

**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 18<sup>th</sup> September 2018 at 5.00pm**

**Present:**

Mrs V Stoodley (VS) - Head teacher  
Mrs L Appel (LA)  
Ms E Andrews (EA)  
Mrs L Crawford (LC) – from item 9  
Mr E Draper (ED) – Chair of Governors  
Mr R Kellie (RK)  
Dr L Maloney (LM) – from item 11  
Mrs J Yeadon (JY)  
Mr H Wright (HW) –from item 5

**In Attendance:**

Ms A Cox (AC) – from item 5  
Mrs B Grice (Clerk)

*Meeting commenced at 5.05pm*

**1. Apologies for Absence**

- a. Apologies for absence were received from Charlotte Bloomfield, Victoria Efstathiou, Simon Davies and Catrin Adlam.
- b. The Chair welcomed Esther Andrews, new co-opted governor, to her first governors' meeting.
- c. Peter Cox had resigned as a Foundation Governor since the last meeting due to work commitments.
- d. Lucie Maloney, Leah Crawford and Howard Wright had informed the Chair that they 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.

Those present completed the pecuniary interest form for the register of governors' interests.

**3. Election of Officers**

- Chair

The Clerk said that she understood that ED was happy to continue for the moment. No other candidates had come forward.

LA proposed, seconded by JY, that ED should be elected as Chair.

**This was agreed unanimously by all those present.**

- Vice Chair

HW was not present but it was understood that he was prepared to continue as Vice Chair. ED proposed, seconded by VS, that HW should be elected as Vice Chair. This was agreed unanimously. The date for the end of their terms of office would be 25<sup>th</sup> October 2019.

#### 4. Minutes of the meeting of 10<sup>th</sup> July 2018

The minutes were agreed to be a true record of the meeting of 10<sup>th</sup> July and were signed accordingly by the Chair.

#### Matters Arising from the Previous Minutes

Ref	Action
6b	BG to write to county councillor re LA governor
6e	ED to e-mail governor report to other govts for comment
7	LM to discuss becoming safeguarding gov with HW Safeguarding audit to be FGB item 18/09/18

6b. BG had written to the local county councillor but he was not aware of any prospective candidates for LA governor. The vacancy was still therefore outstanding.

6e. ED had circulated the updated report. VS said that she thought that the list of monitoring activities should be extended to reflect all the work undertaken by governors. For example, the safeguarding monitoring, such as checking the single central register.

**ACTION:** ED to amend the report to include additional governor activities, particularly

7. LM was not present at this point in the meeting. See item 10.

*(5.20 pm AC and HW joined the meeting)*

#### 5. Confirm Specialist Governor Responsibilities

- Training and Development Governor –SD. *(It was noted that he did not intend to continue as a governor when his term of office ended in March 2019).*
- SEN – LA/JY
- Early Years – VE/CB
- Governor Forum rep – *governors to attend as available*
- Child Protection and Safer Recruitment – see item
- Health and Safety -RK
- Website - ED
- Members of the Appeals Panel – *Clerk to call untainted governors*
- Head teacher’s Performance Management Review Panel – HW/CB
- Members of the Pay Committee – HW/CB/RK

#### Governor Visits

Governors discussed whether to return to having individual governors linked to specific classes. It was agreed that while this helped to establish links between the staff and governors it tended to be rather inflexible, for example governors might be free to attend an event “their” class was not involved. It was agreed the school calendar should be circulated so that governors would have the opportunity to

sign up for open days, parents' evenings, school trips etc.

**6. Governor Membership**

There was currently a vacancy for a Foundation governor and a Local Authority governor. A number of other governors would be stepping down in 2019 when their terms of office ended.

**ACTION:** It was agreed to put an article in the school newsletter and also to look for potential candidates in the local community.

**7. Governor Visits**

HW had attended as assembly. Both staff and children had been great.

**8. Confirm Adoption of the Manual of Personnel Practice**

Governors agreed to adopt with any in-year amendments.

*(5.55pm LC joined the meeting)*

**9. Confirm Adoption of the Manual of Financial Practice and Procedure**

Governors agreed to adopt.

