



## 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 13<sup>th</sup> May 2025  
at  
4:15pm

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

**Apologies:** Jo Basquill – LA Governor **Vice Chair** Finance, SDP – Future  
Planning

**Clerk:** Angela Morley

Item	Details
1.	<b>WELCOME &amp; OPENING REFLECTION</b> The <b>Chair</b> welcomed everybody.

	The <b>Rector</b> led Governors in an opening prayer from Good Shepherd Sunday quoting, 'Teach us to hear your voice and follow your command.' He prayed for wisdom for the Governing Board.
2.	<b>APOLOGIES</b> Jo Basquill had sent apologies. Governors accepted the apology.
3.	<b>DECLARATION OF BUSINESS INTERESTS</b> There were no matters to declare.
4.	<b>APPROVAL OF MINUTES OF THE MEETING HELD ON 25<sup>th</sup> March 2025</b> The minutes were approved as a true and correct record of the meeting.
5.	<b>MATTERS ARISING</b> None raised.  <b>Outstanding Actions:</b> <ul style="list-style-type: none"> <li>• The Headteacher (<b>HT</b>) reported that he had advertised for more volunteers and five people had come forward.</li> <li>• <b>HT</b> reported that he had instructed staff to create a list of bullet points for parents to consider whilst attending school events.</li> <li>• <b>HT</b> reported that he had instructed the Site Manager to create a noticeboard to advertise school events.</li> <li>• <b>HT</b> explained that it had not been possible to progress the creation of a staff outdoor seating area on the roof of the school due to health and safety considerations.</li> <li>• The <b>Clerk</b> reported that she had updated the Skills Audit to include church school distinctiveness values and recirculated to Governors (<b>agenda item 12</b>).</li> </ul>
6.	<b>SFVS</b> The SFVS had been circulated prior to the meeting. Governors noted the contents of the report. <ul style="list-style-type: none"> <li>• The <b>Clerk</b> confirmed that this document had been submitted to Educational Financial Services.</li> </ul> <p>Governors thanked the Clerk for completing this document.</p>
7.	<b>HEADTEACHER SUMMER (1) SHORT WRITTEN REPORT</b> A report had been circulated prior to the meeting. Governors noted that the report covered the following areas: <ul style="list-style-type: none"> <li>• School Characteristics</li> <li>• Attendance</li> <li>• Attainment and Achievement</li> <li>• Teaching</li> <li>• Staff CPD</li> </ul>

- Pupil Premium
- Sports Premium
- Educational Enrichment
- Exclusions during Spring Term 2025
- Child Protection/Safeguarding

**Q: You highlight children who had been unable to attend school this term. Had these absences been addressed?**

**HT:** The school had been working closely with the Local Authority in order to address individual circumstances.

**Q: The Pupil Premium attendance figures appear to be much improved. Had there been a change to the way in which we engage with children and families?**

**HT:** Reported that the engagement with parents and other agencies had become more tailored and focussed. Consequently, there had been a significant improvement in attendance and a growing understanding in families that their children needed to be in school and learning.

**Q: Are we providing positive feedback to the families that are trying and responding to these interventions?**

**HT:** Stated that staff had been working very hard to build up the esteem of the children whose attendance had improved. In addition, encouragement had been extended to parents and carers.

**Q: Had there been very much illness this term?**

**HT:** Responded that there had been significant genuine illness in both staff and children. It had been another term where several viruses had been circulating.

**Q: Has there been any development in terms of the shortage of kitchen staff?**

**HT:** Stated that the kitchen had been covered internally with the support of a Lunchtime Supervisor who had agreed to undertake additional hours. The **HT** hoped that the problem would be resolved within the next two to three weeks. **HT** expressed his thanks to those staff who had assisted. He informed Governors that staff had worked very hard.

Governors asked for their thanks and appreciation to be extended to the staff members concerned.

**Q: Persistent absence – is the figure quoted in the report in respect of numbers of people or a percentage?**

**HT:** Explained that the figure had been in respect of the number of people and not a percentage. He reminded Governors that Reception children were not required to attend school full time until they had reached their fifth Birthday. This had considerably impacted the Reception attendance figures.

**Q: Safeguarding – how often are you contacted during the school holidays?**

**HT:** Stated that he had been contacted during the majority of school holidays. He added that, when he was unavailable, the Deputy Headteacher is contacted.

