

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 29th January 2019
at 5.00pm

Present:

Mrs V Stoodley (VS) - Head teacher -not item 6
Mrs L Appel (LA)
Ms E Andrews (EA) – from item 7e
Mrs C Bloomfield (CB)
Mr E Draper (ED) – Chair of Governors
Mrs V Efstathiou (VE) –from item 9
Mr R Kellie (RK) – from item 7
Mr M Smith (MS)
Mrs A Strong (AS)
Mrs J Yeadon (JY)
Mr H Wright (HW)

In Attendance:

Ms A Cox (AC) (Associate Member) – not item 6
Mrs B Grice (Clerk)

Meeting commenced at 5.05pm

1. Apologies for Absence and Welcomes

- a. Apologies for absence were received and accepted from Leah Crawford and Catrin Adlam.
- b. Lucie Maloney was also absent from the meeting.
- c. Rupert Kellie, Victoria Efstathiou and Esther Andrews had informed the Chair that they expected to be late.
- d. The Chair welcomed Mike Smith (new foundation governor) and Anna Strong (new Local Authority governor) to their first meeting.

2. Declaration of Pecuniary and Personal Interest

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

3. Appointment of Mrs Anna Strong as the new Local Authority governor

The clerk had contacted Mr Kemp-Gee, County Councillor, who supported AS's appointment as the LA governor.
ED proposed, seconded by HW that AS should be appointed as the LA governor. This was agreed by all those present.

4. Minutes of the meeting of 20th November 2018

The minutes were agreed to be a true record of the meeting of 20th November 2018 and were signed accordingly by the Chair.

5.

Matters Arising from the Previous Minutes

Action report

	ED to amend the governors' report & circulate All govs to sign they had read the relevant sections of KCSIE Appointment of co-opted governor to be an agenda item next meeting.	Outstanding Paper for signature circulated at the meeting On agenda – see item 3
	Pupil Premium Strategy statement to be agenda item at the next committee & FGB meetings	On agenda – see item 9
	ED to contact CB about becoming Training & Dev governor Leah to look at possible dates for Governor Training	HW would continue as interim TDG AS/ MS possibly to take this on in the future LC to lead a training session on School Improvement on 25 th March 2019
	BG to send VS info on gov checks.	VS now had the information.
	Review of Trust Deed to be an agenda item next meeting. RK to prepare a paper on virtual governance. To be an agenda item next meeting.	On agenda – see item 10. Work in progress. To be an agenda item next meeting.

(5.20pm VS and AC left the meeting).

6.

Confidential item.

The Headteacher's Performance Management Committee required another member. MS said he had attended the relevant training.

Committee membership to be an agenda item next meeting.

(5.27pm VS and AC rejoined the meeting)

7.

Analyse School Performance (ASP)

Data circulated prior to the meeting.

VS said that this was the second year of ASP (which had replaced Raiseonline) and gave comparative data for the 2018 SATs results.

(5.29pm RK joined the meeting)

- a. *A governor asked if the staff felt the new analysis was better than Raiseonline.*
VS said she felt that there seemed to be a greater focus on trends which she felt was helpful and tended to give a more accurate overview, particularly when accounting for differences in cohort performance. The data was still provisional, as there were some changes due to re-marking etc, but these would not be significant.
- b. There appeared to be no meaningful trends in the data , even with the dip in Maths in 2018, which staff had found reassuring.
- c. It was always a challenge, given the small number of Pupil Premium children, to close the gap with the rest of the cohort, but the School was able to show the reasons for this. The Pupil Premium strategy and case studies went into this in detail and showed what was being done to try to address any gaps.
- d. *A governor asked if there were any changes the School would want to make as a result of this analysis.*
VS said they had looked at a number of the outcomes but, on closer analysis, and looking back at previous cohorts, (for example the difference in performance between gender this year), had found that many of them tended to be cohort specific.

(5.35pm EA joined the meeting)

- e. *A governor asked if the School had put any new measures to encourage boys.*
VS said that they had worked on choosing texts that would have a wide appeal to the children-including boys.
- f. *A governor noted that it was unusual to have such a high number of mobile children. What did the School do to make sure that they were identifying any gaps in their learning?*
VS said that all children were screened when they joined the School, so that any gaps could be picked up as soon as possible. The School had also found that the KS1 assessments carried out at other schools were not always indicative of a child's knowledge and children could also struggle with the change of School, together with other changes which could also be happening in their lives.
- g. *A governor asked if there were any specific areas to pick up on with other years in the School.*
VS said the staff were not expecting the trend to continue and that they expected future results to match previous years. There were also a number of interventions in place across lots of different subjects and any bigger threads would be included in the School Improvement Plan.
- 8.

