



St John's Church of England VA Primary School

Minutes of the Full Governing Board Meeting Held in School

on
Tuesday 7th May 2024
at
4:15pm

Present: Brian King – Parent Governor

Jo Leigh – Foundation
Joe Basquill – LA Governor
Sarah Brown – Staff Governor
Colin Simpson - Ex-Officio
Cathy Paull
Ruth Knowlman – Foundation
Olly Priestley – Ex Officio

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

Apologies: None

Clerk: Angela Morley

School Business Manager (SBM)

In Attendance: Laura Plant, Deputy Headteacher and Luke Merchant (potential new Governor)

Item	Details
1.	WELCOME & OPENING REFLECTION The Chair welcomed everybody and explained that Luke was in attendance as an observer. Luke introduced himself and explained a little about his background in HR. Rev Colin led the Governing Board in a prayer compiled by the Pupil Chaplains.
2.	APOLOGIES No apologies received. 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 19th March 2024 The minutes were approved as a true and correct record of the meeting.</p>
5.	<p>MATTERS ARISING None raised.</p> <p>Q: How is the Headteacher (HT) feeling following his recent sickness absence? HT stated that he had been quite unwell but his health is now much improved. He informed Governors that he had been particularly well-supported by the Deputy Headteacher (DHT) and SBM.</p> <p>Outstanding Actions:</p> <ul style="list-style-type: none"> • HT reported that an effective plan had been devised to cover the Year 6 Class. • SBM stated that the possibility of extending the letting of the school had been explored. This had resulted in additional bookings by Inspire Schools Holiday Clubs during the Summer holidays. In addition, a self-defence club had made enquiries regarding the hire of the school on Friday evenings. • SBM stated that a meeting had been arranged with Praestantia and Teaching representatives to discuss options and costs regarding the use of chrome books. • SBM reported the LED lighting upgrade quotations had been shared via email as requested. Governors had agreed to allocate the work to Norwood Electrical in the value of £8,495 (further details in Premises Report – agenda item 12). • Benefactor Donation. HT reported that consideration had been given to the enhancement of the playground facilities. This would be explored further with the possibility of applying for grant funding. • SBM reported that a meeting of Asset Management Group had been arranged for 14th May 2024. • RK stated that she had met with the RE lead regarding Collective Worship. • Skills audit (see item 16 below)
6.	<p>THRIVE/CPOMS OVERVIEW The Deputy Headteacher (DHT) delivered a talk outlining the Thrive Approach and the CPOMS system. She explained that St John's is a Thrive school and employs a whole school approach to meeting the emotional and social developmental needs of the children. She explained that Thrive facilitates the early identification of emotional developmental needs; the building of resilience, reduction of mental illness and promotes positive learning in the classroom. She stated that central to the Thrive approach is a caring and empathetic emphasis.</p> <p>She further explained that there are two Thrive Practitioners tasked with responsibility to profile children who are not secure in their developmental stage and to tailor support accordingly. Targeted children receive a creative and playful curriculum or one-to-one Thrive sessions. 50 children currently receive Thrive sessions. The Thrive principles of supportive and open language had been embedded across the whole school.</p> <p>DHT reported that the whole school impact of Thrive had been:</p>

- Improved attendance.
- A reduction in the number of suspensions.
- Improved academic attainment.

Q: How do these things work for children from other parts of the world where there are cultural differences?

DHT explained that Thrive had been based upon emotional impacts and not cultural differences. Thrive is about being supportive and addresses behaviours manifested in school. The approach is compassionate, respectful and nonjudgemental. The ethos of Thrive very much embraces the school vision and values. The ultimate aim is that every child, no matter what their background, will be given the opportunity to flourish.

Q: How do the children cope with talk about feelings but not behaviour?

DHT emphasised that when in a rage, children often cannot regulated their behaviour. Once calm, a conversation is held in order to discuss their actions and at this stage, teaching staff will address inappropriate behaviour.

Q: How do you keep track of those conversations? Is there is system of recording?

DHT indicated that she keeps notes in a notepad and records on CPOMS (see below)

Q: How much do the parents/carers engage in the action plans?

DHT explained that this is much more of an internal school approach. All children are profiled within their classes. Whole school approach is the use of constructive language.

How many sessions per week?

DHT advised that there are some shorter and some longer sessions and that the system is quite adaptable. The Nurture Room is utilised.

Can children join the sessions at any time?

DHT yes, very flexible. Sessions can also be adapted for the neurodiverse.

How do we support staff? Particularly if we know something has happened.

DHT confirmed that staff receive termly check ins and are supported on a daily basis. The HT and DHT operate an open-door policy for all staff. Practitioners also receive counselling supervision.

