

GOVERNING BODY OF FOUR MARKS CHURCH OF ENGLAND PRIMARY SCHOOL

Full Governing Body Meeting Minutes	Date of Meeting 17.09.19	Start Time 17:00	End Time: 18:36
Present: Elliott Draper (ED), Rupert Kellie (RK), Catrin Adlam (CA), Charlotte Bloomfield (CB), Clare Branney (CBR), Mike Smith (MS), Esther Andrews (EA) Julia Yeadon (JY) Dr Lucinda Maloney (LM), Kirsty Goldsmith (KG) In attendance: Amy Cox (AC), Kieron Thomas (Clerk)	Apologies: Rev. Howard Wright (HW) Anna Strong (AS) Victoria Efstathiou (VE) Elliott Draper to arrive by 6pm Charlotte Bloomfield to leave by 6pm		
Chair: Mike Smith deputised until Elliott Draper arrived at 18:08	Clerk: Kieron Thomas		

Main points discussed	Decisions/Actions	Action
1. Welcome and Apologies	1 Welcome and apologies for absence 1.1 The Chair welcomed Governors to the meeting and introduced Kirsty Goldsmith as a new Co-opted Governor Apologies were received from Rev. Howard Wright and Anna Strong	
2. Declaration of Interest	2 Declaration of Personal and Pecuniary Interest/AOB 2.1 To record any change to pecuniary interests and to advise of any conflict with any item on the Agenda None were recorded. KG was advised she would need to complete a pecuniary interest form which the Clerk would send to her 2.2 To raise AOB for discussion either at the meeting, or as an Agenda item for a future meeting AOB - <ul style="list-style-type: none"> ED and CB - would like to organise a social evening in November with the Governors. ED to put on the WhatsApp group to find a suitable day/time/venue. JY - asked if the Minutes can be sent to the Diocese when they will evaluate the contents and carry out a termly audit to check we are reviewing Collective Worship and the Trust Deed annually. Under clarification JY said this would include Committee Minutes. The Diocese will sample the Minutes and feed-back their thoughts to the FGB. It was agreed the Clerk would send the Minutes to schoolgovernance@winchester.anglican.org once they had been approved and signed by the Chair. VS asked if Governors would agree to adopt of the Manual of Personnel Practice and any in-year changes PROPOSED – Governors agree to adopt the Manual of Personnel Practice and any in-year changes PROPOSED BY: VS SECONDED BY: RK	Clerk ED Clerk
3. Election of Officers	Election of Officers 3.1 To confirm the Chair and Vice Chair of the Full Governing Body Full Governing Body - ED to continue as Chair of the FGB for this academic year with HW continuing as Vice Chair, although ED advised HW would be happy to step aside if anyone else would like to be Vice Chair 3.2 To confirm Chair, Vice Chairs and Committee Members of the Resources and Standards & Curriculum Committees Resources Committee – MS Chair and RK Vice Chair Committee members – MS, VS, ED, HW, RK, VE, AS, CB	

