

FOUR MARKS CHURCH OF ENGLAND PRIMARY SCHOOL

FULL GOVERNING BOARD MEETING

Minutes of the meeting of the Full Governing Board held on Tuesday 28th November 2017 at 6.00pm

Present:

Mrs V Stoodley (VS) Head teacher
Mrs L Appel (LA)
Mrs C Bloomfield (CB) – from item 4
Mr P Cox (PC) – from item 5
Mr E Draper (ED) – Chair of Governors
Mrs V Efstathiou (VE)
Mrs T Hammond (TH) – from item 4d
Mr R Kellie (RK)
Mrs L Maloney (LM)
Mr S Venediger (SV)
Mr H Wright (HW) – Vice Chair of Governors
Mrs J Yeadon (JY)

In Attendance:

Mrs B Grice (Clerk)

Meeting commenced at 6.03pm

1. Apologies for Absence

Apologies for absence were received and accepted from Leah Crawford, Simon Davies, Rupert Kellie, Karin Black and Amy Cox. The Chair welcomed LM, new parent governor, to her first FGB meeting.

2. Declaration of Pecuniary and Personal Interest

To note any conflict with any item on the agenda
None declared.

3. Appointment of New Parent Governor

The School had requested applications to fill the current parent governor vacancy, but none had been received. LM was happy to become a parent governor and ED, seconded by LA, proposed that she should be appointed. This was agreed unanimously by the rest of the meeting.

(6.07pm CB joined the meeting)

4. Minutes of the meeting of 19th September 2017

The minutes of the meeting of 19th September were agreed to be a true and accurate record and were signed accordingly by the Chair. The Chair thanked HW for chairing the meeting in his absence.

Matters Arising from the Previous Minutes

Ref	Action
4.	HW to check PC had undertaken HTPMP training Governors needed do the training
6.	Governor visits formal and Informal to be a FGB agenda item every meeting AC/VS to make sure dates and newsletters sent to all governors
10.	All governors to read KCSIE by the next FGB meeting
12.	Hampshire Good Practice Guide to be a FGB agenda item 28/11/17
14.	SD to arrange FGB training
15.	All governors to sign the governor visits register

- a. Item 4. HW said that PC had not yet done the training. A meeting had been scheduled with VS, SV the Leadership and Learning Partner and HW.
- b. Item 6. Governor visits on the agenda. Governors confirmed they were now receiving the newsletters.
- c. Item 10. Governors confirmed they had read KCSIE.

(6.12pm TH joined the meeting)

- d. Item 12. This had been deferred to the next meeting due to the length of the agenda.
- e. Item 14. SD was not able to attend the meeting. There had been some difficulty finding a mutually convenient date for the training.
- f. Item 15. All governors were now signing the register.

5. Head teacher's Report

Circulated prior to the meeting.

Governors thanked VS for a very comprehensive report.

The data report had been circulated to all governors, but had already been discussed in greater depth by the Standards and Curriculum Committee.

(6.17pm PC joined the meeting)

A governor asked about the planned expansion of the School.

VS said that they were looking at sites in the grounds for the potential expansion. They now had some detailed drawings of what the buildings were likely to look like. They were trying to incorporate some of the strands from the landscape strategy but there were budget restraints. Generally everything was progressing well.

A governor noted that there had been 200 responses to the traffic survey. What did they say?

Vs said they were generally as expected. They had been trying to find out why parents drove to School rather than walked. Many families lived at the other end of Four Marks and this made it a long walk for the children.

The School was unable to offer parking and so they were investigating a range of other measures:

- I. Parking being found further away from the School.
- II. Car sharing.
- III. Working with other Hampshire County agencies to improve road safety.

TH said that the police and local councillors would be coming in to School on 29th November to talk to the children.

The children had lots of ideas about improving road safety and they had put together a PowerPoint and a number of photographs taken at picking up time. Their ideas included:

- Extra signage when approaching the School.
- Reducing the speed limit on Blackberry Lane, where it was 60mph, to 20 or 30 mph.

TH said she was optimistic that Hampshire would listen to the children's proposals.

A governor said that parents could use the Church Hall and Church for parking. HW said that this was limited, although he recognised that this did help to reduce the pressure on the School.

Governors noted that the School had held lots of events. Thanks to the Friends who had hosted a brilliant Bonfire Night which brought in lots of people from the local community.

ED to write to the Friends on behalf of the governors and thank them for all their efforts. VS thanked the governors for all their help on the evening.

6. Reports from Committees, including approval of the revised budget

- Resources.

VE as Committee Chair gave the report.

The committee had met on 10th November 2017 and the minutes had been circulated.

I. Budget Revision

The revised budget had been looked at in detail by the committee who now recommended that it should be approved by the FGB.

The following points were noted:

- a. The figures were now based on the expected number of children, a slightly lower number than originally predicted.
- b. The cost of LSAs had increased due to an increase in national insurance and pension contributions.
- c. Rents were higher due to the closure of the Clubs and the arrival of Koosa Club.

Revised Budget

Income	£1,167,436 (one million one hundred and sixty seven thousand, four hundred and thirty six pounds)
Expenditure	£1,166,305 (one million, one hundred and sixty six thousand, three hundred and five pounds)
In year surplus	£1,131 (one thousand, one hundred and thirty one pounds)

Surplus brought forward	£10,781 (ten thousand, seven hundred and eighty one pounds)
Carry forward	£11,912 (eleven thousand, nine hundred and twelve pounds)

HW proposed, seconded by VE that the revised budget should be approved. This was agreed by all those present.