	<p><b>Q: What are the predictions for numbers on roll in September?</b>  <b>HT:</b> Informed Governors that twenty-three children would be commencing in the Reception class. He added that numbers across the school had been increasing.</p> <p><b>Q: Is had been heartening to read of several enrichment activities during the Spring term. Are these celebrated on social media?</b>  <b>HT:</b> stated that all activities of this nature had been celebrated on social media and in the local press. There had been a good response from the local community, including other schools in the area. Many had commented upon the vibrancy of the Facebook and website pages.</p> <p><b>Q: Is attendance higher on enrichment days?</b>  Yes, often the office had contacted and reminded families that events had been arranged. The responses had been positive and had impacted attendance.</p>
8.	<p><b>PREMISES/HEALTH AND SAFETY</b>  A report had been circulated prior to the meeting. Governors noted the report covered the following areas:</p> <ul style="list-style-type: none"> <li>• Site Manager Compliance and Repair Work</li> <li>• Easter Two Week Site Work</li> <li>• Contractors on Site</li> <li>• Health and Safety</li> </ul> <p><b>HT:</b> Reported that the broadband connection had been slow and intermittent in recent weeks. He explained that this had significantly impacted teaching and learning. The School Business Manager had been trying to determine the cause and suggested that the current internet provision may not be fit for purpose. There was one year left on the broadband contract but this issue posed a greater hidden cost to the school.</p> <p>The <b>HT</b> explained that he had asked the School Business Manager to seek quotations from alternative providers.</p> <p><b>Q: What is the annual cost of the current provision?</b>  <b>HT:</b> Stated that the current contract was £1,500 per annum.</p> <p><b>Governors</b> stated that, assuming the school had first undertaken thorough checks and due diligence, they would be prepared to authorise moving to an alternative supplier prior to the current contract concluding if an alternative quote was below £1,500.</p> <p><b>Governors</b> insisted that steps be taken to request compensation for poor service delivery from the current supplier. <b>Action SBM</b></p> <p><b>HT:</b> Further explained that an audit of staff laptop equipment had been undertaken to establish which laptops would be fit for purpose following the introduction of Windows 11. Only eleven were compliant. Steps had been taken to discover how many laptops would need to be replaced and consideration given to the possibility of leasing new equipment.</p> <p>Governors asked for an update to be provided to the next Full Governing Board meeting. <b>Action HT</b></p>

	<p><b>Q: The new wet areas look excellent and so much more modern and user friendly. Has there been any feedback from children/staff?</b></p> <p><b>HT:</b> Reported that the staff and children had been thrilled by the improved facilities.</p> <p>A <b>Governor</b> raised the matter of the dangers to children and families when crossing Priory Road and explained that he had been in communication with a local Councillor. He stated that there was no financial provision for crossing patrol support but had been exploring ways in which this may be overcome.</p> <p><b>Governors</b> asked to be kept apprised of the discussions. <span style="float: right;"><b>Action LM</b></span></p>
9.	<p><b>SCHOOL COUNCIL REPORT</b></p> <p>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>• Introduction</li> <li>• Menu</li> <li>• Charity</li> <li>• Enrichment</li> <li>• Reading Champions</li> <li>• Safeguarding</li> <li>• Interviews and Inspections</li> <li>• Curriculum</li> </ul> <p><b>Q: Was anything introduced to replace the own clothes day treat for reading champions?</b></p> <p><b>HT:</b> Explained that the non-uniform day for Reading Champions had become controversial because it had been abused by a small minority of families who had sent their children to school in own clothes regardless of reading achievements. He stated that the Reading Champions had been receiving additional play on Friday afternoons. Those who had not yet achieved champion status remained in the classroom to receive additional reading support.</p> <p><b>Q: A Governor commented that she had not realised that St John's had been the first school in the country to adopt the Pupil Chaplains scheme. How is the scheme working out?</b></p> <p><b>HT:</b> Celebrated that St John's had been an early adopter of this excellent scheme and stated that it had a wonderful impact upon the life of the school. It had been an exceptional way in which to consolidate and share school values. He added that the current cohort of Pupil Chaplains were extremely enthusiastic and had taken their roles very seriously. The <b>HT</b> stated that other schools had consulted St John's to ask for advice regarding how the scheme works and there had been an article regarding the scheme in the Church Times.</p>
10.	<p><b>SELF EVALUATION REPORT (SEF)</b></p> <p>A report had been circulated prior to the meeting. <b>HT</b> advised Governors that the production of a <b>SEF</b> is no longer compulsory.</p>

