

FOUR MARKS CHURCH OF ENGLAND PRIMARY SCHOOL

FULL GOVERNING BOARD MEETING

Minutes of the meeting of the Full Governing Board held on Tuesday 21st March 2017 at 6.00pm

Present:

Mrs L Appel (LA)
 Mr E Draper (ED) (Chair of Governors)
 Mrs V Efstathiou (VE)
 Mrs T Hammond (TH) – from item 5
 Mr H Wright (HW) (Vice Chair) – until item 6(d)
 Mrs V Stoodley (VS) Head teacher
 Mr R Kellie (RK)
 Mr S Venediger (SV)
 Mr S Davies (SD)
 Mrs L Crawford (LC) – from item 5(d)
 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 Charlotte Bloomfield and Peter Cox.

2. Declaration of Pecuniary and Personal Interest

To note any conflict with any item on the agenda

None declared.

3. Minutes of the meeting of 24th January 2017

The minutes of the meeting of 24th January 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 | |
|-----|--|--|
| 5b | SD to contact Governor Services and arrange the whole governing board training session | Training took place on 7 th March |
| 7. | All governors to complete the skills audit ED to look at recruiting new governors to current vacancies Governing Board membership to be a FGB agenda item 21/11/17 | See item 8 |
| 10. | Review of Policies Performance Management. ED to check progress with CB. Confidentiality. ED to check the current position. | For committees |
| 12b | Governors to send in photos for the website | Completed |
| 12c | Govs to send ED availability for parents' evenings. ED to send out rota | Completed |

ED said he would e-mail out the rota for governors to sign up for the Spring Fair.

Safeguarding

HW had taken over responsibility for safeguarding and had discussed with VS and gone through the safeguarding audit tool. A copy of the tool with actions highlighted had been circulated prior to the meeting. The audit tool was completed annually between May and October. HW said that safeguarding of the children was the responsibility of all governors – as highlighted at the recent FGB training. If OfSTED arrived they would expect all governors to be aware of safeguarding issues. VS said that the governor previously responsible for safeguarding had come in and looked at a section of the audit at a time and had also looked at other evidence eg checked the single central record, talked to the children about safeguarding etc.

HW to put together an Action Plan for governors linked to the audit to look at the various aspects of safeguarding. At each FGB an aspect(s) should be identified from the audit to complete by the next meeting, by a nominated governor.

(6.20pm TH joined the meeting)

5. Head teacher's Report

Report circulated prior to the meeting.

Governors thanked VS for her usual comprehensive report.

PC was unable to attend the meeting but he had sent in a number of questions about the report.

Governor Questions:

- a. *With regard to book scrutiny – was it worth governors coming in to observe.*

VS said at the moment they were looking at this as a management team to see what tweaking was required. TH said that it could be worth a governor coming in and looking through the books with a lead teacher.

- b. *How were staff managing*

VS said that some changes had been made to try to alleviate the deep marking which was very time consuming. The leadership team would be looking to see if the changes which had been made were effective and what the impact was on the teachers' workload. They would also be looking to see whether the changes showed progress more clearly in the children's work and when/whether a child had achieved a particular skill.

- c. *Were the staff finding this beneficial*

TH said that it had made marking more manageable in English and Maths. They were using a different strategy and doing more in the classroom working with the children. Although they could see the progress it was not always as obvious as it had been previously.

(6.30pm LC joined the meeting)

VS said that they were not always able to show the same clear journey through a unit and they were looking at ways to make things clearer, for example, through making sure that WILFs identified at the beginning of a unit were dated not just ticked when a child had understood/ completed them.

- d. *The report graded the quality of Teaching and Learning assessment "Good". Were there any areas of underperformance?*

Not as such. Variation in performance was more down to a difference in experience and expertise rather than underperformance. In any case of underperformance, Performance Management would be the

vehicle to address this. Currently, CPD and lesson observations, and other monitoring activities were used to identify and address where staff may need to improve expertise and confidence. Lessons are no longer graded (in line with Ofsted practice as it is recognized that the quality of teaching and learning involves more than this 'snapshot' of practice), but there were non negotiables – which were expected in every lesson and all every lesson was expected to be “Good” or better. Also Learning Walks were undertaken by staff, and also as part of the LLP visits.

e. Could the staff look at new strategies being used in other schools

- VS and AC were both members of the Arc group which ran new ideas on mastery and assessment – what research was saying and how individual schools went about developing it.
- Staff visited other schools and they came to Four Marks.
- Catrin Adlam and TH went out to core subject leaders meetings.
- The school belonged to the 7 Alresford Schools group.
- Hampshire’s remit as a local authority was to bring the latest thinking into schools. This was disseminated to staff during County training. However, a broader look was also beneficial to ensure that the school was also looking beyond Hampshire for recommendations.

f. What about privately fostered children as well as Looked After Children

Privately fostered children are identified through Pupil Premium. The School has a number of post Looked After Children who are Pupil Premium Children. The School monitored their individual progress and provision through our monitoring of Pupil Premium children.

g. What does CAF stand for.

