

FOUR MARKS CHURCH OF ENGLAND PRIMARY SCHOOL

FULL GOVERNING BODY MEETING

Minutes of the meeting of the Full Governing Body held on Tuesday 24th November 2015 at 6.00pm

Present:

Mrs P Hughes (PH) (Chair of Governors)
 Mr H Wright (HW) (Vice Chair)
 Mrs V Stoodley (VS) Head teacher - not item 17(1)
 Mrs L Appel (LA)
 Mr T Davy (TD)
 Mrs V Efstathiou
 Mr G Spencer (GS)
 Mrs E King-Smith (EK-S)
 Mrs T Hammond (TH) –not item 17(1)
 Mr E Draper (ED)
 Mr S Davies (SD)
 Mrs L Crawford (LC)
 Mr S Venediger (SV)
 Ms A Cox (AC) (Associate Governor) - from item 6 until item 17

In Attendance:

Mrs B Grice (Clerk)

1. Apologies for Absence and Welcomes

Apologies were received and accepted from Charlotte Bloomfield.

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 22nd September 2015

The minutes of the meeting of 22nd September were agreed to be a true and accurate record and were signed accordingly by the Chair.

4. Matters Arising from the Previous Minutes

1. The School Improvement Plan was on tonight's agenda.
2. TD had agreed to be the Pupil Premium governor.
3. PH said she had been through the Evolve system looking at all the information relating to trips and visits.
4. **It was agreed that LC's CPD training for governors should follow the January FGB meeting.**

5. Headteacher's Report

Circulated prior to the meeting.

The governors thanked VS for such a detailed report.

- a) VS updated the governors on staffing since the report was written. Staff Performance management had now been completed.
- b) The detailed data analysis was now available. **To be discussed at the next S&C meeting.**
- c) The school had received a letter from Nick Gibb congratulating them on their phonics results.
- d) **The governors congratulated the staff on the excellent results and thanked them all their hard work.** It was recognised that achieving the necessary progress at KS2 was difficult, given the number of children who achieved a level 3 at KS1.
- e) It was noted that it would be difficult for schools to predict what children who achieved level 3 at KS1 would attain at KS2 under the new measures.
- f) The children would be prepared as well as possible, although the staff still did not know exactly what the new tests would be like; this applied to all schools. The children were making progress and were now feeling more confident.
- g) The cognitive demands would be higher under the new tests.
- h) Some things which had previously been level 5 would now be included in the age related expectations
- i) **A governor noted that whilst it was good for the children to gets lots of practice, using two different systems would be time consuming.** VS accepted that using the old and new systems was a lot of work, but the school wanted to be confident that the children would be well prepared.
- j) New Baseline assessment. Sara Harrison would be attending a training session to look at data and she would then feedback to VS. This would also be discussed at a 7AS meeting.
- k) Trevor Walker was a longtime primary phase inspector for Hampshire – respected nationally. VS said she felt very fortunate to have booked him in to work with 7AS staff on assessment and curriculum design. He was also booked in for an Inset day, which would be shared with Cheriton School to reduce costs.
- l) Parents Questionnaire. Generally very positive, but VS had said that communications appeared to be an area of relative weakness. **Governors asked what points the parents had made.** VS said they were mixed – for example some parents thought there were too many texts and others not enough. ED said it might be helpful to send texts to specific groups. VS said this might be difficult to set up and maintain. ED offered to help.
- m) VS said that although vandalism was not a problem, she was aware there had been a number of burglaries in the area. LA said she was aware that a school in Basingstoke had recently suffered extensive vandalism involving anti Muslim graffiti. **Governors asked if the school had addressed the recent events in Paris.** The children had brought this up in in RS and there had been general discussions.

S&C

ED

(6.45pm AC joined the meeting)

6. SIP Review

An inset day had been held to discuss the SIP and governors had attended for part of the day. Priorities had been pulled out from a range of evidence, and Governors, staff and children had been involved in creating a new vision statement for the school. A draft

broad overview had been drafted and this was tabled at the meeting. Detailed plans were being prepared. S&C

To be an agenda item at S&C.

Next inset day would focus on more work on the curriculum.

7.

Looked After Children – designated teacher report

AC had put the report together.

VS confirmed that the school was carrying out everything in the plan. AC said that there was a lot going on in these children's lives and the report tried to identify particular needs using the PEP toolkit - this was a help to the staff, and also very useful for other vulnerable children who were not 'Looked After'.

There were no questions.

8. **Reports from Committees**

- **Resources**

VE, the Committee Chair, gave the report.

1. The meeting had discussed the budget revision in some detail – see item 9.
2. The committee had reviewed a number of policies.
3. VE & Sonya Fullick would be looking at internal controls.

- **Standards and Curriculum**

ED, the Committee Chair, gave the report.

The committee had held two meetings since the last FGB meeting and had looked at:

1. Review of policies and the terms of reference.
2. Roles and responsibilities
3. School Vision
4. The committee would be continuing with talks from the staff. They had had a very good talk from Kelly on the Sports Premium funding.
5. Pupil Premium – impact
6. Looked After Children – report.

There were no questions.

Committee terms of reference. The committees had recommended that the terms of reference should be approved. This was agreed by the Full Governing Body.

