

FOUR MARKS CHURCH OF ENGLAND PRIMARY SCHOOL

FULL GOVERNING BODY MEETING

Minutes of the meeting of the Full Governing Body held on Tuesday 5th July 2016 at 6.00pm

Present:

Mrs P Hughes (PH) (Chair of Governors)
 Mrs V Stoodley (VS) Head teacher
 Mrs L Appel (LA)
 Mrs V Efstathiou (VE)
 Mr E Draper (ED)
 Mr T Davy (TD)
 Mrs T Hammond (TH)
 Mr R Kellie (RK)
 Mrs J Yeadon (JY)
 Ms A Cox (AC) (Associate Governor) - from item 5

In Attendance:

Mrs B Grice (Clerk) and Mr P Cox

1. Apologies for Absence and Welcomes

Apologies for absence were received and accepted from Howard Wright, Leah Crawford, Simon Davies, Simon Venediger and George Spencer. Charlotte Bloomfield was also absent.

The Chair welcomed Peter Cox, a potential new foundation governor, as an observer. This would be PH's last meeting as she was stepping down as a governor. GS would also be retiring and so this would create a vacancy for a co-opted governor. **The Clerk to seek advice on the procedure.**

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 17th May 2016

The minutes of the meeting of 17th May 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	
5.	VE to research fees for other After School Club providers SV to draft letter to parents To be Resources Committee agenda item	See item 6(a)

7c	SV to circulate meeting dates for the Pay Committee	Committee had met – see item 6(b)
8	Govs interested in standing for Chair should contact PH/BG	See item 13

(6.10pm AC joined the meeting)

5. Headteacher's Report

Circulated prior to the meeting.

Initial Key Stage 1 Data. The School's results were included in the report, although the County and National data was not available.

Phonics Screening. VS confirmed that 82% had passed the test, which was slightly higher than the 75-80% she had anticipated in her report. This was higher than the national figure, but lower than last year, for the reasons set out in her report.

Initial Key Stage 2 Results

These had just been received and were as follows. The working at greater depth figures are not necessarily accurate as the benchmark has yet to be set. The figures provided here are the % of children with scaled scores above the national average.:

	Teacher Assessment: At Age Related Expectations or above	TEST RESULT ARE+	National First Release	Last Year		Working at Greater Depth? % Above the average scaled score of 103 (R); 104 (SPAG); 103 (maths)	Last Year
				4+	4b+		
Reading	96%	89.3%	66%	100%	88%	43% (72%)	51%
SPAG	-	91.4%	72%	85%	80%	(57%)	56%
Writing	89%	89%	74%	98%		32%	39%
Maths	87%	79%	70%	95%	90%	45% (62%)	49%

The figures showed the teacher assessment, what the children had actually done in the tests and the initial national figures. VS said that in Maths, reaching Age Related Expectations was equivalent to attaining a level 4A in previous years and this explained why there was a dip in the data. Working at Greater Depth was roughly equivalent to the previous level 5. Governors noted that the school was above the national average in all areas. The result for Pupil Premium children was also a very positive outcome for the school.

A governor said that she had been into school during the tests and the children had coped very

well and the staff had been very supportive.

Leah Crawford was unable to attend the meeting but she had e-mailed that, *"I cannot remember a more difficult year in education in my professional lifetime. Could you please register in the minutes that the lack of turbulence, long term sickness and determination to provide calm and stimulating provision for the children from the staff needs registering with enormous respect and thanks. The year has been a physical and psychological test of resilience that has been met by Four Marks with deep professionalism"*. Those governors present strongly supported LC's comments. TH said that the children had found the Reading paper to be particularly hard. The staff would be taking the children through their results and carefully explaining what they all meant and VS would be writing to their parents.

A governor asked what deceleration involved. VS said that deceleration was when parents requested their child to be placed out of their chronological age group. This might be requested for a number of different reasons, and should be carefully considered as the move is a permanent one. However, the Government have recently allowed parents to defer entry to Year R for summer born children to the following year, so this scenario is going to be more common over the coming years.

It was noted that there was lots of sport available for the children and governors congratulated the girls' cricket team on winning the County final. *A governor asked what opportunities were available for children who were non-sporting.* TH said that the school celebrated children's achievements in dance, music and art. The children had opportunities to learn a musical instrument, sing in a choir, submit work to Art exhibitions and take part in plays.

Health Eating Questionnaire

This had been prepared by LA and VS and sent out to parents. LA had been looking at the replies. She gave the meeting a brief run down on the responses. VS said she would be letting parents know the results and would be following up on any points which had been raised, and making changes to the policy accordingly.

A governor asked how the staff now felt about marking.

