

GOVERNING BODY OF FOUR MARKS CHURCH OF ENGLAND PRIMARY SCHOOL

Full Governing Body Meeting Minutes	Date of Meeting <b>28.01.20</b>	Start Time <b>17:10</b>	End Time: <b>18:40</b>
<p>Present: Elliott Draper (ED) Veronica Stoodley (VS) Mike Smith (MS)                  Anna Strong (AS) Esther Andrews (EA) Rupert Keltie (RK)                  Clare Branney (CB) Kirsty Goldsmith (KG)                  Dr Lucinda Maloney (LM)                  In attendance: Amy Cox (AC), Kieron Robinson (Clerk)                  Governor Hub (GH)</p>	<p><b>Apologies:</b>                  Howard Wright (HW) Catrin Adlam (CA) Victoria Efstathiou (VE)</p> <p>Mike Smith (MS) arrived at 17:40                  Rupert Kellie arrived at 17:45                  Elliott Draper (ED) arrived at the meeting at 18:05</p> <p>Kirstie Goldsmith left the meeting at 17:45                  Dr Lucinda Maloney left the meeting at 17:55</p>		
Chair: Kieron Robinson deputised until Elliott Draper arrived at 18:05	Clerk: Kieron Robinson		

Main points discussed	Decisions/Actions	Action
1. Welcome and Apologies	<p><b>1 Welcome and apologies for absence</b>                      The Chair welcomed Governors to the meeting and thanked those Governors who had come in to ensure there was sufficient Governors to start the Meeting with a quorum. <b>A quorum was established and the meeting commenced.</b>                      The Chair accepted apologies from <b>HW, CA and VE</b> and noted <b>ED, RK, MS</b> would arrive later, but as soon as they could.</p>	
2. Declaration of Interest	<p><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></p> <p><b>Governor Comment: The declaration regarding 'interests' should also include 'related party transactions' when mentioned in future Agendas/Minutes.</b>                      This was duly noted, and future Agendas and Minutes will extend the Declaration to include this</p> <p><b>2.2 To raise AOB for discussion either at the meeting, or as an Agenda item for a future meeting</b>                      No issues were raised, at this time, for the current meeting when this item was covered</p>	Note for New Clerk
3. Minutes of previous meeting held on 26 November, 2019	<p><b>4. Minutes of meeting held on 26 November, 2019</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</p>	

Main points discussed	Decisions/Actions	Action
<p><b>4. Matters arising</b></p>	<p><u>Actions:</u></p> <p><b>Clerk</b> – Amend RK surname to Kellie and not Keltie <b>(completed)</b></p> <p><b>CA</b> To distribute her <b>PP Strategy Statement</b> to Governors when it is complete and upload a copy to the school website <b>(completed)</b></p> <p><b>All FGB</b> – To change the permissions on their GH access in order they receive email notifications if anything is uploaded or changed on the GH for the school e.g. documents relating to forthcoming meetings etc. <b>(completed)</b></p> <p><b>Clerk</b> – To remind Governors of material that she has uploaded onto the GH for their attention <b>(ongoing)</b></p> <p><b>FGB</b> – 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 <b>(ongoing)</b></p> <p><b>C&amp;S</b> – Pupil Premium Strategy Statement to be reviewed at the next meeting on the 14<sup>th</sup> January, 2020 <b>(completed)</b></p> <p><b>ED/KB</b> – To liaise in connection with the election of a new Parent Governor <b>(ongoing)</b></p> <p><b>All FGB</b> – To check their responsibilities under the Safeguarding Audit and ensure they ask safeguarding questions when they visit school. <b>(Discussed under Item 13 below)</b></p> <p><b>ED/HW</b> - 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 <b>(ongoing)</b></p> <p><b>KG</b> - Kirstie Goldsmith to confirm she has updated her details on the Governor Hub <b>(completed)</b></p> <p><b>FGB</b> – All members of the FGB to <b>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</b> - to send copy of Minutes to the Diocese once they have been approved and signed by the Chair for each Committee <a href="mailto:Schoolgovernance@winchester.anglican.org">Schoolgovernance@winchester.anglican.org</a> <b>(completed to-date and ongoing)</b></p> <p><b>HW</b> – Update on replacement for <b>JY</b> when she has finished her term of office as Foundation Governor in December. The Committee was advised that <b>HW</b> was on sabbatical, and had left the responsibility for filling this post to <b>MS &amp; VE</b> and he would take over the search when he returned, should the vacancy remain unfilled <b>(ongoing)</b></p> <p><b>Clerk</b> – <b>VE</b> to become an Associate Member with immediate effect <b>(completed)</b></p> <p><b>LM</b> – to review Safeguarding data on the Governor Pool <b>(ongoing)</b></p> <p><b>CHAIRS</b> – S&amp;C/Resources to sign <b>Terms of Reference</b> at next meeting. <b>S&amp;C completed and filed MS needs to sign</b></p> <p><b>RK/CBR</b> – To share Ofsted Prep. Questions on the <b>GH</b> CBR confirmed the questions were uploaded to the GH and would let the Committee have a link to the questions <b>(completed)</b></p>	<p>Chair of Resources CBR</p>

