

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 10th July 2018 at
6.00pm**

Present:

Mrs V Stoodley (VS) - Head teacher
Ms C Adlam (CA)
Mrs C Bloomfield (CB) - from item 5k
Mr P Cox (PC) – from item 6d
Mrs L Crawford (LC)
Mr S Davies (SD)
Mr E Draper (ED) – Chair of Governors
Mrs V Efstathiou (VE) – from item 6
Mr R Kellie (RK) – from item 2
Dr L Maloney (LM)
Mrs J Yeadon (JY)
Mr H Wright (HW) – until item 9k

In Attendance:

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

Meeting commenced at 6.05pm

1. Apologies for Absence

There were no apologies for absence.

CB, PC, RK, VE and LA had all notified the Chair that they would be late.

Simon Venediger had resigned as the Local Authority governor since the last meeting due to increased work commitments. He had been an excellent governor, particularly his work on the Resources Committee, and all the governors were sorry to lose him.

(6.07pm RK joined the meeting)

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 22nd May 2018

The minutes were agreed to be a true record of the meeting of 22nd May and were signed accordingly by the Chair.

4. Matters Arising from the Previous Minutes

REF	ACTION	
8.	Govs to look at the Governors' report and send comments to ED	ED was working on the draft and would circulate to the rest of the GB for comment
9.	Those govs whose terms end in 2019 to let ED/BG know by Sept if they wish to continue	See item
10.	Govs wanted to undertake safer recruitment training	Outstanding
	Review of Safeguarding and Child Protection Policies, by end of term if possible- to be agreed at final meeting of year, or first meeting of next academic year.	See item
12.	SD to circulate e-mail re governors conference	E-mail circulated. No gov had been able to attend.

5. Head teacher's Report

Circulated prior to the meeting.

Governors thanked VS for another very full report.

The initial Key Stage 2 results had just been received and VS tabled a paper at the meeting setting out the data.

VS said that the staff were rather disappointed with the Key stage 2 results. It appeared that, in general, those children who were on the cusp had not managed to achieve Age Related Expectations. With this particular cohort it had been difficult to predict how well the children would perform and it seemed around 7 or 8 children had just dipped down and had missed reaching ARE by just a few marks. The numbers achieving Greater Depth were reasonably healthy, which suggested that the level of challenge was OK. The Maths results in particular were disappointing. Two papers (maths) had been submitted for re-marking. This would raise the % of children reaching ARE in Maths slightly, if they were successful.

Governors had the following comments/questions:

- a. The governors had been aware of staff concerns during the year with regard to this cohort and possible Key Stage 2 outcomes and they had satisfied themselves that the School was doing everything possible to prepare the children.
- b. The data suggested that the Teachers' Assessments were accurate and reliable.
- c. The bar had been raised nationally for the threshold (though VS pointed out that as this was a national benchmark, we still had to compare our results in the context of the national picture).
- d. *A governor asked what level the children had reached at Key Stage 1?* VS said there were a lot of mid to high level 2s. The cohort had quite a high number of SEN/Vulnerable children and that there had also been significant mobility within the cohort. A high number of children had joined from another school and it had been found that they had gaps in their learning which meant that extra work had to be put in to accelerate progress for these children, in the context of a cohort that had a number of needs. VS said she felt that the staff team could not have worked harder or put more in place for the children. For the first time, however, not all the

children had taken up the opportunities offered for additional learning.

- e. A governor said that when advisors had come in to school they confirmed that the school was on the right path, including for Maths teaching. Further action had already been planned for the new academic year and strategic plan.
- f. A governor commented that this was just one year on what had been a rising trend. It was important to wait and see what happened next year.
- g. *A governor asked if there was any particular aspect of the paper that the children had found difficult.*

CA said that they had just received the results and were still awaiting the analysis.

- h. The Chair of Governors noted that the Key Stage 1 results had been very good. The Key Stage 2 results were disappointing, but governors had already been aware that there were difficulties with this cohort and the results were not a complete shock. He was satisfied that the governors had robustly challenged the staff, particularly at committee meetings.
- i. VS said that the staff had anticipated a drop in the results, but it had been greater than they had anticipated, particularly in Maths, and they would be looking in to this. Earlier in the year the School had asked the County Maths Inspector to come in to School and she had felt that fundamentally everything was OK. She had suggested a few refinements and developments that we would be working on next year.
- j. *A governor asked about the current year 5 cohort?*
Based on the KS1 results and the staff's general feeling it was anticipated that they would achieve better results next summer.
- k. A governor asked if Maths would be a key focus in the SIP.
VS confirmed that it would.

(6.25pm CB joined the meeting)

Two admissions appeals had been unsuccessful. The School was basically now full. A lot of families were moving in to the area.

The new classes had now been allocated.

- 6. LC said that the staff had been amazing at the "Let's Think" conference. VS said that since coming back from the conference, she had carried out an Early Years task with a group of six children and it had been fantastic experience; very young children had sustained a high level of concentration for nearly an hour. It had also been very interesting, particularly in terms of observing learning behaviours, and how some of the most able children had struggled with not immediately finding a 'right' answer. The Four Marks staff had given feedback to the conference on English and they had also been able to start a connection with the "Let's Think" Maths School.

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

(7.05pm VE joined the meeting)

Chair's Items

- a. Succession Planning. LC would be stepping down as S&C Committee Chair during the next academic year. PC was a prospective S&C Chair, but he was unable to take this on at the moment due to other work commitments. VE said she was happy to continue as Resources Chair for the moment, but anyone interested in taking this over in the future should contact her. ED said that he would continue as Chair of Governors, but that if anyone was interested in

taking this over in the future, please could they contact him.

