

**FOUR MARKS CHURCH OF ENGLAND PRIMARY SCHOOL**

**FULL GOVERNING BOARD MEETING**

**Minutes of the meeting of the Full Governing Board held on Tuesday 19<sup>th</sup> September 2017 at 4.30pm**

**Present:**

Mrs V Stoodley (VS) Head teacher  
Mrs L Appel (LA)  
Ms Karin Black (KB)  
Mrs Leah Crawford (LC)  
Mr S Davies (SD)  
Mrs V Efstathiou (VE)  
Mrs T Hammond (TH)  
Mr R Kellie (RK)  
Mr H Wright (HW) – Vice Chair of Governors  
Mrs J Yeadon (JY)  
Ms A Cox (AC) (Associate Governor)

**In Attendance:**

Mrs B Grice (Clerk)

*Meeting commenced at 4.50pm*

**1. Apologies for Absence**

Apologies for absence were received and accepted from Elliott Draper, Simon Venediger, Charlotte Bloomfield and Peter Cox.  
HW had agreed to Chair the meeting in ED's absence.

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

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

The governors also completed the forms for the pecuniary interests register.

**3. Minutes of the meeting of 11th July 2017**

The minutes of the meeting of 11th July were agreed to be a true and accurate record and were signed accordingly by the Vice Chair.

### Matters Arising from the Previous Minutes

5.	ED to come in to School on behalf of the governors to congratulate the children on their success. ED to draft a thank you letter to the helpers – to be circulated to all governors. Governors to receive feedback on “Leadership through Narrative” in the Autumn term.
9.	Safeguarding return to be FGB agenda item for the 19 <sup>th</sup> September meeting
10	Governors to book on relevant training courses and feedback at the FGB meeting on 19 <sup>th</sup> September.
	HW to e-mail governors about arrangements prior to 19 <sup>th</sup> September meeting

All actions completed.

#### 4. Confirm Specialist Governor Responsibilities

- Training Liaison Governor – SD
- SEN - JY/LA
- Early Years – VE/CB
- Governor Forum Representative – SV
- Child Protection/ Safer Recruitment/ Nominated Governor for Children in care – HW
- Literacy – LC
- Maths - ED
- Health and Safety – RK
- Members of Appeals Panels – all non staff, untainted governors to be called in alphabetical order
- Headteacher’s Performance review – HW/SV/PC  
(HW to check if PC had done the relevant training. It was agreed that other governors should also undertake the training)

#### 5. Reports from Committees

- Resources.

VE as Committee Chair gave the report.

The committee had met on 15th September and the minutes had been circulated.

The committee had looked at:

- a. Emergency procedures
- b. Koosa Club. This had been very positive so far. The meeting had discussed staffing.
- c. Developers fund. A Working Group to meet to look at funding additional items not covered in the expansion plans. These could then be put forward to the Parish Council – there were funds available.  
KB to liaise with the PC.
- d. Safeguarding audit review (see item 10).
- e. Benchmarking. The information had been to compare similar schools nationally. SV would be looking at a comparison with similar schools more locally.

- f. New data protection act – to be looked at ready for next year.
- g. Budget – budget revision would take place at the next meeting.
- h. Buildings- the committee had looked at the expansion plans. RK said there had been a number of meetings with children, parents and the wider community prior to meeting with the architects. 17<sup>th</sup> October – consultation meeting with parents. *A governor asked if there had been much interest.* Not so far.

- Standards and Curriculum

LC, Committee Chair, said the first meeting was due to take place on 2nd October. The Committee would be looking in detail at the test results.

## 6. **Link Governors**

Governors had been linked to particular classes for the last academic year. A number of governors commented that they had found it was difficult to organise a mutually convenient time to visit their specific class. HW said he felt it was very helpful for governors to come in and see how the School worked and to talk to the staff and the children. Also it gave the children an opportunity to get to know the governors.

A governor said it would be useful to have a list of all the School's activities as there were some she would like to attend if she had sufficient advance notice.

AC – to make sure all governors receive the newsletter.

VS said she felt that the governors did a fantastic job but she wondered if linking governors to particular classes narrowed down the opportunities for governors to come into School.

HW asked if the staff preferred to be able to speak to a nominated governor.

TH said she did not think it would make a great deal of difference to most of the staff. Governors agreed to look at making and recording all school visits whether linked to a class or not.

All governor visits both formal and informal to be recorded in the FGB minutes.

### **It was agreed:**

Governor Visits – formal and informal (instead of SIP Monitoring Visits) to become a standing item on the agenda and recorded in the FGB minutes.

Staff dates and School newsletters to be sent to all governors.

## 7. **Confirm Adoption of the Manual of Personnel Practice**

The Governors agreed unanimously to adopt the MoPP and any in year revisions.

## 8. **Confirm Adoption of the Manual of Financial Practice and Procedures**

Governors agreed unanimously to adopt with any in year updates.

## 9. **Review of Policies**

Model Child Protection Policy and Safeguarding Policy were agreed.

## 10. **Approval of Safeguarding Audit**

Safeguarding audit tool circulated prior to the meeting.

HW said that as the Safeguarding Governor he was happy with the audit.

VS asked that all governors refresh themselves with regard to Keeping Children Safe in Education, which had been circulated with the agenda.

**ACTION:** It was agreed that all governors should confirm at the next meeting that they had read

the relevant sections of KCSIE.

VS said she would be looking at the training/information which was given to volunteers. LC said she had information from another school which she would make available to VS.

LC and RK confirmed that they had completed various sections of the audit and were happy with it.

**The meeting approved the audit.**

**11. Health and Safety**

Discussed at the Resources Committee meeting.

RK and KB to undertake walkabout – Friday 22nd September.

RK said the only concern at the moment was a problem with the electricity to the electronic front gate.

**12. Review Governing Board Procedures and Adopt Hampshire County Council’s “Governors Choices and Good Practice”**

Deferred to the next meeting.

**13. Receive and Approve Plan for Offsite Visits**

All visits were on Evolve. RK to look at on a termly basis as part of his Health and Safety remit.

**14. Governor Training**

The meeting discussed the various options for FGB training presented by SD.

It was agreed that the governors would opt for Working as a Team –Cco-acting styles.

**ACTION:** SD to contact Governor Services to arrange.

**15. Governor Monitoring Visits**

All governors were asked to sign the governor visits register giving brief details of their visit. This was a very useful record of governor involvement.

- PC – had been to look at staff training with regard to the safeguarding audit.
- HW - had come in to School for the first church assembly – the children had been amazing.

**16. Any Other Business**

a. *A governor asked about the outstanding parent governor vacancy.*

VS said she understood ED was in contact with a possible candidate.

b. VS said the classroom costs had been greater than anticipated and County had agreed to meet them. The governors agreed this was very good news.

The meeting closed at 6.00pm.

**Date of Next Meeting - Tuesday 28th November 2017 at 6pm**

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

**Action Plan**

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