

FOUR MARKS CHURCH OF ENGLAND PRIMARY SCHOOL

FULL GOVERNING BOARD MEETING

Minutes of the meeting of the Full Governing Board held in the School on Tuesday 19th March 2019 at

5.00pm

Present:

Mrs V Stoodley (VS) - Head teacher
Mrs C Adlam (CA)
Mrs L Appel (LA) –until item 8
Ms E Andrews (EA)
Mrs C Bloomfield (CBI)
Mrs C Branney (CBr)
Mrs L Crawford (LC)
Mr E Draper (ED) – Chair of Governors
Mrs V Efstathiou (VE) –from item 6
Mr R Kellie (RK)
Dr L Maloney (LM) – from item 4
Mr M Smith (MS)
Mrs A Strong (AS)
Mr H Wright (HW)
Mrs J Yeadon (JY)

In Attendance:

Ms A Cox (AC) (Associate Member) –until item 8
Mrs B Grice (Clerk)

Meeting commenced at 5.00pm

1. Apologies for Absence and Welcomes

1. The Chair welcomed new governor Mrs Clare Branney to her first meeting.
2. VE had informed the Chair that she expected to be late.

2. Declaration of Pecuniary and Personal Interest

To note any conflict with any item on the agenda
No interests were declared.

3. Minutes of the meeting of 29th January 2019

Two amendments to the minutes were agreed:

1. Governor Visits – first bullet point - JY had met with Rachel Batts to discuss the changes to SIAMS
2. The SIP meeting was on Monday (Not Tuesday) 25th March

Subject to these two changes, the minutes were agreed to be a true record of the meeting of 29th January and were signed accordingly by the Chair.

FGB meeting 19th March 2019

4. Matters Arising from the Previous Minutes

(5.10pm LM joined the meeting)

Ref	Action	
5.	ED to amend the governors' report & circulate RK to prepare a paper on virtual governance. To be an agenda item next meeting.	Outstanding See item
6.	Committee membership to be an agenda item next meeting.	See item 10
10.	Trust deed to be reviewed this meeting next year	
	VS to circulate KCSIE and other safeguarding documents to new governors – for return at the next meeting	Completed
	All remaining governors to sign to say they had read KCSIE –part 1	Governors signed.
	VS/ED/RK to arrange for MS and AS to have access to the Governor Portal.	Completed.

5. Approve the appointment of Clare Branney and the re-appointment of Leah Crawford, Elliott Draper, Victoria Efstathiou and Rupert Kellie as co-opted governors

ED proposed, seconded by HW, that CB should be appointed as a co-opted governor. This was agreed by all those present.

HW proposed, seconded by CB, that ED should be re-appointed as a co-opted governor. This was agreed by all those present.

ED proposed, seconded by CB, that LC, VE and RK should all be re-appointed as co-opted governors. Again this was agreed by all those present.

6. Headteacher's Report

Circulated prior to the meeting.

Governors thanked VS for her report which was, as usual, very thorough.

(5.15pm VE joined the meeting)

- a. School Improvement Plan. This had been circulated to the governors. There had been lengthy discussions about the SIP at the S&C meeting. See item 7.
- b. After a very stable period there were now a number of staffing issues- see confidential minutes:
- c. Buildings -the solar panels were currently being installed. They were free to the School as part of the Service Level Agreement.
- d. Budget - the additional SEN spend was likely to be required until at least May.

7. School Improvement Plan

LC to lead SIP training for governors – Monday 25th March at 6pm.

A new OfSTED framework was likely to be introduced from September- it was out for consultation at the moment.

This marked a revolutionary change in what OfSTED would be inspecting. Previously they had focused on the national curriculum – how well it was taught and the outcomes (ie test results). However it was

now recognised that this had distorted children's education and had led to a retention and recruitment crisis in teaching, particularly science. They would therefore be looking at the quality and richness of the curriculum rather than just the outcomes. This was a huge national shift although it was not so likely to impact so much on Four Marks as the School already offered a broad curriculum. OfSTED would therefore be asking bigger, broader questions and they would be looking at the School's values and vision and the effectiveness of the leadership and management. In many ways it would be more demanding for a school.

A governor asked if OfSTED were now inspecting Outstanding schools.

VS said she was aware that some Outstanding schools had been inspected. They will take a small sample of Outstanding Schools to inspect each year, or they may be 'qualifying' concerns expressed to Ofsted that may trigger an inspection

The Travel Plan would be included as this was a big part of the School's expansion.

Maths and Spelling are two priorities.

A governor asked if the work with Pupil Premium children would be included.

VS said that it would - the PP strategy dovetailed with the SIP and was already detailed enough, and that therefore there was little point in repeating this paperwork for the SIP.

Governors were asked at the meeting to put their names to those areas they wanted to support and monitor. VS said that she was compiling a list of questions and key priorities so that governors knew what to ask when meeting with the staff and children and to ensure that the questions were strategic.

