

FOUR MARKS CHURCH OF ENGLAND PRIMARY SCHOOL

FULL GOVERNING BOARD MEETING

Minutes of the meeting of the Full Governing Board held on Tuesday 22nd May 2018 at 4.00pm

Present:

Mrs V Stoodley (VS) - Head teacher
 Ms C Adlam (CA)
 Mrs L Appel (LA)
 Mrs C Bloomfield (CB)
 Mrs L Crawford (LC)
 Mr S Davies (SD)
 Mr E Draper (ED) – Chair of Governors
 Mrs V Efstathiou (VE)
 Mr R Kellie (RK)
 Dr L Maloney (LM)
 Mrs J Yeadon (JY)
 Mr H Wright (HW) – item 15 only

In Attendance:

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

Meeting commenced at 4.04pm

- 1. Apologies for Absence**
 Apologies for absence were received and accepted from Simon Venediger.
 Howard Wright had informed the Chair that he would be late.
- 2. Declaration of Pecuniary and Personal Interest**
To note any conflict with any item on the agenda
- 3. Minutes of the meeting of 20th March 2018**
 The minutes were agreed to be a true record of the meeting of 20th March and were signed accordingly by the Chair.
- 4. Matters Arising from the Previous Minutes**

Ref	Action	
4.	ED to thank the Friends for their contribution and their hard work for the School	ED to write at end of school year
	Pay Committee ToR to be reviewed	Completed
	ED to attend the governor forum meeting on 3 rd May	See below
	Governor report and succession planning to be	On agenda

	FGB agenda items – summer term	
5.	ED to write to Damien Hinds re funding	Outstanding
10.	GDPR – CB to put the policy together	Karen Ballard had taken this over in school. County had recommended a template for through it.
12.	HW to e-mail the governors re safeguarding. To be an agenda item 22/05/18	Completed. New safeguarding governor wanted
15.	Governors to review current schedule for meetings	See item

(6.04pm AC joined the meeting)

Forum meeting. ED had attended and had found it interesting. The meeting had discussed school funding.

GDPR. Karen Ballard had taken this over in school. County had recommended a template for the policy and KB was going through it. The privacy notice was being prepared for the website. They would also be changing the permissions eg for putting pictures on the website. There were further ongoing actions with regard to cyber security and these would have some cost implications. A parent with a background in cyber security had given a talk to staff. It had been a very useful session and he would be doing another session for parents in September. A governor said he was aware of schools getting together and hiring a data officer. VS said she had considered this, but did not think this was necessary.

5. Reports from Committees

- Resources.

VE as Committee Chair gave the report.

The committee had looked at:

- GDPR –brief update. The committee had been satisfied that everything was progressing OK.
- Budget – see item 6.
- Staffing – new appointments. Alisa Lamble was leaving and Hannah Stratton had been appointed as a new teacher.
- Update from RK on the expansion plans.

School Expansion

RK said that he had just finished an update meeting. He showed the proposed plan to the meeting.

Areas currently under discussion:

- The different options to ensure free flow past reception.
- Possible use of artificial grass for part of the landscaping in the courtyard. This was a shady area which took a lot of wear and tear and it would mean the area could be used in the winter.
- The School had a lot of different levels.
- Possible pathway through the trees. VS said this would have cost implications and they were looking at using bark which would be cheaper and more natural.
- Group areas in the corridors.

Timescales

Planning consultation meeting – June.

Planning meeting – September.

Building likely to start next summer.

RK said that so far they were on track. He thought the questions at consultation would relate to such issues as parking and why was the extension needed, rather than questions about the actual buildings.

More road markings were to be added at the junction to help make it safer.

Governors thanked RK for his work.

- e. Safeguarding. Policies were to be updated and reviewed ready for September – new guidance was due in June so it was proposed that the new Safeguarding and Child Protection policies would be updated at the end of term in line with the new guidance when it was published, so that these could be agreed and there would be a very limited ‘gap’ in running policies based on the old guidance.
- f. Benchmarking. VE said she had found this very interesting. The information was available on the governors’ portal.
- g. Health and Safety.

- Standards and Curriculum

LC, as Committee Chair, gave the report.

This had been a focused meeting which had looked at:

- a. SIP monitoring and the impact of CPD.
- b. The committee were aware that attainment and progress were both likely to dip this year due to the amount of turbulence (children joining the School late) in the cohort. It would be unfair if this was attributed to the quality of the teaching.
- c. Children were being encouraged to edit – to look at their spellings etc.
- d. Maths CPD was having an impact with Numicon etc.
- e. The feedback to the children from the staff was really effective but very time consuming and they were looking at ways to make this more manageable.
- f. SIP – what would go in the new version.
- g. Safeguarding. The committee had looked at Keeping Children Safe in Education and likely OfSTED questions.

6. Approve the budget for 2018-19

The budget had been looked at in detail by the Resources Committee and they recommended that it should be approved.

