



St John's Church of England VA Primary School

Minutes of the Full Governing Board Meeting Held in School

on
Tuesday 23rd July 2024
at
4:15pm

Present: Brian King –Parent Governor

Jo Leigh – Foundation
Sarah Brown – Staff Governor
Colin Simpson - Ex-Officio
Cathy Paull
Ruth Knowlman – Foundation
Olly Priestley – Ex Officio
Luke Merchant

Chair Safeguarding, Cybersecurity,
Finance
Vice Chair Equality Duty
Health and Safety
RE, SIAMS, Church School Distinctiveness
Parent Governor GDPR, EYFS
Collective Worship
Headteacher

Apologies: Joe Basquill *Vulnerable Groups*

Clerk: Angela Morley

School Business Manager (SBM)

Item	Details
1.	WELCOME & OPENING REFLECTION The Chair welcomed everybody. Rev Colin led the Governing Board in a prayer compiled by the Pupil Chaplains.
2.	APOLOGIES Joe Basquill had sent apologies. The meeting was quorate.
3.	DECLARATION OF BUSINESS INTERESTS There were no matters to declare.

4.	<p>APPROVAL OF MINUTES OF THE MEETING HELD ON 7th May 2024 The minutes were approved as a true and correct record of the meeting.</p>
5.	<p>MATTERS ARISING None raised.</p> <p>Action Points:</p> <ul style="list-style-type: none"> • Updated SEF had been circulated to Governors by the Clerk and added to this agenda for discussion (item 7). • PP and none PP children comparison included in the HT report (item 6). • Feedback from Kitchen Audit (item 12) • Governors had been into school to review School Development Plan progress (item 15). Three out of four sections reviewed. Vulnerable groups due for review during the autumn term. • The Clerk reported that two Governors had not yet confirmed that they had read and understood the RE Statement of Entitlement. Governors had been reminded to read the report before the commencement of the Autumn Term. • The Clerk reported that one Governor had not yet completed their skills audit form. • A Governor reported that £147 had been raised on Sports Day by the Friends of the School. A School disco had taken place but the final figure was yet to be confirmed. Governors expressed their thanks for the work that had been undertaken by the Friends.
6.	<p>HEADTEACHER FULL WRITTEN REPORT A report had been circulated prior to the meeting. Governors noted that the report covered the following areas:</p> <ol style="list-style-type: none"> 1. School Characteristics 2. Attendance 3. Attainment and Achievement 4. Teaching 5. Staff CPD 6. Pupil Premium 7. Sports Premium 8. Educational Enrichment 9. Exclusions during Summer Term 2024 10. Child Protection/Safeguarding 11. End of Year Data 12. EYFS Progress

13. Year 1 -6 Progress

A Governors commented upon the excellent SATs results and asked for Governor appreciation to be expressed to all staff involved.

Questions arising from HT Report:

Q: A Governor noted that the EYFS results were excellent and asked the Headteacher if this would be a benchmark for the performance of this class as they move up through the school?

HT this was a potential benchmark for the future of the specific children in the current cohort but cautioned Governors against applying the criteria to subsequent year group on the basis that mobility figures may influence the structure and have an impact upon the data.

Governors were very pleased with progress across the whole school and asked for their thanks and congratulations to be shared with the teaching staff.

Q: Y3 Why are the boys outperforming the girls?

HT: Far more of the more vulnerable children happen to be girls.

Q: Y4 Appear to be doing well considering they were impacted by the pandemic. Are they still challenging?

HT: There has been great progress in English but Maths had been a concern. Maths will be a particular focus in Year 5. The behaviour of this year group had improved due to changes in the cohort and the consistent behaviour management exercised by the Classroom Teachers.

Q: Y5 were also impacted by the pandemic. How has this settled?

HT: Classroom teacher had put some good measures in place to bring them on. This will be further worked upon when the class move up to Year 6.

Why were the autumn figures lower than the spring and summer?

HT: The mobility in the year group which had impacted the figures. Children who have not achieved age related will receive intervention and become focus children to accelerate their learning.

Attendance. Are the figures linked with academic figures?

HT: The main focus had been upon the safety of those with poor attendance. Academic achievement varied depending upon the child concerned. Attendance figures had been Impacted by the increase in pupils with English as an Additional Language (EAL) due to the necessity to travel overseas in order to attend significant family events e.g. weddings, funerals etc.

Governors supported the HT in his efforts to be discerning when granting permission to families needing to travel overseas.

7. **SCHOOL SELF EVALUATION REPORT**
The School Self Evaluation (SEF) Report had been circulated prior to the meeting.
- HT:** there are likely to be further changes in September to link in with School Development Plan updates.

