



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 26th November 2024
at
4:15pm

Present: Jo Leigh – Foundation Governor

Joe Basquill - LA Governor

Olly Priestley – Ex Officio

Sarah Brown – Staff Governor

Luke Merchant – Foundation Governor

Ruth Knowlman – Foundation Governor

Chair *Safeguarding, SEND, PP and
CLA, Equality Duty, SDP -Curriculum*

Vice Chair *Finance, SDP – Future
Planning*

EYFS, SDP – Curriculum

*Health & Safety, GDPR,
Cybersecurity, SDP – SIAMS*

Collective Worship, SDP- Writing

Apologies: Colin Simpson – Ex Officio

*SIAMS, Church School
Distinctiveness, SDP – SIAMS*

Clerk: Angela Morley

In Attendance: Vicki Mead, School Business Manager

Item	Details
1.	WELCOME & OPENING REFLECTION The Chair welcomed everybody. The Chair led Governors in prayer.
2.	APOLOGIES Apologies had been received from Colin Simpson. Governors accepted the apologies.

3.	<p>DECLARATION OF BUSINESS INTERESTS There were no matters to declare.</p>
4.	<p>APPROVAL OF MINUTES OF THE MEETING HELD ON 22nd OCTOBER 2024 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 Headteacher (HT) reported that two applications had been received for the role of Parent Governor and he had met with both candidates. He stated that he would report further under Governor Business (item 16). • The Clerk confirmed that details of training courses had been circulated to Governors. • HT reported that he had not updated the Teaching and Learning Policy to include overarching assessment criteria because he had been in discussion with Teaching Staff in respect of testing resources. Teaching Staff had stated that the current testing papers did not adequately align with updated curriculum content. Therefore, a move to NFER testing materials had been proposed. A change to the policy will be actioned accordingly Action HT • HT reported that he had written articles to promote the school. • HT reported that the Pupil Premium Strategy had been updated and resent to the Governing Board (item 9). • The Clerk reported that the Pay Committee meeting had been rearranged and the committee had met on the 26 November (see item 11 below). • The Clerk had distributed the updated monitoring schedule.
6.	<p>MONTH 7 FINANCE REPORT The Month 7 Report and accompanying notes had been circulated prior to the meeting.</p> <p>The HT provided an overview of the current financial position. He stated that in certain areas expenditure had exceeded the original budget allocation:</p> <ul style="list-style-type: none"> • General Teaching Supply costs had increased because it had not been possible to internally cover non-sickness absence due to the long-term absence of a Higher Level Teaching Assistant (HLTA). Q: How can we reduce the cost of Supply Cover? Measures had been put in place to use internal cover whenever possible. This had included the use of non-teaching staff. • The reimbursement for sickness supply cover does not match the full cost of external supply. There had been a shortfall of approximately £50 per day. Q: Do teaching staff appreciate that the school does not receive the full reimbursement?

HT: Yes, Teaching Staff are acutely aware of the shortfall and often attempt to attend work when unwell. The **HT** explained that quotations are due to be sought in respect of insurance cover for Support Staff absence.

Q: What is the current cost of covering Teaching Staff?

SBM: Explained that the current cost was £14,000 and that the school had benefitted from the cover during the past twelve months.

Governors discussed the merits and demerits of purchasing insurance cover and asked for a comprehensive report to be brought to the next Full Governing Board meeting.

Action SBM

- Additional Admin Staff costs due to the provision of training support for the new **SBM** and additional hours to cover staff absence.
- Additional training costs in respect of three First Aid at Work courses.
- Additional maintenance costs due to blocked drains and the five-year Electrical Safety Test.
- Additional costs in respect of cleaning materials to support pupils with allergies and personal hygiene considerations.
- Oven repair costs in the kitchen.
- Migration of SIMS – additional unanticipated costs.
- Additional Education Health Care Plan costs in respect of Forest School attendance for pupils unable to attend school. Both pupils had left the school and the expenditure had ceased.
- After School Club overspend due to significant cost increases.

A salary grant of £23,769 had cushioned the impact of the above and the budget remained in a balanced position.

Governors noted the Headteacher's comments and thanked the **SBM** for providing full details in the notes accompanying the **Month 7 Report**.

Q: What are the reasons for the overspend on After School Club (ASC)?

