



## 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 26<sup>th</sup> September 2024**

at

**4:15pm**

<b>Present:</b> Brian King –Parent Governor	Chair ( <i>Safeguarding, Cybersecurity Finance <b>SDP</b> Curriculum</i> )
Jo Leigh – Foundation Governor	Vice Chair ( <i>Equality Duty <b>SDP</b> SIAMS</i> )
Olly Priestley – Ex Officio	Headteacher
Sarah Brown – Staff Governor	Health and Safety <b>SDP</b> <i>Vulnerable Groups</i>
Luke Merchant – Foundation Governor	
Joe Basquill - LA Governor	<i>Vulnerable Groups (to include SEND, Pupil Premium and Children Looked After, EAL) <b>SDP</b> Vulnerable Groups</i>
Ruth Knowlman – Foundation Governor	Collective Worship <b>SDP</b> Writing
<b>Apologies:</b> Colin Simpson – Ex Officio	Church School Distinctiveness and RE <b>SDP</b> SIAMS
Cathy Paull – Parent Governor	GDPR, EYFS <b>SDP</b> Writing

**Clerk:** Angela Morley (School Business Manager)

Item	Details
1.	<p><b>WELCOME &amp; OPENING REFLECTION</b> The <b>Chair</b> welcomed everybody.</p> <p>Headteacher shared a reflection upon the vision of the school to share joy and hope in the community.</p>
2.	<p><b>APOLOGIES</b> Apologies had been received from Colin Simpson and Cathy Paull. Governors accepted these.</p>
3.	<p><b>DECLARATION OF BUSINESS INTERESTS</b> There were no matters to declare.</p> <p>Governors asked to complete their Declaration of Interests Forms and return to the Clerk by Thursday 3<sup>rd</sup> October.</p> <p>Governors present confirmed that they had read the Code of Conduct.</p>
4.	<p><b>APPROVAL OF MINUTES OF THE MEETING HELD ON 23<sup>rd</sup> JULY 2024</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>• Chair to write to MP regarding Social Services provision. <b>Not actioned</b></li> <li>• Diocese had confirmed that Governors had been permitted to attend the Spirituality training on the 17<sup>th</sup> September. Three Governors had attended.</li> <li>• The School Business Manager (<b>SBM</b>) confirmed that an analysis had been undertaken in respect of the After School and Breakfast Club income and the clubs had been breaking even.</li> <li>• The <b>SBM</b> stated that the Diocese had confirmed an allocation of £9,000 towards the cost of upgrading the classroom wet areas.</li> <li>• The Headteacher confirmed that both the Staff and Governor Codes of Conduct had been updated to include guidance regarding extended family use of social media.</li> <li>• New menu had been popular. Uptake of meals had increased.</li> <li>• Child friendly version of the Acceptable Use Policy had been issued where appropriate.</li> <li>• The Chair's skills audit form had not yet been received. The Clerk stated that this form was precluding her from undertaking the overarching skills assessment and asked for this form to be completed as a matter of urgency. <b>Action BK</b></li> </ul>
6.	<p><b>ELECTION OF OFFICERS</b></p> <ul style="list-style-type: none"> <li>• <b>Election of Chair</b> Jo Leigh proposed by BK and seconded by JB.</li> </ul> <p>The <b>Headteacher</b> expressed his thanks and gratitude to the outgoing Chair for all that he had given to the school during his two-year tenure as Chair.</p>

