

GOVERNING BODY OF FOUR MARKS CHURCH OF ENGLAND PRIMARY SCHOOL

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| Full Governing Body Meeting Minutes | Date of Meeting 24.09.20 | Start Time: 17:00 | End Time: 18:37 |
| Present ED – Elliott Draper, VS – Veronica Stoodley, RK – Rupert Kellie, MS – Mike Smith, KG – Kirstie Goldsmith, AC – Amy Cox, HW – Howard Wright, LM – Lucinda Maloney, CB – Clare Branney, CA – Catrina Adlam, AS – Anna Strong | Apologies: | | |
| Chair: Elliott Draper | Clerk: | | |

| Main points discussed | Decisions/Actions | Action |
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| 1. Welcome and Apologies | 1 Welcome and apologies for absence | |
| 2. Declaration of Interest | <p>2.1 To record any changes to pecuniary interests and to advise of any other interests and related party transactions None</p> <p>2.2 To check that all governors have confirmed pecuniary interests and KCSIE (part 1, annex A) on GovernorHub ALL - Governors noted to check on GovernorHub</p> <p>2.3 To raise AOB for discussion either at the meeting or as an Agenda item for next meeting None</p> | ALL |
| 3. Minutes of previous meeting held on 7th July 2020 | Minutes of the Meeting were reviewed by the FGB and the Chair of Governors (ED) signed them as a true and accurate account of the meeting when he arrived at the Meeting | |
| 4. Matters arising | <p><u>Actions:</u></p> <ul style="list-style-type: none"> ED - to review GovernorHub and Hampshire governor record site for out-of-date data, terms of office and DBS checks ED – had a look at GovernorHub, but not yet had chance to look at Hampshire governor record site MS/VE - to update on search for replacement Foundation Governor FGB – All members of the FGB to check their information on the Governor Hub is correct and ensure their pecuniary interest section is complete and accurate | <p>ED</p> <p>ALL</p> |

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| | <ul style="list-style-type: none"> • Clerk - to send copy of Minutes to the Diocese once they have been approved and signed by the Chair for each Committee Schoolgovernance@winchester.anglican.org <p>VS – has been sending these over once e-signed by ED</p> <ul style="list-style-type: none"> • LM - safeguarding audit and questionnaire to be reviewed by all governors, needs to be submitted by 30th September On the agenda for this meeting (section 7) • ED - to review meeting dates for FGB for 20/21 ED – given current situation, keeping meeting dates open and fluid, remote meetings to continue, aiming for Thursday at 5pm for FGB meetings though, and will advise for each meeting in due course • VS - review Staff Policy and Acceptable Use of School Equipment Policy for clear distinction between staff activities on-site and off-site VS – adopted changes that were discussed and agreed by governors in previous meeting • ED - to look at recruiting new governors in Autumn ED - tricky given current situation, but will continue to look to fill vacancies | |
| <p>5. Reports from Committees</p> | <p>5.1 Resources met on the 18th November 2020 Update from Resources provided by MS</p> <p>5.2 Standards & Curriculum hadn't met since the last FGB</p> <p>5.3 Disciplinary Appeal Panel met on the 15th July 2020 ED - no need to cover the actual decision, but suffice to say that while it wasn't an easy thing to do, the process itself was straightforward and clear cut, largely thanks to the support the panel had from Hampshire, and also due to the thorough detail and investigation process conducted by the school</p> | |
| <p>6. Policies</p> | <p>6.1 RSHE Policy Approved</p> <p>6.2 Safeguarding Policy Approved</p> <p>6.3 Child Protection Policy Approved</p> <p>6.4 Confirmation of adoption of the Manual of Personnel Practice including any in-year changes Confirmed as adopted</p> | |

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| 7. Safeguarding | 7.1 Approve the Safeguarding audit Approved | |
| 8. Health & Safety | 8.1 Update on Health & Safety Update on H&S provided by RK | |
| 9. Governor Training | 9.1 Review of Hampshire governor training SLA and Clerking 9.2 Discussion on Whole Governing Body training topic KG outlined options and timeline for choosing a training topic, will follow up with dates provided by HCC. Governors leaning towards remote training options given the current situation. ALL – to consider options and possible dates so we can book in | KG ALL |
| 10. Date of next meeting | Given the current situation, meeting dates to be kept fluid, ED to advise in due course for each meeting, will be on a Thursday at 5pm | ED |

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