TH said that year 6 had not been doing so much writing since SATs. Marking would be included in the planning for next year and this should help to streamline it. AC said that it had become more manageable. VS said that the quality and consistency of the marking across the school was generally good. A lot of the difficulties had arisen because everything had been so late coming from the government.

A governor commented that it was good to see that peer and self review were going well in KS2.

6. Reports from Committees

- **Resources.**

VE as Committee Chair gave the report.

The committee had met on 24th June.

- The committee had discussed the After School Club. SV had undertaken some very comprehensive research on other local providers. It had been decided to raise prices, but that the Club would still be competitive when compared to other groups. A letter had been sent out to parents setting out the price increases. There had been no negative feedback so far.
- The Pay Committee had met and they reported back to the Resources Committee.
- Staffing had been discussed –particularly for the admin staff. VS was exploring the options.
- VE had met with Lorraine Temple from Educational Financial Services.
- The school's Smartboards needed updating. They were looking at the options.
- Leak in the library. VS said this had been caused by the gullies being blocked. They had been cleared and this job would have to be carried out twice a year and this would have to be included in the budget.
- VS said she had asked for the windows to be cleaned as part of the deep clean.
- The committee had reviewed some policies.
- Succession planning and training. The committee had produced a template for passing on information between governor posts. **SD would be co-coordinating this as part of his Training and Development governor role.**

- **Standards and Curriculum**

ED as Committee Chair gave the report.

The committee had discussed the following points:

- AC had talked to the committee about Key Stage 1.
- Report on the most able pupils.
- The Government White Paper regarding assessment.

ED would be stepping down as Chair and LC had agreed to take over.

7. Governor SIP Monitoring and Visits

- JY&AP came in to see AC to look at SEND and the SIP. They had been amazed how much was fitted into a term and it had been a very valuable visit.
- PH & JY had come into school to meet with Rachel Batts about how children new to the school understood its values. It would be useful next year to undertake some pupil monitoring.
- CB & VE had visited school to look at Early Years.
- PH had carried out safeguarding monitoring. She had carried out a walkabout and also pupil conferencing. There had been some minor concerns but she had been satisfied that the children felt safe, knew the school rules and knew how to keep safe.
- PH had also observed the children in the playground. It had been lovely weather and the

children were all playing very nicely. Playtime had been well organised with lots of productive things to do.

- f. LC had attended the year 6 dance performance at Winchester Cathedral.

8. Latest Letter from the diocese

This was a follow up from the briefing meeting that PH and VS had attended (see item 9 of the minutes of 17th May).

In the letter the diocese had set out their future plans. They were not pushing church schools to convert to academies, but there was a need for everyone to keep up to date with what was happening. VS said that eventually it could be in the best interests of the school to join an academy trust and there was a need to remain proactive and informed of all the developments.

A governor asked if the diocese would have any funds available as an incentive to convert to an academy.

VS said that she was not sure that there would be any additional money available. Under the existing budget funding many schools would be finding it difficult to maintain staffing at their current levels. The school would need to look very carefully at their three year budget at Autumn review.

9. Health and Safety

RK had attended Health and Safety training. This had been useful in setting out exactly what a governor's Health and Safety responsibilities were. There had not been any particular issues to note. VS said that the fire system was currently being upgraded.

10. Safeguarding

See item 7(d).

11. Governor Training

RH – Health and Safety training (see item 9).

JY had attended SEN and Induction training

LA had attended Induction training

Whole Governing Body training.

Governors were asked to look at the list of topics on the Governor Services website and let SD know their ideas before the September meeting.

12. Succession Planning

PC was attending the meeting with a view to becoming a new foundation governor in place of PH.

GS was retiring and a new co-opted governor was required – possibly from the support staff.

13. Election of Chair

PH would be standing down as a governor after this meeting. ED had said that he would be happy to become Chair. The clerk said that no other candidates had come forward.

TD proposed that ED should be elected as Chair. This was seconded by RK and agreed by all those present.

14. Proposed Meeting Dates for Next Year

- 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 2017at 6pm

The meeting agreed it would be helpful to send out the committee meeting dates in advance of the new academic year.

15. Any Other Business

VS thanked PH for all her work as Chair of Governors. She was a great person to work with and VS had really valued her wise advice. ED presented PH with flowers and a gift. PH said that she had really enjoyed being a governor of such a super school.

GS would also be stepping down as a governor at the end of the academic year as he would be retiring from the school. He was unable to be present at the meeting; Governors thanked him for all the work he had done.

The meeting closed at 7.40pm.

Date of Next Meeting- **Tuesday 27th September 2016 at 4pm**

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

REF	ACTION
1.	Clerk to seek advice about replacing GS as a co-opted governor.
6(i)	SD to c-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