

FOUR MARKS CHURCH OF ENGLAND PRIMARY SCHOOL

FULL GOVERNING BOARD MEETING

Minutes of the meeting of the Full Governing Board held on Tuesday 27th September 2016 at 4.30pm

Present:

Mrs V Stoodley (VS) Head teacher
Mrs L Appel (LA)
Mrs C Bloomfield (CB)
Mr P Cox (PC)
Mrs Leah Crawford (LC)
Mr S Davies (SD)
Mr E Draper (ED) Chair of Governors
Mrs V Efstathiou (VE) –until item 7(b)
Mrs T Hammond (TH) –until item 12
Mr R Kellie (RK)
Mr S Venediger (SV)
Mr H Wright (HW)
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 Tim Davy.

2. Declaration of Pecuniary and Personal Interest

To note any conflict with any item on the agenda

None declared.

3. Election of Officers

- Chair

ED said that he would be happy to continue as Chair of Governors. There were no other candidates.

HW proposed, seconded by SD, that ED should be re-elected as Chair. This was agreed by all those present.

- Vice Chair

HW said that he was happy to continue as Vice Chair. There were no other candidates.

ED proposed, seconded by RK, that HW should be re-elected as Vice Chair. This was agreed by all

those present.

ED said that governors needed to look at succession planning. HW had already served as Chair of Governors. Governors needed to consider whether they could become Vice Chair with a view to eventually becoming Chair of Governors.

It was agreed that the terms of office would end on Friday 20th October 2017.

4. Minutes of the meeting of 5th July 2016

The minutes of the meeting of 5th July were agreed to be a true and accurate record and were signed accordingly by the Chair.

5. Matters Arising from the Previous Minutes

| REF | ACTION |
|------|--|
| 1. | Clerk to seek advice about replacing GS as a co-opted governor. |
| 6(i) | SD to co-ordinate succession planning docs. |
| 11. | Govs to let SD know about topics for whole governing body training |
| 14. | Dates for committee meetings to be agreed and circulated |

- a. The Clerk had contacted Governor Services who had advised about appointing a member of the support staff as a co-opted governor in place of George Spencer. Governor Services had said that it was for the Governing Board to decide upon the most appropriate candidate rather than the staff. Governors agreed that it would be helpful to have someone with involvement in the local community and who would be able to make a contribution to the work of the Resources Committee.
It was agreed that governors would need to set out the criteria for differentiating and assessing any prospective candidates. VS to explain the situation to the staff.
- b. Whole Governing Board training.
 - AC would run "Prevent" training for all governors.
 - PC could run a self evaluation session for all governors.
 - Governor Services Training. SD to circulate a list. Governors to let SD have their preferences.

6. Confirm Specialist Governor Responsibilities

- Training Liaison Governor – SD
- SEN - JY/LA
- Early Years – VE
- 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/SC/PC (PC to undertake the relevant training)

SIP Responsibilities

- Effectiveness of Leadership and management -SV/HW/PC
- Governor training – SD
- Quality of Teaching, Learning and Assessment – ED/LC/PC
- SEN -LA/JY
- Maths – ED
- Literacy, Marking and Feedback – LC
- Healthy Lifestyles – RK
- British & Christian Values JY/PC
- Staying safe beyond School – HW
- Early Years – VE/CB

7. Reports from Committees

- Resources.

VE as Committee Chair gave the report.

The committee had met on 16th September and had looked at:

- Review of hire agreements
- Service Level Agreements to be reviewed. These would be shared out between governors and reviewed at the November Resources meeting.
- Budget. Review to be an agenda item next meeting.
- Staffing. Pat Case had decided to retire after many years at the school. Her job would be advertised internally.
- VS said the school would need to make some significant savings.

(5.40pm VE left the meeting)

- Standards and Curriculum

LC, Committee Chair, said the first meeting was due to take place on 11th October.

LC congratulated the staff on the school's fantastic results. The school had bucked the national trend – there had been a slight dip in results, but nothing like the national one. The staff and children had worked incredibly hard and the staff had shown incredible resilience in a difficult year for all schools.

Committee Terms of Reference to be FGB agenda item next meeting.