2018-19 Budget

Income	£1,263,550 (one million, two hundred and sixty three thousand, five hundred and fifty pounds)
Expenditure	£1,248,106 (one million, two hundred and forty eight thousand, one hundred and six pounds)
In Year Surplus	£15,444 (fifteen thousand, four hundred and forty pounds)
Surplus brought forward	£15,444 (fifteen thousand, four hundred and forty pounds)
Carry forward	£30,888 (thirty thousand, eight hundred and eighty eight pounds)

The figures looked reasonable for next year but going forward there were deficits. VS said that almost all schools were heading for a deficit in year 3 and Hampshire were very worried. Budgets were flat but staffing costs were increasing and therefore schools were experiencing a cut in real terms.

A governor asked where the projected staffing costs came from.

VS said there was a budget tool which put in the incremental increases plus a 1% pay award. It had been suggested by a pay review body that 5% would be reasonable to bring salaries back in line with the value they had been prior to the cuts, but these had been rejected on the basis that the majority of schools would not be able to afford these.

A governor noted that it was difficult with the proposed expansion to predict pupil numbers/staffing. Some funding would be used to replace the playground equipment and this had been included in the budget.

RK proposed, seconded by ED that the budget should be approved. This was agreed by all those present.

Governors thanked VE and VS for all their work.

7. **Governor SIP Monitoring and Visits**

- LA/JY had held a meeting with AC. They had looked at the new data protection regulations and the effect these would have on SEN. They had also looked at the progress of different groups and how AC organized everything during the year.
- RK – school expansion and Health and safety walkabouts.
- VE –safeguarding checks.
- JY/LC had come in to School during the SATs. The atmosphere had been very calm and the children very focused.
- ED – had attended governor forum.

8. **Governor Report**

The previous Chair of Governors had prepared a report which was a summary of what governors did.

ACTION: Governors to look at the report and send comments to ED. These would be incorporated in the report and ED would then circulate the revised draft.

9. **Succession Planning**

LC said that reluctantly she felt she could not continue as Chair of S&C; she could not make the time commitment.

VE said that she would advise any governor thinking of becoming a Chair to attend the relevant Governor Services training. ED said that becoming a committee chair was a good stepping stone to becoming Chair of Governors. He would be happy to continue as Chair, but if anyone else was interested, could they contact him.

VS said that Karin Black would be stepping down as a co-opted governor. She would ask if any of the support staff were interested in taking this on.

BG said that a considerable number of governor terms of office ended in 2019.

Co-opted governors – ED/LC/VE/ RK/SD - terms end 9th March 2019.

Parent governor – LA – terms end 6th July 2019.

Co-opted – CB – term ends 6th July 2019.

ACTION: It would be helpful if governors could let ED/BG have some indication by September if they

wished to continue.

10. Safeguarding

VE had carried out some checks.

The only governor recorded as having undertaken safer recruitment training was VE.

ACTION:

- Governors were asked to undertake the training; it was essential when interviewing for staff etc.
- Review of the Safeguarding and Child Protection Policies by the end of Summer Term in line with new guidance due to be published end May/ early June. (see item 5e)

11. Health and Safety

RK gave his report:

- a. Lead had been stolen from the roof. There had been a temporary repair but a proper repair would be needed. There was very little lead left on the roof now.
- b. The gate had been mended.
- c. He would be carrying out a walkabout with KB on Friday 25th May.
- d. PAT testing. This was now coming up to date.
- e. The toilets between Holly and Willow were to be refurbished over the summer and an extra toilet put in. It was hoped that the work could be completed during the holidays.

Generally Health and Safety was very good.

12. Governor Training

LM had booked her Induction.

Governors were asked to book more training. The School paid for full access and they should use it.

Governors Conference – volunteers needed. **ACTION:** SD to circulate the e-mail again.

13. Approve Inset days for 2018/19

- Monday 3rd September
- Tuesday 4th September
- Friday 19th October
- Monday 25th February
- TBC

14. Meeting dates for the next academic year

- S&C. Staff attend meetings so the meetings should not start too late, but governors sometimes found it difficult to attend. Possibly look at alternating between 4.30pm and 6pm start?
- Resources. Meeting during the school day on Fridays generally worked well.
- FGB meetings to continue on Tuesdays.
- Dates to be available for the next FGB meeting.

15. Any Other Business

- a. VS informed the governors of the decision to disapply one child from Sats this year. She had taken advice from County. This decision would impact on the overall SATs results.

- b. The Sats would be moderated for year 6 writing.

(5.25pm HW joined the meeting)

- c. School fair/ Circus –Thursday 28th June
- d. HW said that the safeguarding audit would be changing this year. He had circulated the document. All governors should look at this and in particular those with safeguarding responsibilities.
- e. HW said he was happy to continue as Vice Chair of Governors but he would also be happy with someone else wanted to take it on. He would always be available to offer advice.
- f. Governor question for next time. What are the four different types of abuse covered in child protection and what two further types of abuse are mentioned specifically that staff need to be alert for.

The meeting closed at 5. 30pm.

Date of Next Meeting - Tuesday 10th July 2018 at 6pm

Signed.....
Chair of Governors

Date.....

Action Plan

REF	ACTION
8.	Govs to look at the Governors' report and send comments to ED
9.	Those govs whose terms end in 2019 to let ED/BG know by Sept if they wish to continue
10.	Govs wanted to undertake safer recruitment training
	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.
12.	SD to circulate e-mail re governors conference