

**FOUR MARKS CHURCH OF ENGLAND PRIMARY SCHOOL**

**FULL GOVERNING BODY MEETING**

**Minutes of the meeting of the Full Governing Body held on Tuesday 17<sup>th</sup> May 2016 at 6.00pm**

**Present:**

Mrs P Hughes (PH) (Chair of Governors)  
Mr H Wright (HW) (Vice Chair)  
Mrs V Stoodley (VS) Head teacher  
Mrs C Bloomfield (CB)  
Mrs V Efstathiou (VE)  
Mr E Draper (ED)  
Mr T Davy (TD)  
Mr S Davies (SD)  
Mrs L Crawford (LC)  
Mrs T Hammond (TH)  
Mr R Kellie (RK)  
Mr G Spencer (GS)  
Mr S Venediger (SV)  
Mrs J Yeadon (JY)  
Ms A Cox (AC) (Associate Governor)

**In Attendance:**

Mrs B Grice (Clerk)

**1. Apologies for Absence**

Apologies for absence were received and accepted from Louisa Appel.

**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 15<sup>th</sup> March 2016**

The minutes of the meeting of 15<sup>th</sup> March were agreed to be a true and accurate record and were signed accordingly by the Chair.

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

- a. Thanks to those governors who had helped with the pond clearing.
- b. IT. The Office had e-mailed parents at the end of last term after a child had been in contact with someone she did not know; this showed the need for everyone to be vigilant.
- c. Road safety – ongoing.

**5.**

**Approve the budget for 2016-17**

The budget had been discussed in detail at the Resources meeting on 29<sup>th</sup> April 2016.

There had been no major deviation since budget revision. VS said there would be a small deficit in 2017-18 and it would have to be agreed that this would be managed in the future, because schools were not allowed to set a deficit budget. Year 3 was proving difficult for all schools. The school had already taken lots of actions to make budget reductions. Governors needed to be mindful that the school was currently carrying a vacancy and although this was helpful in budget terms it resulted in the staff carrying an extra workload. This was something that would need to be examined at budget revision.

#### Main Budget

Total Expenditure	£1,074,148 (One million and seventy four thousand, one hundred and forty eight pounds)
Total Income	£1,067,743 (One million and sixty seven thousand, seven hundred and forty three pounds)
In year surplus	£6,405 (Six thousand , four hundred and five pounds)
Brought forward	£60,000 (Sixty thousand pounds)
Cumulative Surplus	£53,595 (Fifty three thousand, five hundred and ninety five pounds)

HW proposed that the governors should approve the budget. This was seconded by RK and agreed by all those present.

#### After School Club

Total Expenditure	£41,172 (Forty one thousand, one hundred and seventy two pounds)
Total Income	£37,543 (Thirty seven thousand, five hundred and forty three pounds)
In year deficit	£3,629 (Three thousand, six hundred and twenty nine pounds)
Brought forward	£5,620 (Five thousand, six hundred and twenty pounds)
Cumulative Surplus	£1,991 (One thousand, nine hundred and ninety one pounds)

HW proposed that the governors should approve the budget for the After School club. This was seconded by CB and agreed by the rest of the meeting.

Governors noted that the Club's budget would be going into deficit. It was therefore proposed that the fees should be increased from September. VS said the fees had been frozen for a considerable period – at least 4 years - and they believed that they compared very favourably with other local providers. It was agreed that it would be helpful to run a comparison with other local After School Clubs. VE agreed to do the research and SV to prepare a letter to parents.

To be agreed by the Resources Committee members by half term.

#### **6. School Improvement Plan/ Governor SIP Monitoring and Visits**

LC had circulated a paper prior to the meeting on questions that governors should ask when visiting the school.

A number of governors had been into school.

VS said the staff had been doing a lot of work around Solo Taxonomy – a way of structuring tasks- and this had been a big focus for staff CPD. The staff had also been reviewing the marking and feedback policy in the light of recommendations to try to reduce teachers' workloads. A governor said it was really important to keep a good balance between giving children greater understanding whilst not overworking the staff. VS said the staff had all worked really hard during a very difficult year for all schools.

LC said that she had made two SIP-related visits. One related to Whole School assessment. This was going well. However Target Tracker, the software for tracking had a lot of glitches and the descriptors using the Hampshire Assessment Model were too detailed to use for tracking purposes. VS said it was useful for identifying specific gaps – either for individual children or whole cohorts – but for the tracking of progress it was not as useful. This was something all schools were finding difficult and were still working on.

LC had also been in to monitor progress in spelling and the impact of feedback. She had looked at the work at lots of levels for lots of children. *She had compared the data for Pupil Premium and non PP children and felt the PP children had shown greater progress which was a really big indicator of excellent teaching and feedback.* She had noticed a huge difference in a year in spelling. It had been noted that it was the most emotionally vulnerable who were not making progress in spelling. There was a big difference in what was expected between years 2 and 3 which made it difficult for some children to catch up. They were therefore looking at possible interventions for these children next year. The school was also looking at ordering a new spelling scheme.

*Governors (PH & ED) had come in to monitor that KS2 SATS were administered correctly: Both Governors confirmed that they were. PH said she had come in for the Spelling and Grammar Test in the SATs and the children all looked to be doing well. They appeared confident and were using their time effectively. TH said she was very proud of the children. ED said he had come in for the Maths SATs and they had been really well organised and the children had not appeared stressed. He had also observed the collation and sealing and secure storage of SATS after the Maths SATs and confirmed that this was done correctly.*

ED had been in to look at the children's books. Although not an expert he could see the progress which had been made since the beginning of the year and TH had also shared the data which showed the progress.