Common Assessment Framework. An mechanism to support children and families to try to prevent concerns from escalating. There were meetings with other professionals such as family support workers, police and youth workers and health professionals. These would highlight what was required to support a particular need and to try to stop an issue becoming serious. A ‘child in need’ is different: this would mean that the child and family was subject to monitoring within Social Services but with a reduced level of risk to those on a Child Protection Plan.

h. How many Pupil Premium children were in the School

VS thought it was 19 children last year. This year it is 28.

i. What stakeholder activities were available.

Student Council. They met every two weeks. Currently they wanted to fundraise for friendship benches. They had also written to Tesco.

j. What progress on British values?

This had been discussed by the S&C Committee.

In the Autumn term the worship theme had been around British values - what they were and what they meant. With regard to the Prevent agenda VS and AC had done the Home Office training and the rest of the staff had also received training. This was similar to safeguarding training staff to be vigilant for any kind of grooming, anti bullying or peer pressure.

k. Do the children get refreshers on subjects such as drugs and cyber bullying during the course of the year.

TH confirmed that they did. For things such as smoking they would be included in different units of work. LC said that also came up in “Let’s Think” lessons. AC said that with the younger children they were currently using fairy tales.

l. Any Safeguarding Issues

No.

m. Could governors consider how they showed the School’s Christian ethos?

Governors felt that this was demonstrated by:

- Listening to other people and showing respect for their views
- Valuing confidentiality
- Working as a cohesive team.
- The support that governors gave to staff – listening to their difficulties and also offering support on practical issues.
- The meeting discussed whether Governor meetings should open with a prayer, as was the practice in some other local Church schools. **To be discussed further at the next meeting.**

*n. The LLP had said that the school was “Good” and touching *Outstanding” but were governors confident they would be able to articulate why the School had received this grading.*

VS said it would be helpful for governors to look at the SEF. Lots of different areas would be taken into account such as Behaviour and Standards when reaching a grading. Also it was important not to appear to have given an inflated grade. She wanted to maintain the areas where the School was already strong and to try to strengthen any areas of weakness.

There were no further questions. The Governors thanked VS again for her report.

6. Reports from Committees

- **Resources**

VE the Committee Chair gave the report.

- a. The School had received its budget share and although the planning had not been done the committee had been quite positive. Although there was more money and more children it would however remain quite challenging to set the budget.

Budget approval to be Resources/ FGB agenda items next meetings.

- b. The Committee had also discussed staffing and the SFVs – see item 7.
- c. They had also discussed lettings and key holders. VS had e-mailed the insurance company for advice and Charlotte Bloomfield was also looking into this.
- d. The Committee had agreed to the purchase of new Smartboards and these had now been ordered. RK said the school had received £1,000 cashback for ordering before 31st March. The Smartboards would be installed during the Easter holidays and **RK had volunteered to help with any troubleshooting.**

The meeting thanked the Friends of Four Marks School for contributing towards the cost of the Smartboards.

- **Standards and Curriculum**

LC, Committee Chair, gave the report.

- a. The committee had discussed the LLP visit and report. The visit had focused around Pupil

Premium and the LLP had been impressed that the children although not aware of Pupil Premium as such did know about all the structures which were in place and could talk about them. VS said the children had been fantastic and had made the staff feel that they had made a difference and that the children appreciated it.

- b. Mid Year Review of SEN provision. Monitoring was very tight and effective. The checks had not flagged up some children who were not reaching Age Related Expectations as standards had risen so quickly. It was difficult with the Resources available to keep up.
- c. Kelly Smith, the Science leader was an asset to the School.

(7.30pm HW left the meeting)

- d. The Committee had reviewed the Collective Worship policy. Peter Cox had given the meeting feedback – he felt that Rachel Batts really reached out to the children. PC and JY would be looking at governor monitoring of collective worship.
- e. SIP monitoring. There were issues with the HAM and software but this would be changing again in terms of assessment and therefore it was pointless to buy in resources at the moment.
- f. The School was looking at qualitative measures for progress – again they were aware that a new system was needed but it was the wrong time to buy alternatives.
- g. There was plenty of good practice taking place in School.

