



St John's Church of England VA Primary School

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

on
Thursday 4th September 2025
at
4:15pm

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

Apologies: None

Clerk/School Business Manager: Angela Morley

Item	Details
1.	<p>WELCOME & OPENING REFLECTION The Chair welcomed everybody and introduced Tayo Oladipo (new Foundation Governor). The Rector led Governors in prayer.</p>
2.	<p>APOLOGIES No apologies.</p>
3.	<p>DECLARATION OF BUSINESS INTERESTS/CODE OF CONDUCT There were no matters to declare.</p> <p>The Clerk reported that all Governors had completed and returned their Declaration of Interests Forms.</p> <p>All Governors confirmed that they had read and signed the Governor Code of Conduct.</p>
4.	<p>APPROVAL OF MINUTES OF THE MEETING HELD ON 22ND JULY 2025 The minutes were approved as a true and correct record of the meeting.</p>
5.	<p>Matters Arising None raised.</p> <p>Outstanding Actions:</p> <ul style="list-style-type: none"> • The Clerk reported that the Public Sector Equality Duty updates would be discussed during the extraordinary meeting due to be arranged at item 12. • The Headteacher (HT) reported that the laptops and Chromebooks had been purchased and issued to staff. • The Clerk reported that the Asset Management Group had met on the 2nd September 2025. • The HT reported that he had reviewed the procedures for arranging school trips and visits. He stated that he had introduced a new system whereby any person arranging an off-site visit must first meet with him for planning purposes and to ensure all paperwork is actioned. He informed Governors that he had briefed staff regarding educational visit protocols and procedures as part of the September 2025 INSET day programme. • The HT reported that he had shared the contents of the Governor Monitoring Policy with Teaching Staff and reminded them that the Governing Board are there to protect and support staff members. • The Staff Governor reported that she had not yet had the opportunity to commence work on the pen portraits. Governors requested that this item be carried forward to the next meeting. Action SB • The Rector reported that he had had positive conversations with the Diocese regarding the sharing of electricity generated via proposed solar panels on the church. The Clerk informed Governors that she had contacted the Diocesan Education Officer to ascertain whether a project of this nature would be feasible. The Education Officer had stated that they would need to scrutinise the terms by

	<p>which the electricity would be shared, but in principle, they may be able to make the scheme work. The Diocesan Education Officer also stated that she is currently working upon a project to try and deliver solar panels to VA schools and planned to brief Headteachers during the Autumn term.</p> <ul style="list-style-type: none"> • The Clerk confirmed that the letter from the Chair to the member of staff requesting time off in term time had been dispatched. • The HT confirmed that he had spoken to staff on the INSET day to stress that time off in term time is not possible. Staff had been informed that the maximum allowance for time off in lieu had been set at two days. • The HT confirmed that he had shared the results of the Wellbeing survey with staff. • The Clerk confirmed that the Annual Planner had been adapted to adjust the timings of the presentation of the Headteacher's Summer term full written report. • A Governor reported that he had not yet heard any news from Councillor Ross.
	<p>ELECTION OF OFFICERS</p> <ul style="list-style-type: none"> • Election of Chair Jo Leigh proposed by LM and seconded by SB. Jo Leigh left the room. Governors unanimously elected Jo Leigh as Chair. • Vice Chair Luke Merchant proposed by SB seconded by CH. Luke Merchant left the room. Governors unanimously elected Luke Merchant as Vice Chair. <p>The HT thanked the Chair for her excellent leadership of the meetings and her support to the school during the past year. He welcomed Luke Merchant as Vice Chair.</p>
7.	<p>BOARD MEMBERSHIP MATTERS</p> <ul style="list-style-type: none"> • Standing Orders September 2025 The Standing Orders were reviewed and agreed by the Governing Board (GB). • Instrument of Governance The Instrument of Governance was reviewed and agreed by the GB. • Freedom of Information Publication Scheme The Freedom of Information Publication Scheme was reviewed and agreed by the GB. • Terms of Reference Governors reviewed and agreed the following Terms of Reference: <ul style="list-style-type: none"> • Headteacher Performance Management Committee • Pay Committee • Admissions Committee • Allocation of Governor roles and responsibilities:

Chair reported that she had reviewed and identified the Link Governor/Committee Memberships within the board.

