

## Notes of the meeting of the Full Governing Body of St Mark's C of E Primary School held on Wednesday 27<sup>th</sup> September 2017 at 6.00 p.m. at the School.

**Present:** Mr P Barfoot (Headteacher), Mr S Barber (Foundation) Mrs J Grant (Staff), Mr S Ibbs (Foundation), Mr A Thiedeman (Associate), Mrs E Turner (Parent), Mr T Ward (Foundation-**Chair**), Ms C Watson (Foundation) Canon A Whittaker (Foundation) Mrs D Outhwaite (foundation)

**17/18-01: Apologies for Absence:** Lesley Rudelhoff – Scott (Clerk)

**17/18 02: Declarations of Interest:** None

**17/18-03: Election of Chair:** Mr T Ward was duly elected.

**17/18-04: Election of Vice-Chair:** Mr S Ibbs duly elected.

**17/18-05: Welcome and Prayers:** The Chair led the prayers.

**17/18-06: Chair's Comments:**

- The Chair welcomed Governors for the new academic year and reminded them how the new committee structure would work.
- The Chair extended his thanks to Mr P Barfoot and all the staff at St Marks for the work done over the last academic year and the plans they had for the year ahead.

**17/18-07: Parent Governor Vacancy:**

- The Chair and Headteacher updated Governors about the vacancies and asked Governors if a general letter advising parents about the vacant governor position be sent and with the addition of an invitation for those who are interested to talk to Mr Ward. The vacancy for the Foundation Governor would also be highlighted in this letter. This plan was agreed. **(Action: MI and PB to start process)**

**17/18-08: Local Authority Governor Nomination**

- The LA's processes have slowed the process. Mr A Thiedeman has been proposed by the LA (25 July) and the Governing body agreed unanimously that Mr A Thiedeman should be elected.

**17/18-09: Minutes:** The minutes of the meeting held on the 6<sup>th</sup> July were agreed as a correct record. Ms C Watson proposed and Canon Whittaker seconded.

**17/18-10: Matters Arising:**

- **School Direct:** Twelve students have started in September 2017. Rachel Esposito was appointed as Primary Programme Lead and is now a member of St Mark's staff on a fixed term contract of 1 year initially.
- **MOSAICS Manager:** Sarah Gillard had resigned and Gillian Forshaw appointed as MOSIACS manager.
- **Defibrillator:** The school has received its portable defibrillator. It will be sited in the entrance hall. Staff will need to be trained. Mr Barfoot is part of the Natland Defibrillator group working to raise funds to have another in Natland sited externally on the wall of the Village Hall). The children will support a coffee morning (by baking cakes) on 5 October to contribute to this. On this day the children in each class will have some teaching input on how the heart works. **(Action: PB to site portable defibrillator in entrance hall and arrange training on use for staff)**
- **LA Funding of Teaching assistants:** A change in the funding of Teaching Assistants (basic rate at Teacher Assistant level) all support in school is provided by Senior Teaching Assistants and Higher Level Teaching Assistants.
- **Teaching Assistant Hours:** Additional hours have been sourced via a local teaching agency.
- **After School/Wrap around care:** Initial discussions suggest that 30 hours of care could be provided jointly with Natland and Oxenholme Pre School. **(Action: PB to contact Natland and Oxenholme Pre-School, to discuss 30 hour offer in the village).**
- **Dementia Friend:** Mr Ward and Mr Barfoot to arrange the timing/date of the session. Canon Whittaker outlined how the issue was of interest in the wider community and the plans for this. **(Action: TW & PB to arrange Dementia Friend session to be held at school).**

**17/18-11: Correspondence**

None received.

### **17/18-12: Headteacher's Report (the highlights):**

- The Christian Value this term is Fellowship and what each person has to offer as part of the communities to which they belong. Some time has been spent in collective worship learning about the Trinity. An Art competition will be launched in October on this theme and judged by James Townsend, Director of the Church of England's Foundation for Educational Leadership who will be visiting St Mark's on Wednesday 18<sup>th</sup> October.
- News since the last meeting – Best in Show at the Torchlight and Silver School Games Award. Mr S Ibbs suggested that Governors should send their thanks to Laura Whittaker and Sherie Paxton. **(Action: TW to arrange thank you cards for Laura Whittaker for Torchlight and Sherie Paxton for Silver School Games Award.)**
- Mr Barfoot will email a summary of the Governments recently announced changes to primary assessment to Governors after the meeting. He outlined the subtle changes in the assessment of writing which will allow teachers to be more flexible. In years to come a new baseline measure will be done in Reception; tests at the end of Y2 will go and a final assessment will happen at the end of Year 6. This will measure progress over 6 years. **(Action: PB to send summary of the Government's response to the consultation on primary assessment to members of the GB).**
- Pupil numbers are healthy (175) and 2 more pupils are expected after half term. All new starters have settled very well.
- Attendance for 2016-2017 95.9 (absence 4.1) including a long term absence .
- MOSIACS staff will be listed in the next Headteacher's report and all subsequent reports.
- Ms E Mukerji has resigned her post as part-time SENDCo in order to complete Steiner training.
- Parents Mrs Williamson and Ms Dickson are new volunteers in EYFS and KS 1 classes
- Resignations of 2 MDS mean that teaching staff are covering dinner duties in the short term. These vacancies will be advertised.
- Staff Training on changes to statutory assessment was attended by Y2 and Y6 staff and the English Subject Leader.
- Pupil Premium. Relatively few children in receipt of the premium in school (7%) – but 19% in Y6. **(Action: T, L & A committee to monitor performance of group closely during their final year.)**
- Mr Barfoot invited as part of a Diocesan Peer Support Network group to explore Character Education.
- KCP no longer to operate as, or be listed as, a limited company.
- School Direct, with St Mark's as Lead School is up and running well with 12 students in the cohort.
- Cultural education: parent to lead a staff meeting on Islam in December. Governors are welcome.

