



## St John's Church of England VA Primary School

### Minutes of the Full Governing Board Meeting Held in St John's Primary School

on  
Tuesday 14<sup>th</sup> October 2025  
at  
4:15pm

<b>Present:</b>	Luke Merchant – Foundation Governor	<b>Vice Chair</b> <i>Health &amp; Safety, GDPR, Cybersecurity, SDP – SIAMS</i>
	Olly Priestley – Ex Officio	<b>Headteacher</b>
	Sarah Brown – Staff Governor	<i>EYFS, SDP – Curriculum</i>
	Rachael Horan – Parent Governor	<i>SEND, Pupil Premium, Children Looked After</i>
	Claire Harding – Parent Governor	<i>SDP - Writing</i>
	Tayo Oladipo – Foundation Governor	
	Jan Jones – Foundation Governor	
<b>Apologies:</b>	Jo Leigh – Foundation Governor	<b>Chair</b> <i>Safeguarding, Equality Duty, SDP -Curriculum, Finance</i>
	Ruth Knowlman - Foundation Governor	<i>Collective Worship, SDP- Writing</i>
	Colin Simpson – Ex Officio	<i>RE, SIAMS, Church School Distinctiveness, SDP – SIAMS, Sustainability</i>
<b>Clerk:</b>	Angela Morley	

Item	Details
1.	<p><b>WELCOME &amp; OPENING REFLECTION</b>  The <b>Chair</b> welcomed everybody and introduced Jan Jones (new Foundation Governor). The <b>Clerk</b> led Governors in a Prayer compiled by pupils.</p>
2.	<p><b>APOLOGIES</b>  Ruth Knowlman, Jo Leigh and Colin Simpson had sent apologies. Governors accepted the apologies.</p>
3.	<p><b>DECLARATION OF BUSINESS INTERESTS/CODE OF CONDUCT</b>  There were no matters to declare.</p>
4.	<p><b>APPROVAL OF MINUTES OF THE MEETING HELD ON 4<sup>th</sup> SEPTEMBER 2025</b>  The minutes were approved as a true and correct record of the meeting.</p>
5.	<p><b>Matters Arising</b>  None raised.</p> <p><b>Outstanding Actions:</b></p> <ul style="list-style-type: none"> <li>• The <b>Staff Governor</b> confirmed that she had started compiling pen portraits including names, roles and responsibilities. The <b>Clerk</b> agreed to send the relevant information to Governors for compilation. This would subsequently be shared with the school staff. <b>Action Clerk</b></li> <li>• The <b>Headteacher (HT)</b> reported that, although much improved, the internet connection was still slow in various parts of the school. He added that the service received from ICT4 had been extremely poor and that he had been in conversation with an alternative experienced provider recommended by local schools.  Governors agreed to adopt a new provider and asked to be kept informed of progress. <b>Action HT</b></li> <li>• The <b>Clerk</b> reported that Governors had confirmed that they had read and understood the Safeguarding Policy and KCSIE.</li> <li>• The <b>HT</b> reported that some monitoring visits had been completed (see item 11 below).</li> <li>• The <b>Clerk</b> reported that the 'Set in Stone' dates had been circulated to Governors.</li> <li>• The <b>Clerk</b> reported that the hyperlinks had not yet been reinstated due to the internet difficulties. <b>Action Clerk</b></li> </ul>
6.	<p><b>HEADTEACHER SHORT WRITTEN REPORT</b>  A report had been circulated prior to the meeting. Governors noted that the report covered the following areas:</p> <ul style="list-style-type: none"> <li>• Attendance</li> <li>• Staff</li> <li>• School Improvement Partner</li> <li>• Admissions</li> </ul>

- Behaviour
- Continuing Professional Development
- Curriculum
- Enrichment
- Finance
- GDPR
- Safeguarding
- Special Educational Needs and Disability

**Q: What does EBSA stand for?**

**HT:** Explained that EBSA stands for 'Emotionally Based School Avoidance'. He stated that four children had been affected and that there had been a nationwide upward trend in EBSA.

**Q: What is the school doing to support the families affected?**

**HT:** Reported that support had assembled resources for use at home, organised weekly meetings and arranged of alternative provision.

**Q Does this comes at a cost to the school? If so, is there any additional funding available?**

**HT:** Stated that the SENDCO had managed to secure additional funds but this had not covered the entire cost.

**Q: Has the School Improvement Partner (SIP) visited yet? Had the school been fully prepared?**

**HT:** Stated that the SIP had inspected the school last week and had provided very positive feedback on learning, consistency and the excellent appearance of the school environment. The SIP had commented that the visions and values of the school appeared to be clearly communicated to the children.

Governors expressed their thanks and congratulations to staff and asked the Clerk to email a note of appreciation.

**Action Clerk**

7. **PREMISES/HEALTH AND SAFETY REPORT**

A report had been circulated prior to the meeting. Governors noted that the report covered the following areas:

- Health and Safety Compliance Work
- Premises Management Site Work
- Contractors on Site
- ICT difficulties
- EEC Recording:
  - Risk Assessments
  - Accidents
  - External Visits

The **HT** reported that the School Business Manager (**SBM**) had attended Educational Visit training and that it is now a requirement for the **HT** to attend three trips per year to ensure procedural compliance.

Governors approved the proposed Barton Hall residential trip due to take place from the 6<sup>th</sup> – 8<sup>th</sup> July 2026.