- b. Governor Membership.
 - i. There was a vacancy for a co-opted governor which had traditionally been filled by a non-teaching staff member. However as no-one from the support staff had come forward, Esther Andrews would be joining the Governing Board from September. VS confirmed that the staff were happy with this arrangement. Governors would still have contact with the support staff through AC and RK.
 - ii. Local Authority governor vacancy. **ACTION:** BG to contact the local county councillor.
 - iii. SD said that he did not plan to continue after his term ended in March.
 - iv. LA had indicated that she would be stepping down at the end of the next academic year.
 - c. BG recommended that governors should look at the skills audit and look at approaching parents/ members of the local community with the necessary skills to serve as co-opted governors.
- 7.

(7.15pm PC joined the meeting)

- d. Headteacher's Performance Management Panel. A third governor was now required. They should undertake the relevant training. CB offered to take up this role. **ACTION:** CB to complete Headteacher Performance Management training.
- e. Governors' report. **ACTION:** ED to e-mail to the rest of the governors.

Review of Safeguarding/ Child Protection

This had already been looked at by both committees and amendments made in line with new guidance. Policies agreed. These will come into force in September 18, in line with when the new guidance is published.

VS also said that we should also review our Attendance policy to include our response to children who stop attending school because their families have moved on.

Action: Attendance Policy to be reviewed by the committee in the Autumn term.

A governor asked what the School did when a child just stopped attending the School?

VS said the child was kept on the school's roll and they tried to find out where they had gone. The School needed permission from the Local Authority to take them off their roll. This was so that the LA then took on the role of trying to track these children 'missing in education'.

8. PC had been in to school to look at a section of the safeguarding audit. All Fine. The current audit was on the governors' pool and needed to be updated.

G:\Full Governing Body\Strategic Plan\Governors Monitoring

HCC Audit Tool - Gobs Responsibility - 2018.

HW said that he did not wish to continue as safeguarding governor. It required someone with an eye for detail.

ACTION: LM to discuss the role with HW.

ACTION: Safeguarding audit to be an agenda item for September.

Approval of Complaints Policy and Procedure

This had been to both committees for review. BG said that she had been involved in complaints procedures with other schools and would check the policy using her previous experience. Subject to this, governors approved the policy.

9. Reports from Committees

- Resources.

VE as Committee Chair gave the report.

The committee had looked at:

- a. Complaints policy
- b. Staff training and induction
- c. A full review on Health and Safety from RK. All policies were up to date and available electronically. Weekly and monthly checklists were in place and RK had done a H&S walkabout.
- d. The meeting thanked RK for all his work.
- e. RK had also given the committee an update on the planned expansion. Planning was likely to take place over the summer.
- f. Number of pupils on roll.
- g. Recruitment
- h. Safeguarding
- i. GDPR
- j. Meeting dates.

(7.50pm HW left the meeting).

- k. FOFMS were in need of members- governor should try to support them.

- Standards and Curriculum

SD gave the report as LC had been unable to attend the meeting.

There had been an update on Early Years – there had been lots of changes over the year – notably the outdoors area including objective-led planning - Reading, Writing and Maths were all tailored to a child's needs/interests – and the staff were trying to give the children their own space in the classroom. General development was good, as was reading. They were trying to give the children more opportunities for writing. Maths and Handwriting, including the development of fine motor skills, were to be target areas and also IT.

They had looked at the impact of the sports funding and the importance of fitness. This included broadening the staff's skills, funding opportunities for different sports, links to other schools, swimming and inclusion.

The committee had looked at the safeguarding and complaints policies. Prevent/British values would need to be updated in the Autumn term, together with the SIP.

10. Governor SIP Monitoring and Visits

- PC - to look at Safeguarding

11. Health and Safety

Covered in the Resources report. See item 9.

12. Governor Training

SD said that governors should look at the skills audit and also any positions they might take on in the future and book on the relevant courses. The School paid for full access and governors could book on as many courses as they wished.

The clerk said that she had almost finished the Professional Clerks qualification (deadline for completion 31st July). She thanked the School for sponsoring her.

13. Meeting dates for the next academic year

Autumn Term

FGB meeting – Tuesday 18th September 2018 at 5pm

S&C – Thursday 11th October 2018

Resources – Friday 9th November 2018

FGB meeting – Tuesday 20th November 2018 at 5pm

Spring term

S&C - Thursday 10th January 2019

Resources – Friday 18th January 2019

FGB meeting Tuesday 29th January 2019 at 5pm

S&C – Thursday 28th February 2019

Resources Friday 8th March 2019

FGB meeting – Tuesday 19th March 2019 at 5pm

Summer term

S&C – Thursday 25th April 2019

Resources – Friday 10th May 2019

FGB meeting Tuesday 21st May at 5pm

S&C – Thursday 20th June

Resources- Friday 28th June

FGB meeting - Tuesday 9th July at 5pm

14. Any Other Business

Governor meeting to discuss the new School Improvement Plan – Friday 19th October (morning).

The meeting closed at 8. 10pm.

Date of Next Meeting – Tuesday 18th September at 5pm

Signed.....

Chair of Governors

Date.....

Action Plan

Ref	Action
6b	BG to write to county councillor re LA governor
6e	ED to e-mail governor report to other govs for comment
7d	ACTION: CB to complete Headteacher Performance Management training.
7e	LM to discuss becoming safeguarding gov with HW Safeguarding audit to be FGB item 18/09/18
7	Attendance Policy to be reviewed by the committee in the Autumn term.
8	LM to discuss the role of Safeguarding Governor with HW.
8	Safeguarding audit to be an agenda item for September.