

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

<b>Full Governing Body Meeting Minutes</b>	<b>Date of Meeting</b> <b>07.07.20</b>	<b>Start Time 17:00</b>	<b>End Time:</b>
<b>Present</b> ED - Elliott Draper, EA - Esther Andrews, HW - Howard Wright, MS - Mike Smith, VS – Veronica Stoodley, RK – Rupert Kellie, LM – Lucie Maloney, CA - Catrin Adlam, CB – Claire Branney – <i>arrived 5:41</i> , VE – Victoria Efstathiou, AC - Amy Cox, AS - Anna Strong	<b>Apologies:</b> Charlotte Bloomfield (CB), KG - Kirsty Goldsmith ,		
<b>Chair: Elliott Draper</b>	<b>Clerk: Victoria Efstathiou</b>		

<b>Main points discussed</b>	<b>Decisions/Actions</b>	<b>Action</b>
<b>1. Welcome and Apologies</b>	<b>1 Welcome and apologies for absence</b>	
<b>2. Declaration of Interest</b>	<b>2 Declaration of Personal and Pecuniary Interest/AOB</b> <b>2.1 To record any change to pecuniary interests, which should already be recorded on the Governor Hub, and to advise of any conflict with any item on the Agenda</b>  none	
<b>3. Minutes of previous meeting held on 12 May 20</b>	<b>3 Minutes of meeting held on 12 May 20</b> Minutes of the Meeting were reviewed by the <b>FGB</b> and the Chair of Governors (ED) signed them as a true and accurate account of the meeting when he arrived at the Meeting	

Main points discussed	Decisions/Actions	Action
<p>4. Matters arising</p>	<p><u>Actions:</u></p> <p>ED to review GovernorHub and Hampshire governor record site for out-of-date data, terms of office and DBS checks – <b>Not done yet, but in action</b></p> <p>FGB - requirement for next meetings that all Governors were to sign, to confirm they have read the Safeguarding Policy and the Child Protection Policy (which is in two parts), and the Keeping Children Safe in Education Part I and Working together to Safeguard Children Annex (A); check pecuniary interest section and their information on GovernorHub – <b>reminded all governors to check, ED to follow up individually if needed, but should be actioned online</b></p> <p>MS/VE to update on search for replacement Foundation Governor - <b>ongoing</b></p> <p>AS is leading the working party on the School's Financial Standard, and will bring a response to the next full FGB with some recommendations on that work – <b>AS fed back, 2 actions on the dashboard highlighted to FGB.</b></p> <p><del>MS to report on Finance Governor training</del></p> <p><del>RK to advise Risk Assessment for the garden.</del></p> <p>ED to arrange a poll to discuss convenient days/times for future meetings (20/21 meeting dates on agenda) - <b>discuss this meeting.</b></p> <p><b>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 (ongoing)</b></p> <p><b>Clerk - to send copy of Minutes to the Diocese once they have been approved and signed by the Chair for each Committee</b></p> <p><b><a href="mailto:Schoolgovernance@winchester.anglican.org">Schoolgovernance@winchester.anglican.org</a> (completed to-date and ongoing)</b></p>	

