

**FOUR MARKS CHURCH OF ENGLAND PRIMARY SCHOOL**

**FULL GOVERNING BODY MEETING**

**Minutes of the meeting of the Full Governing Body held on Tuesday 26th January 2016 at 4.00pm**

**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) – from item 5c  
 Mrs V Efstathiou (VE)  
 Mr G Spencer (GS)  
 Mr R Kellie (RK)  
 Mr E Draper (ED)  
 Mr S Davies (SD)  
 Mrs L Crawford (LC) – from item 6  
 Mrs J Yeadon (JY)  
 Ms A Cox (AC) (Associate Governor) – from item 6

**In Attendance:**

Mrs B Grice (Clerk)

**1. Apologies for Absence and Welcomes**

The Chair welcomed Julia Yeadon, the new foundation governor, to her first FGB meeting. Apologies were received and accepted from Tim Davy, Teresa Hammond and Simon Venediger. Leah Crawford had informed the clerk that she would be late.

**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 24<sup>th</sup> November 2015**

The minutes of the meeting of 24<sup>th</sup> November were agreed to be a true and accurate record and were signed accordingly by the Chair.

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

5j. Sarah Harrison had attended the training on the new baseline assessment and had found it really useful. It had also been discussed at the 7AS. VS said there quite a few anomalies; she thought the government might change it again.  
 10. Letter to parents regarding Voluntary Contributions. Parent governors said they had not received any negative feedback. LA/RK both felt it was a very useful letter.

**5. Reports from Committees**

- **Resources.**

The meeting had taken place on 8<sup>th</sup> January 2016. The minutes had been circulated. VE as Committee Chair gave the report.

- The school wished to return to the old system of paying our own invoices at the end of the financial year. The committee had agreed with this -there were lots of glitches in the system and it was making Sonya Fullick's job more difficult. PH said there had been a long discussion about this at the Governors Forum meeting she had attended.
- The committee had looked at the benchmarking data for similar schools in the area – the school was comparable on most areas. There was also a new 'Benchmarking Report Card' that had been issued from the DFE (arrived post meeting) which the Committee would look at consider Value for Money.

*(4.15pm CB joined the meeting)*

- Glazing Survey. This had involved a huge amount of work as every pane of glass in the school had been risk assessed. The building work had addressed quite a number of areas on the original audit, and it was planned that safety film would be applied to reduce the risk on any remaining panes until the school could afford to replace these. Capital funds in the future would be used to prioritise the front entrance area which was identified as a risk, and would also benefit from improved security.
- VE had been in school to carry out an audit of the school's internal controls. VE said that the committee should arrange to carry out checks on a regular basis – a little every term.

**In summary the following actions had been identified:**

The assets inventory register needed to be redone- planned for this term.

Internal audit checks should be timetabled each term.

The pay award letters should go to all staff and a copy should be retained on their personal files, even when it was just a cost of living pay increase.

VE/VS/SF had met to go through the Schools Financial Value Standard report. Thanks to SF for all her work. This had looked at all aspects of the school's financial controls, and the work that VE had completed on the internal controls had been useful in identifying further areas to improve on.

Governors approved the SFVS report.

VS thanked VE for her hard work – her expertise had proved extremely useful. There were no questions.

- **Standards and Curriculum**

The meeting had taken place on 12<sup>th</sup> January 2016.

ED as Committee Chair gave the report.

- The committee had looked at the new assessments/moderation etc. These involved a lot of work for the staff.
- Data analysis – the last remaining bits.
- VS shared the school and college performance tables with governors. The school was 17<sup>th</sup> out of 125 similar schools nationwide and no other school within 75 miles had performed better. The schools were chosen based on similar prior Key Stage 1

attainment. The governors said that this was very good news and asked whether there would be something similar next year. VS replied that it was likely that there would be something similar next year but that with the changes to Assessment, and the removal of Levels, it would not be exactly the same.

- d. The committee had also looked at the glazing survey.
- e. RK, as Health and Safety governor would be moving to Resources.

*(4.35pm LC joined the meeting)*

## 6. Governor SIP Monitoring and Visits

PH – had visited years 5/6 with TH. She had spent a lovely afternoon with the children. They had been doing Viking crafts – making brooches, Viking writing, baking etc. *They had been really enthusiastic and were very animated in talking about what they had learned. The ‘museum’ was very busy and a great way for children to share their learning.*

LC said that she had seen TH several times to look at spelling. The expectations for spelling in the year 2 and 6 tests had significantly increased. Spelling would be a limiting judgment – ie no matter how good the quality of the writing in the extended writing task, if the spelling was poor the child would not reach age related expectations. LC said she felt very strongly that the children would be being assessed on a course of study they had only been on for just over a year.

VS added that handwriting would also be a limiting judgment. *LA asked why handwriting was viewed with such importance.* VS said that good handwriting was linked to fluency in writing and was also believed to be linked to spelling. The school had already, in the past SIP, worked on improving handwriting, though for some children who had difficulty with fine motor control, this would prove challenging.

*(4.40pm AC joined the meeting)*

LA said she had brought her baby into years 1 and 2. The children had been looking at people who needed help. The children had asked lots of questions and *she had received some lovely letters from Oak class (she was link governor) thanking her for her visit.*

VE said she had been in school to conduct the audit and had also attended the Christmas lunch – it had been good to see how the Early Years children were coming along.

LC said she had taught a number of lessons in year 6 and the children had been really fantastic.

AC said she had heard lots of compliments from parents about the building work. Also she had taken the years 1 and 2 to the Titanic museum and their behaviour had been excellent.

*HW said the school was doing some great things with the children. PH said she always found the children on visits to be confident, articulate and very friendly.*

## 7. Health and Safety

RK said he had carried out a walkabout with GS before Christmas – there had been no problems.

*Action - RK to look at the Accident Book.*

RK said he would like to get a team of volunteers together to clean the pond.

*RK – to look at the options and also the best time of year to carry this out.*

**8. Governor Training**

SD said he had checked the figures. In the past year governors had attended 17 different training courses and sometimes 2-3 governors had attended the same course. The Service Level agreement with Governor services cost £1,500. To have attended the courses on a pay as you go basis would have cost about £2,500. The SLA therefore currently represented good value for money.

Governors agreed to continue taking the Full Access training option.

**9. Any Other Business**

- a. School fair. This year it was planned to hold it Thursday 26<sup>th</sup> May – 3.30 to 7.00pm.
- b. PH said that governors needed to look at the training budget for staff against the School Improvement Plan. VS said that the Professional Development plan was incorporated in the SIP, but was sometimes also part of an individual's performance management. However, training opportunities did occur during the year which might not have been planned for. To be reviewed as Resources committee agenda item.
- c. Governor representation needed at Parents Evenings (9<sup>th</sup> and 11<sup>th</sup> February). HW discussed whether it would be useful to gain any feedback from the SIP areas. VS suggested that as engagement with parents/ communication had come up in the Parent Questionnaire, it would be useful to get some precise information about what parents would like the school to provide. A curriculum and assessment evening was planned for February, but it would be beneficial to find out any other areas parents would like information on, and also what format was best. PH/VS to discuss further.

The meeting closed at 5.15pm.

Date of Next Meeting- **Tuesday 15<sup>th</sup> March 2016 at 6pm**

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