	<p>Governors agreed the document and noted that it is a live document and updated frequently.</p>
<p>8.</p>	<p>ANNUAL SEND REPORT</p> <p>A report had been circulated prior to the meeting. Governors thanked the Special Educational Needs coordinator (SENDCO) for the report. Governors noted that the report covered the following areas:</p> <ul style="list-style-type: none"> • SEND profile for last 12 months • Key points • Provision, access and support • Attendance data • Achievement data • SEND improvement priorities <p>Questions arising from SEND Report:</p> <p>Q: How do our SEND numbers compare with the National average?</p> <p>HT: The School is above the average in terms of the national figures (18% national and we have around 22% with the St John's children).</p> <p>It had been challenging to assess if EAL children had language difficulties or delays in development. There are currently 45 EAL children in the school and it is predicted that the school will have 50 by the beginning of the academic year.</p>
<p>9.</p>	<p>ANNUAL DESIGNATED SAFEGUARDING LEAD REPORT</p> <p>A report had been circulated prior to the meeting.</p> <p>The HT reported that he had found it difficult to obtain support from Social Services for families. A lot of time had been invested in this regard.</p> <p>Q: Is there any way in which they can be held accountable?</p> <p>HT: They had appeared to be firefighting and poorly resourced. This may change with the onset of a new government. A letter to the new MP might be of value.</p> <p style="text-align: right;">Action – Chair of Governors to write to MP</p> <p>Q: A number of mental health concerns are listed – what kind of things are these?</p> <p>HT: Anxiety and depression had become more prevalent since the pandemic. A lot of support work had been invested in the children concerned and there are clear statistical outcomes and improvements.</p> <p>Q: Do we look at staff mental health support?</p> <p>HT: The day to day support of staff had been very good in the school. SLT had considered the wellbeing of staff when decision making and the Pastoral Deputy Headteacher had monitored the mental health of staff and acting accordingly when necessary.</p>

	<p>Q: Are the supporters trained?</p> <p>HT: Yes, mental health first aiders in the school. In addition, the Carefirst employee assistance programme is available for staff. Supervision had been provided for the Headteacher and Deputy Headteacher.</p> <p>The School had Wellbeing Champions who supported their peers. This had been a very successful scheme.</p> <p>Governors approved the Safeguarding report.</p>
10.	<p>SIAMS REPORT</p> <p>A report had been circulated prior to the meeting.</p> <p>HT: Reported that the St John's inspection is due in the academic year 24/25. The HT stated that good work had taken place in developing strong links with St John's Church. The Rector had been leading Collective Worship once per fortnight. The Ethos Committee had met several times and the outcomes had been very positive.</p> <p>A Governor had been monitoring Collective Worship.</p> <p>The HT reminded Governors of the SIAMS inspection judgement criteria:</p> <ul style="list-style-type: none"> • Through its vision and practice, the school is living up to its foundation as a church school and is enabling pupils and adults to flourish or: • The school's vision and practice are not enabling it to fully live up to its foundation as a church school. The reasons will then be listed. <p>The HT reminded Governors that the school had been built by the church one hundred and fifty years ago and the church/school link had been very much part of the school's heritage.</p> <p>The HT explained that the new criteria asks Governors to consider the schools vision and values carefully and to give thought as to how they are theologically rooted.</p> <p>Q: Are there any plans for the school choir to link up with the church?</p> <p>The Rector commented that plans had been made to work on a range of Christmas material. He had also introduced the children to the Saints when leading Collective Worship.</p> <p>HT: Spirituality would be something of a particular focus for the year ahead and a Diocesan training session had been arranged for teaching and other staff to attend on the 17th September at 3:15pm.</p> <p>Q: Governors asked if they could attend?</p> <p>HT: Stated that numbers had been limited and there may be an additional cost if we exceed the quota. He would explore further and inform Governors. Action HT</p> <p>HT: reported that the Deputy Headteacher and RE Lead had worked very hard on the SIAMS material. Governors extended their thanks.</p>
11.	<p>MONTH 3 FINANCE REPORT</p> <p>A report had been circulated prior to the meeting.</p> <p>Q: Education Support Staff are we trying to recover the £14K shortfall?</p>

	<p>HT: We are provided with an amount towards the cost of support for one-to-one pupils but this does not cover the entire cost.</p> <p>We have had a lot of children apply to join the school since the month 3 report was compiled. The numbers had been likely to be higher than predicted.</p> <p>Q: After School Club overspend appears to be linked with a delay in the payment of back pay. Is this correct?</p> <p>SBM: Payroll failed to action a change in hours from January 2024. The delay in this action had impacted the 24/25 spend. It is hoped that this will be offset by the 24/25 income but this had been reported conservatively in the short term.</p> <p>Governors requested that the SBM undertake an analysis of the Breakfast and After School Club income and report to the meeting due to be held on the 22nd October.</p> <p style="text-align: right;">Action SBM</p> <p>Q: It is stated that most communication and payment is undertaken via the SCOPAY APP. How do we ensure that parents who do not have the internet are kept informed?</p> <p>SBM: There had been a small percentage of families who had not been able to access SCOPAY. They had been listed separately in the office and received hard copies of school information. The office also contacted them via telephone.</p> <p>Governors approved the Month 3 Finance Report.</p> <p>HT: Reported that a meeting had been held with Praestantia (the school IT support company) in respect of improving IT curriculum resources for pupils. Praestantia acted as the school agent in order to ensure best value and confirmed that Chromebooks would be good value for money and an excellent way in which to deliver the curriculum and enable independence and skills in learning. He recommended the purchase and installation of 32 Chromebooks utilising part of the recent £40k donation received from the Benefactor at a cost of £12,000.</p> <p>Governors approved this project.</p>
12.	<p>KITCHEN REPORT</p> <p>HT: reported that the menu had been updated following a survey of the children. Consequently, food waste had been reduced and the uptake of meals had increased. He stated that all of the action points on the kitchen audit had been completed and the kitchen would be decorated during the summer holidays.</p> <p>A cooker had failed the gas safety check and it had been necessary to replace it at a cost of £1,590.</p> <p>Q: Would it be possible to undertake a further pupil review in the Spring of 2025?</p> <p>HT: Agreed to this request.</p> <p style="text-align: right;">Action HT</p> <p>Governors noted that there had been good progress in all areas of kitchen management.</p>
13.	<p>HEALTH AND SAFETY/PREMISES REPORT</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"> • Site Maintenance undertaken by the Site Manager