**10. Approve Safeguarding Audit**

Tabled at the meeting. Action points from the audit were raised as follows:

VS said that one of the action points was to look at how we might involve the children in peer safety training. E-safety is obviously taught as part of the curriculum but she felt it might be more effective if the children received information from their peers. There were however cost implications and she would be discussing this with the 7AS. There might be ways to provide more cost effective training between the schools.

Another action point was to embed the induction for volunteers. This had been fully introduced last year, but the school wanted to exploring new ways of doing this to make it more efficient- this year a group session for returning volunteers would be trialed to cut down on the time implication for the staff carrying this out.

**ED proposed, seconded by HW that the audit should be approved. This was agreed by all those present.**

The clerk said that Governor Service now advised that best practice was for all governors to sign that they had read part 1 and Annex A of Keeping Children Safe in Education. She had therefore produced a sheet for governors to sign.

**ACTION:** All governors to read and confirm that they had read the relevant sections of KCSiE.

**11. *(6.05pm LM joined the meeting).***

**ACTION:** LM to discuss with HW about becoming the safeguarding governor.

**Health and Safety**

1. Holly Class toilets had been refurbished over the summer.
2. There was a little bit of snagging still to be rectified.
3. A small amount of money was available and this would be spent on new front doors and windows. The glazing survey had advised that they should try to replace older/less secure glass. A lot of the internal doors had been replaced

either as part of the fire safety upgrade or the library extension so this was one of the priority areas left to replace. It would also improve on site security, particularly out of hours for lone workers.

A governor commented that he believed the School had wanted to update reception. VS said there were insufficient funds to carry this out. The office area had been redecorated over the summer, and work had been done to add lockable cupboard doors to the offices to comply with GDPR. At the moment it wasn't possible to look at changing the layout of the office.

4. Work would start on replacing Greg's playground in October.
5. A governor asked about the replacement of the bottom fence.  
VS said that the work had been due to be done over the summer but it had been delayed due to the placing of the order over the summer, which hadn't gone through correctly. It would take place in due course.
6. VS said that she wished governors to be aware that there had been two fractures/dislocations since this term already and an accident in the kitchen. There was nothing to suggest anything untoward- there was no specific pattern that had led to these and they were just accidents, just that it was very unusual to have this number of quite serious accidents so close together.  
*A governor asked if all the necessary procedures had been carried out, e.g. first aid and the correct forms?.*  
VS confirmed that they had received appropriate first aid and that the necessary reports & investigations had been completed and submitted.

12.

**Governor Training** - including discussion of topic for Full Governing Board training

SD was unable to attend the meeting.

The possible options for whole governing board training included:

13.

- Protecting Children
- Governor Recruitment and Succession Planning
- Working with Parents
- Developing Outstanding governance
- Christian values
- Governors Role in School Improvement
- Governors role in self evaluation

A governor asked if there were any new developments that governors should be aware of.

VS said that SIAMS inspections were changing and this was something that governors might like to be updated on.

LM had attended induction training and would look into the relevant safeguarding training.

**Privacy Notice for Governors**

Circulated prior to the meeting.

Governors had no objections.

**14 Any Other Business**

1. A governor said that he understood that the School's newsletter could no longer include information about the Friends of Four Marks – was this true. VS confirmed that it was at the moment. She had been advised that under GDPR they could direct people to look at the FOFMS information but they couldn't actually send it out as it was advertising by a third party. A governor commented that FOFMS was surely part of the School. VS said they were regarded as a separate entity and the advice she had received was that they could not do it. She believed that this would be reviewed in the future, but at the moment this was the position. They would need to have specific permission from parents to allow this, and if any did not consent an alternate newsletter would need to be sent/ prepared. Governors supported this. VS said that she would discuss with Karen Ballard, and that they would explore if there was a way of achieving this, as we would want to try to include FOFM and community events if possible.
2. Open mornings – Friday 12<sup>th</sup> October and Thursday 22<sup>nd</sup> November. Governors wanted.
3. Friday 19<sup>th</sup> October at 9am. SIP Planning. 4-5 governors wanted for the morning session.

The meeting closed at 6.40pm.

**Date of Next Meeting – Tuesday 20th November 2018 at 5pm**

Signed.....  
Chair of Governors

Date.....

**Action Plan**

Ref	Action
4.	ED to amend governor report to include more governor monitoring activities
6.	Governor vacancies to be advertised in school and the local community
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.