Main points discussed	Decisions/Actions	Action
	<p>Standards & Curriculum - CBR Chair and LM Vice Chair Committee members – CBR, VS, ED, CA, LM, JY, EA, AC, KG. JY said she will be leaving the FGB in December and HW will organise her replacement as a Foundation Governor</p>	HW
4. Minutes of the last meeting on 7 July, 2019	<p>4 Minutes of the meeting held on 07 July, 2019 4.1 Minutes of the Meeting held on the 7 July were agreed by the Board as a true and accurate account of the meeting and were signed and dated by the Chair</p>	
5. Matters arising	<p>Matters arising from previous Meeting - ED – Governors Report 2018/2019. A draft will be circulated to Governors over the coming week RK – Virtual Governance Draft Report (ongoing) RK reported - The Firewall needs to be unblocked so Skype can be configured. The request has been sent out for approval from HCC. This has been approved for other schools, so we are just waiting for their approval before we can go ahead. VS – High Mobility conversation with PS & County (Outcome of discussion @ S&C Comm) – ongoing for discussion in the Autumn term HW – Training list. Governors list of desired training courses still being compiled – ongoing and see item 12.1 LM – To look over the Governor Audit for Safeguarding and report back to FGB - ongoing LM – Sign off Safeguarding Report in September FGB – see item 8.3 (completed)</p>	ED
6. Confirm Specialist Governor Responsibilities	<p>6 Specialist Governor Responsibilities –</p> <ul style="list-style-type: none"> - HW - Training & Development Governor - CBR – SEN working with JY until she leaves the FGB in December - LM - Safeguarding - CB & LM - Early Years - Governor Forum Rep - Depending on Governor availability at the time required - RK - Health & Safety - VS & ED - Website - Member of Appeals Panel - Ad hoc and alpha order according to who is available (agreed previously) - MS, HW CB - Headteacher’s Performance Management Review Panel - CB, VS, ED, HW - Members of the Pay Committee - MS & JY - Christian Values and Collective Worship 	
7. Governor Membership	<p>7 Governor Membership ED arrived at 18:08 7.1 To confirm action to be taken with regard to any Governor vacancies – PROPOSED – Governors to agree Kirsty Goldsmith to be the new Co-opted School Governor Proposed by ED Seconded by RK ED advised there is still a vacancy for a Parent Governor and that Governor Services had forwarded a request from a new Parent (this term) to join the FGB. ED unsure if this meant an election would still need to take place. Clerk to find out and report back to the Chair asap ED confirmed JY will be leaving in December and does not wish to stay on the Committee. HW to organise through the Church VE would like to be an Associate Governor, alongside LC and stay on the FGB as an Associate Governor 7.2 To agree dates of Governor Visits and Monitoring</p>	Clerk Clerk KG/VS

Main points discussed	Decisions/Actions	Action
	<p>KG to liaise with VS regarding School Visits</p> <p>7.3 To confirm Governors availability to cover School opening mornings</p> <p>VS would like 2 or 3 Governors to volunteer to help at school open mornings for new parents. These visiting parents have children who could potentially enrol in school. The open mornings allow new parents to see the school in operation. FMPS children take potential new parents around the school and talk about the opportunities and activities available in school. Parents then come back to a central area where they have the opportunity to ask questions of any Staff available, Governors and members of the PTA. Tea and coffee will be available.</p> <p>There is an Open Box Theatre group on the 11 October (Great Fire of London) which parents will be able to see in action.</p> <p>Governors would be required to be in school between 9:30 & 11:30 and the following Governors volunteered -</p> <p>Friday 11 October - MS & KG</p> <p>Thursday 21 November - LM and HW</p> <p>7.4 To confirm Governors availability to cover Parents Evenings on October 22 and October 24 (except for Elm Class which will be on October 22 and 23) (Covered under item 10.3)</p>	<p>MS/KG LM/HW</p>
<p>8. Keeping Children Safe in Education 2019</p>	<p>8 Keeping Children Safe in Education 2019</p> <p>8.1 To confirm all Governors have read the School's Safeguarding and Child Protection Policies</p> <p>VS Advised there is an annual requirement for all Governors to read the Safeguarding Policy and the Child Protection Policy (which is in two parts), and also read the Keeping Children Safe in Education Part I and Working together to Safeguard Children Annexe (A) - all these Policies which are now on the Governor Hub (and already on the school website). All Governors need to sign to say they have read the Policies by the next FGB meeting, so we can pass the form around at each Committee meeting before then so everyone can sign when they have read the policies.</p> <p>Governor Question: Does everyone need to read Part II of KCSIE as well as Part 1? VS – Not that I am aware of.</p> <p>VS – The new Safeguarding and Child Protection Policy was circulated at the last meeting which reflects the new / updated guidance that came out in September. We need to agree Polices today, as these are the policies that should be referred to as from the 1 September, 2019 -</p> <p>PROPOSED - The Policies introduced at the last FGB Meeting (Model Safeguarding policy 2019/20 and the Safer Schools Child Protection Policy) was accepted by the FGB as the new Policy from 1 September, 2019</p> <p>PROPOSED BY: MS SECONDED BY: CBR</p> <p>- 17:25 LM arrived at the meeting</p> <p>8.2 To review Governor Audit for Safeguarding. (This Audit needs to be agreed and submitted to HCC by 30 September, 2019)</p> <p>VS – The Governor Audit Tool Safeguarding was also circulated at the last FGB meeting. This is a review of Policies and Procedures that should be in place in school, and a reflection of where we are with all these areas. It also helps to identify if there are any aspects the school needs to sharpen up. The document needs to be returned by the end of September to Hampshire to Hampshire- it is a Hampshire Audit Tool. All Governors agreed at the last meeting they would review the document, by this meeting in order for us to agree and send to Hampshire by the deadline.</p> <p>Governor Questions were asked around the Tool at the last FGB, but no further questions were asked at the meeting.</p> <p>Everyone agreed they had read the Audit tool, agreed that it was an accurate reflection, and were happy for it to be sent to HCC.</p> <p>PROPOSED – The Governor Audit Tool for Safeguarding to be submitted to Hampshire before the end of September</p>	

