

**FOUR MARKS CHURCH OF ENGLAND PRIMARY SCHOOL**

**FULL GOVERNING BOARD MEETING**

**Minutes of the meeting of the Full Governing Board held on Tuesday 20<sup>th</sup> March 2018 at 6.00pm**

**Present:**

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

**In Attendance:**

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

*Meeting commenced at 6.01pm*

**1. Apologies for Absence**

Apologies for absence were received and accepted from Simon Venediger and Victoria Efstathiou. Karin Black and Peter Cox were also absent from the meeting.

**2. Declaration of Pecuniary and Personal Interest**

*To note any conflict with any item on the agenda*

LC stated that she had been working with the staff on assessment but had not been paid for her work. No other interests were declared.

**3. Minutes of the meeting of 30<sup>th</sup> January 2018**

The minutes were agreed to be a true record of the meeting of 30<sup>th</sup> January 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 HW to be asked to review the Pay Committee ToR	Outstanding Outstanding
5.	LC to circulate sample OfSTED questions to governors.	Circulated
6.	Governor Forum – next meeting – 3 <sup>rd</sup> May. Governor wanted to attend.BG to circulate latest minutes.	ED to attend Minutes circulated
7.	ED to look at the possibility of preparing a governors' report	Both items to be on the

	Succession planning to be FGB agenda item – summer term	agenda next term
8.	RK to make proposed designs available on the governors' pool	Outstanding
10.	GDPR – to be agenda item Resources & FGB meetings in March	On tonight's agenda
13.	Head teachers Performance Management Review to be an agenda item next meeting	On tonight's agenda

*(6.08pm LA joined the meeting)*

## 5. Reports from Committees

- Resources.

The committee had met on 16<sup>th</sup> March. The minutes had not yet been circulated.

HW gave the report in VE's absence.

- Budget. This was looking fairly positive and it was hoped to end the year with a small surplus. Next year's budget was looking OK but the following year looked much more challenging. VS did a really good job in managing the budget.
- GDPR – see item 10. It was important to be able to show that the School was working towards compliance.
- ED said that he planned to write to Damien Hinds, the local MP and also Secretary of State for Education, about the School's budget. It might be possible to get the children involved.

- Standards and Curriculum

LC, as Committee Chair, gave the report.

- SEND had been a focus of the meeting. AC and her new team were doing a great job with fewer resources. For example with children with gaps in Maths they were using a diagnostic tool to look at the options available.
- It was anticipated that there would be a drop in year 6 outcomes this year. This was because of the number of SEND children and also a large number of children had joined the school late, particularly from another local school, and they had gaps in their education.

*(6.23pm VS joined the meeting)*

- The School did not have any Looked After Children at the moment but the staff were keeping up their training as it was useful with other children.
- The Committee had tested each other on potential OfSTED questions.

## 6. Head teacher's Report

Circulated prior to the meeting.

The governors thanked VS for her report – very detailed as always.

- VS said that she had just finished interviewing for a new teacher to start in September, as a replacement for Teresa Hammond. It had been a really strong field with very good candidates. They had decided to appoint Sarah Carter as a TLR3 and Katherine Jackson would be the new class teacher. She was a home grown trainee who had previous experience across the school. *A governor asked if KJ had any Key Stage preference.*  
VS said that she had worked in EYFs, KS1 and Upper KS2, but had most experience in lower KS2.

- b. The School would not receive growing schools funding for the Summer Term 2018 (for academic year 2017-18). This had already been factored into the budget plan.
- c. School expansion. There was a meeting with the architects on 22<sup>nd</sup> March. It was likely that the new buildings would be where the goblin car garage is and there would also be some internal changes to provide a large 'studio' space.

*A governor asked about dates.*

Work was expected to start in September 2019 and to be completed by July 2020. The drawings for the planning permission were to be prepared and the consultation period would be over the summer. It was hoped to have agreement by September and then there would be the tendering for contracts etc.

*A governor asked how much management time VS would have to give to this*

VS said that there would probably be less impact on the day to day running of the school than with the last building works, as most of this work would be external. However there would be a considerable amount of time given over to meetings about the finish/design/furniture etc.

*A governor asked how the contractors would access the site*

Through the bottom gate and they would have a compound at the top of the field.

*A governor asked what impact this would have on the pond and the football pitch.*

This was for the company to manage but all ecology surveys would ensure that the pond was protected. There would be an effort to retain as much as possible of the field during the works, and we can raise this for consideration, but there was also an understanding that it may be unavoidable that there was some encroachment onto the existing pitch.

