

**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 20<sup>th</sup> November  
2018 at 5.00pm**

**Present:**

Mrs V Stoodley (VS) - Head teacher  
 Mrs C Adlam (CA)  
 Mrs L Appel (LA) –from item 5(b)  
 Ms E Andrews (EA)  
 Mrs L Crawford (LC)  
 Mr S Davies (SD)  
 Mr E Draper (ED) – Chair of Governors  
 Mrs V Efstathiou (VE) –from item 14  
 Mr R Kellie (RK) – from item 7  
 Dr L Maloney (LM) – from item 5c  
 Mrs J Yeadon (JY)  
 Mr H Wright (HW) – until item 16

**In Attendance:**

Ms A Cox (AC) (Associate Member)  
 Mrs B Grice (Clerk)

*Meeting commenced at 5.05pm*

**1. Apologies for Absence**

- a. Apologies for absence were received and accepted from Charlotte Bloomfield.
- b. Rupert Kellie and Victoria Efstathiou had informed the Chair that they expected to be late.
- c. This would be SD's last FGB meeting as he would be stepping down as a governor at the end of term. ED thanked him for all his work.

**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 18<sup>th</sup> September 2018**

The minutes were agreed to be a true record of the meeting of 18<sup>th</sup> September and were signed accordingly by the Chair.

**4. Matters Arising from the Previous Minutes**

Ref	Action	
4.	ED to amend governor report to include more governor monitoring activities	To include examples from the governor pool –eg Collective

		Worship, safeguarding etc. To then be circulated to the rest of the governors
6.	Governor vacancies to be advertised in school and the local community	See below
10.	All gobs to confirm they have read and understood the relevant sections of KCSIE- a signature/ register for this would be brought to the next meeting.	Deferred

(b) Governor Vacancies

The advert had generated a lot of interest. It was hoped there was a candidate to replace SD as a co-opted governor and also to fill the vacancy for a Local Authority governor. HW had met with a potential new Foundation governor.

LC was stepping down as a governor at the end of the academic year, but it was hoped that she might remain as an associate member so that the School could continue to benefit from her expertise.

**ACTION:** Form to be brought to the next meeting so that governors could sign to say they had read the relevant sections of Keeping Children Safe In Education.

**5. Headteacher's Report**

Circulated prior to the meeting.

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

- a. VS said that there was lots going on in the School, in particular with pupil management; she updated the meeting on a particular area where additional expenditure would be required, and this would have a long term impact on the budget.

*(5.15pm LA joined the meeting)*

- b. The School had cut back the provision for Learning Assistants over the past few years, but costs had increased recently due to covering the cost of sick/maternity absence and paying replacements.

*(5.25pm LM joined the meeting)*

- c. School Improvement Plan. A new plan was currently being written. This should be ready by the beginning of the spring term. They had looked at the Self Evaluation Form (SEF) and the staff were then responsible for putting together their own sections. The whole plan would then be put together.
- d. Data. The validated data was not yet available. VS would prepare a full report for the spring term. It was not anticipated that there would be any great changes. A governor said she believed that the validated data would not show any surprises that had not already been discussed. There were a couple of results that had been changed due to remarking (positive) but otherwise the data would show that the children had performed as discussed.

Governors thanked VS and the staff for all their hard work during the year.

## 6.

**Reports from Committees**

- Standards and Curriculum

LC as Committee Chair gave the report.

The committee had reviewed the SEN and Attendance policies.

All schools had faced a big journey on assessment following the disappearance of levels in the SATs tests, but the staff now believed they understood what was required. There had been a lot of discussion about how to adjust assessment to fit in with the current curriculum.

Maths. There had been a detailed overview from CA which involved analysing the SIP and the SEF. There had been a walkabout with the Maths Advisor and the School was also looking at ways of identifying any gaps in children's understanding.

The meeting had also included an extraordinary meeting of the FGB in order to approve the pay policy.

- Resources

HW gave the report in VE's absence.

The committee had met on 9<sup>th</sup> November. The minutes had been circulated.

VE had been re-elected as Committee chair.

A large part of the meeting had been spent on examining the revised budget. (See item Health and safety. There had been some concerns expressed about the back fence. HW had approached a fencer but there were likely to be significant costs.

- Pay

The Pay Committee had met to look at the pay policy and the Head teacher's recommendations for the staff. They had also looked at the recommendations from the Headteacher's Performance Management panel.

*(5.35pm RK joined the meeting)*

The committees had reviewed their Terms of Reference and these were approved by the FGB.

## 7.

**Approve the Revised Budget**

Income	£1,267,409 (one million, two hundred and sixty seven thousand, four hundred and nine pounds)
Expenditure	£1,249,714 (One million, two hundred and forty nine thousand, seven hundred and fourteen pounds)
In Year Surplus	£17,695 (Seventeen thousand, six hundred and ninety five pounds)
Surplus carried forward	£15,444 (Fifteen thousand, four hundred and forty four pounds)
Cumulative Surplus	£33,139 (Thirty three thousand, one hundred and thirty nine pounds)

This had been reviewed in detail by the Resources Committee at their last meeting and the recommended that the budget should be approved by the FGB.