7.	<ul style="list-style-type: none"> <li>• <b>Vice Chair</b> JB proposed by SB seconded by LK.</li> </ul> <p><b>BOARD MEMBERSHIP MATTERS</b></p> <ul style="list-style-type: none"> <li>• <b>Standing Orders September 2024</b> The Standing Orders were reviewed and agreed by the Governing Board (GB).</li> <li>• <b>Foundation Governor Vacancy</b> – The Clerk reported that there are three Foundation Governor vacancies. Governors suggested a recruitment campaign. The Clerk agreed to compile and share information for circulation. <b>Action Clerk</b></li> <li>• <b>Instrument of Governance</b> The Instrument of Governance was reviewed and agreed by the GB.</li> <li>• <b>Freedom of Information Publication Scheme</b> The Freedom of Information Publication Scheme was reviewed and agreed by the GB.</li> <li>• <b>Terms of Reference</b> Governors reviewed and agreed the following Terms of Reference: <ul style="list-style-type: none"> <li>• Headteacher Performance Management Committee</li> <li>• Pay Committee</li> </ul> </li> <li>• <b>Allocation of Governor roles and responsibilities:</b>   <p><b>HT</b> reported that he had reviewed and identified the Link Governor/committee memberships within the board.</p> <p><b>HT</b> reminded Governors that termly link visits are a statutory requirement for monitoring purposes.</p> <p>Governors agreed the following responsibilities:</p> <ul style="list-style-type: none"> <li>➤ Safeguarding <b>JL</b></li> <li>➤ SEND, PP and CLA <b>JL</b></li> <li>➤ Health and Safety <b>LM</b></li> <li>➤ GDPR <b>LM</b></li> <li>➤ Cybersecurity <b>LM</b></li> <li>➤ Finance <b>JB</b></li> <li>➤ Equality Duty <b>JL</b></li> <li>➤ RE, SIAMS and Church School Distinctiveness <b>CS</b></li> <li>➤ Collective Worship <b>RK</b></li> </ul> </li> </ul>
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- EYFS **SB**
- School Development Plan Strands:
  - Curriculum **SB/JL**
  - Writing **RK/CP**
  - SIAMS **CS/LM**
  - Future planning **BK/JB**

- **Headteacher Performance Management Review Panel**  
JL and JB appointed and agreed by ALL
- **Pay Committee**  
LM and BK (chair of Committee) appointed and agreed by ALL
- **Asset Management Group**  
CP, JB, BK, SB and OP appointed and agreed by ALL

8. **HEADTEACHER SEPTEMBER UPDATE VERBAL REPORT**

The Headteacher (**HT**) reported that four members of staff had commenced at the beginning of the Autumn Term and settled in well.

He also reported that the children had made a fantastic start and the Reception children had settled in very well.

**HT** reported that the SIAMS inspection had been undertaken on 25<sup>th</sup> September (previous day) and the whole school community (staff and children) had given a wonderful account of themselves and the school.

The **HT** summarised the details of the SIAMS inspection and explained that there had been seven sections to the inspection. VA school are required to do the seventh strand regarding RE delivery.

He stated that the Inspector was supportive and helpful and had commented that the school had been a joyous place to visit and it had been abundantly clear that the vision was thoroughly embedded across the school.

**HT** stated that the draft report will be received within 10 days.

**Governors** thanked Miss Eddy, with support from Mrs Roberts, for the work she has done on RE.

Governors thanked all staff for their contribution to the inspection.

Questions arising from HT Verbal Report:

**Q: Who is responsible for marketing?**

**HT** No one member of staff had overarching responsibility for marketing. This will be an area of focus in terms of promoting the school in the months to follow.

