

FOUR MARKS CHURCH OF ENGLAND PRIMARY SCHOOL

FULL GOVERNING BOARD MEETING

Minutes of the meeting of the Full Governing Body held on Tuesday 22nd November 2016 at 6.00pm

Present:

Mr E Draper (ED) (Chair of Governors)
 Mr H Wright (HW) (Vice Chair)
 Mrs V Stoodley (VS) Head teacher - not item 8c
 Mrs V Efstathiou (VE)
 Mr R Kellie (RK)
 Mrs T Hammond (TH) –not item 8c
 Mr S Davies (SD)
 Mrs L Crawford (LC)
 Mrs C Bloomfield (CB)
 Mrs J Yeadon (JY)
 Ms A Cox (AC) (Associate Governor) – not item 8c

In Attendance:

Mrs B Grice (Clerk)

1. Apologies for Absence

Apologies were received and accepted from Louisa Appel, Peter Cox and Simon Venediger. ED informed the meeting that Tim Davy had resigned due to personal commitments. ED thanked TD on behalf of the GB for all his work for the school. The school would therefore be requiring a new Local Authority Governor in addition to the vacancy for a co-opted governor. See item 13.

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 27th September 2016

The minutes of the meeting of 27th September 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
5a	Governors to set out the criteria for differentiating and assessing any prospective candidates for co-opted governor vacancy. VS to explain the situation to the staff.
5b	Governor Services Training. SD to circulate a list. Governors to let SD have their preferences.
7.	Budget review to be Resources and FGB agenda items – November meetings Committee Terms of Reference to be FGB agenda item next meeting.
16.	Governors to put together a skills audit. To be an agenda item next meeting.
19.	ED to e-mail re Bonfire Night

Governor Vacancies. See item 13.

Training. SD had prepared a list. To be circulated to all governors.

Budget review, terms of reference and skills audit – all on the agenda.

Bonfire Night – done.

5. Headteacher's Report

Circulated prior to the meeting.

The governors thanked VS for such a detailed report.

The following points were noted:

- a. The Number on Roll was now 270 and could possibly reach 276 by the end of term. VS said that County had phoned about expanding the school, which could happen more quickly than anyone had thought. Year R could be 45 in 2017 and possibly reach as many as 70 in 2018. The school would therefore be looking at becoming two form entry from 2018. VS said that she was currently getting a lot of enquiries from families moving into the area and also as a result of another school locally being placed in special measures. *A governor asked what additional staff would be required.*
VS said at least an extra teacher and LSA. A lot would depend upon the funding. The school's annual budget was calculated on the number on roll for the previous October, so the money took a while to catch up.
A governor asked if being a two form entry school would be more sustainable in the long term.
Yes – entry would be 60 pupils per year.
- b. The RAISEonline data had been received. LC to circulate.
LC said the format was quite different this year and it would be helpful for governors to have some training before the start of the next meeting. The information was available on the Governor Pool for governors to read. VS said she had created a set of school's own data as some assessment information had not uploaded correctly to the central database. The results showed that disadvantaged pupils did not do very well when re-sitting the phonics test. However this represented a very small percentage (one child) and there are good reasons why this had occurred.
- c. There had been staff training and staff were starting to embed changes in techniques and task design. The staff were trying to strengthen Maths; it had been identified that at KS2 it was sometimes difficult to identify gaps, particularly with Maths, if the child had joined the school late.
- d. LC said that she wanted to make the rest of the governors aware of the challenges in attaining "Reaching Greater Depth." The changes that had taken place in the curriculum meant that the emphasis was now on spelling, punctuation and handwriting rather than style, creativity etc. TH said they would still be looking at composition and trying to make writing fun, but they would also need to look at punctuation, spelling etc. VS said that at KS2 they had already started to adjust the English planning and this would be feeding through to KS1.
- e. *A governor asked about the number of children joining the school higher up – what could be done to make sure they settled in as well as possible?*
VS said that the Four Marks area had always attracted families moving in with children who were already growing up. She felt the school offered really good support through peer mentorship etc. The biggest challenge was in Maths where it could be difficult to gauge what children didn't know and sometimes the gaps only became apparent in year

6. The budget was shrinking in real terms and this meant the staffing had to be reduced.

There were no other questions.