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5.	<p><b>5.Headteachers Report</b></p> <p>Staffing – Classes will be shared with parents on Friday with reports</p> <p>No on Roll - have filled all spaces and will be more than anticipated when set the budget. Full except Year R. 39 in September.</p> <p>Lockdown changes – change required again for September. Guidance 3<sup>rd</sup> July and had discussion with LLP with initial thoughts, but would like Governor thoughts on:</p> <p>FT all children / all year groups.</p> <p>Changes to organisation of bubbles – consideration to size of bubbles and catch up groups. Phase Bubbles – 90 children. To mitigate this, limit the rotation of children for different subjects higher up in the school – try to reduce movement by moving teachers e.g. French etc.</p> <p>Keep in place the procedures that are working well i.e. staggered pick up and drop offs, lunch times in classrooms and playtimes. Sustainable plan going forward. Cushion against staff absence going forward. Opportunity for rich curriculum and catch up as best as possible with H&amp;S to mitigate risks.</p> <p>Governor questions:</p> <p>HW – How would siblings be considered if not in bubbles together?</p> <p>VS- It isn't possible for most siblings to be in the same bubble. Inevitably, for those families there will be an increased contact with others.</p> <p>RK – Will the hall continue to be used for Reception &amp; Yr R.</p> <p>VS- This won't be necessary in September when we can return to classes being full. This will free the hall up for use of Collective Worship ( attended virtually for most, but possible to have one class physically there. Also, it looks like it may be possible for Breakfast and After School clubs to start, though this will need further discussion with the company.</p> <p>AS – What is the procedure for staff absence due to covid symptoms?</p> <p>VS- from September we are able to have supply teachers in, if they are willing to come. The 'phase bubble' structure will allow some flexibility for covering absence. However, should there be a positive case, potentially the whole bubble then has to self-isolate. It will be very important to have the Remote Learning Platform fully working so that we can manage those situations should they arise.</p> <p>ED – Virtual learning. Discussed staff training and videos and other technical issues – VS assured that all is perfectly possible and would be in a position to remove the home learning on website at the end of this term and move to fully using Teams from September. Barriers – VS has contacted parents to identify which children could have issues with internet or equipment. Preparation for September. We will also need to consider factors such as Insurance of equipment on loan. RK – this was discussed in resources meeting and how we can monitor.</p> <p>RK – booster and catch up how will the school go about this assessment of this? VS responded about plan in September – plan in enough flexibility and staff to make reality and not ideal. Combination of focussed groups for children working on similar gaps/ barriers, and potentially extra small group sessions. Ongoing assessment- daily/ weekly/ use of NFER gap analysis tool periodically.</p> <p>HW – thanked VS on how she has steered us through this. Please pass thanks to all staff. VS applauded her team and community.</p>	

Main points discussed	Decisions/Actions	Action
<p><b>6. Reports from Committees</b></p>	<p><b>6.Reports from Committees</b></p> <p><b>6.1 RESOURCES met on the 26 June 2020</b></p> <p>MS gave an overview of Resources Committee meeting –</p> <ul style="list-style-type: none"> <li>• Most in HT report and already discussed</li> <li>• Software and platform for staff and children. What / when and how.</li> <li>• Staffing news.</li> <li>• Budget &amp; Covid expenses to make claim to LA</li> <li>• Strategic planning for COVID recovery – discussed the sections: Staff mgmt., Hygiene &amp; Safety and Structural</li> <li>• Transition for students going to senior school</li> <li>• H&amp;S – fire alarm – VS informed FGB this has been repaired. Appropriate consideration taken due to asbestos</li> <li>• Dates for 20/21 meetings – additional meeting for 6<sup>th</sup> budget monitoring. <ul style="list-style-type: none"> <li>18 September 2020</li> <li>13 November 2020</li> <li>15 January 2021</li> <li>12 March 2021</li> <li>7 May 2021</li> <li>25 June 2021</li> </ul> </li> <li>• Staffing</li> </ul> <p><b>6.2 STANDARDS &amp; CURRICULUM met 22 June 2020</b></p> <p>CB gave an overview of the S&amp;C Committee meeting –</p> <p>Already discussed this evening and in HT report</p> <ul style="list-style-type: none"> <li>• Sex &amp; Relationships Ed letters to parents – VS updated on the Christian aspects and how this can be taught with supports to parents. Action for diocese / school/ Governors to have sign off for September.</li> <li>• Online teaching policy – provision</li> <li>• Recovery tool – transition early years to YR 1. Spoke about all year groups individually.</li> <li>• Dates for 20/21 – CB to have by end of the week</li> </ul>	<p>VS – SEPT</p> <p>CB</p>
<p><b>7. Governor Body</b></p>	<p><b>7 Governor Body</b></p> <p><b>7.1 Chair &amp; Vice Chair</b>  CB (S&amp;C) &amp; MS (Resources)  ED thanked them for all their hard work and organisation and committing to do it for another year.  ED (Chair of Gov) – but stepping down 31/12/20.</p> <p><b>7.2 Succession Planning</b></p>	