(6pm LA and AC left the meeting)

The training that LC was giving to the governors would help in clarifying their role and what kind of activities to support and monitor.

8. Reports from Committees

- Standards and Curriculum

LC as Committee Chair gave the report.

- a. Maths was a big priority and lots of work was going on in the School.
- b. Teaching and Learning – there had been strong ratification from the Local Authority inspector.
- c. Assessment. The School had developed really good diagnostic tools to find problems which were blocking learning. They had also worked on identifying gaps in children's knowledge who joined the School from elsewhere.
- d. School's values. The guidance from the Church of England "Valuing All God's Children" was age appropriate but very progressive.

- Resources

The committee had looked at:

- a. SFVS – see item 9.
- b. Safeguarding
- c. IT – new equipment and costings.
A governor asked if the School had obtained quoted for the leasing.
VS said she would chase this up.
- d. Capital budget.

9. Approval of SFVS report

ED/VS/VE and Sonya Fullick had gone through the return prior to the Resources Committee meeting. The committee had then reviewed and approved by the Resources Committee. The meeting approved the report.

10.

Virtual Governance

RK had prepared a report on virtual governance which had been circulated to governors.

- a. Governors commented that it would be very useful to be able to use virtual attendance, for example, when the need to hold a meeting occurred at short notice and it was difficult for governors to attend.
- b. It was agreed that there should be no more than two virtual governors at a FGB meeting and a maximum of one virtual governor at committee meetings.
- c. Virtual governors should count towards the meeting being quorate.
- d. Meetings could not be chaired virtually.
- e. Governors would need to provide a valid reason for virtual attendance.
- f. RK said that it was difficult to Skype because of the School's firewall and they would need to get a portal through Hampshire. They would also need to set up a governors' Skype account and there would need to be a protocol in terms of confidentiality – ie how, where and when it would be appropriate for governors to access Skype.

ACTION: RK to amend the draft and circulate.

Governors thanked RK for all his work.

11.

Governors- Including Committee membership and succession planning

LC would be stepping down as Chair of the S&C Committee at the end of the academic year. It was hoped that she would continue to attend committee meetings as an associate member.

VE said that the Resources Committee were putting succession planning in place.

ED said that it would be helpful for the new committee chairs to have the opportunity to shadow LC and VE so that they felt equipped to Chair the committee meetings. Also Governor Services offered training as preparation for chairing meetings

ACTION: Election of Committee Chairs to be an agenda item next meeting.

CBr would be joining S&C and MS Resources.

There were currently no governor vacancies. However LC, VE and LA would all be stepping down towards the end of the academic year.

12.

Governor Visits

- CBI had come in to school and had received lots of thank you letters from the children.
- LM had visited the School and had spoken to years 1 and 2 about her work.
- LC had been in to see how "Let's Think" had developed through the school. It had also been an opportunity for her to teach; the children had been amazing.
- VE – for staff interviews and an informal visit to Early Years to see how the children were settling in. The children's behaviour had been fantastic.
- HW – for acts of collective worship and football. The children had been great; their behaviour was excellent and they had been very engaged.

13.

Health and Safety

- a. RK would be carrying out a walkabout.
- b. The fencing was now completed.

14. c. Work was going on with regard to funding/planning for the year R area.

Safeguarding

- a. Quiz circulated to governors.
- b. **ACTION:** Governors should ask the staff the questions when they visited the School. It was therefore really important that the governors knew the answers before they asked the questions. The format to be used was available on the Governors’ pool - governor, member of staff asked, the question and the result. VS suggested that a hard copy be used and picked up each visit next to the Governor pigeon holes.
- c. A copy of Keeping Children Safe in Education was available in the staff room. There is also a copy for Governors in the Governor Pool.

- 15.

Governor Training

- a. A new training governor was required.
- b. HW said that the governors needed to look at booking next year’s whole governing board training.
- c. Annual Conference – Friday 21st June.
- d. A governor noted that a lot of the courses were already booked up. HW advised that they contact Governor Services as sometimes there were late withdrawals, or they could join a waiting list, or they could ask about future courses which had not yet been advertised.
- e. The whole governing board training on “Developing the School’s Christian Character” had taken place on 12th February and had been really good. A governor noted that the information about the Self Evaluation Form for SIAMS had been particularly useful.

16 **Any Other Business**

- a. EA said that she had finished her Forest School handbook and she outlined to governors what had been involved. Governors congratulated her on all her work.
- b. This was the Clerk’s last meeting. Governors thanked BG for all her work over the past six years.

The meeting closed at 7.00pm.

Date of Next Meeting – Tuesday 21st May 2019 at 5pm

Signed.....
Chair of Governors

Date.....

Action Plan

Ref	Action
4.	ED to amend the governors’ report & circulate
10.	RK to amend the draft policy on Virtual Governance and circulate to the rest of the governors for comment
11.	Election of new Committee Chairs to be an agenda item next meeting

14.	Governors to use safeguarding questions from the 'quiz' (kept next to governor pigeon holds) when meeting staff
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