Reports from Committees

- **Resources**

ED gave the report as VE, Committee Chair, was absent.

The Committee had looked at the following:

SFVS and the audit.

Benchmarking. CB had agreed to look at this.

Pupil premium strategy statement.

Policies

Health and safety

Sports premium. The meeting had looked at the best ways of spending this and the committee had been satisfied that it was being used well.

Staffing – the school was currently fully staffed.

Safeguarding.

- **Standards and Curriculum**

LC, Committee Chair, was unable to attend the meeting and ED gave the report in her absence.

The Committee had looked at the following areas:

1. Pupil Premium strategy – Sarah Carter had talked to the meeting about Pupil Premium, including some case studies.
2. Updates from the Phase leaders - Esther Andrews on early years, Amy Cox on Key Stage 1 and Catrin Adlam on lower Key stage 2 and Kelly on upper Key stage 2.
3. Policies
4. Governor Monitoring

9.

(5.45pm VE joined the meeting)

Pupil Premium Strategy Statement

10. This had been looked at very thoroughly by both committees. A governor commented that it gave a really good sense of the School's priorities.

Review of the Trust Deed

The trust deed had been brought to the meeting and VS read it out to the governors. HW said that he believed the School continued to keep to the terms set out in the Trust deed.

11. VS noted that if the School ever did convert to an academy then the trust deed would be relevant as the School would have to continue to keep to it.

Governing Board Membership

DBS checks – all in hand. VE said that she was aware that there was an update service for volunteers available but they had to give permission when the DBS was first completed. VS said that she would look into this for the governors who were continuing.

12. There was still one vacancy for a co-opted governor. The person who had initially been interested had stepped back for the moment but ED was aware that other people were interested.

A governor remarked that there needed to be succession planning for Committee Chairs.

Hampshire Good Practice Guide

Circulated prior to the meeting.

Governors agreed that this was a useful check and it was reassuring that they were keeping to the recommendations. ED said that there was the possibility in the future that some governors would remain as associate members in order to give governors the benefit of their particular expertise.

13.

Review of Policies

14. None. A governor remarked with regard to the social media policy that it needed to be clear which were parents' pages and which were the Friends of Four Marks.

Governor Visits

- JY had met with AC to discuss the SEN termly report and the changes to SIAMS.
- VE would be coming in to see Early Years and had been in to look at safeguarding (the single central record), review of the lettings and Hampshire internal controls.
- VE/ED to arrange SFVS visit.
- RK said he had been to school for meetings with regard to the **School Expansion**.

He updated the meeting.

1. This had been quieter recently as the School would not now be moving to two form entry until 2021. The extension was expected to go to planning mid February and for tender in the Spring of 2020. Work on the extension proper would start in July 2020.
2. Parking. In terms of the planning there was not much available. Highways would be looking at Gradwell Lane and it was hoped that some money would be set aside for this.
3. The Parish Council would be updated and a newsletter would be sent to parents would let them know what was happening.
4. Getting fire appliances close to the School was a problem and they had been looking at ways of getting them in for exceptional circumstances.
5. They had also been looking at timings and the best use of the budget.
6. VS said that some loose ends had been tied up such as the design of the classrooms and they were ready to go to tender. There would then be lots more decisions to be made as the project got underway.

15. RF said they had looked at the use of new building techniques and also reusing old materials.

Safeguarding

16. The safeguarding governor was not present at the meeting. VE had looked at the single central record. VS said she was not aware of any current concerns.

Health and Safety

RK as Health and Safety governor gave a brief update.

- 17.
- a. The fencing had now been completed. Governors agreed that the contractors had done a very good job.
 - b. RF had reviewed the accident book – no reason for concern.

Governor Training

- a. Whole Governing Board training on “Developing the School’s Christian Character” would take place on Tuesday 12th February 2019, 6-8pm.
- b. LC to lead a session on the School improvement Plan on Tuesday 25th March, 6-8pm.
- c. New governors to book onto Induction training.

18 Any Other Business

None.

The meeting closed at 6.40pm.

Date of Next Meeting – Tuesday 19th March 2019 at 5pm

Signed.....
Chair of Governors

Date.....

Action Plan

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.
6.	Committee membership to be an agenda item next meeting.
10.	Trust deed to be reviewed this meeting next year
	VS to circulate KCSIE & other safeguarding documents to new governors- for return at next meeting
	All remaining governors to sign to say they have read KCSIE- part 1.
	VS/ ED/ RK to arrange for MS and AS to have access to Governor Portal.