**Q: How do off site visits link in with the school values:**

	<p><b>HT:</b> These trips promote the holistic approach of the school. Through the activities organised children learn endurance, compassion for others and deepen friendship. Governors thanked the Site and Business Managers for their hard work in dealing with the ICT difficulties and asked the Clerk to email a note of appreciation. <b>Action Clerk</b></p>
8.	<p><b>SCHOOL DEVELOPMENT PLAN</b></p> <p>The School Development Plan (<b>SDP</b>) had been circulated prior to the meeting. Governors noted that the plan prioritised the following four areas:</p> <ul style="list-style-type: none"> <li>• Climate Change and Sustainability</li> <li>• Writing</li> <li>• Christian Distinctiveness</li> <li>• Structural Change/Future Planning</li> </ul> <p>Governors thanked the <b>HT</b> for his work on this document and acknowledged the content.</p> <p>The <b>HT</b> informed Governors that the Climate Action Plan had been completed.</p> <p>The <b>HT</b> shared that, along with other Headteachers, he had attended a SIAMS celebration at the Diocesan offices. Discussions had taken place in respect of how the Diocese would support schools in the development of children's spiritually.</p> <p>The <b>HT</b> flagged the upcoming class reduction and potential redundancies. Governors offered their full support.</p> <p>Governors confirmed that they had reviewed the document and agreed the four strands.</p>
9.	<p><b>PUPIL PREMIUM STRATEGY</b></p> <p>A report was shared at the meeting.</p> <p>The <b>HT</b> highlighted that the total 25-26 funding had been £112,000. This had been utilised as follows:</p> <ul style="list-style-type: none"> <li>• Interventions and verbal feedback in all year groups</li> <li>• Support for attendance and pastoral care</li> <li>• Educational visit discounts</li> <li>• The Thrive programme</li> </ul> <p>The <b>HT</b> was delighted to report that evidence showed reduced gaps in writing and maths. In addition, Pupil Premium (<b>PP</b>) attendance had exceeded 90% for the first time in five years.</p> <p>Governors Approved the Pupil Premium Strategy Statement in principle but because the document had not successfully loaded onto the OneDrive they agreed to raise any concerns by the following Tuesday. <b>Action Clerk</b></p>
10.	<p><b>POLICY REVIEWS</b></p> <p>The following policies were reviewed and agreed:</p> <ul style="list-style-type: none"> <li>• First Aid</li> <li>• Suspension and Permanent Exclusion</li> </ul> <p>The <b>HT</b> confirmed no changes to the Department For Education (<b>DFE</b>) guidelines.</p>

	<p><b>Q: The policy states that children are not allowed to leave their homes in the first five days of their suspension. How is this monitored?</b></p> <p><b>HT:</b> Explained that monitoring the whereabouts of children during suspension is extremely challenging and not realistically possible.</p> <p>Governors approved both policies.</p>
11.	<p><b>GOVERNOR ITEMS</b></p> <ul style="list-style-type: none"> <li> <p><b>Governor Vacancies</b> – the <b>Clerk</b> confirmed that Jan Jones have been accepted by the Diocese as Foundation Governor. One Foundation Governor vacancy remains.</p> <p>The Local Authority (<b>LA</b>) had proposed Mark Mackie as LA Governor. Governors unanimously approved the appointment of Mark to this role.</p> </li> <li> <p><b>Governor Training</b> – A Governor confirmed completion of Cybersecurity training. This training had been useful and had emphasised the importance of staff following procedures correctly.</p> <p>The <b>HT</b> had attended a GDPR course and stated that in, order to reduce the workload relating to Subject Access and Freedom of Information requests, a new policy will be released.</p> <p>A Governor shared that she is shortly due to attend Induction Training.</p> </li> <li> <p><b>Governor Monitoring</b></p> <p>The SEND Governor confirmed that she had met with the SENDCO who had explained the range of tasks necessary at the beginning of the academic year. The Governor commended the hard work of the SENDCO and raised concerns in respect of her workload.</p> <p>The Health and Safety Governor had met with the Premises Manager and had been assured that compliance logs were completed accurately and in a timely manner. The fire door upgrades and security improvements were noted.</p> </li> <li> <p><b>Impact of the Meeting</b></p> <p>Governors acknowledged the positive tone of the meeting and its efficiency. Governors were encouraged by the growing community support for the GB and welcomed new membership.</p> <p>Governors thanked the Vice Chair for his skilful chairing of the meeting.</p> </li> </ul>
12	<p><b>CORRESPONDENCE</b></p> <p>The Clerk reported that no correspondence had been received.</p>
13.	<p><b>DATE OF NEXT MEETING</b></p> <p>There will be an extraordinary meeting of the Full Governing Board on <b>Tuesday 4<sup>th</sup> November 2025 at 4:15pm.</b></p> <p>The next meeting of the Full Governing Body will be held in school on <b>Tuesday 25<sup>th</sup> November 2025 at 4:15pm.</b></p>

Meeting closed at 17:45

**Action points arising from meeting held 14<sup>th</sup> October 2025**

<b>Minute Ref</b>	<b>Action Point</b>	<b>Responsibility</b>
5	Circulate pen picture requirements to Governors	<b>Clerk</b>
5	Brief Governors regarding ICT developments	<b>HT</b>
6	Reinstate agenda hyperlinks to supporting documents	<b>Clerk</b>
6	Following successful SIP report, email a note of thanks to staff from Governors	<b>Clerk</b>
7	Email SBM and PM to thank them on behalf of Governors	<b>Clerk</b>
9	Email Governors PP strategy. To reply by 21 <sup>st</sup> October 2025	<b>Clerk</b>

**Signed**.....

**Chair of Governors**

**Date**.....