Main points discussed	Decisions/Actions	Action
	<p>PROPOSED BY: MS SECONDED BY: CBR</p> <p>8.3 To review an update on the Safeguarding List (jobs on the Audit Tool) LM - Advised the Safeguarding List was last reviewed 3 months ago and needs to be updated. There is more than one version on the school file, which LM will try and amalgamate when she is next in school. LM advised she has signed up to a Governor Services course on Safeguarding</p>	<p>Next FGB</p>
<p>9 School Improvement Plan/SEF updates</p>	<p>9 School Improvement Plan SEF/updates 9.1 To receive a report from the Headteacher VS - Not a huge amount to report since the last meeting due to the summer holidays. There has been some Training and a focus on the Curriculum and making sure we are using the Enquiry Focus and we have done some training today which is part of the SIP on 'Developing Early Years - Lets Think with a Mathematical Focus'. In the summer, the Early Years outdoor area was also transformed.</p> <p>In terms of data – there are not going to be any major changes to the Data reported in July’s meeting. I reported back at the last meeting with initial reports on the SATS Governor Question: How did you get on with your SATS appeals? VS - Re-remarks were not upheld, although some marks were changed it didn’t affect the boundaries as we had hoped, so no real change in the data for the school. We are now starting to be able to build a picture against County and National figures and this work will not be any different to the initial areas that we discussed at the last meeting. This year we will focus on More Able. This may not be a trend- challenge was definitely not there in the past, as we have always done really very well with our Most Able children. It could be just cohort this year where there were fewer children reaching the higher standard at both KS1 and 2, but this is not something that we will leave to change. This will be part of our monitoring and work this year to ensure it is not a trend and we are making sure we are offering that challenge. Hopefully this is a one-off year which is cohort driven. Governor Question: When will the delivery of the SIP be reviewed next? VS – This is ongoing at staff meetings, and performance management targets, when we review at which areas subject leaders/ SIP leaders need to focus on. We also review progress and impact as part of performance management reviews.</p> <p>9.2 To receive an update on SIP/SEF Governor Question: Does the SEF need to be updated with the results of last year and the priorities that are coming? VS – Yes, over the next few weeks we will look at changing the data, and reflecting on that. Then it is brought back to the SMT, to re-draft further. Governor Question - How about Early Years self-evaluation? EA – We are looking to do an Early Years Self-Evaluation SEF. We haven’t finished the baseline assessments yet, but early indications are this the cohort of incoming children is strong. Governor Question: What is the latest on Ofsted inspections of Outstanding Schools – news is that all schools will be inspected now VS - Ofsted have always done sample inspections of Outstanding Schools, but there is a question around how many inspectors Ofsted have, in order to deliver the number of visits required to cover all the schools due an inspection. It is already a challenge to get around to all the schools that are requiring improvement, or in a category of 'Good', in the timescale they have. As an Outstanding School we expect to be inspected at any time, and that is the premise on how we work.</p> <p>9.3 To receive any information on the school expansion</p>	

