes. From 8 March to Easter pupils would be in their class bubbles when indoors. After the Easter break it was hoped to move to phases rather than classes. Moving to phases would allow other inputs to come online, for example school plays. The school would consider what was reasonable and proportionate while monitoring infection levels. At a recent meeting of Headteachers there had been discussion on the return to normal classroom set up. For the time being the set up would remain forward facing rows. There was a view from the unions that as whole bubbles isolated that this was not a worthwhile measure. This area would be under review going forward.</p> <p>There was a question from a Governor about the arrangements at the beginning and end of the school day. VS advised that mask wearing from parents was common and that most were remembering to maintain appropriate distancing from others. There was a system of staggered entry and exit in place but with the number of people moving on and off the school site these were still busy times. It was possible these arrangements may still be in place come the new school year. In general the system had increased the feeling of safety and that the whole process was more manageable.</p> <p>There was discussion on whether pupils were walking to school more now and VS noted that the parking and congestion did feel a bit better than was previously the case. This may have been a consequence of the traffic being spread out by the staggered start times. There were further Governor comments that the drop off system worked well and that there had been improvements to both ends of the school day.</p> <p>EA commented that the staggered start did give rise to a drip in effect for around half an hour and that she particularly felt the impact of not having as much contact with Year R parents. A Governor suggested there could be prioritisation of access for Year R parents to enhance the opportunity to build relationships. EA stated that she would see what was available come September in relation to home and garden visits.</p> <p>In relation to the delivery of online teaching, a Governor noted that there had been requests from parents for both more and less provision. A question was asked if there had been discussion with staff about what do if in a similar position again. VS confirmed that there had been lots of discussion.</p> <p>CA and RK joined the meeting during consideration of this item.</p>	



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<p>6. Reports from Committees</p>	<p>Reports from Committees</p> <p>6.1 Standards & Curriculum CB provided an update on the recent meeting of the S&C Committee. The Committee had considered implementation of the school recovery plan. The school atmosphere was positive and upbeat and the anecdotal evidence was that pupils had returned from lockdown in a better place than on the previous occasion. Assessment had been undertaken by the NFER termly testing to identify where levels were compared to expectation. There had been focus on emotional and social wellbeing as well. For those children who needed it the support offered would be tailored to their needs.</p> <p>6.2 Resources Committee MS provided an update on the recent meeting of the Resources Committee. Budget monitoring had been completed for month 11, with the end of February totals. There had been change across the year and position previously reported. The year had been unpredictable and seen areas of planned expenditure not taken place combined with other areas of unexpected increased expenditure. As of January there had been a c.£46k carry forward, this had increased to c.£92k. Some of the increase had been driven by staff absence and the type of cover used.</p> <p>Three carpet replacement quotes had been considered for the corridor and two rooms. The committee assessed these for best value. The preferred provider was THC Flooring who could do the works at the start of the summer holiday period.</p> <p>In the SFVS one category had moved into red rating, which was average teacher cost (£). This related to absence and cover. On census day it did not matter if the staff present were permanent or cover they were still counted in addition to any members of staff who were off, for example on sick leave. The committee anticipated that this was due to the exceptional circumstances that year. However, this year the school has also had incidences of multiple staff members on long term sick leave.</p> <p>The Committee had noted that all Governors should be able to talk of SEF to Ofsted. The DfE and Ofsted exemption had been removed and so it was felt likely that the school would be inspected in the coming two years.</p> <p>VS provided an update to the FGB on the position with staffing. There was an upcoming retiral of a class teacher and VS had taken the opportunity to consider the structure of the staffing at the school to ensure the needs of the school were being met in the best way. The role of Assistant Head (KS1) had many roles and it was difficult to fulfil them all currently. There had been an increase in the school's SEN population and needs. The post holder was out of class three days a week which created challenges in leading the KS1 team. It was proposed to have the role of Assistant Head for SEN & Inclusion, and also create a full time KS1 leader who could be in the phase full time. VS had assessed the proposals and found that they were affordable. As this would be a change to the published staffing the proposal was presented for decision. The Committee had considered the proposal and were recommending its adoption to the FGB.</p> <p>Decision The FGB agreed the revised staffing structure as set out by the Head Teacher to create a KS1 Leader post and revised Assistant Head Teacher & SEN Inclusion.</p>	