HW proposed, seconded by ED, that the budget should be accepted.

The budget was agreed by all those present.

8.

#### **Statement of Financial Expectations**

This had been looked at by the Resources Committee. There was an audit tool available which checked this off.

Governors approved the statement.

9.

#### **Pupil Premium Strategy Statement**

To be available on the School's website.

VS said that there was still some data which needed to be checked when ASP data had been validated.

Sarah Carter had worked on this. The report was a review of the last year; how the money had been spent and what impact it was having. It included case studies.

Copies of the report would be available to governors. It also included the strategy/ actions for this year. A governor commented that a lot of work had gone into this. VS agreed. It was discussed how this helped with general issues such as behaviour, attendance and persistent absence, but that it would be helpful for Governors to review this in detail to discuss at the next meeting. It was noted that the School spent more on the support than the budget received.

**ACTION:** governors to read the report. To be an agenda item for discussion at both S&C and Resources and then to be a FGB agenda item.

10. **Looked After Children – Designated Teacher Report**

Report tabled at the meeting.

Currently there were no Looked After Children in the School. The report therefore sets out the actions the School would take if any LAC started at the School and how they would identify any areas of need.

*A governor asked if there were any previously looked after children in the School.*

VS confirmed that there were.

11. **Governing Board Membership**

See item 4(b).

12. **Governor Visits**

- ED – 2 class assemblies. Really good experience.
- LC. The school had hosted a "Let's Think" event and she had had the opportunity to observe three classes. It had been lovely to see how the teaching was constantly moving forward and how the children were more resilient/robust in their learning and prepared to challenge each other.
- HW – had brought a potential new foundation governor in to see the School. The new governor had been very impressed by the School. Also a group of children had read out the names of the fallen at the recent Remembrance Day Service. They had been really brilliant and all those present had really appreciated it.

**13. Safeguarding**

VS informed the governors of an incident which had taken place at the start of the School day.

Two young children had managed to get out of school again via the bike shed gate at drop off time. They had come back in again but this was a serious concern for the staff. They were looking at ways to minimise this happening again in the future.

- One of the Breakfast Club staff would come down and monitor the gate at the start of school.
- The gate would be locked at 8.50am, even if not all the parents had left school.
- VS said that she would be explaining this to parents and putting the new procedures in the School newsletter.

*(6.20pm VE joined the meeting)*

**14. Health and Safety**

RK as Health and Safety governor gave his report.

1. He had carried out a walkabout and generally everything was in very good condition; the systems were all in place and working well.
2. EA said that she was undertaking a course in Outdoors First Aid training.

**15. Governor Training**

- LM –Induction
- BG – Clerks support

Whole Governing Board Training

Governors agreed that in the light of the new SIAMS inspection framework the wgb training should be “Developing the School’s Christian Character”.

There was now a vacancy for Training and Development Governor. ED would approach CB about taking this on. If she was unable to do, HW would step in for the interim. The meeting agreed it could be a suitable role for a new governor to take on.

*(6.30pm HW left the meeting)*

LC offered to run a twilight session on the new School Improvement Plan once the new governors had been appointed.

**ACTION- date to be agreed.**

**16.****Requirement for a separate check on governors’ DBS**

*Post meeting note: KCSIE now recommends that maintained schools should carry out section 128 checks on new governors. When proposing to recruit a governor, schools should check the Secure Access Portal to check whether the person is barred as a result of being subject to a section 128 direction.*

**17 Any Other Business**

- a. A governor said that she understood that as a Church School the Trust Deed had to be reviewed annually. The rest of the meeting agreed.

**ACTION:** to be an agenda item next meeting.

b. VE thanked SD for all his work on the Resources Committee.

c. Virtual Governance

BG had sent the Hampshire Governor Services advice on Virtual Governance to RK and ED. RK said that they would need to agree the guidelines and set up the technical arrangements before it could be used at a meeting.

**ACTION:** RK to write a paper on the arrangements for virtual governance and circulate to the rest of the governors. To be an agenda item next meeting.

d. Open Morning Thursday 22<sup>nd</sup> November – governors wanted. ED/VE to attend.

The meeting closed at 6.50pm.

**Date of Next Meeting – Tuesday 29th January 2019 at 5pm**

Signed.....  
Chair of Governors

Date.....

**Action Plan**

4.	ED to amend the governors' report & circulate All gobs to sign they had read the relevant sections of KCSIE Appointment of co-opted governor to be an agenda item next meeting.
9.	Pupil Premium Strategy statement to be agenda item at the next committee & FGB meetings
15.	ED to contact CB about becoming Training & Dev governor Leah to look at possible dates for Governor Training
16	BG to send VS info on gov checks.
17	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.