

**FOUR MARKS CHURCH OF ENGLAND PRIMARY SCHOOL**

**FULL GOVERNING BOARD MEETING**

**Minutes of the meeting of the Full Governing Board held on Tuesday 11<sup>th</sup> July 2017 at 6.00pm**

**Present:**

Mrs L Appel (LA) –from item 6  
 Mrs C Bloomfield (CB)  
 Mr Peter Cox (PC)  
 Mr E Draper (ED) (Chair of Governors)  
 Mr H Wright (HW) (Vice Chair)  
 Mr R Kellie (RK)  
 Mr S Davies (SD)  
 Mrs L Crawford (LC)  
 Mrs J Yeadon (JY)  
 Ms A Cox (AC) (Associate Governor)

**In Attendance:**

Mrs B Grice (Clerk)

**1. Apologies for Absence**

Apologies were received and accepted from Victoria Efstathiou and Simon Venediger. Louisa Appel had informed the Clerk that she would be late. Karin Black was also absent from the meeting.

**2. Moment of Reflection**

The meeting opened with a moment of reflection led by the Reverend Wright.

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

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

**3. Minutes of the meeting of 23<sup>rd</sup> May 2017**

The minutes of the meeting of 23<sup>rd</sup> May, including confidential minutes, were agreed to be a true and accurate record and were signed accordingly by the Chair.

**4. Matters Arising from the Previous Minutes**

Ref	Action
8.	ED to circulate the Code of Conduct template from the National Governors Association. PC to put together a draft Code of Conduct AC to provide a piece for the start of the next FGB meeting

ED had sent out the Code of Conduct and PC had prepared a draft, which had been circulated to the rest of the Governors.

Parents had been notified about the changes to the Breakfast and After School Clubs. VS said that no parent had raised any concerns with her.

## 5. Headteacher Report

Circulated prior to the meeting.

### Data

- a. The initial key stage data was included in the report. The Phonics results had now been received - 91% - the pass mark was 32. AC said that she thought it seemed easier, possibly due to all the work they had been doing with the children.
- b. VS said that she felt that generally the School was in a strong position overall, but that the new tests may highlight the differences of each cohort more strongly than the previously designed SATS. For example, she thought boys may find the new tests more challenging due to the emphasis on 'secretarial' skills set now required. Due to the more challenging nature of the SATS she also thought that they could disadvantage children who do less well in test situations, particularly the more vulnerable ones.
- c. TH said that a couple of children had missed reaching Age Related Expectations by a couple of marks. The children had all tried very hard – turning up for booster groups etc and they had really done their very best. She had been really pleased with the way they had worked.
- d. A governor noted that Greater Depth was up across all subjects at KS1.
- e. VS said that the fall in the numbers reaching Age Related Expectations in Reading at KS2 was due to the particular cohort - a lot of summer birthdays and also some children with SEN difficulties. She anticipated that KS2 results would rise nationally as teachers got to grips with teaching the new curriculum and what was expected in the tests.
- f. Governors asked that their thanks be passed on to all the staff and students for all their hard work. Another good year for the School.
- g. A governor asked if the staff felt that the results were a fair reflection.  
Answer: They were generally as predicted for KS2, though a couple of children had not done quite as well on the day as they had in practice SATs in the lead up- a couple of marks had made the difference- Consequently, the teacher assessment for Maths had been higher than the test scores. Outcomes for KS1 were better than predicted earlier in the year- a result of good progress and hard work
- h. A governor asked how the staff felt after a second year of the new tests.  
AC said she had found it better than last year as they had known from September what they needed to do and had been able to set up strategies and tasks and also they knew the areas to concentrate on, particularly in Maths.
- i. VS said that they found that an increasing number of children no longer practiced reading, spellings and tables so much at home and this made all the difference in developing fluency and accuracy. The volunteers who helped with Reading etc in School made a real difference to the children.

*(6.35pm LA joined the meeting)*

**ACTION:** ED to come in to School on behalf of the governors to congratulate the children on their success.

**ACTION:** ED to draft a thank you letter to the helpers – to be circulated to all governors.  
Helper's tea party – Wednesday 19<sup>th</sup> July.

“Leadership through Narrative”. This was a new initiative and governors were welcome to join the pilot meeting. The group consisted of Vs, LC and two retired Headteachers. LC said that it would look at relationships between individuals and between Schools and was helpful to the SEF and improvement planning. It had already been trialled at other schools and the feedback had been very positive. CB and ED said that they would join the meeting.

**ACTION:** Governors said they would be interested to receive feedback next term.

VS had met with Martin Shefferd about the planned expansion. It was anticipated that the new building would be in place by 2020. Two form entry would begin in September 2019. There would be a strategy meeting on Friday 21<sup>st</sup> July to look at the site etc. RK to attend.

VS said that the School was looking very seriously at improving road safety. RK said that it was important, however, to make sure that road safety did not take too much away from the budget for the new building, which was already tight.

Governors thanked VS for her very comprehensive report.

## 6. Reports from Committees

### • Resources

VE was unable to attend the meeting and HW gave the report in her absence.