6. Looked After Children – designated teacher report

Report circulated prior to the meeting. AC had put the report together.

A governor asked how a "Gifted Child" was defined.

VS said that the idea of "gifted" was changing. The school was now looking at higher attaining disadvantaged children to make sure they were meeting their needs and making sure they got the right opportunities. *A governor asked if this was just for academic subjects.* No it can be music art, sport etc.

A governor asked how many LAC there were.

AC said it varied each year. Sometimes the school did not have any. Over the past year there were two.

The governors thanked AC for a very helpful report and thanked all the staff for their work.

LC said that S&C committee would be looking at Gifted and Talented at their next meeting.

7.

Pupil Premium Strategy

Circulated prior to the meeting.

VS said that it was really important that governors were aware of this.

Pupil Premium children were now being compared to non disadvantaged children nationally to see how much schools had managed to close the gap. The data tended to show that if children were in the school for a long time the gap could be closed. It was harder to achieve if the children joined the school at a later stage and there were particular issues with Maths. AT KS1 there were also issues with phonics and spelling and the school was seeing an increasing number of children joining with poor speech and language skills.

A governor asked how the amount of turbulence compared with other schools.

VS said they were in the highest bracket nationally – within Hampshire it would depend upon the area- for example schools where there were army bases were likely to have a high level of turbulence.

Attendance. Historically this was poorer for PP children than the school average. VS said they were keeping an eye on this and being proactive. Also some children had a high level of turbulence – they had already attended several schools and tended to be reluctant to make friends, had a poor attitude to learning etc. They would not necessarily be supported at home and so additional support was offered in school.

A governor asked how the school felt about the new documents and the change to the way it was presented.

VS said she believed it was useful as it helped to look at what strategies were required and these could also help with non Pupil Premium children.

A governor asked if there was flexibility in the budget to bring in specific strategies for individual children.

VS confirmed that there was. It was always important to be able to do the right things for an individual child with specific barriers.

The meeting agreed that the Pupil premium information should be reviewed each term by the S&C Committee. The Resources Committee should review annually –possibly in tandem with the budget.

Pupil Premium Governor. It was agreed that this was shared between a number of governors.

8. Reports from Committees

a) Resources

VE, the Committee Chair, gave the report.

The meeting had discussed:

1. Budget revision in some detail – see item 9.
2. Statement of Financial Expectations
3. Service Level Agreements (SLAs). CB and VE had reviewed these in detail in order to make sure the school was getting value for money and they had then discussed them with the rest of the Committee. They believed there were some areas where the school could save money, but on the other hand the costs of some SLAs were increasing. Governors thanked CB and VE for all their work.

b) Staff Pay Committee

This comprised of CB, SV and VS. The staff pay policy had been reviewed and some minor tweaks made. Letters had been drafted including one to those staff who were just receiving a cost of living increase.

(TH,AC and VS left the meeting)

c) Headteacher's Performance Management Review

See separate confidential minutes.

HW said that he would like the minutes to note that VS's performance as Headteacher had been absolutely outstanding.

(TH,AC and VS rejoined the meeting)

d) Standards and Curriculum

The meeting had:

- a. Reviewed lots of policies.
- b. Added a reference to the Sport Premium to their terms of reference. RK to report to the June committee meeting.
- c. Looked at the end of year report structure. The committee had noted that the parents seemed happy.
- d. Results. TH had explained in detail how the school had achieved such good results in a very challenging year.
- e. Thanks to AC for her adaptations to the SEN policy.
- f. The committee had agreed to carry out an annual review of bullying incidents to see if there were any patterns.
- g. The committee had reviewed the protocol for governor visits – no changes.

There were no questions.

e) Committee terms of reference.

The committees had reviewed the terms of reference and recommended that they should be approved. This was agreed by the Full Governing Board.

