

FOUR MARKS CHURCH OF ENGLAND PRIMARY SCHOOL

FULL GOVERNING BODY MEETING

Minutes of the meeting of the Full Governing Body held on Tuesday 22nd September 2015 at 4.30pm

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)
 Mr T Davy (TD)
 Mrs V Efstathiou
 Mr G Spencer (GS)
 Mrs E King-Smith (EK-S)
 Mrs T Hammond (TH)
 Mr E Draper (ED)
 Mr S Davies (SD)
 Mrs L Crawford (LC)
 Mr S Venediger (SV)

In Attendance:

Mrs B Grice (Clerk)
 Mrs Amy Cox (Associate governor)

1. Apologies for Absence and Welcomes

Apologies were received and accepted from Rupert Kellie. The Chair welcomed Louisa Appel, new parent governor, and Charlotte Bloomfield, new co-opted governor, to their first meetings. The Chair reminded all governors that governors' meetings were strictly confidential.

2. Declaration of Pecuniary and Personal Interest

To note any conflict with any item on the agenda

None declared.

3. Adoption of Amy Cox as an associate governor

The meeting agreed unanimously that Amy Cox should become an associate governor.

4. Election of Officers

- Chair of Governors

The Clerk said that she had not heard from anyone wishing to put their name forward. PH said that she would be happy to continue for the present. However her term as a foundation governor ended in April 2016.

HW proposed, seconded by EK-S that PH should be re-elected as Chair of Governors. This was agreed unanimously by all those present. Her term as Chair would end on Friday 21st October 2016.

- Vice Chair of Governors

Howard Wright said that he would be happy to continue. The Clerk said that no other candidates had come forward.

His re-election was proposed by SV, seconded by ED and agreed unanimously by the rest of the meeting.

HW said that whilst he was happy to stand in as Chair in an emergency, he did not wish to be Chair on a permanent basis and therefore governors were needed who would be prepared to become Chair and to work alongside PH.

All Govs

His term as Vice Chair would end on Friday 21st October 2016.

5. Minutes of the meeting of 7th July 2015

The minutes of the meeting of 7th July were agreed to be a true and accurate record and were signed accordingly by the Chair.

6. Matters Arising from the Minutes

Planning session for the new School Improvement Plan – Friday 23rd October. (Staff inset day). Governors were invited to attend between 9-11am to review priorities for the plan and revisit the school vision. Priorities would include life after levels, curriculum development, Maths, ensuring progression but would also include the bigger vision – the aspirations for the school in the future.

All Govs

To be an agenda item for both committees.

SV asked about the time frame. VS said it was hoped to have the new plan completed by the end of the Autumn term.

Raiseonline. The data was not yet available.

7. Specialist Governor Responsibilities

Training and Development Governor – SD

Health and Safety – RK

SEN – EK-S.

(EK-S would be standing down at the end of term. LA to look at this with a view to possibly taking it on and EK-S would also discuss with the new foundation governor).

EK-S/LA

Staff Pay Committee. To be discussed at the Resources meeting on Friday 25th September.

Resources

Early Years - VE

Child Protection – currently PH

Safer Recruitment – currently PH

A new governor was required to take on Child Protection and Safer Recruitment.

All Govs

Members of Appeals Panels – all non staff governors who had no previous involvement.

Head teacher's Performance Management Review – HW, SV and ED

Literacy – LC

Maths – ED

VS said it was very good to have named governors attached to key areas.

8. Reports from Committees

The committees had not yet met. Dates for the year were as follows:

Resources

Friday 25th September 2015

Friday 6th November 2015

Friday 8th January 2016

Friday 26th February 2016

Friday 29th April 2016

Friday 24th June 2016

Meetings to be held at 1pm

S&C

Thursday 1st October at 6pm
 Tuesday 10th November 2015 at 4pm
 Tuesday 12th January 2016 at 4pm
 Tuesday 1st March 2016 at 4pm
 Tuesday 10th May 2016 at 4pm
 Tuesday 21st June 2016 at 4pm

Dates for Full Governing Body Meetings

Tuesday 24th November at 6pm
 Tuesday 26th January at 4pm
 Tuesday 15th March at 6pm
 Tuesday 17th May at 4pm
 Tuesday 5th July at 6pm

It was agreed that CB would join resources, LA to S&C and TD would attend both committees before making a decision.