8. Link Governors

- Early Years – CB/VE
- Years 1&2 – JY/RK
- Years 3&4 - ED/SV/LC
- Years 5&6 – LA/PC

HW said it was incredibly useful for governors to come in to visit the school during the day and to have contact with the staff and children. Phase leaders were asked to highlight specific events which their link governors might wish to attend.

9. Confirm Adoption of the Manual of Personnel Practice

ED proposed, HW seconded and the rest of the Governors agreed unanimously to adopt the MoPP and any in year revisions.

10. Confirm Adoption of the Manual of Financial Practice and Procedures

Governors agreed unanimously to adopt.

11. Receive and Approve Plan for Offsite Visits

TH said the children had already been on a residential trip to Marwell which had been really good. The residential trip to Kingswood would take place the week before half term. TH said that all trips were on Evolve and governors were welcome to come and check it. RK suggested that this was something that he could check as part of his H & S role periodically.

(6.00pm TH left the meeting)

12.

Review of Policies

- Admissions
- Child Protection

Child Protection Policy circulated prior to the meeting.

VS said the Admissions policy was standard and came from County. Only the date had been changed.

There had been some changes to the Child Protection policy to take account of new legislation and guidance. This was a very detailed policy which set out best practice. It had been tweaked to fit the school.

Governors approved the policies.

13.

Approve Safeguarding Audit

Audit Tool, Keeping Children safe in Education, Managing Allegations Against Pupils, Safeguarding Action Plan and Safeguarding policy circulated prior to the meeting.

- a. A governor noted that in the section about managing allegations against pupils, staff were being asked to make judgments about a safeguarding concern. VS said that all staff received safeguarding training every year and she was confident that they knew to discuss any concerns with herself or AC as this was covered within training annually.
- b. HW said he had done online training and as a vicar he also did training, but he would book onto a safeguarding course as a refresher.
- c. Governors confirmed that they were aware of their roles and responsibilities with regard to safeguarding and that they had read Keeping Children Safe in Education. All new governors to be asked to read KCSIE.
- d. Single Central Register. This is up to date.
- e. This year the focus points coming out of the audit tool was on ensuring governors had read KCSIE, Prevent training for all (govs), new requirements around female genital mutilation (FGM) and annual training for Designated Safeguarding Leads. (This was based on the draft policy document. The requirement for bi-annual training rather than annual for DSL has, in fact, remained).

The meeting approved the audit. Governors thanked VS for all her work.

14. Health and Safety

Discussed at the Resources Committee meeting.

RK said he would like to make some of the checks more structured. He had reviewed the accident book.

15. Review Governing Board Procedures and Adopt Hampshire County Council's "Governors Choices and Good Practice"

The meeting agreed to adopt.

16. Governor Training

See also item 5b.

Governors were asked to book on courses as it was useful with regard to succession planning etc. LC said that OfSTED now had governor improvement as a focus.

Governors discussed carrying out a skills audit. It was agreed to put together their own summary of the skills available to the governing board and any areas of weakness/omission.

To be an agenda item next meeting.

17. Governor Monitoring Visits

LC – training with staff.

18. Meeting Dates for 2016-17Full Governing Board

Tuesday 27th September 2016 at 4pm

Tuesday 22nd November 2016 at 6pm

Tuesday 24th January 2017 at 4pm

Tuesday 21st March 2017 at 6pm

Tuesday 23rd May 2017 at 4pm

Tuesday 11th July 2017 at 6pm

Resources

Friday 16th September

Friday 11th November

Friday 13th January 2017

Friday 10th March 2017

Friday 12th May 2017

Friday 7th July 2017

Standards and Curriculum

Tuesday 11th October – 4-6pm

Thursday December 1st – 4-6pm

Thursday 16th February 2017 – 4-6pm

Tuesday May 2nd 2017 – 4-6pm

Tuesday 13th June 4-6pm

19. Any Other Business

- Open day – Wednesday 5th October – ED/HW
- Bonfire Night – Friday 4th November – ED to send out e-mail

The meeting closed at 6.30pm.

Date of Next Meeting- Tuesday 22nd November 2016 at 6pm

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

Action Plan

| 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 |
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