7. Approval of SFVS

VS/SF/VE had been through the return and it had been taken to the Resources Committee meeting which had looked at any actions required and had agreed the return.

ED proposed that governors should approve the SFVS return. This was seconded by SV and agreed by all those present.

8. Skills Audit/ Governor Vacancies

ED said that the audit had not identified any particular skills that were missing from the Governing Board, but it would be good to find someone with the time to come in to school on a regular basis.

SV's term of office as a parent governor was about to end. He would like to continue as a governor and governors agreed that he had skills which would be extremely beneficial to the Governing Board. It was therefore agreed that he should be put forward to fill the vacant Local Authority governor post. BG to write to the local County Councillor.

Co-opted governor vacancy. VS to approach a member of staff about taking this on.

There would therefore be a vacancy for a parent governor. BG to advise on the election process.

9. Review of Policies

None.

10. Governor Monitoring Visits

LC – assessment

PC- collective worship

LC/TH had been carrying out some mutually beneficial work.

SV – attended an assembly. He had noted how the prefects brought the younger children in – really fantastic mentoring.

RK – Health and Safety walkabout and the Whiteboards

VE said she was hoping to come in for an Early Years visit before the end of term

11. Health and Safety

RK's report circulated prior to the meeting.

- a. There were no major concerns. On the day of the visit the secure front gate had broken. Arrangements had been made to have it fixed by a local contractor. Overall he thought that Karin Black brought a different skills set, but she was doing a great job.
- b. As a premises matter rather than a H&S concern the heating needed improving – obvious cost implications.
- c. External doors could be levered open. Some of the locks had now been changed.
- d. Window frames had decayed and long term there could be issues with the glass. VS said the School was due to be decorated and she would inform County.
- e. RK – to follow up on PAT testing.
- f. The decking was starting to fall apart. It was roped off, so not a Health and Safety issue.
- g. It would be good to get together a working group to tackle the brambles.
- h. Parking. RK had observed from outside school. Parents were ignoring the guidance. *A governor asked if the school could write to individual parents.* VS said firstly that it was not happening on school premises and secondly staff would have to witness the dangerous parking before they could write to the parents. It would be very time consuming. There was a need to look at the whole highways issue.

RK said that as it was not on school premises it was an issue where the Parish Council should be involved. ED to contact the Parish Council informally.

LA said that there was a great deal of concern amongst the parents about parking. TH said that she would also contact the Watch group and see if there was anything they could do. They would also report back to the Parish Council.

The meeting thanked RK for his report.

12. Governor Training

The Full Governing Board training on Pupil Wellbeing and Attainment had taken place on Tuesday 7th March. Materials would be available for those governors who had been unable to attend.

The trainer had been very impressed with the governing board. SD had requested further feedback on areas of possible improvement.

A governor said that with the statutory changes to Sex Education, she believed it was important that the School should include homosexual relationships for both children and parents.

TH said that year 6 did cover this in discussing all different types of relationships.

A governor asked if transgender issues were included.

Governors expressed the view that this should be covered, although they appreciated that this could create difficulties with some parents.

TH said that she was aware that in the past some parents had objected as they did not feel it was appropriate for primary school children. Parents did have the option to take their children out. VS said the School first needed to get the new guidance as this would set out what was statutory and would help the School decide the way forward.

A governor said that she was also concerned about staff wellbeing. Were there any plans to carry out a staff survey?

TH said that she felt that all the staff were aware that they were under pressure and had discussed this

with VS. As the school grew she believed it would be increasing difficult for the staff to maintain the same levels of marking etc and the leadership team was already looking at the best ways of taking this forward. VS said that being a teacher was hard work but the staff were very supportive of each other and they were a really good team. However a reduction in resources could create additional pressures. ED said that the governors would try to support wherever possible.

13. Any Other Business

Governors required wc Monday 8th May to help supervise the SATs tests. Please let TH know if available to help.

The meeting closed at 8.40pm.

Date of next meeting : **Tuesday 23rd May 2017 at 4pm**

Signed.....
Chair of Governors

Date.....

Action Plan

| Ref | Action |
|------|--|
| 4. | HW to put together a safeguarding monitoring action plan with sections identified to complete between each FGB. |
| 5(d) | Governors to discuss further how they demonstrate the School's Christian ethos – including whether to start the meetings with a prayer |
| 6. | Budget approval to be agenda item at Resources and FGB meetings in May |
| 8. | BG to write to the local CC proposing that SV should be nominated as the LA governor VS to approach a member of staff about becoming a co-opted governor Parents to be notified that there was a parent governor vacancy BG to advise on the process |
| 13. | Governors to contact TH if they could help during SATs week |