Main points discussed	Decisions/Actions	Action
	<p><u>GQ - I went to a Developers Meeting recently and they said they were going to build us a new school ...</u> VS - That doesn't agree with my information. I don't think that is likely to happen. It might be worth asking Martin Shefferd, Hampshire School Strategic Planning Officer, to come along and talk directly to the FGB if Governors are concerned. When looking at the Developers Plan, it is important to recognise it is a plan for up to 2036 and they are not going to bring forward all those developments. At this point it is difficult to assess how much of an impact there would be on our school (other than the current expansion plans) from these new proposals. I doubt that they will expand our school any more than they had already planned to do (to a 2 form entry). The more likely scenario would be to build another school- where that would be would depend on where the housing developments actually take place. There is quite a big development proposed over towards Chawton, so they may build a new school there. Alternatively they may change the catchment area ... The new proposals are unlikely to have any new impact on our current development. We are still looking at numbers, and timing, as to whether and when that will happen. This year is a low birth year for our local area, and County don't want to expand us too soon, as it will leave us vulnerable to properly funding the school (if we do not have full classes) moving forward- we could be left with a deficit position should this be the case At the moment we are still planning to start building work in the summer – although they may move it back a year depending on the information they receive and review.</p> <p><u>Governor Question: Are there any schools in the area under pressure for numbers?</u> VS - Not this year and not currently. Medstead are under PAN, they are generally fill their 30 places, but they are now on about 23. We are still currently picking a few up. We are likely to have 42 out of the 45 by October, but this picture changes daily. We may fill up to 45 by the end of the year. Sunhill (Alresford) are way under with 33 out of 60. They are still recovering from their situation; children moved away when the (Junior) school was under special measures.</p> <p><u>Governor Question: What do they use to judge expanding the school?</u> VS - They look at pupil forecasts – birth rates from hospitals census information, the number of houses, number of new builds and how many children that is likely to generate. They look at 1/3 of a child per house. There will be a natural pushdown - Medstead can't expand any further and that will start pushing children this way. They will not change catchment areas, unless they have to, as it is a long process that I think needs to be consulted on. Lots of people at County review this on a termly basis. They compare the numbers that appear, and the numbers they think will appear. They cater for new school buildings, and sometimes plan expansions, with planning permission, and then will pull out of the work if they think the numbers will not materialise.</p>	
<p>10 Committee Reports</p>	<p>Committee Reports 10.1 - To receive a report from Curriculum and Standards Committee – no meeting since last FGB 10.2 - To receive a report from the Resources Committee – no meeting since last FGB 10.3 – To discuss Pay Committee decision and how best to discuss/approve the outcome of the next Pay Committee Meeting. The Pay Policy is still in a draft format from Hampshire. They will be putting a format together which we will adopt. This format will reflect national pay policy so we can't confirm pay until we know what the pay policy will be. As far as we know there is no change to the body of the policy, i.e. how we operate it, and the policy is likely to stay as is except for the pay values. We need to agree the policy so that when we make performance management recommendations that are in line with the budget, and we are unable to do that until we know what the new pay scales will be. <u>Governor Question - Do we need an emergency meeting or a virtual meeting?</u> VS - Need to meet in a quorate fashion, and approve the Policy by the 25th October or it will be assumed we have agreed.</p>	