HT reminded Governors that link visits are a statutory requirement for monitoring purposes.

Governors agreed to retain their responsibilities and to review any adjustments at the extraordinary meeting (due to be planned – see item 12):

- Safeguarding **JL**
- SEND, PP and CLA **RH**
- Health and Safety **LM**
- GDPR **LM**
- Cybersecurity **LM**
- Finance **JL**
- Equality Duty **JL**
- RE, SIAMS and Church School Distinctiveness **CS**
- Collective Worship **RK**
- EYFS **SB**
- Sustainability **CS**
- School Development Plan Strands:
 - Sustainability **CS**
 - Writing **RK/CH**
 - SIAMS **CS/CH**
 - Future planning **SB/CS/LM**

- **Headteacher Performance Management Review Panel**
JL (Chair of Committee), **LM** and **RK** appointed and agreed by ALL
- **Pay Committee**
LM (Chair of Committee) **TO** and **RK** appointed and agreed by ALL
- **Admissions Committee**
JL (Chair of Committee) **OP** and **SB** appointed and agreed by ALL
- **Asset Management Group**
CS, JL, LM, SB and **OP** appointed and agreed by ALL

<p>8.</p>	<p>HEADTEACHER SEPTEMBER UPDATE - VERBAL REPORT</p> <p>The Headteacher (HT) reported that the first day back at school had been a positive start for the children. The children had been very enthusiastic.</p> <p>He reported that he had delivered the following INSET training to staff:</p> <ul style="list-style-type: none"> • Basic safeguarding awareness • Health and safety, • Building relationships with pupils • Fire training • GDPR training. <p>He stated that all staff had updated their Prevent training and undertaken the Equality and Diversity module on the training portal (Flick).</p> <p>He reported that the internet connection continued to be an issue due to Open Reach delays. They had not yet fitted the school fibre link. Despite chasing, Open Reach had failed to provide a date for the work. Staff members had been extremely frustrated by the poor provision as this had hampered preparations for the new school year and impacted teaching and learning.</p> <p>The HT further reported that the school IT providers had not been particularly supportive. The previous providers, Praestantia, had merged with ICT4 and consequently, the quality of service had diminished considerably. He informed Governors that he will be considering alternative providers when the contract became due for renewal.</p> <p>Governors asked the Headteacher to report progress on both matters to the next Full Governing Board meeting (FGB). Action HT</p> <p>The HT stated that adaptations had been made to the lunchtime arrangements to ensure the safety of children with allergies.</p> <p>He reported that three members of staff had suffered broken bones during the summer holiday period. One member was unable to attend school; the other two staff members were in attendance.</p> <p>Q: Had the appropriate risk assessments been undertaken? HT: Stated that Risk assessments had been undertaken.</p> <p>Q: How many children had been on roll at the beginning of the term? HT: 210 children on roll and 4 applications in progress.</p> <p>The HT stated that he had begun work on the School Development Plan and intended to replace the Curriculum category with Climate Action/Sustainability.</p> <p>Governors thanked the Headteacher and confirmed that they would like climate action/sustainability to be a school priority.</p>
<p>9.</p>	<p>SAFEGUARDING/CHILD PROTECTION UPDATE</p> <p>HT stated that there had been minor changes to the Safeguarding Policy and KCSIE document. These had been circulated to Governors to confirm that they had read and understood the contents at the next FGB meeting. Action Governors</p>

