

**FOUR MARKS CHURCH OF ENGLAND PRIMARY SCHOOL**

**FULL GOVERNING BODY MEETING**

**Minutes of the meeting of the Full Governing Body held on Tuesday 15<sup>th</sup> March 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 L Appel (LA)  
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 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 Rupert Kellie and George Spencer.

**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 26<sup>th</sup> January 2016**

The minutes of the meeting of 26<sup>th</sup> January were agreed to be a true and accurate record and were signed accordingly by the Chair.

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

- a. The assets inventory register – this is completed..
- b. Internal audit was now on Resources agenda for every meeting.
- c. Accident book –done.
- d. Karen Jeffrey was prepared to organise the pond cleaning and would like the governors' help. Dates to be circulated.
- e. Parents Evenings and Curriculum and Assessment Evening. Very successful. 80 parents had attended the curriculum evening.

## 5. Headteacher's Report

Circulated prior to the meeting.

PH thanked VS on behalf of all the governors for a very comprehensive report.

### Updates

- a. Interviews would be taking place on 16<sup>th</sup> March for a new teacher. Four applicants to be interviewed – 3 NQTS and one more experienced teacher.
- b. Prevent training. AC had attended and VS would be going later in the year. AC said there had been some interesting discussions at the training. She was now able to roll this out to staff to complement the initial training all staff had completed in September.
- c. Landscaping project. There would be a pre-start meeting on Friday 18<sup>th</sup> March. Work was expected to start straight after Easter. A governor asked how long would it take. VS said it would be at least half a term and they would be looking at ways of managing the children only using the bottom playground whilst the work was going on.
- d. The financial audit had just taken place and the written report would be available after Easter. VS said that the report had been positive and there was nothing of real concern. The initial feedback had raised the following points:
  - i. The HP lease for computer equipment was due for renewal and the school needed to get 3 quotes from different companies- this was in hand.
  - ii. A contracts register would be helpful - also for hirings and lettings. This would also be useful to timetable reviews and renewals for the Governing Body.
  - iii. Insurance. VS said they had been advised that they should have extra insurance to cover any leased equipment as this would not be covered under the County's Insurance Service Level Agreement. A governor asked what equipment was involved. VS said the photocopier, phones, computers etc. A governor asked whether the leaseholders could have their own insurance. VS said she would check and also check with Hampshire's legal department to see if this would be sufficient. VS said that she felt that a lot of other schools would not be aware of this and had requested that this was made much clearer in the new SLA paperwork for schools..
  - iv. There was also a recommendation that all agreements – for lettings, Peripatetic teachers etc-should be reviewed annually. Whilst this was not strictly necessary, it meant that terms and conditions of hire were kept up to date should there be any change.

There would be an action plan to go with the written report when it was received.

To be Resources agenda item.

Governor questions on the Head teacher's report:

*Had there been any impact from the letter to parents about contributions.*

VS said she hadn't had a chance to see whether there had been an impact on the amount of contributions being received. There had been no negative feedback.

*A governor noted that the staff were doing a lot of additional sessions in Maths and Literacy. Was this viable in the long term.*

This had been a practice in the school for a long time – the children were very lucky that the staff made this commitment and children could get such help for free.

*Could extra help be bought in to assist the staff?*

This was not really viable. Staff from outside did not know the children and also the funding was not available to pay for extra staff. The staff really did enjoy these sessions. There was some staff flexibility – for example some children were going to Perins for Maths work, and making use of Catrin for additional focused teaching whilst Year 3/4 attended swimming lessons.

*Was this the first time at Perins*

In this particular format. There had been sessions in school previously, but it was very difficult for the Perins teacher to get out to all the feeder schools. She was a very good teacher and the children were lucky to have her expertise for free throughout the year.

*Was it harder for the staff to fill the gaps given the new curriculum and increased expectations*

Yes. It was felt that additional input would be required for the next couple of years – the current year 5 cohort was generally weaker. It was difficult for the children in the current year 6 as they hadn't received the whole programme of study for the new curriculum through KS2. Throughout the teaching profession there was still some uncertainty about what would be required to reach Age Related Expectations (ARE).

*What was the long term view on maintaining ten classes?*

It would be tricky to manage the finances as the school grew. At the moment they didn't really have sufficient children for ten classes, but without that number of classes they couldn't grow the school as it would also limit the spare places in each class for families moving into the village. There were a large number of first preferences for September 2016.

*The LLP had referred to the school as being "Good" overall with some Outstanding areas. Where were the Outstanding areas and was there anything VS thought the school could do to improve even further.*

VS said that she had identified a number of outstanding areas in the SEF, but they were not yet secure with an overall grading of "Outstanding". It was still quite a new staff team with some NQTs who were still acquiring expertise. They needed time to embed into their roles and responsibilities, and develop their teaching expertise. A majority of the teaching was solidly "Good".