	<p><b>Q: Are all year groups full?</b>  <b>HT</b> There is space in Reception, Year 1, Year 4 and Year 5. All other classes are full.</p> <p><b>Q: What is the percentage of Pupil Premium children?</b>  <b>HT</b> 58% of our children are vulnerable. The Pupil Premium children percentage is currently 32%.</p>
9.	<p><b>SAFEGUARDING UPDATE</b>  <b>HT</b> There had been safeguarding matters over the summer holiday that required the Headteacher's attention.</p> <p><b>Q: In terms of your wellbeing, how did you feel after that experience?</b>  <b>HT</b> stated that it had been difficult.  <b>Governors</b> thanked the <b>HT</b> for his commitment and support during the holiday period and checked in on his wellbeing.</p> <p><b>Q: Is the external agency support sufficient?</b>  <b>HT</b> commented that he is still struggling to secure appropriate support of SEN children and had been regularly highlighting the gaps in funding in order to deliver adequate provision. He had also struggled to secure Social Services support for vulnerable children.</p> <p><b>Q: Had the Keeping Children Safe in Education document changed this autumn?</b>  <b>HT</b> stated that there had been minor changes and that this document would be circulated to Governors. He asked Governors to confirm that they had read and understood the contents prior to the next Full Governing Board meeting. <b>Action HT</b></p> <p><b>HT</b> reported that Safeguarding had been delivered at the beginning of term and new staff had received Basic awareness training.</p>
10.	<p><b>POLICY REVIEWS</b>  The following policies were reviewed and agreed:</p> <ul style="list-style-type: none"> <li>• Sex and Relationships</li> <li>• Whistleblowing (confirmed in place)</li> <li>• Safeguarding</li> <li>• Managing Allegations and Low-Level Concerns</li> </ul>
11.	<p><b>DFG/SCA UPDATE</b>  <b>SBM</b> reported that, during the Summer vacation period LED lighting had been installed and funded via the Energy Efficiency Grant at a cost of £8,903. The Diocese had issued an invoice for the Governor 10% liability.</p> <p>The Diocese recommend the use of Hills Construction LTD at a cost of £19,571 because Hills are fully compliant with all construction industry regulations. The first £9,000 will be funded via SCA grant funding and the balance of £10,571 from the DFG allocation.</p> <p>This work must be completed by 31<sup>st</sup> March 2025 in order to secure the SCA award.</p> <p>Governors approved the appointment of Hills to undertake this work.</p>
13.	<p><b>GOVERNOR ITEMS</b></p> <p><b>Governor Training:</b></p>

	<ul style="list-style-type: none"> <li>• <b>Clerk</b> reported that three Governors had attended Spirituality training on the 17th September and had commented that this had been excellent.</li> <li>• <b>Clerk</b> reported that details of upcoming Diocesan and SSE Governor training had been circulated. <b>Clerk</b> confirmed that Governors had been reminded of the expectation to undertake at least one training course per term.</li> <li>• The Clerk offered to liaise with the Chair regarding specific training for new Chairs. The new Chair welcomed this opportunity. <b>Action Clerk</b></li> <li>• <b>Governor Monitoring</b> <b>HT</b> to contact Governors to arrange Autumn visits. Governors to undertake one visit per term for their respective areas of responsibility. <b>HT</b> reminded Governors that monitoring needs to be more frequently held and robustly conducted. He stated that Governors must highlight evidence of impact and action.</li> <li>• <b>Impact of the Meeting</b> Governors considered the impact of the meeting. A Governor commented that it had been an excellent start to the term and an opportunity to both look back and forward in a positive and contrastive manner.</li> <li>• <b>The School Chaplain</b> A Foundation Governor confirmed that the School Chaplain's Contract of Employment had been renewed by St John's Church and that the church would continue to provide chaplaincy support for the school. The <b>HT</b> thanked the Governor for the update and asked for his gratitude to be communicated to the church. He added that the service provided by the School Chaplain had been invaluable.</li> </ul>
14.	<b>CORRESPONDENCE</b> The Clerk reported that no correspondence had been received.
15.	<b>DATE OF NEXT MEETING</b>  The next meeting of the Full Governing Body will be held in school on <b>Tuesday 22<sup>nd</sup> October 2023 at 4:15pm.</b>

Meeting closed at 6:15pm.

#### Action points arising from meeting held 26<sup>th</sup> September 2024

Minute Ref	Action Point	Responsibility
5.	BK to complete skills audit form.	<b>BK</b>
6.	Compile and share information regarding Foundation Governor vacancies.	<b>Clerk</b>
9.	Circulate to Governors KCSIE document.	<b>HT</b>
13.	Liaise with Chair regarding training.	<b>Clerk</b>

**Signed.....**

**Chair of Governors**

**Date.....**