Main points discussed	Decisions/Actions	Action
<p>5. School Improvement Plan/SEF updates</p>	<p><b>5 School Improvement Plan/SEF updates</b></p> <p><b>5.1 To receive a report from the Headteacher and receive an update on the SIP/SEF</b></p> <p>VS has uploaded the <b>LLP report</b> to the <b>GH</b> and informed the <b>FGB</b> that she, together with her Team, will continue to work on the different areas on this report</p> <p><b>Governor Question – Isn't one area the progression documents for the different subjects, so they are pulled together in the same way?</b> VS – Yes, and we are also making progress with developing <b>Newsletters for parents</b>, which pull together what children are doing for each subject</p> <p><b>Governor Question - Is this based on previous work?</b> VS – This is building on passed work, and making it more consistent across the whole school.</p> <p><b>Governor Question - Does this mean parents can see their children are doing?</b> VS – It is to show what topic they will be covering e.g. Great Fire of London etc.</p> <p><b>Governor Question - Does Natalie coming into school on a regular basis?</b> VS – As we continue to work on Maths and Natalie comes into school to support the staff. Recently Natalie did some training on the Bar Model, and that afternoon we had a Planning Workshop with staff on using the new (<b>Let's Think Maths</b>) material and how to make the best use of it</p> <p><b>17:40 MS arrived</b></p> <p><b>Governor Question – How are you progressing with assessment?</b> AC - We can't do the assessing until we are further down the line with progression, but the documents we have done so far link into the progression and keeping it all manageable. We will be transferring the information to the Fisher Family Trust document. (Most schools we have not done this yet.)</p> <p><b>AC</b> - We have looked at tracking for the SEN children but it is very difficult because the number of children change every term, so the % changes all the time. We want the <b>best for all of our children</b> regardless of percentages!</p> <p><b>Governor Comment: If you talk to (HCC) SEN Department they are very strict on which children stay on the register and which children come off.</b> AC Over a certain % they should automatically come off.</p> <p><b>AC</b> - You really want to see the children are '<i>closing the gap</i>' by the end of the year, and to do this you need to track them for a year.</p> <p><b>VS</b> - AC tracks them all the year regardless of whether they are on/off the register</p> <p><b>Governor Question: How often do the Local Authority review the data?</b> VS They review this once a year, and set up follow up actions. These can vary, depend on the different levels of support required, which is dependent on how vulnerable the child/children are. If we need extra help, we can get this from the right people through <b>Local Authority Support</b>, although we have to pay for it.</p> <p><b>VS</b> - We do have ongoing support with Maths, and Natalie comes into school that. We also have someone for Early Years on a regular basis.</p>	


