

		The March Church of England Primary School At a meeting of the full governing body held at the school on 27 th November 2017 meeting started at 5.30pm
Present:		Mr. John Proctor (Chair), Mrs. Nicola Metcalfe, (Head Teacher), Mr Nick Brown, Mrs. Stella Aldred, Rev Rachel Hawes, Mrs Mary Isgar,
		Mrs Justine Howard, arrived at 5.55pm
1.	Prayer	The prayer was made by the Rev Rachel Hawes.
2.	Apologies:	Apologies were received from and were approved. Mrs Rachel Bryan, Mrs Fiona Lewis,
3.	Declarations of Interest:	
	There were no declarations of interest.	
4.	Approval of Minutes- 31st October 2017 FGB Meeting	
	The minutes from the meeting held on 31 st October 2017 were approved.	
5.	Matters and actions arising from Minutes	
	<p>There were concerns that the meeting would not meet the quorum but as we have a number of vacancies at the moment the meeting is quorate.</p> <p>The recruitment of a staff governor will be advertised from 28th November 2017.</p> <p>The governing body was advised that SBS has resigned due to family commitments. The governors expressed their sorrow at her leaving as it was felt her experience was very valuable.</p> <p>The clerk to let the LA know that a vacancy has arisen and for them to nominate a new LA governor.</p> <p>It was also agreed that the parent governor vacancy needed to be recruited. It was agreed that the post of parent governor would be advertised after Christmas.</p> <p>It was agreed that the PCC would be chased to supply a Foundation Governor for Oving; if Oving cannot supply a Foundation Governor then the FGB will need to approach the Arch Deacon who will need to appoint somebody.</p> <p>The governors also decided it was time to revise the FGB constitution; this will be dealt with at the next FGB meeting .</p> <p>The Head Teacher has received an email from Portsmouth Water asking her to contact them regarding the plans for the new water pipe that needs to be installed passed the school.</p> <p>NB confirmed that he had completed the Safeguarding Training and also the PREVENT training.</p> <p>The Head Teacher discussed the safe Guarding training the RH had already done while working in London. The Head Teacher felt that this would be sufficient, but asked RH if she could supply a copy of the certificates to be held by the school office.</p> <p>The governors were asked if they had heard the news about the creation of a new staff</p>	

	<p>car park and pick up and drop off zone to be donated by Rolls Royce. They all confirmed that they had heard the news.</p> <p>However, having gone through the lease, the Head Teacher and Chair raised a concern of some of the wording in the lease .</p> <p>RH advised that this may only apply should the school become a private concern, however, it was agreed that this needed to be confirmed and whether the wording could be changed. RH also advised that the Head Teacher needed to have a discussion with Rolls Royce and GCEL (Goodwood Estate) as soon as possible as once the lease was issued it would be very difficult to change the wording.</p>	
6.	Teaching and Learning Policy	
	<p>The staff were given a copy of the Policy and was asked if they wanted to make any changes. Comments from the staff were that it covered all the relevant areas of teaching and learning within the school.</p> <p>The Governors were asked for their comments and they also felt that the policy covered all relevant areas of teaching and learning within the school.</p> <p>The governors adopted the policy.</p>	
7.	Social Media Letter and Policy	
	<p>Due to the increase amount of abuse the school has received on social media last half term, it was agreed that a letter and policy would be sent out to parents to inform them of what is acceptable behaviour. The governors were given a specimen letter and policy and asked for their comments.</p> <p>Most felt that the letter and policy was clear and direct. However there were some concerns about the tone of the letter and the HT would work on this with the CoG as it is realized that this involves a few parents not all.</p>	
	Governors challenge	SLT Response
	<p>JH felt that the letter could be considered harsh and felt that it would be better to use a lighter touch.</p> <p>SA felt that it was only a small number of parents who are using this medium to complain against the school, she felt that most parents would not use social media to complain. It would be a good idea if the letter reflected this.</p>	<p>It was agreed that the letter would acknowledge that this letter is directed at those parents who are using social media to complain, and explain that there is a policy for complaints and social media is not the vehicle where complaints should be made.</p>
	<p>NM agreed to draft a letter and policy and circulate to the governors before sending it out to all parents next term.</p>	
8.	Admissions Policy	

	<p>This policy has to be agreed at this time of year. This policy will cover the period of 2019/2020.</p> <p>The Chair raised a concern that with the increase in housing the catchment is expecting the criteria for attendance will become more limited.</p> <p>The Chair confirmed that he would send the Policy to the Admissions Department.</p> <p>At the moment the school is being visited by 60/70 families for places for the period 18/19, most are outside the catchment area.</p> <p>With the resignation of SBS it was agreed that the Admissions Committee would need to take a look at its constitution.</p>
9.	Any Other Business
	<p>JH, NB and JH attended a meeting with the Head Teacher to discuss the New Head Teachers Performance. It had been agreed that the school would not use an external consultant to provide the Head Teachers objectives at this point but would work with the Diocese team to oversee this.</p> <p>The governors agreed that the Head Teacher was doing a great job and felt that it was a positive meeting.</p> <p>The governors and Head Teacher set her objectives and success criteria for 2018.</p> <p>The Review dates are set for March/April and June/ July 2018.</p> <p>A letter will be sent out to all parents informing them of their children's attendance.</p> <p>If the children have a 100% attendance they will get a badge and Certificate</p> <p>If the children have 98% and above of attendance they will get a Certificate.</p> <p>The school has taken action against a group of parents who have been making comments about the school on Social Media. The Head Teacher has had meeting with these parents and explained that there is a procedure for complaints and they should use that avenue and not Social Media. If they continue to use this avenue to complain about the School, the school will take the issue to Legal Services.</p> <p>JP needs to update E-Schools with the FGB minutes and Training record.</p> <p>It was agreed to send a card and flowers to SBS to thank her for contribution to the FGB.</p> <p>The clerk informed the FGB that she had been informed that it was very unlikely she would pass the Clerk Accreditation Course as she did not perform some of the duties needed to complete the course. It was suggested that the course fees were refunded. A refund should be expected by the School.</p>
10.	Dates of Next Meetings
	January 29 th 2018
11.	Action to be taken
	<p>JP to let the Clerk know who to inform about the vacancy of the LA governor.</p> <p>JP to put the FGB minutes and update the training record on E-Schools</p> <p>Card and Flowers to be sent to SBS</p>

	<p>Draft Use of Social Media letter and Policy to be circulated to governors before sending out.</p> <p>Festival of Light NM to let the governors know the date.</p> <p>Governors are invited to attend the Nativity Play on Friday 8th December at 9.30am</p> <p>Recruit a new clerk</p> <p>Recruit a new staff governor</p> <p>Recruit a new parent governor.</p>
	<p>Signed..... Chair</p> <p>Dated.....</p>