II. Health and Safety

Rupert Kellie, the Health and Safety Governor, had been very active. He had given up a great deal of his time and was very valuable to the governing body.

III. Data protection. The Data Protection Act was changing; the School had this in hand. *A governor asked if there were any cost implications with the changes.*

VS said it depended how it was rolled out and this was still under discussion. County was still considering how this would look in schools: Originally, they had wanted each School to have an independent data controller but there was no money for this. Also Hampshire held the data for some staff and so Schools could not be the data holder for these people. A governor asked if there sufficient flexibility in the budget to meet any additional costs. VS said there wasn't; she did not believe many schools would have funds to cover this. Karen Ballard was continuing to keep up to date with developments and the 7AS schools also had this on the agenda to discuss later in the week.

IV. School expansion. RK had updated the committee on the plans.

- Standards and Curriculum

LC, Committee Chair was unable to attend the meeting, but she had sent an update to ED.

- a. The committee had reviewed leadership through narrative. This was a different way to look at school life.
- b. The committee had noted how new staff found it difficult to hit the ground running and that the School was looking at the induction process.
- c. The committee had looked at the data, including the different groups such as Pupil Premium, SEN etc and how these relatively small numbers affected the data.
- d. It was also noted that there was a correlation which showed that the longer the children were in the School the better they did. This showed the positive impact of the School.
- e. The committee had looked at writing and how attainment was generally lower amongst boys following the introduction of the new curriculum. The School was trying to excite boys about writing and also looking at skills such as editing which boys tended to find tricky. VS said that she felt the new curriculum would show more clearly the differences between cohorts.

f. *A governor asked how the mark for reaching Age Related Expectations was decided nationally.*

VS said they would wait until all the marks from across the country were received and then find the average.

- g. Let's Think Maths would be starting in the School in February; the staff would be receiving training. Some aspects of Let's Think would be added to the general teaching and learning policy. Let's Think English was now in its second year; TH and Catrin Adlam had done the training some two years before that. TH said the staff really understood what was needed and how to take it forward. The staff would be attending the Let's Think conference to give feedback. A governor commented that the staff were amazing in their willingness to adapt

and to take on new challenges.

- h. The committee had looked Pupil Premium and the initiatives the money was being spent on.

A governor asked whether the Resources Committee should also be aware of how the PP money was being spent.

it was agreed that it was for S&C to assess the impact and look at the curriculum provision but that they should also feedback to the Resources Committee

Action: Pupil Premium to be an agenda item for the next Resources Committee meeting.

- Pay Committee

SV said the pay committee had met to look at VS's recommendations for both teaching and non teaching staff, including support staff. Many of the teaching staff were towards the top of their pay scale and were therefore limited to cost of living increases. The pay recommendations had been approved.

- Approve Committee terms of reference

The terms of reference had been reviewed by both committees. VE said that the Resources Committee had done some tweaking to their ToR.

ED proposed, seconded by PC, that the terms of reference be approved.

7. **SV to look into terms of reference for the pay committee.**

Statement of Financial Expectations

This had been reviewed by the Resources Committee.

There were no changes. VE said that there were good robust controls in place; she carried out checks against the statement including internal controls. The next visit would be in January. VS said it was very useful that the School could get an external view from VE.

- 8.

Pupil Premium Strategy Statement

9. To be an agenda item at the next Resources Committee meeting.

Looked After Children - Designated Teacher Report

Report, prepared by Amy Cox had been circulated prior to the meeting.

AC prepared the report, basically an audit, and attended the training even if there were no looked after children in the school. This made sure that the School was ready if a child did arrive.

LA and JY to be the governors with responsibility for looked after children.

10. Governors thanked AC for her thorough report.

Governing Body Membership

See item 3.

The Induction Packs were almost updated.

11. VE and ED to be LM's mentors.

Governor Visits

Lots of visits had been set up.

VE said that the Early Years staff were really enthusiastic and she would be coming in to see the children.

- 12.

Safeguarding

No issues. Governors should attend training where necessary and stay aware of safeguarding issues.

13. Health and Safety

RK was unable to be present at the meeting, but he had carried out Health and Safety walkabouts. These had been discussed in detail at the Resources Committee meeting.

TH had been called out several times in the night due to the alarms going off. VS had discussed this at a meeting of local Headteachers and some Schools had a Service Level agreement with Kestrel to provide a key holding and alarm response service. VS said she felt the cost was quite reasonable - £75 per annum plus call out charges.

A governor asked if Kestrel had set response times. VS to check and update governors.

14. Governor Training

ED to check with SD about the date of the FGB training.

Post meeting note: SD subsequently confirmed that the FGB training had been booked for Tuesday 13th March 2018 from 6-8pm

The meeting closed at 7.40pm.

Date of Next Meeting - Tuesday 30th January 2018 at 4pm

Signed..... Date.....
Chair of Governors

Action Plan

Ref	Action
4.	Hampshire Good practice Guide to be FGB agenda item 30/1/18
5.	ED to write to thank the Friends for all their work for Bonfire Night
6.	Pupil Premium to be a Resources agenda item SV to look at ToR for the Pay Committee
13.	VS to update the govs on the possible Kestrel contract