HT explained that there had been ongoing delays in the processing of ASC income by the Local Authority (**LA**) Cashiers. This had made it difficult accurately to assess the income. Cashiers were now up to date and had much improved processing procedures. Contract changes had been necessary to meet revised adult to child ratio guidance. A Subsidy had been necessary for a child in care. Charges had not increased for 18 months.

The **HT** explained that significant analysis of financial data had been undertaken in respect of After School Club, highlighting an average loss of £33 per day.

A lengthy discussion regarding the Extended School provision followed. Resulting in Governors recommended the following:

- Increase ASC fees from £4.00 to £5.50 (short session) and £8.00 to £9.00 (long session) with effect from 1 January 2025.
- To further increase fees in September 2025.
- Subject to a thorough Risk Assessment, increase the daily limit of attendees from 16 to 20.
- To increase Breakfast Club fees by 0.50p per session.
- To further increase Breakfast Club fees in September 2025.

Q: What is going to happen when the Carry Forward is no longer there to supplement the budget?

HT: The additional salary grant received to cover the cost of the Pay Award had been placed in contingency to replenish the carry forward balance because an allocation of 5% had already been included in the original budget plan.

In addition, the three-year budget plan presented to Governors in Spring of 2024 had predicted ongoing in-year balances. This plan assumes staffing reductions when the number of classes reduce from 8 to 7.

Q: How do the staff feel about the fact that we will be losing staff in 2026?

HT: Moral in this regard had appeared positive. Staff were aware that this difficulty may be resolved due to natural wastage.

Q: Are we still making money in the Kitchen? Is the kitchen viable?

SBM: The Month 7 Report predicts a surplus of £3,000. This had been based upon an assumption of no further unexpected costs. The uptake of meals had improved. A price review of St John's meals is due to be conducted and implemented in September 2024. The two external contract prices will increase in April 2024.

SCHOOL FUND AUDIT REPORT

The Unofficial Funds Audit had been circulated prior to the meeting.

Governors noted the balance of £41,486.41 and the auditor's comments that all is in order.

7. HEADTEACHER SECOND HALF TERM SHORT WRITTEN REPORT

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

- **Attendance (pupils and staff)**
- **Staff**
- **School Improvement Partner**
- **Admissions**
- **Behaviour**
- **Continuing Professional Development**
- **Curriculum**
- **Enrichment**
- **Finance**
- **GDPR**
- **SEND**
- **SIAMS**

	<ul style="list-style-type: none"> • Safeguarding • Premises <p>Governors thanks the Headteacher for the report.</p> <p>HT invited questions upon the half term report.</p> <p>Q: Who determines the admission arrangements? HT: The Headteacher and Chair of Governors meet weekly to discuss applications for places in school.</p> <p>Q: How is this fed back to parents/carers? HT responded by explaining that a letter would be sent to parents/carers explaining why a child had been/not been offered a place and provides information in respect of the appeal process.</p> <p>Q: Attendance data appears to have improved. Why is this the case? HT remarked that the numbers had picked up in response to interventions.</p> <p>HT: reported that a Subject Access Request had been received. The HT had taken advice from the LA Data Protection Advisor (DPA) and had arranged for her to support the school with the process. The deadline for responding had been 25 February 2025. The HT commented that the LA Support had been excellent.</p>
8.	<p>SAFEGUARDING/CHILD PROTECTION</p> <p>HT: explained that the annual Safeguarding Audit would be due for submission during the Spring Term. He explained that he had been working with the School Leadership Team to address the contents. When complete, the Governor Safeguarding Lead would review the contents prior to submission to the LA.</p> <p>Further Safeguarding updates had been included in the Headteacher Report.</p> <p>The HT reported that the Single Central Record had been checked and it had been both compliant and up to date.</p>
9.	<p>PUPIL PREMIUM</p> <p>The Pupil Premium Impact report had been circulated prior to the meeting.</p> <p>Governors reviewed and agreed the report.</p>
10.	<p>SPORTS PREMIUM</p> <p>The Sports Premium Strategy Statement had been circulated prior to the meeting.</p> <p>Governors approved and agreed the Strategy Statement.</p>
11.	<p>PAY COMMITTEE</p> <p>The Pay Committee reported that they had met on the 26 November to discuss all movements within the Main and UPS pay spines and had ensured that increases were supported by robust performance management processes.</p> <p>The Pay Committee confirmed that both the Teaching and Support Staff Pay Awards had been actioned in accordance with centrally agreed increased.</p>