The governors discussed whether the minutes of committee meetings should be on the website.

After some discussion it was agreed that the committee minutes should not be on the website as feedback from these meetings are included as an agenda item in the FGB meetings and also minuted there.

However Governors agreed by a majority (9 votes) that as from January 2016 the FGB minutes should be available on the website.

9.

Approve Revised Budget

VE said that there was a projected budget deficit of £26,000 for next year and years 2

and 3 remained problematic. The school would be using the reserves built up this year, due to the staff changes, to break even next year.

Governors were aware of the deficit - and that it would continue to be a challenge to simply fund the current position going forward. The school had already done a great deal of work – staffing review, closing the swimming pool, a leadership review - in order to reduce expenditure. VS said she was aware that a lot of other schools were having to cut staff; this was the only way to make significant savings. Governors recognised that costs were increasing whilst the budget remained static and this resulted in real terms in an eight percent cut year on year.

The Resources Committee had recommended that the revised budget should be approved. The figures were as follows:

Revised Budget 2015-16

Total Income	£1,088,692 (One million, eighty eight thousand, six hundred and ninety two pounds)
Total Expenditure	£1,057,154 (One million, fifty seven thousand, one hundred and fifty four pounds)
In Year Surplus	£31,538 (Thirty one thousand, five hundred and thirty eight pounds)
Surplus C/F	£16,866 (Sixteen thousand, eight hundred and sixty six pounds)
Cumulative Surplus	£48,404 (Forty eight thousand, four hundred and four pounds)

10. HW proposed, seconded by SV, that the revised budget should be approved. This was agreed unanimously by all those present.

Parental Contributions

There were two issues:

- a) Parents had been asked for a voluntary contribution of £48 per child to meet the costs of extra-curricular and enrichment activities. A substantial number of parents had not paid and the shortfall of £4,800 had to be met by the school. The school was aware that there was a small number of parents who would struggle to pay and the school would always offer to fund them and these costs would be met for these children through the use of Pupil Premium funding.
- b) Parents had been asked to contribute £2 for tickets to the Christmas performances in order to help to cover costs. This had caused some controversy [Governors registered their support for VS in what had been a difficult time.](#) It was felt that a further communication to parents would be useful that outlined why their contribution was increasingly vital to the work of the school.

The governors thanked SV who had prepared a draft letter to parents. [Governors agreed the letter was very good and that parents needed to be aware that this was a very challenging time for school budgets and without additional financial contributions, the school could not guarantee continuing with the current arrangements.](#)

[It was also agreed that parents should be given a breakdown on the costs of events so](#)

PH

11. that they knew where their money was being spent.
PH to amend the letter and circulate to governors. VS to prepare the breakdown of costs/ events for each year group to go alongside this. VE/Resources
The option would also be added of paying each term to help parents spread the costs of paying.
12. **Statement of Financial Expectations**
Circulated prior to the meeting.
VE said she would be looking at the financial systems with Sonya Fullick and would be updating the Resources Committee at their next meeting.
There were no other comments.
13. **Governor Services Audit**
Circulated prior to the meeting.
Governors agreed that most of the areas included in the audit had been covered.
Governor attendance, including committee meetings, now had to be made available on the website.
- Governor Monitoring Visits**
- PH – had observed LC with year 6 children completing a ‘Let’s Think’ task. The children had been given a story written from different points of view and they had been asked to put these in order. It had been a difficult task and the children had been really engaged and there had been lots of discussion.
 - TH – had taught in years 3&4 – really interesting.
 - EK-S – visited one day per week for 5 weeks. She was very pleased with how the children had settled and also the way they were learning phonics.
14.
 - VE – one reception visit. There were lots of summer born children in the cohort. They seemed to be settling really well.
- For those governors who found it difficult to get into school during the day, it was suggested that they write to their class.
- Governing Body Self Evaluation**
The Chair said the governors needed to think about what they did to make a difference to the school. LC said her training would pull lots of threads together and she would show what questions governors should ask.
15. **Governor Training**
The wgb training “Governors and Ofsted” had taken place on 20th October and the feedback had now been received from the trainer. The governors needed to evidence their impact on school improvement. For example, they needed to produce formal reports of visits.
To be S&C Committee agenda item. S&C
Governors had also attended other training:
- VE/ED – Charing Matters

- LA – Induction
- SV – Managing Performance

16.

Health and Safety

No issues.

Walkabout to take place Friday 27th November. RK was still waiting for a place on the relevant training.

17. **Any Other Business**

(8.235pm VS, TH,GS and GS left the meeting)

1. See separate confidential minute.

(8.30 pm VS and TH rejoined the meeting)

2. PH said this was EK-S's last meeting as a governor, although she was planning to continue to support the school. EK-S would be really missed; she had been a fantastic governor for seven years. The governors presented her with a bunch of flowers as a thank you.

EK-S said she would really miss being a governor, although as she would still be coming in to school, she looked forward to continuing to see a lot of people.

The meeting closed at 8.35pm.

Date of Next Meeting- **Tuesday 26th January 2016 at 4pm**

To be followed by training on SIP monitoring led by LC

Signed: Pauline Hughes Date 26.01.16
Chair of Governors