The meeting thanked RK, SD and VS for all their work.

- d. Staff would be attending the Let's Think Conference and presenting feedback. This was also a good opportunity to network with other Let's Think schools.
- e. *A governor asked if anyone would be taking over from TH as a county moderator.*  
VS said that this was something staff had to apply for. She believed someone was interested but it was not a given that they would be successful. Staff would be encouraged to apply as it was really good for both professional development and the school.
- f. The front gate had been mended but there was still a concern that the magnet was not securely fixed.
- g. A governor noted that the LLP report which had been circulated to governors was both useful and a fair reflection on our school.

There were no further questions.

Governors thanked VS again for her report.

## **7. Approval of Annual Return - Schools Financial Value Statement**

VE, Sonya Fullick, ED and VS had gone through the return and it had then been agreed by the Resources Committee.

There was one action: to embed the review of the capital budget at least twice yearly.

**ED proposed, seconded by HW, that the return should be approved.**

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

## **8. Governor Preparation for OFSTED –guidance/questions for an inspection**

*(6.50pm the meeting broke up to discuss possible OfSTED questions and responses).*

See separate document.

*(7.10pm the meeting reconvened)*

**9. Governor SIP Monitoring and Visits**

- CB/VE – interviews for the new teacher.  
A governor asked how the children had responded to having the interviewees in their classrooms.  
VS said they had done really well; the same year group had been used for all the sessions.
- VE – had carried out a book scrutiny in EYFS. She had also checked out SCR.
- JY/PC – collective worship and a session with Rachel Batts to discuss developments in RE and collective worship. This had all gone very well. They reported that the children were writing prayers and that these were in our prayer box, and could be selected to be read out in worship. Rachel was also reviewing RE planning to include the Understanding Christianity resources.

**10. General Data Protection Regulations (GDPR) – update**

Discussed in detail at the Resources meeting.

**ACTION:** CB will put together the policy.

**11. Health and Safety**

Drainage problems. This had caused a gas to escape into the staffroom, along with a terrible smell. The problem now seemed to have been solved and the staffroom would be recarpeted over the holidays.  
Gate – see above.

**12. Safeguarding**

HW said that governors had been delegated specific tasks in the safeguarding audit and they should check if they had any responsibilities they needed to look at.

**ACTION:** HW to e-mail governors about their safeguarding responsibilities

VE had checked through the Single Central Record and the documentation that we gathered for safer recruitment. She was planning to look at staff Human Resources files next.

To be an agenda item next meeting.

**13. Governor Training**

Whole Governing Board training had taken place on 13<sup>th</sup> March.

The areas of action which had been agreed were:

- Consider the learning needs of new members of the GB. Adopt an induction programme. (This was in addition to the induction pack which was already available for new governors)
- Be aware of the need to adapt styles to get the best out of others.
- Raise awareness of the need to motivate all members of the GB.

Governors agreed that this had been a really good session and showed that there was a good mix amongst the governors.

Other Courses Attended/Booked

- LA/JY -Understanding data in Primary Schools
- JY - Governor in a Church of England School

- SD - Course on OfSTED
- LM – to book induction
- CB said that she was trying to get funding for a course for legal professionals on discipline and performance management for school staff.

#### 14. Report on Head teacher's Performance Management Review

*(7.40pm VS and AC left the meeting)*

See separate confidential minutes

*(7.44pm VS and AC rejoined the meeting)*

#### 15. Any Other Business

- BG said that governors should take care to have their own separate e-mail and not use a family or work e-mail for governor business.
- ED said that he believed that recently governor attendance had been dipping slightly. He thought that they should look at alternative dates and times when putting the schedule together for next year as they had ended up with a lot of meetings together.

The meeting closed at 7. 50pm.

**Date of Next Meeting - Tuesday 22<sup>nd</sup> May 2018 at 4pm**

Signed.....  
Chair of Governors

Date.....

#### Action Plan

Ref	Action
4.	ED to thank the Friends for their contribution and their hard work for the School Pay Committee ToR to be reviewed ED to attend the governor forum meeting on 3 <sup>rd</sup> May Governor report and succession planning to be FGB agenda items – summer term
5.	ED to write to Damien Hinds re funding
10.	GDPR – CB to put the policy together
12.	HW to e-mail the governors re safeguarding. To be an agenda item 22/05/18
15.	Governors to review current schedule for meetings