Main points discussed	Decisions/Actions	Action
<b>8. Dates for Meetings</b>	<b>8 Dates for Meetings</b> See above for resources, CB to have dates for S&C by 10 <sup>th</sup> July. ED to review the dates and ensure not all dates are in the same week. VS to set the dates for school events provisionally in line with 19/20 e.g. parents' evenings, nativity etc. Will await further guidance to confirm any dates nearer the time of any event.	ED / CB / VS
<b>9. Safeguarding</b>	<b>9. Safeguarding</b> LM – request all governors to review the questionnaire on governor hub and action your parts. Neds to be submitted 30 <sup>th</sup> September. Also governors to review the new KICSE – for implementation in September. VS – review the audit and upload onto the governor hub. Updated governors on examples of concerns on children that had returned to school.	VS / all govs
<b>10. Health &amp; Safety</b>	<b>10. Health &amp; Safety</b>	
<b>11. Governor Training</b>	<b>11 Governor Training</b> ED asked HW to refer to the list that came out of the last surveys. ED urges governors to book onto courses as usual with the anticipation that they would be back in classroom or virtual. HW – would there be any COVID courses.	
<b>12. AOB</b>	<b>12. AOB</b> VS – informed governors of a potential pecuniary interest of one member of staff.  Discussed implications of “on campus”, only off-site. Clear distinction and then no confusion. <b>ACTION:</b> To be written into staff policies and Acceptable Use of school Equipment Policy. Governors did not see there was an issue, and that VS would have a discussion with member of staff to ensure their understanding of the policies.  ED – to recruit new governors in the Autumn	VS ED
<b>13. Date of Next Meeting</b>	Date of the next meeting – <b>7<sup>th</sup> July 2020</b>	ED / VS

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*ejdraper*

**FGB MEETING –**

24<sup>th</sup> March, 2020  
12<sup>th</sup> May, 2020  
7<sup>th</sup> July, 2020

Actions:

**Governor Comment: The declaration ...**

***Declaration of Personal and Pecuniary Interest***

***To record any change to pecuniary interests, which should already be recorded on the Governor Hub, and to advise of any conflict with any item on the Agenda***

**... regarding ‘interests’ should also include ‘related party transactions’ when mentioned in future Agendas/Minutes.** This was duly noted, and future Agendas and Minutes will extend the Declaration to include this

**Clerk –** To remind Governors of material that she has uploaded onto the GH for their attention **(ongoing)**

**FGB –** Requirement for next meetings that all Governors were to sign, to confirm they have read the Safeguarding Policy and the Child Protection Policy (which is in two parts), and the Keeping Children Safe in Education Part I and Working together to Safeguard Children Annex (A) Needs to be ticked on the pecuniary interest **(ongoing)**

**ED/HW -** To conduct a poll/otherwise discuss the best day/time for the FGB and Committee meetings moving forward, with the possibility of changing the time for each meeting depending on the Governors who needed to be present **(ongoing)**

**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 (ongoing)**

**HW –** Update on replacement for **JY** when she has finished her term of office as Foundation Governor in December.

The Committee was advised that **HW** was on sabbatical, and had left the responsibility for filling this post to **MS & VE** and he would take over the search when he returned, should the vacancy remain unfilled **(ongoing)**

**LM –** to review Safeguarding data on the Governor Pool **(ongoing)**

**CBR –** To share with the rest of the FGB where she has saved the Ofsted Prep. Questions on the **GH**

**MS** has uploaded the Benchmarking to the **GH** and the Governor Pool

**FGB –** To read/review the **Code of Conduct for Governors** published 2016

**ED** to liaise asap with School Secretary regarding elections for a vacancy for a **Parent Governor** which is a Constitution requirement. As there is also a vacancy for a Co-opted Governor this gives flexibility if more than one person puts their name forward as a Governor.

**FGB - DBS checks for Governors extending/renewing their terms of office**

This needs to be followed up

**FGB -** Governors **always ask safeguarding questions of staff when they are in school**, there is a document with different safeguarding questions near to the pigeon holes outside **VS’s** office. There is also a **‘visit book’** which should be completed when Governors attend school to do a monitoring visit or meet with a member of staff. Governors need to record the date and purpose of the visit. It helps to keep them all in one place, and offers Ofsted quick evidence of visits along with Minutes of meetings

**RK** Reported there was nothing done this term so far. However, there is a walk around due and he will organise this with Karen. **There should be a Risk Assessment for the garden.**

**ED –** To arrange a Poll to discuss convenient days/times for future meetings. (Wednesday and Friday not convenient for School Teachers, and Mondays difficult for **VS** personally, until June)

**VS –** update ICT acceptable use to include declaration of any pecuniary interests, and make clear that any extra business ventures by staff should only take place ‘off campus’ and not be facilitated by any school ICT accounts or equipment.

Items for next agenda:

**RESOURCES AGENDA -** Resources Chair to sign **Terms of Reference** at next meeting. **(S&C completed and filed)**

**FGB AGENDA –**

**AS** is leading the working party on the **School’s Financial Standard**, and will be bringing a response to the next full FGB with some recommendations on that work

**MS** Has Governor training on Finance and will report back the outcome to the FGB at the next meeting

**DBS -** Checks required for Governors extending/renewing their terms of office