	<p>HT reported that Safeguarding training had been delivered to all staff and volunteers as part of the September INSET programme. Staff had also signed to confirm that they had read and understood the latest KCSIE updates.</p> <p>Q: How had the Keeping Children Safe in Education (KCSIE) document changed this autumn?</p> <p>HT: Informed Governors that the document had included changes to attendance monitoring requirements and guidance regarding the use and dangers of artificial intelligence. It had also covered disinformation, conspiracy theories and regulations in respect of appointing external tuition providers.</p>
10.	<p>POLICY REVIEWS</p> <p>The following policies were reviewed and agreed:</p> <ul style="list-style-type: none"> • Whistleblowing (confirmed in place) • Safeguarding and Child Protection
11.	<p>DFG/SCA UPDATE</p> <p>HT reported that, during the Summer vacation period, the following capital projects had been undertaken:</p> <ul style="list-style-type: none"> • Roof refurbishment - £88,796 funded via SCA grant funding (10% payable by the school). • Replacement of fire doors - £30,097 funded via SCA grant funding (10% payable by the school). • <p>The Diocese had confirmed that the appointed contractors complied with all construction industry and DBS regulations.</p> <p>The School Business Manager confirmed that the Diocese had issued an invoice in the value of £11,894.30 for the Governor 10% liability. It had been agreed that this would be repaid as follows:</p> <ul style="list-style-type: none"> • Roof refurbishment £8,879.69 in equal instalments over a five-year period. • Fire doors £3,009.74 in equal instalments over a three-year period.
12.	<p>GOVERNOR ITEMS</p> <p>Governor Training:</p> <ul style="list-style-type: none"> • Annual Planner – approved by Governors. • Governor Vacancies – 2 Governor vacancies. One Local Authority (LA) and one Foundation. <p>Q: Can a LA Governor only be appointed by the LA?</p> <p>Clerk: Explained that the LA advertise the role and attempt to recruit a candidate. As well their efforts to recruit, the board could nominate a suitable replacement.</p> <ul style="list-style-type: none"> • Governor Training – no training to report. • Governor Monitoring

	<p>The Chair reminded Governors that Monitoring is a supportive process and adds to the visions and values of the school. The school is required to have a strong evidence base in respect of Governor monitoring. Governors must undertake one visit per term to monitor their respective areas of responsibility. The Chair reminded Governors that monitoring needs to be frequently undertaken and robustly conducted. She stated that Governors must highlight evidence of impact and action.</p> <p>HT agreed to contact Governors to arrange Autumn visits. Action HT</p> <p>The HT invited Governors to join the Harvest Service in church on Thursday 23rd October at 1:30pm.</p> <p>The School Business Manager reported that the Administrative Team had been working on improving communications and had compiled a 'Dates Set in Stone' document. Governors asked for this document to be distributed to members of the Board. Action School Business Manager</p> <p>Governors agreed to meet on Tuesday - 4th November 4:15pm to discuss:</p> <ul style="list-style-type: none"> ➤ The skills audit ➤ Impact of the Governing Board. ➤ Equality/Diversity assessment <p>A Governor asked for the supporting documents hyperlinks links to be reinstated in the Governor agenda. The Clerk agreed to arrange to link or to highlight the documents as requested. Action Clerk</p> <ul style="list-style-type: none"> • Impact of the Meeting Governors considered the impact of the meeting and noted that discussion of procedural matters/responsibilities had set in train a structure that will act as clear foundation for discussion and endurance. <p>Governors celebrated the discussions in respect of sustainability and anticipated a positive impact.</p>
13.	<p>CORRESPONDENCE The Clerk reported that no correspondence had been received.</p>
14.	<p>DATE OF NEXT MEETING The next meeting of the Full Governing Body will be held in school on Tuesday 14th October 2025 at 4:15pm. Ruth Knowlman stated that she would be unable to attend the next meeting and offered her apologies.</p>

Meeting closed at 17:37

Action points arising from meeting held 4th September 2025

Minute Ref	Action Point	Responsibility
5.	Compile Governor pen portraits	SB
8.	Report on IT provisions and new internet connection	HT
9.	Read and understand Safeguarding Policy and KCSIE	Governors
12.	Arrange monitoring visits	HT

12.	Circulate 'Set in Stone' dates to Governors	Clerk
12.	Reinstate supporting documents hyperlinks in agenda document	Clerk

Signed.....

Chair of Governors

Date.....