### **17/18-13: Committee Reports from any of the following that have taken place:**

The memberships of the new GB committees 2017 – 2018 were finalised.

#### **Leadership and Management**

- Mr Ibbs presented the minutes. A Health & Safety Policy has been circulated to the Leadership Management Committee and staff are working with it. Mr Barfoot proposed that the document be circulated and adopted at the next Governors' meeting. **(Action: PB)**
- The minutes highlight the need to form a recruitment committee for the appointment of a new SENDCo. Mr Barfoot, Ms Watson, Mrs Outhwaite and Mrs Grant will meet on Thursday 5<sup>th</sup> October.
- Mr Barfoot to circulate the completed post OFSTED action plan to FGB.
- Teacher Pay: The LA and Unions have advised a cost of living pay increase of 2% for MPS and 1% for UPS and Leadership Scale. Mr Ward proposed that the model pay policy produced by the LA was adopted with the proviso it was shared with staff. Seconded by Mr Barber. Governors agreed. **(Action: PB to send copy of adopted Pay Policy to all members of the teaching staff).**
- Finance notes were shared. A budget deficit is forecast and the reasons were outlined for the FGB.

#### **Teaching Learning and Assessment Committee**

- The committee looked at school data which highlights that students had not done as well as similar children nationally in progress in Mathematics. All staff attended Mastery Training with teachers from most KCP Primary Schools. Resources to support teaching of maths have been purchased.
- A significant gap between PP students and non PP students was identified in the end of KS2 attainment and progress of the 2016-2017 cohort.
- The appraisal policy will be sent to the FGB, any queries to be addressed to Mr Barfoot. There have been no changes to the 2016-2017 version of the policy. **(Action: PB to send proposed Appraisal policy 2017 – 18 to all members of the GB)**
- Subject Leaders will report to this committee on a rolling programme over the coming two years.

## **Community and Welfare**

- Plans for the social media presence were shared with a protocol for use and administration to be written by Mr Barfoot. It is hoped it will be up and running by the end of October. **(Action: PB)**.
- The website has been refreshed and includes a School Direct link.
- Staff and GB noticeboard to be updated with photographs and names. **(Action: PB)**
- It would be useful for members of the FGB to visit school at a lunchtime and introduce themselves to members of the MDS team. **(Action: each member of the GB to arrange to visit school during a lunchtime before the next FGB meeting in Jan 2018)**
- An updated Home School agreement, signed by the Chair, has been sent to all parents for signing by parents and children
- Whistleblowing Policy – Mrs Grant will look at this for the next FGB meeting in January 2018. **(Action: JG)**
- The logistics of securing allocation of places on the School Direct programme was explained.
- A report from Gillian Forshaw, MOSAICS manager, had been presented.
- Wednesday 15<sup>th</sup> November Reception Open Day and Evening. Governors would be welcome and were encouraged to attend to make themselves known and help to serve refreshments.

### **17/18-14: New Governance Committee Membership:**

- The membership of the committees 2017 – 2018 were finalised.
- The agenda of all Committees will be sent out to all governors. This will allow Governors to pass on any questions and concerns to Mr Barfoot (as clerk of each committee) before the meeting. He will table any questions to the committee. Answers and responses to these will be included in the minutes. Statutory Policies for review and amendment will be sent to *all* members of the GB.
- Governors can request copies of any other policies.

### **17/18-15: Safeguarding**

- Another Governor needs to complete Safeguarding and Safer Recruitment training. Ms Watson volunteered as she has had training and experience in this (relating to the safeguarding governor).
- Mr Ibbs suggested that site security be included on all FGB agenda.
- The Staff Code of Conduct has been updated to include advice on staff use of mobile phones in school.
- AW to join PB on Safer Recruitment training in November.

### **17/18-16: MOSAICS**

- This comes under the remit of the Community and Welfare Committee and matters relating to MOSAICS will be covered in their meetings and minutes (remove as a standing item on the agenda FGB meetings).

### **17/18-17: Website and Marketing**

- Issues already covered under the Community and Welfare Committee.

### **17/18-18: Academy Status**

- No updates.

### **17/18-19: Governor Training**

- Canon Whittaker to complete the Safer Recruitment training with Mr Barfoot in November 2017. **(Action: PB and AW to attend Safer Recruitment training in November 2017)**

### **17/18-20: Any Other Business**

- A letter of thanks was sent to St Mark's Church PCC following a donation to £800 to the Governors Fund as contribution to the 10% liability for all capital and maintenance works.
- Any comments about the new committee structure to be received by Mr Ward.

### **17/18-21: Plenary session:**

### **17/18-22: Time and Date of Next Meeting: 30 November 2017 (Training)**