There were no other questions.

## **6. Reports from Committees**

- **Resources.**

The meeting had taken place on 26<sup>th</sup> February in VS's absence. The minutes had been circulated.

VE as Committee Chair gave the report.

The meeting had discussed staffing, the audit and the budget share for 2016-17. The committee had agreed to look at the timings of meetings for next year to fit in with budget planning. The committee would be receiving executive summaries of the budget to enable

them to hone in on key areas.

- **Standards and Curriculum**

The meeting had taken place on 1<sup>st</sup> March 2016.

ED as Committee Chair gave the report.

Catrin Adlam had updated the committee on Maths teaching – what was currently happening and what was planned.

Governor Visits

Feedback from parent curriculum meeting

## 7. **Governor SIP Monitoring and Visits**

- JY and LA had been in to meet with AC and Jane Mills to discuss SEN. It had been a fact finding visit and they had talked through what interventions involved.
- CB and VE had made a number of Early Years visits. They had booked dates to look at reading and a books scrutiny – really interesting.
- ED and LC would be carrying out a book monitoring after Easter in relation to spelling progress and feedback. ED said that he then hoped to carry out a similar exercise with Maths.
- ED to observe a lesson – possibly with LC on a Friday pm. Ed said it would then be interesting to come back at a later stage to see how the children had progressed.
- PH said she had attended TH's English lesson. *It had been brilliant to see the thinking skills used and the children had been great – they had really joined in the discussions.*
- PH had also attended the curriculum and assessment Parents' evening. This had been very well received and the parents had been very appreciative of how well everything had been explained.
- *HW said he had been coaching a football group and he had felt very well supported by the school regarding any recent discipline issues.*
- *He had also taken an assembly and the children's behaviour had been exemplary.*
- *HW had also visited years 3 and 4 for Egyptian day. Again the children's behaviour had been excellent. |He also thought the staff were brilliant – they were always prepared to take responsibility and show initiative.*
- ED said he had come in as a parent for Reptile day. He had been very impressed with *the children's behaviour.*

The Chair thanked all the governors for coming in to school; she was aware that many of them had work commitments.

*LC said that she had prepared questions for S&C to ask subject leaders and she would circulate these to the committee members.*

## 8.

### **ICT and Media – Acceptable Use Policy**

Documents circulated prior to the meeting and forms for governors to sign were circulated at the meeting. All those present signed.

*A governor asked if the staff were aware of any inappropriate use.*

VS said no – although she knew of another school where year 6 children had got past the safeguards and accessed unacceptable material.

*A governor asked how often this was re-enforced.*

Vs said e-safety was re-enforced on a regular basis through the curriculum planning and other initiatives such as anti-bullying week. However children often did not make the connection between what they were able to access and the teaching they had had and the potential consequences. She was also aware that children were often more IT savvy than their parents and that children were sometimes exposed at home to unwise or unsafe social media use.

**9. *A governor asked if any external support was available***

Year 6s went to a county-wide session involving the police, e-safety etc.

**Prevent**

*PH said she would take this on as part of her role as safeguarding governor.*

- 10.** VS said that a lot of the Prevent strategy was for any vulnerable children who would be susceptible to being targeted. It was important to have safeguarding etc in place for these children. AC clarified that the Prevent training for staff involved what to look for in children in the classroom.

*Governors agreed that E-safety/ Prevent were possible topics for a parents evening.*

**Governing Body Matters**

- a. New requirement for Governors to have an enhanced DBS

VS said that this was already done – only one governor was outstanding due to problems with the system.

- b. Succession Planning

PH said that her term of office ended in May and she had decided to step down as Chair. She would be required to continue until the end of the year, but a new Chair would be required from the next academic year. PH said she had enjoyed being Chair but did not wish to continue. HW said PH had done a fantastic job.

*Governors to discuss and feedback next meeting.*

**11. Health and Safety**

RK and GS were unable to attend the meeting.

VS said she was aware that RK had carried out a walk around and had found no problems.

The accident book had been monitored by RK.

Film on glass. This was quite complicated and the school was still investigating with County the best film for the job.

**12. Governor Training**

TD and CB – had attended their induction training.

SD asked that the training record on the governors' pool be updated. Vs and AC said that they had updated the Child Protection training and wanted to make certain that governors were aware of what to do if there were allegations against the Headteacher. Governors confirmed that they knew what to do.

**13. Any Other Business**

A governor said she had been approached by a parent who had asked if the school could

organise for a police officer to come in and talk about road safety. There were concerns about children not wearing helmets, particularly if they were on scooters. **VS said they would look into raising awareness of this, including sharing in an assembly with the JRSO's.**

The meeting closed at 7.55pm.

Date of Next Meeting- **Tuesday 17<sup>th</sup> May 2016 at 4pm**

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