12.	<p>POLICY REVIEWS</p> <p>The following policies were reviewed and agreed:</p> <ul style="list-style-type: none"> • Pay Policy • Disciplinary Policy • Health and Safety Policy • Appraising Teachers • Admissions 2026-2027 • Privacy Notice Workforce • Privacy Notice Governors • Privacy Notice Pupil/Parent • Privacy Notice Volunteer • Privacy Notice Recruitment
13.	<p>WEBSITE UPDATE</p> <p>The HT confirmed that all information published on the school website had been compliant and up to date.</p> <p>Q: Do many people look at the website?</p> <p>HT: Stated that the most popular pages had been:</p> <ul style="list-style-type: none"> • Who is who • Classes pages • Curriculum content
14.	<p>FREEDOM OF INFORMATION PUBLICATION SCHEME</p> <p>The Freedom of Information scheme had been circulated prior to the meeting.</p> <p>Governors reviewed and approved the Scheme.</p>
15.	<p>SPECIAL EDUCATIONAL NEEDS AUTUMN REPORT</p> <p>A report had been circulated prior to the meeting.</p> <p>Governors thanked the SENDCO for the thorough report and her hard work throughout the year.</p> <p>Q: The English as an Additional Language (EAL) numbers seem to be lower in the younger year groups. Is this correct?</p> <p>HT: Explained that Year 5 had the highest number of EAL pupils in the school. EAL numbers in each year group had been inconsistent and varied depending upon how long families remained at the school.</p> <p>SCHOOL OFFER AND INFORMATION REPORT</p> <p>Governors approved the school offer and information report.</p>
16.	<p>GOVERNOR ITEMS</p> <p>Governor Vacancies:</p> <p>The Clerk confirmed that both Parent Governors had resigned. Governors expressed thanks to Brian King and Cathy Paull for their hard work whilst in office.</p> <p>The Clerk reported that two parents had submitted applications for the role of Parent Governor. Both had been appointed with effect from 27 November 2024. The</p>

	<p>responsibilities held by the previous Parent Governors would be reallocated at the next Full Governing Board (FGB) meeting Action Clerk</p> <p>The Clerk reported that there had been no response to circulars inviting church members to consider becoming a Foundation Governor. A Governor suggested contacting Wellington Churches Together and offered to share contact details with the Clerk. Action Clerk</p> <p>Governor Training and Feedback: The Clerk reported that details of training courses had been circulated to Governors. Governors were reminded to undertake any outstanding online Safeguarding Courses. The Clerk was instructed to monitor progress and report to the next FGB meeting.</p> <p>HT to deliver Basic Awareness training at next Full Governing Board meeting. Action Clerk</p> <p>The Staff Governor reported that she had undertaken three Early Year Foundation Stage courses.</p> <p>Governor Monitoring and Feedback: Governors reported that arrangements had been made to undertake monitoring before the end of the academic year.</p> <p>Clerks Briefing Update:</p> <ul style="list-style-type: none"> • Pupil Attendance The Clerk reported that requirements in respect of the reporting of attendance data had been amended and addressed in the HT report. Governors must ensure that a regular and robust report is presented at each meeting. • Cybersecurity The Clerk reported that a Governor should be responsible for ensuring that the filtering and monitoring provision at the school be reviewed at least once per academic year. Filtering must not impact teaching or restrict learning. <p>Admissions Governors delegated responsibility to the Admissions Committee (Headteacher and Chair of Governors) to undertake a weekly review of applications for school places.</p>
14.	<p>CORRESPONDENCE The Clerk reported that no correspondence had been received.</p>
15.	<p>DATE OF NEXT MEETING The next meeting of the Full Governing Board will be held in school on Tuesday 21st January 2025 in school at 4:15pm.</p>

Meeting closed at 18:15pm

Action points arising from meeting held 26th November 2024

Minute Ref	Action Point	Responsibility
5.	Update Teaching and Learning Policy	HT
6.	Undertaken a Cost/Benefit analysis of Staff Absence Insurance Cover.	SBM
16.	Reallocate Parent Governor responsibilities. Agenda item January 2024.	Clerk
16.	Contact Churches Together regarding potential Foundation Governors	Clerk
16.	Ensure Governors undertake Safeguarding Training.	Clerk
16.	Deliver Basic Awareness training to Governors at next FGB meeting.	HT

Signed.....

Chair of Governors

Date.....