Confirm Class Link Governors

9. TD- Willow
 LC - Hazel
 EK-S/VE – Holly
 ED – Elm
 HW – Beech
 LA - Oak
 CB – Rowan
 PH – Yew
 SD – Sycamore
 RK – Pine

Confirm Adoption of the Manual of Personnel Practice

10. Governors agreed unanimously to adopt the manual.

Confirm adoption of the Manual of Financial Practice and Procedures

11. Governors agreed unanimously to adopt the manual.

Review of Policies

12.
 - Admissions
 The Governors adopted the Hampshire County Council policy.
 - Child Protection
 This also followed the Hampshire model policy and reflected the new legislation with regard to staff family members, new guidance for medical needs etc. **CB asked whether radicalisation was included.** VS said that this was an important part of the new policy and it

also formed part of keeping children safe on line. She explained that all staff had had training in this, and that we should not be complacent in thinking that this did not apply to our school- the context and the age of our pupils: we needed to view this as seriously as any other form of child exploitation, and that if children and families were vulnerable, they could be targeted.

- First Aid

Paper tabled at the meeting.

There were some changes which were linked to new legislation. VS said that they had used a new County template and then personalised the policy for the school. There were significant changes to the administration of medicines to children. HW asked if first aiders were available when the After School Clubs were going on. VS said that the relevant staff were

13. still on site and all the Aspire coaches were first aid trained. After School Club Staff were also all trained.

The meeting approved all three policies.

Safeguarding Audit

Completed audit tabled at the meeting.

The meeting noted that there was nothing in the Child Protection policy setting out a protocol for dealing with allegations against children. VS said that if there was such an incident she would seek advice. She had raised the need for new guidance with County as part of the Safeguarding audit and was informed that County were putting together guidelines for schools.

Evolve/activities

All activities are notified to governors in the newsletters.

14. Risk assessments for residential trips would be carried out by the relevant centre.

PH to check the activities on Evolve with TH.

Volunteers. It was noted that there was no system for formally recording that they were aware of safeguarding procedures and their responsibilities.

Governors approved the safeguarding procedures.

Health and Safety

GS said that there had been a Health and Safety audit with Hampshire that day and that this had been highly positive, and it had found that the school had robust systems in place to manage Health and Safety.

Governors congratulated all those involved and thanked GS and AC for their hard work.

One outstanding action from the audit was that governors were required to undertake Health and Safety training.

Some building work needed to be completed – some tweaking was still required. HW said that the management of all the construction work had been really outstanding: well done to all the staff, they had worked round the upheaval really well and their attitude had been fantastic. The meeting agreed and also agreed that the completed work looked wonderful.

15. **Governor Training**

FGB Training 20th October at 6pm – “Governors and Ofsted”.

Training booked:

- ED&VE – Chairing Matters
- SV- Head teachers Performance Management
- PH – Ofsted framework/Life After Levels

16. Governor Monitoring Visits

- LC had carried out a monitoring visit at the end of last term and had noted the richness of the curriculum and the assessment over time which showed how robust the learning was.
- VE had attended a meeting of the Governors Forum. She had asked whether other governing bodies had problems with getting money for school trips; generally this was not a problem. Suggestions had included cancelling trips, asking parents for smaller amounts of money more frequently or using PTA funds. VS said they could look into asking parents to set up direct debits.
VE said another point raised at the forum had been to make sure that the parents of pupil premium children were aware of the importance to the school of this funding so that they would register.
Governors discussed producing a governors' newsletter. PH said there was already quite a lot of information on the website. ED said that there could be a small section in the parents' newsletter if there was anything of particular significance to report, or perhaps a "Meet the Governor" item.

17. Any Other Business

- Parents Open Morning – Friday 2nd October 9.30-11.30 – HW,PH and EK-S to attend
- Bonfire Night – volunteers needed. ED to circulate an e-mail.
- Parents Evening – 13th and 14th October – volunteers needed. E-mail to be circulated.
- LC said that the monitoring CPD set for 3rd December that she was running would be cancelled and moved to the New Year to fit in with the completion of the SIP. Date to be agreed.
- Looked After Children – designated teacher report to be FGB agenda item next meeting.

The meeting closed at 6.30pm.

Date of Next Meeting- **Tuesday 24th November at 6pm**

Signed **Pauline Hughes** Date: 24/11/15
Chair of Governors