9. Approve Revised Budget

The Resources Committee had recommended that the revised budget should be approved. The figures were as follows:

Main Budget

Total Income	£1,061,431 (one million, sixty one thousand , four hundred and thirty one pounds)
Total Expenditure	£1,085,155 (one million, eighty five thousand , one hundred and fifty five pounds)
In Year Deficit	£23,724 (twenty three thousand, seven hundred and twenty four pounds)
Surplus C/F	£61,372 (sixty one thousand, three hundred and seventy two pounds)
Cumulative Surplus	£37,648 (Thirty seven thousand, six hundred and forty eight pounds)

Post meeting note. An error in calculation was subsequently discovered in the budget figures. The figures shown here are not those approved at the meeting, but were circulated to governors via e-mail for approval, as there was insufficient time to hold an additional meeting before the deadline for submission of the budget plan.

Before and After School Clubs

Total Income	£37,543 (Thirty seven thousand, five hundred and forty three pounds)
Total Expenditure	£41,138 (Forty one thousand, one hundred and thirty eight pounds)
In Year Deficit	£3595 (Three thousand, five hundred and ninety five pounds)
Surplus C/F	£5620 (Five thousand six hundred and twenty pounds)
Cumulative Surplus	£2025 (Two thousand and twenty five pounds)

Governors had no questions.

ED proposed, seconded by HW, that the revised budgets should be approved. This was agreed unanimously by all those present.

10. Statement of Financial Expectations

This had been looked at by the Resources Committee and SV had reviewed and highlighted a number of changes.

Governors approved the Statement of Financial Expectations and thanked SV for his work.

11. Review of Policies

- f) Confidentiality

Deferred to the next meeting.

- g) Staff Pay.

Governors approved the policy.

- h) Governors Code of Conduct.

VS said she had changed the policy slightly with regard to social media. Governors signed to say they agreed with the change – LA, SV and PC to sign.

12. Governor Monitoring Visits

- VE had looked at Internal Controls with Sonya Fullick. She was making a note of the audit findings and these were available on the Governors pool. Ed said he would be running an overall check of expenditure on a regular basis.
- LC was helping the school to review “Let’s Think”. Via Pupil Voice the children had been asked what they thought of “Let’s Think”. The comments and conclusions were circulated at the meeting. The top score by a margin was that it instilled confidence. The children also found it fun and interesting. TH said she believed this was reflected in the school’s SATs results; the children all had the confidence to have a go – even at the questions they found difficult.

13. Governing Body Membership/ Skills Audit.

At their last FGB meeting, the governors had discussed the vacancy for a new co-opted governor and whether to appoint a member of the support staff to the role. VE said that the previous co-opted governor from the support staff had brought a great deal of knowledge about the school’s buildings and lands which had been extremely useful to the Resources Committee. There was now also a vacancy for a new Local Authority governor. HW said he believed it would be helpful for all governors to complete a skills audit to identify any gaps.

It was agreed all governors to complete a skills audit.

ED to collate the information and identify any obvious gaps and bring the results to the next FGB meeting.

(8pm HW left the meeting)

Governors agreed it would be useful to have as the new governor someone who could come in to school on a regular basis.

Governors should also look at the National Governor Association’s “20 Questions a Governing Body Should Ask Itself”.

14. Governor Training

SD asked that governors should look through the training and book on courses. The school paid for Full Access and it was important to get Value for Money.

All governors to attend at least one course during the next year.

Health and Safety

- a. RK would be carrying out a Walkabout with Karin.
- b. Lots of H&S policies required reviewing.
- c. There were difficulties with people walking on the roof in order to clean out the gutters etc. He would look at the Property Services LSA to see if this was something they would do.

15. Any Other Business

- a. The Clerk said she had attended a Clerks Support meeting and had found that a number of her colleagues asked that every governor should bring at least one question to FGB meetings. The governors discussed and felt that they did ask lots of questions and did not want to make the meetings too long. It was agreed that this could be tried as an informal exercise.
- b. Pat Case's retirement. Tea party to be held on Wednesday 14th December.
- c. Thanks to JY for all her help in school.

The meeting closed at 8.15pm.

Date of Next Meeting- **Tuesday 24th January 2017 at 4pm**

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

ACTION REPORT

Ref	Action
5(b)	Governors to have training on new RAISEonline format
7	S&C to review PP info termly Resources to review PP info annually
11	Confidentiality Policy to be FGB agenda item 24/01/17 LA/PC/SV to sign revision to Governors Code of Conduct
13	Skills audit/governor vacancies – to be FGB agenda item 24/01/17
14	Governors to attend at least one training course each in the next year