	<p><b>Q: When is OFSTED next due?</b>  <b>HT:</b> stated that it would next be due in March 2027. The Government had stated that there would be a curriculum review around September 2026, along with a review of the whole OFSTED practice.</p> <p>Due to internet difficulties, Governors had been unable to access this document and asked for this item to be deferred to the next Full Governing Board meeting.</p> <p style="text-align: right;"><b>Action Clerk</b></p>
11.	<p><b>POLICY REVIEWS</b>  The following policies were reviewed and agreed:</p> <ul style="list-style-type: none"> <li>• Business Continuity Plan</li> <li>• Pupil Premium</li> </ul> <p>The Chair shared that she had been reviewing the complaints procedure and had noted that it did not appear to flow well (particularly the timelines). This will be updated and brought to the next meeting.</p> <p style="text-align: right;"><b>Action Clerk</b></p>
12.	<p><b>GOVERNOR ITEMS</b></p> <p><b>Governor Vacancies:</b>  The <b>Clerk</b> reported that 3 Foundation Governor vacancies had not yet been filled.</p> <p><b>Skills Audit:</b>  The <b>Clerk</b> reported that the updated Skills Audit had been circulated to Governors. Not all Governors had returned their forms. Consequently, this information had not yet been collated.</p> <p>The Chair reminded Governors of the necessity to return the Skills Audit form to the Clerk and asked the Clerk to present a summary report to the next meeting.</p> <p style="text-align: right;"><b>Action Clerk</b></p> <p><b>Governor Training:</b>  None undertaken due to the short timescale since last meeting.</p> <p><b>Governor Monitoring and Feedback:</b>  None undertaken due to the short timescale since last meeting.</p> <p><b>Clerks Briefing Update:</b>  The <b>Clerk</b> reminded Governors of the imperative to understand their Public Sector Equality Duty. A briefing had been emailed to Governors. Questions for reflection were included in document.</p> <p>The Chair requested this to be included as an agenda item at the next meeting.</p> <p style="text-align: right;"><b>Action Clerk</b></p> <p>On behalf of the staff team, the <b>Staff Governor</b> thanked the Governing Board for the Easter Cards. She added that the staff had been genuinely touched by the gesture.</p> <p><b>General Governor Business</b>  The Rector shared that the Archdeacon's visitation to St John the Baptist Church would take place on the 8<sup>th</sup> and 9<sup>th</sup> June. As part of the visit, the Archdeacon had requested a</p>

	<p>visit to the school. The <b>HT</b> arranged for the Archdeacon to arrive at 2.30pm in order to attend assembly.</p> <p>In addition, the <b>Rector</b> invited the Pupil Chaplains to attend the church service on Sunday 8<sup>th</sup> June 10.30am and to take part. The Rector offered to visit school on the preceding Wednesdays in order to help the Pupil Chaplains prepare.</p> <p><b>HT:</b> Welcomed the opportunity to take part in the Archdeacon's Visitation and to discuss with him the ways in which the school shared joy and hope in the community.</p>
13.	<p><b>REFLECTIONS ON MEETING</b></p> <p>Governors discussed the meeting and reflected upon the content. Of particular note was:</p> <ul style="list-style-type: none"> <li>• Discussions regarding inclusivity.</li> <li>• The work that every teacher is undertaking.</li> <li>• The thread of compassion running through the meeting had been noteworthy. Governors aimed to do the best for children.</li> <li>• The hidden care and service for and of the children had been very evident during discussions.</li> <li>• Wonderful to celebrate the enrichment opportunities and how they had helped build pupils endurance and friendship.</li> </ul>
14.	<p><b>CORRESPONDENCE</b></p> <p>The Clerk reported that no correspondence had been received.</p>
15.	<p><b>DATE OF NEXT MEETING</b></p> <p>The next meeting of the Full Governing Board will be held on <b>Tuesday 15<sup>th</sup> July 2025</b> in school at <b>4:15pm</b>. The SATS information will not be available until the Friday preceding the meeting.</p> <p>The Rector shared that he will not be available due to a prior engagement.</p>

Meeting closed at 17:50pm.

#### Action points arising from meeting held 13<sup>th</sup> May 2025

Minute Ref	Action Point	Responsibility
8.	Report on progress in respect of internet problems	<b>HT</b>
8.	Report on cost/proposals in respect of replacement laptops	<b>HT</b>
8.	Report on Priory Crossing Patrol developments	<b>LM</b>
10.	Recirculate SEF and include on next agenda	<b>Clerk</b>
11.	Update complaints procedure	<b>Clerk</b>
12.	Chase Governors who had not yet completed Skills Audit Form	<b>Clerk</b>
12.	Include Public Sector Equality Duty on next agenda	<b>Clerk</b>

**Signed.....**

**Chair of Governors**

**Date.....**