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<p>7. Discussion About Breakfast/After School Club</p>	<p>Breakfast and After School Club Provision</p> <p>VS advised that there had been discussions with the current provider of the breakfast and after school clubs regarding the future provision of the service at their request. The industry had taken a significant hit through the period of the pandemic. The FGB was asked to consider a request from the provider and a number of options regarding future provision.</p> <p>It was highlighted that it was possible that given the current climate the provider may give notice to quit regardless of any decisions made by the FGB. VS stated that it was important to the school to have the offer of the breakfast and after school clubs. As background VS set out the history of the provision, the different models of provision and the challenges and benefits associated with these. Regarding external provision, which was the current situation, it was noted that this provided a guarantee of service and was not as susceptible to staff turnover which had, in the past, created issues for the school in affecting delivery. One option was to retain the current provider. The provider had requested a waiver from the rental costs from 8 March to the end of the next academic year. Another option was to bring the breakfast club in-house and look for another provider to take up the after school club. The after school club could be delivered by the current provider of the sports coaching service who had experience of this service type at another Hampshire school.</p> <p>Governors asked a number of questions, which included:-</p> <ul style="list-style-type: none"> • How would the breakfast club be staffed? VS advised that the breakfast club was already staffed by the school and this would be the same if in-house. The difference would be that the school would take on responsibility for the booking service. This would operate as an extension of the app for the school dinner booking system with a small additional cost of c.£220 per year. • Had lessons been learned from previous model and the accrual of arrears? VS advised that the system would require upfront payment and that the issue of arrears should not arise as it had in the past. • What would be the financial impact of a rent waiver? VS advised that she would need to check the detail of the figures but that it would be c.£4,000. <p>Governors also made a number of general comments about the current position, particularly from the perspective of parents as service users.</p> <p>Decision</p> <p>The FGB unanimously:-</p> <p>(1) agreed to bring the breakfast club provision back in-house; (2) agreed to further explore the alternative service provider for the after school club, and (3) requested that the Resources Committee further explored the financial implications of this.</p>	
<p>8. Governor SEF Review</p>	<p>Discussion on SEF</p> <p>The Chair noted that both Committees had already looked at the SEF and that it had been a decade since the last inspection. Discussion considered having a standing item on the agenda on Ofsted questions for Governors relating to one or two areas of the SEF for per meeting to check understanding. It was suggested that this could also be covered on the Committee agendas. There was a proposal to issue one question per committee and then have both questions at the FGB.</p> <p>ACTION: VS and MS to source example Ofsted questions for the board and committees to practise answering.</p>	

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9. Safeguarding	<p>Update on Safeguarding</p> <p>VS updated the FGB to advise that over the lockdown period there had been more time spent on safeguarding and that there had been ongoing reporting to seek to mitigate any increases in vulnerability and need. It was important to recognise that there had been increased demand on the Inclusion Team.</p> <p>Following a question from a Governor on any arising resource or budget implications, VS noted that a member of staff was Emotional Literacy Support Assistant (ELSA) trained. However, in order to secure appropriate release for those interventions to be delivered, often 1 to 1 or in small groups, extra staffing resource was required to cover the substantive duties of the post. Some staffing resource had been put toward tackling behavioural challenges.</p> <p>Regarding the expansion of forest/outdoor school VS highlighted the aspiration that this be available to the whole school. Further development of the offering was likely to take a year to plan and complete including development of an outdoor classroom in the forest school. There were many benefits to this model of provision including to pupil's emotional and mental health wellbeing.</p>	
10. Health & Safety	<p>Update on Health & Safety</p> <p>RK advised that there were no further matters to raise beyond those which had been covered during the consideration of the update from the Resources Committee.</p>	
11. Governor Training	<p>Whole Governing Body Training</p> <p>KG advised that a date for the whole Governing Body training had been identified. This would be held on Wednesday 28 April 2021. If possible resources from the training would be shared with those who were not able to attend.</p>	
12. Date of Next Meeting	The proposed date for the next meeting was Thursday 20 May 2021 at 5pm.	
	The meeting closed at 19:00	