The committee had met on 7<sup>th</sup> July and had looked at:

Governor Vacancies

Apprentice levy

After School Club

Staff Changes

Finance

School expansion

Buildings

Complaints Procedure

Health and Safety

HW said that the budget was tight, but currently the School was in relatively good shape financially, compared to many other Schools.

### • Standards and Curriculum

LC, Committee Chair, gave the report.

The committee had discussed:

Sports Premium. There had been lots of activities on offer and this had made a huge impact on the children participating in the After School Club. A focus would be looking at the most vulnerable children in terms of sports participation.

Following a letter from the diocese on the teaching of yoga in School, the committee had been able to formulate a clear policy on yoga. This recognised that there lots of healthy exercises that could be done without specific reference to yoga terms.

Moderation –this had gone well and had been very helpful.

Governor monitoring of Safeguarding.

### Governor SIP Monitoring Visits

7.
  - LC had met with children to undertake safeguarding monitoring. Her report was tabled at the meeting.  
She had also discussed on-line safety with them and had found that all knew the rules in School.

However she felt that not all the children were aware of what to do to keep themselves safe when they were on-line out of School. She had taken them through what they should do, but she thought that this was something that the Senior schools might want to address. She had found that most of the children felt really safe in School.

- JY had met with AC to look at SEN. It had been a positive meeting and AC had a really comprehensive knowledge of SEN. There had been good progress with regard to the SIP targets and interventions were going well. Maths assessment remained the most challenging area and staff were aware of this. It was still being looked at.  
From September phase leaders would be working more with the teachers on IEPs and would therefore be more aware of the IEP targets.
- JY/LA had met with the children and discussed their work. Most of the children thought that they were making good progress.

AC said that she had attended a course and had found that most Schools did not have a link SEN governor. She thought the School was really lucky to have two such amazing governors to help with SEN.

## 8. Health and Safety

Health and Safety had also been discussed at the Resources meeting.

RK said that he had visited the School in order to look at road safety and VS was also in discussions with County. They were looking at what changes could be made. Speed bumps etc were not on offer, only softer measures could be introduced. These included a non physical footpath – basically a line in the road. There was the possibility of preparing a leaflet, using the children, to send out on road safety. A governor pointed out that there was no signage to alert drivers to the presence of a School.

RK said that they were also looking at fund raising for the school buildings.

## 9. Safeguarding

To be an agenda item at every meeting.

See also item 7.

HW reminded governors of the need to keep the audit form updated as the safeguarding return had to be completed by 30<sup>th</sup> September.

VE had checked the single central record.

**ACTION:** Safeguarding return to be FGB agenda item for the 19<sup>th</sup> September meeting.

## 10. Governor Training

SD said that governors had only attended a small amount of training so far this year. The School paid for full access and it was important that governors made full use of this.

**ACTION:** It was agreed that governors should look at courses and see which ones they wanted to attend. It was particularly important that governors attended courses which covered any gaps in the Governing Board with regard to skills/knowledge.

## 11. Succession Planning/ Governor vacancies

### Appointment of Co-opted Governor

ED proposed, seconded by HW, that Karin Black should be appointed as a co-opted governor. This was agreed by all those present.

### Election of Officers

*FGB meeting 11<sup>th</sup> July 2017*

- Chair of Governors

ED was unable to attend the meeting on 19<sup>th</sup> September. He said that he would be happy to continue as Chair of Governors. There were no other candidates.

HW proposed, seconded by PC that ED should be elected as Chair. This was agreed unanimously by all those present.

- Vice Chair of Governors

HW said that he would be happy to continue as Vice Chair but he had already served as Chair and in terms of succession planning he thought it would be helpful if someone else could become Vice Chair. It was agreed that HW would continue as Vice Chair for the present, but any governor who wished to become Vice Chair should contact ED.

ED proposed, seconded by CB that HW should continue as Vice Chair. This was agreed unanimously by all those present.

The end date for the terms of office would be Friday 28<sup>th</sup> September.

**Proposed Meeting dates for 2017-18**

*Tuesday 19<sup>th</sup> September 2017 at 4pm*

**12.** *Tuesday 28<sup>th</sup> November 2017 at 6pm*

*Tuesday 30<sup>th</sup> January 2018 at 4pm*

*Tuesday 20<sup>th</sup> March 2018 at 6pm*

*Tuesday 22<sup>nd</sup> May 2018 at 4pm*

*Tuesday 10<sup>th</sup> July 2018 at 6pm*

**13. Any Other Business**

VS would be meeting with Koosa Kids on 12<sup>th</sup> July. The Club leaflet had been sent out to parents.

ED thanked the governors for all their hard work during the year and the rest of the governors thanked ED for all his work as Chair of Governors.

The meeting closed at 7.55pm.

Date of next meeting : **Tuesday 19<sup>th</sup> September 2017 at 4pm\***

Signed.....

Date.....

Chair of Governors

\*following a tea party with the staff. HW to e-mail governors

**Action Plan**

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
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	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