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<p>6. Reports from Committees</p>	<p><b>7 Reports from Committees</b></p> <p><b>6.1 RESOURCES met on the 10<sup>th</sup> January, 2020</b></p> <p><b>MS</b> gave an overview of Resources Committee meeting -</p> <ul style="list-style-type: none"> <li>- <b>Benchmarking</b> using the DFE benchmarking tables</li> <li>- <b>Budget monitoring report</b>, with a lengthy discussion about the impact of absence on the budget and how this is covered</li> <li>- Discussion about a scheme, which Hampshire runs for <b>teaching staff</b>, which is 20 consecutive days/30 days non-consecutive and resets on the 30<sup>th</sup> April so, it takes a long time before we can get value from it. It requires future work on buying some insurance cover, and we have signed up for this with the SLA next year</li> <li>- Covered the use of money from the <b>Sports Premium</b>, which had been covered previously</li> <li>- <b>Financial controls</b>. We now have a program of internal finance</li> <li>- <b>MS</b> has been into school and checked personnel – and checked 9 members of staff. DBS covered for all of them including evidence of identity and qualifications. Everything that needed to be there, was there!</li> <li>- We set up a <b>Working Party</b> for the school’s Financial standard which met yesterday. <b>AS</b> is leading on that working party and we will be bringing a response to the next full FGB with some recommendations on that work</li> <li>- Discussed <b>staffing</b>, focussing on roles and responsibilities in school</li> <li>- Bulk of the meeting was spent on the <b>benchmarking</b>, and looking at similar schools in terms of FSM, EAL etc with a group of 15 schools. One was from Hampshire, but the rest were from around the country. <b>We are one of the poorest funded schools in the range of schools we looked at</b> and would have well over <b>£100,000 + more</b> if our school was in another LA area</li> <li>- <b>We are a low funded school, in a low funded authority, so are doing pretty good in this school!</b> The use of funding, and outcomes, in school were applauded</li> <li>- <b>MS</b> has uploaded the Benchmarking to the <b>GH</b> and the Governor Pool</li> <li>- <b>VS</b> brought along the <b>P card (purchasing card)</b> with evidence that <b>ED</b> had been checking it. <b><i>This is an important spending check and requires to be monitored by a main Governor</i></b></li> </ul> <p><b>6.2 STANDARDS &amp; CURRICULUM met on the 13<sup>th</sup> January, 2020</b></p> <p><b>CB</b> gave an overview of the S&amp;C Committee meeting –</p> <ul style="list-style-type: none"> <li>- The <b>Phase Leaders</b> in the school came to the Meeting to <b>discuss progress in each of their areas</b>. We discussed areas of Y5/Y6 and that there needed to be a big push in Maths; we also talked about the new Maths course from <b>NCTEM</b> and how that we being implemented</li> </ul> <p><b>VS – We are one of the first schools to be doing this.</b> Maths lessons used to work through topics e.g. time, shape etc. (almost compartmentalised) but when you have a mobile population, as we do, you can get groups of children who might have missed a whole chunk of learning because different schools (<i>they have been to</i>) might cover these topics in a different order.</p> <p>One of the most important concepts that children need to grasp, as a foundation for maths learning, is to understand <b>place value</b>. So now we have <b>place value</b> running, as a thread, through the whole year and it keeps spiralling in the curriculum so it is revisited. It is no longer just one chunk</p> <p><b>Governor Comment: This is one of the building blocks of learning. VS</b> Yes and this should make a big difference for the children, as we have so many children moving in/out school and this should be a better approach for them.</p> <p><b>Governor Question – When was this implemented?</b> <b>VS</b> This only came out on 1 September and we are one of the first schools to trial this and see how it works.</p> <p><b>VS</b> - Natalie sits on the <b>Committee for Excellence in Teaching Mathematics</b> and was one of the Authors for this product. The inset we had on the 6<sup>th</sup> January was a workshop in the afternoon which Natalie ran.</p> <p><b>Governor Comment – It teaches children to manipulate numbers much better than before, so now they are comfortable with smaller numbers</b></p> <p><b>Governor Comment - It is tricky for mixed age groups, as learning was started before we had the new material. It will be much easier when we can start the new Academic Year with the material. It's purely number, but we still have to cover shape and time etc and we mix it all together</b></p>	<p>FGB</p>