VE had been in to Early Years and had listened to readers. She was planning another visit with CB.

The meeting noted that it was not necessary for governors to make a large number of visits into school. The teachers would have done different aspects at different times of the year and subject leaders would be able to show samples to demonstrate this.

**LC said it was really important that governors should be asking questions to help teachers pull everything together.**

## 7. Reports from Committees

- **Resources.**

The committee had met on 29<sup>th</sup> April and the minutes had been circulated.

CB had chaired the meeting and she gave the report.

- a. The main item had been the Budget – see item 5.
- b. ICT review. The committee had looked at three quotes and had decided to go with Medhurst. The white boards needed replacing. Vs said the legal team had checked out the terms of the lease and they were happy to go ahead. A governor asked about insurance. VS said she had e-mailed County but she believed it was the school's responsibility.
- c. Staffing. Recruitment was generally challenging. Esther Andrews who had already completed a placement in the school had been recruited as a NQT. Succession planning was something which needed to be looked at. The school had to be able to offer incentives to retain and recruitment staff and a balance of new/experienced staff was needed.
- d. The Pay Committee would be meeting before the end of term to look at the staffing structure going forward – **SV to circulate dates.**
- e. Performance Management. VS said that it was very difficult this year to correlate staff progress targets with Age Related Expectations (ARE) as these were not consistent. It would therefore be very difficult for management to penalize or reward staff when the progress measures were so confusing.  

A governor asked what would happen next year. VS said the school should have a more realistic view with regard to the percentage of children who had achieved ARE.

A governor asked about the concerns with regard to stress and if VS believed this would improve. VS said it had been very pressurized following the introduction of a very prescriptive framework assessment in February to test the children in May. This had caused an extra workload for staff and extra stress for the children. The teachers had to get the children to produce certain elements a number of times in order to demonstrate that the children had mastered those particular aspects.

A governor asked if other aspects of the curriculum had been sidelined. TH said she felt they had for the last half term and there had not been a lot of fun for the children. She felt it was not as good balance this year but that this would be redressed now that the SATS had been completed and that there would be plenty of opportunities for having fun and getting plenty of breadth into the curriculum.

Governors recognised that this had been a stressful year for everyone and hopefully there would be a better balance next year.

VS said that both TH and Karen Jeffrey were County moderators and this was very helpful to the school as they had greater knowledge of what was going on and also they visited other schools and could bring back best practice.

### **Standards and Curriculum**

- The committee had listened to a very interesting talk about science given by BE in the school and the developments in this area.
- JY/PH had visited Rachel Batts
- SATs

- Pupil support and interventions
- Attendance. County had sent a letter in the light of the recent legal judgment about term time holidays. Basically this said that Headteachers should continue to make judgments in the same way as before. VS confirmed that the school had not fined any parents. **Governors agreed that it was very disruptive if children kept missing weeks.**

#### 8. **Succession Planning**

PH said she would be stepping down as a governor and as Chair of Governors at the next meeting in July. ED had offered to take over as Chair; **anyone else who was interested in standing as Chair should contact the Clerk or PH.**

**A new Chair of the Standards and Curriculum Committee was also required if ED became Chair of Governors.**

**A new Safeguarding Governor was also required – a very important role.**

#### 9. **Diocesan Plan**

VS and PH had attended a briefing meeting after the Government had announced that all schools were to become academies. The Government had subsequently reversed its position but it was possible that all schools would eventually have to convert.

As a Church of England School they were required to join in the Diocesan Academy Trust – to be called the King Alfred’s Academy Trust. This would be made up of Church Schools which were predominantly rural and small. VS said the Trust was already basically in place, ready for any schools which had to convert to academies. There were new Regional Commissioners who worked for the Department for Education and who had the powers to decide a school had to convert.

**A governor asked whether academy status might not be the right course for the school.**

VS said that although the school would have lots of autonomy, it was not big enough to become a standalone academy – running the budget, payroll etc would take too much time and resources away from the children. The school had looked into this in detail some years previously and had decided not to convert.

**Governors agreed that they would continue to monitor the situation.**

#### 10. **Health and Safety**

There had been a couple of concerns about deliveries to the development being built in Lymington Bottom. It was a small development and deliveries could take place at any time. The school had contacted the company but they didn’t really have control over deliveries. RK was attending H&S training.

#### 11. **Governor Training**

SD was updating the documents on the Governors’ pool.

Three training sessions on the Government’s White paper were available to governors.

#### 12. **Approve Inset Days for 2016-17**

- Monday 5th and Tuesday 6<sup>th</sup> September 2016
- Friday 21<sup>st</sup> October 2016

- Friday 17<sup>th</sup> February 2017
- Friday 26<sup>th</sup> May 2017

SV said it would be helpful if some of the days could coincide with Perins. VS said that she would look into this – it might be possible with the October date.

**Subject to this possible change, the governors approved the dates.**

### 13. Any Other Business

HW said it was good to see that a former pupil had been made Head Girl at Amery Hill School. It was nice to see the achievements of former pupils included in the newsletter. May Fair – thanks to everyone who had volunteered.

The meeting closed at 6.00pm.

Date of Next Meeting- **Tuesday 5<sup>th</sup> July 2016 at 6pm**

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

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
7c	SV to circulate meeting dates for the Pay Committee
8	Govs interested in standing for Chair should contact PH/BG