- Work undertaken by external contractors
- Work scheduled for Summer holiday
- Risk Management

Q: Was the residential trip to Wildside a success?

HT: Wildside trip had been good and the children had thoroughly enjoyed the experience. The staffing levels provided by Wildside had been slightly lower than on previous occasions and this had resulted in the St John's staff being overstretched whilst on camp. The Headteacher commented that he will consider an alternative provider for the next residential trip and planned to contact the venue and express concern.

SBM requested Governor approval of delegated responsibility to the Headteacher to approve Educational Visits in Category 'A' during academic year 24/25.

Governors approved.

HT: reported that the Asset Management Group had met and reviewed the Asset Management Plan. He reported that good progress had been made upon the items listed in the Condition Survey.

Q: Is there an update upon the planned work for the Wet Areas?

SBM reported that three quotations had been received and all were in the region of £19,000. The school DFG funding totalled a maximum of £11,000. The SBM had contacted the Diocese to ascertain whether this could be topped up with SCA funding and the Diocese had indicated that approximately £9,000 may be available. Governors requested that the SBM seek confirmation from the Diocese with a view to undertaking the work during October half term.

Action SBM

14.

POLICY REVIEWS

- Behaviour for Learning 2024
- Staff Code of Conduct 2024
- Complaints Procedure 2024
- Early Years Foundation Stage
- SEND Policy 2024
- RE Policy 2024

HT expressed concern regarding recent unsupportive posts on Facebook by family members of Staff and Governors. A wide-ranging discussion took place regarding the use of social media by the families of Governors and Staff. Governors concluded that it is vital that immediate family did not contribute to bringing the school into disrepute and that family members attempt to share concerns privately with the school or through the recognised complaints procedures.

Governors asked that the Staff and Governor Code of Conduct be updated accordingly.

Action Clerk

	Governors asked for Acceptable Use Policy to be issued to parents on an annual basis and for a child friendly version to be compiled to issue to pupils. Action Clerk/HT
15.	<p>GOVERNOR MONITORING</p> <p>HT reported that Governors had monitored their SDP areas this term and the impact of their monitoring had been very positive.</p> <p>HT reported that a Governor had monitored Collective Worship and she had proposed some very helpful suggestions.</p> <p>HT Reported that the Ethos meeting was now meeting regularly and making decisions of note (details of which had been included in the SIAMS report – item 10) regarding Church School Distinctiveness.</p> <p>HT reported that the Single Central Record and Safeguarding procedures had been monitored by a Governor and all had been found to be in order.</p>
16.	<p>GOVERNOR ITEMS</p> <ul style="list-style-type: none"> • Governor Training Update Chair reported that he had undertaken Governor Safeguarding Lead training. • Governor Skills Audit Clerk reported that it had not been possible to compile a summary of Governor skills because she had not yet received one form. The Chair stated that he had not yet completed his form. Action Chair
17.	<p>CORRESPONDENCE</p> <p>The Clerk reported that no correspondence had been received since the last Full Governing Board meeting.</p>
18.	<p>DATE OF NEXT MEETING</p> <p>The next meeting of the Full Governing Board will be held in school on Thursday 26th September 4:15pm.</p>

Meeting closed at

Action points arising from meeting held 23rd July 2024

Minute Ref	Action Point	Responsibility
9.	Write to MP regarding Social Services provision	Chair
10.	Contact Diocese to ascertain whether the number of attendees can be extended for Spirituality training on the 17 th September.	HT
11.	Undertake an analysis of Breakfast and After School Club income.	SBM
12.	Undertake a Spring term pupil survey in respect of school meals	HT
13.	Contact Diocese requesting confirmation of additional SCA funding in respect of the improvements to classroom wet areas.	SBM
14.	Update Staff/Governor Code of Conduct in respect of family use of Social Media.	Clerk

14.	Issue Acceptable Use Policy to Parents on an annual basis and a child friendly version for pupils.	Clerk/HT
16.	Complete Skills Audit form.	Chair

Signed.....

Chair of Governors

Date.....