Main points discussed	Decisions/Actions	Action
<p><b>10 Looked after Children</b></p>	<p><b>10 Looked after Children – Designated Teacher Report on the GH and on the internal server for previous years</b>  <b>AC</b> explained there were no ‘Looked-after children’ (<b>LAC</b>) in the school when the Report was required for completion.</p> <p>The report that <b>AC</b> has uploaded onto the <b>GH</b> outlines what is ready in school for a <b>Looked-after child</b>, and <b>AC</b> has an <b>Audit Tool</b> which will be used for <b>LAC</b> which ensures the school has everything in place for the child/ren  The school does have a <b>Looked after Child</b> now, and this child will be included in the next Report.</p> <p><b>Governor Comment: Need to demonstrate that you are proactively supporting a child in this way. AC</b> Every <b>LAC</b> child will have a <b>PEP</b> – personal education plan  <b>Governor Question – How do you monitor these children? CA</b> – We check progress academically, if they have interventions etc, and checking reading, spelling and maths etc.</p> <p><b>Governor Comment: The Report outlines training, and other support that the school accesses to make good provision for children in this category</b></p> <p><b>Governor Comment: We have SENCO circle meeting/Behaviour Support (thrive – emotional support) Designated Teacher Meetings Eps report and AC has gone to all these groups even when we do not a child in this category, so that she is up-to-date with all requirements.</b></p> <p><b>VS</b> – The Report also covers how we provide charging for education visits and extended activities. This is covered under PP, as the children fall under PP, and they are offered that support if it’s necessary as part of the PP fund</p>	
<p><b>11 Governor Body Membership</b></p>	<p><b>11 Governor Body Membership</b>  <b>11.1 To confirm outstanding vacancies and action taken to update the Governor membership</b>  <b>ED</b> to liaise asap with School Secretary regarding elections for a vacancy for a <b>Parent Governor</b> 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.</p> <p><b>11.2 To confirm DBS checks for Governors extending/renewing their terms of office</b>  This needs to be followed up</p> <p><b>17:35 Rupert in Kirstie out</b></p>	<p><b>ED</b></p> <p><b>ED</b></p>
<p><b>12 Governor Visits</b></p>	<p><b>12.1 To receive Reports from Governor visits to the school</b>  <b>MS</b> visited school and covered a collective worship  <b>AS</b> covered SFBS  <b>MS</b> and <b>AS</b> visited school to cover internal controls when they looked at personnel files (see above Resources Meeting and also Minutes of the Resources Meeting). <b>MS</b> said he would like to see Active worship on a different day each term, and has already been into a class where children have run the assembly themselves</p>	

Main points discussed	Decisions/Actions	Action
13. Safeguarding	<p><b>13. Safeguarding</b>  <b>13.1 Update on the review of the Safeguarding Information on the data pool</b>  <b>LM is the Safeguarding Governor (on maternity leave)</b>  <b>VS</b> Reminded Governors to <b>always ask safeguarding questions of staff</b> when they are in school and explained to Governors that there is a document with different safeguarding questions near to the pigeon holes outside her 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</p>	FGB
14. Health & Safety	<p><b>14. Health &amp; Safety</b>  <b>14.1 Update on Health &amp; Safety</b>  <b>RK</b> Reported there was nothing done this term so far. However, there is a walk around due and he will organise this with Karen.  <b>Governor Comment – There should be a Risk Assessment for the garden</b>  <b>VS</b> Suggested asking the children to help with by pointing out the hazards in the garden</p> <p><b>VS –</b></p> <ul style="list-style-type: none"> <li>- Confirmed a new fence to be installed next week</li> <li>- There were a couple incidents with the bad weather and in one incidence the cap came off one of the chimneys, and a slate came off too. Both have now been repaired</li> <li>- The back door needs a new lock, and we will get likely get new doors in the Easter break. These are the Fire exit doors in the KS1 classrooms which County are going to replace, and also the door which goes out into the sensory garden.</li> </ul> <p>HCC think they may need to replace the whole panel because it is not a standard size might involve changing the landscape ...  <b>VS</b> added further that she was still <b>chasing CCTV</b> and part of the problem is with BT (burglar alarm) as apparently there is a fault on the line</p> <p><b>Steve</b> (new caretaker) starting part time, and he is doing some work for us at the moment. From Easter he will be full time  <b>Dave</b>, Caretaker at Bentworth, is still doing some bits and pieces for the school too</p> <p>Sonia off on jury service at Winchester Crown Court at the moment</p>	RK/KB RK
15. AOB	<p><b>15 AOB</b>  <b>15.1 Replacement Chair</b>  <b>ED</b> Again asked for volunteers to become Chair of Governors as he will be stepping down next year. He has lots of experience and is happy to mentor someone who is willing to take on the role.</p> <p><b>15.2 Dates/times of future meetings</b>  Convenient days/times for future meetings was briefly discussed, and ED said he would liaise further with Governors. However, VS said Wednesday and Friday were not convenient for School Teachers, and Monday was difficult for VS personally, until June  <b>The meeting ended at 18:40</b></p>	ED
16. Date of Next Meeting	Date of the next meeting – <b>24<sup>th</sup> March, 2020</b>	

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**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)**

**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](mailto:Schoolgovernance@winchester.anglican.org)

**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**

A handwritten signature in black ink, appearing to read 'ejdraper'.