Main points discussed	Decisions/Actions	Action
	<p data-bbox="365 108 2056 140">The FGB decided to meet at 6:30 on 22 October to review and agree the Pay Policy - same evening as one of the Parents Evenings.</p> <p data-bbox="365 177 2056 272">10.4 - To confirm all Terms of Reference have been updated, signed and filed VS – Terms of Reference are on the Governors Pool and will be brought to the next FGB for signature. Terms of Reference for the Committees should be signed at the first Committee Meeting of the new Academic Year</p>	<p data-bbox="2067 108 2188 140">FGB</p> <p data-bbox="2067 177 2188 272">Clerk Chair – Res/S&C</p>
11 Health & Safety	<p data-bbox="365 276 2056 308">Health & Safety</p> <p data-bbox="365 311 2056 343">11.1 - Update on Health & Safety</p> <p data-bbox="365 346 2056 378">RK - he was aware that covering for caretaking duties by other staff was challenging.</p> <p data-bbox="365 381 2056 413">RK – Has regular H&S walks in the school, and usually starts them part way through the Autumn Term and reports back to the Resources Committee</p>	<p data-bbox="2067 346 2188 378">FGB</p>
12 Governor Training	<p data-bbox="365 443 2056 475">Governor Training</p> <p data-bbox="365 478 2056 571">12.2 - HW unable to attend meeting but has arranged Training on Complaints for November 6 or 19 for Governor Training at 6 pm. Governors have been requested to suggest the best date. (VB advises 19th would be best due to Bonfire Night cover the previous week, ED might not be able to attend on the 19th)</p> <p data-bbox="365 574 2056 606">Recommend the 19th November and Clerk to email HW</p> <p data-bbox="365 643 2056 699">RK - There is an information session about the New Inspection Framework from 7pm to 9pm on Wednesday 9th October at Alton House Hotel. We should be allowed 2 places CBR and RK to attend. RK needs to book places</p>	<p data-bbox="2067 574 2188 606">Clerk</p> <p data-bbox="2067 675 2188 699">RK</p>
13 Date of next meeting	<p data-bbox="365 702 2056 734">Date of next meeting : 26 November, 2019 at 5pm</p>	
	<p data-bbox="365 769 2056 801">The meeting closed at 18.55</p>	

<p>FGB MEETING – 22nd October (Pay) 19th November (Training)</p> <p>26th November, 2019 28th January, 2020 24th March, 2020 12th May, 2020 7th July, 2020</p>	<p><u>Actions:</u></p> <p>Clerk - Pecuniary Interest form for Kirstie Goldsmith to complete</p> <p>ED/CB – Organise social evening with Governors in November (possible curry) via WhatsApp group</p> <p>Clerk - to send copy of Minutes to the Diocese once they have been approved and signed by the Chair for each Committee</p> <p>Schoolgovernance@winchester.anglican.org</p> <p>HW – liaise with JY and Diocese regarding a replacement for JY when she finishes her term of office as Foundation Governor in December</p> <p>ALL FGB – 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 Annexe (A) on GH and school website.</p> <p>ED – Draft Governors Report to be circulated before the next FGB</p> <p>RK – Follow up on School Governance Report</p> <p>Clerk – VE to become an Associate Member with immediate effect.</p> <p>Clerk – Check if election required for Parent Governor when a Parent has offered to stand</p> <p>KG & VS – to meet up to discuss Governor Visits</p> <p>School open mornings –</p> <p>MS & KG - to attend 11 October</p> <p>LM & HW – to attend 21 November</p> <p>LM – to review Safeguarding data on the Governor Pool</p> <p>FGB – Meeting on 22 October at 6:30 to discuss Pay Policy</p> <p>CHAIRS – FGB/S&C/Resources to sign Terms of Reference at next meeting</p> <p>FGB – Governor Training agreed for the 19 November</p> <p>CLERK – to alert HW of the date agreed</p> <p>RK – Book places for RK & CBR for New Inspection Framework training at Alton House Hotel on 9 October</p>	<p><u>Items for next agenda:</u></p> <p>ED – Update on Governors Report</p> <p>RK – Update on School Governance and skype accessibility</p> <p>HW – Update on Governor Training</p> <p>FGB – Requirement for next meetings – All Governors 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 Annexe (A)</p>
----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------