Q: How can we be assured that the Thrive approach is scientifically evidenced?

DHT explained that fundamental to the Thrive approach is findings from neuroscientific research that children's brains develop in response to their experiences in relationships. The Thrive Approach had been based upon up to date medical, educational and social data.

CPOMS

DHT explained that CPOMS is an electronic system designed to support the school's processes in monitoring Child Protection, Safeguarding, pastoral and welfare concerns for pupils. Every child in the school is recorded in the system. Staff have different levels of access. CPOMS is a secure, easy to use system and a powerful tool to help assess patterns and trends.

Q: Do other agencies send the school information?

DHT stated that Police, Social Workers and a range of agencies send the school confidential files. CPOMS enables information to be shared across the agencies.

Q: Is the information backed up by email when shared?

DHT confirmed that information shared is always followed up by email. The information is also added to the CPOMS record.

Governors expressed their appreciation to the Deputy Headteacher and welcomed her input. Governors commented that the information had been informative and helpful.

Laura Plant left the meeting at 17:00.

7. **HEADTEACHER FULL WRITTEN REPORT**

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

1. School Characteristics
2. Attendance
3. Attainment and Achievement
4. Teaching
5. Staff CPD
6. Pupil Premium
7. Sport Premium
8. Educational Enrichment
9. Exclusions during Spring Term 2024
10. Child Protection/Safeguarding

Q: The Early Years (EYFS) looks great expect for a few categories. Why is there a dip in some areas?

HT explained that two children had joined the school who were working considerably below their age-related expectations in all areas of EYFS. This had brought down the overall average.

Q: Your report contains general overarching statistics. Can you identify how each individual child is doing?

HT: a significant amount of data held on each individual child. This enables Teaching Staff to undertake targeted support. The aim is to enable each child to reach their age-related potential. A discussion takes place as to how best to enable each individual child to flourish with their class.

Q: I note from the general summary that English as an Additional Language (ELA) children still appear to working below expectations. What are we doing to support them?

HT: The level of English fluency had been tracked electronically and had been regularly shared with staff. Staff had been working on reading and listening in accordance with tailored targets to assist individual EAL children in their grasp of English. The impact of this work had been positive but there had been an inevitable lag before the children concerned manifest definitive progress. At a recent meeting with the County EAL

advisor the school was praised for its focussed EAL strategy. She stated that it had been impressive and was an excellent platform for the development of the EAL children.

A Governor commented that he had recently monitored the work with the EAL cohort and that the plans and the work are impressive and appear to be impacting in a way that will enable the children to develop.

The Governor thanks the Headteacher for the huge amount of work that had been undertaken in this area.

Q: Attendance in Y5 and Y2 appears to be low? Why is this?

HT: There continues to be two children who are still on roll but unable to attend school. This had impacted the overall total.

Recently, a child with a record of poor attendance had responded well to school support and begun to attend school consistently. The work that had been undertaken had impacted successfully in this instance.

Q: How long will it be until the two children highlighted will be off roll?

HT: Both children had Educational Health Care Plans and had been moved to live some distance away from the school. The Local Authority had not yet secured alternative provision. The likely outcome will be a fresh start in the autumn term.

Q: What provision had been arranged during the interim?

HT: They had both been in receipt of Forest School provision. The Nurture Group Lead contacts them every day and work had been set electronically for completion.

Q: Staff absence appears very high. Why is this?

HT: 174 days absence had been recorded. 142 of these had been in respect of three long term absences (two operations and one bereavement). All three members of staff had returned to work. A phased return to work had been agreed with the bereaved staff member and had worked very effectively. The staff member had expressed his appreciation for the compassionate and kindness of the school team. Instances of short-term illness had been relatively low.

Q: It had previously been indicated to Governors that the School Council were raising funds to support the Youth with a Mission Burundi charity. In your report there does not seem to be any mention of this?

HT: Funds had been raised on key dates e.g. Children in Need, Red Nose Day etc. and it had been made clear to parents and children that the money raised would be collated and sent to the Burundi Charity at the end of the academic year. This is a Christian project situated in the capital city of Bujumbura; work is conducted to support the local community and a range of social justice programmes.

Q: How are the Y6 children doing?

HT: This term the support has been consistently good. The Class teacher's phased return had been positive.

8. **SCHOOL SELF EVALUATION REPORT**

A report had been circulated prior to the meeting. Governors noted the contents of the report and commented that there appeared to be several data discrepancies.

HT expressed concern that the updated document may not have synchronised effectively. HT offered to check the details and resend.

Action HT

	<p>Governors thanked the Headteacher for the work undertaken on the SEF and requested this be an agenda item for the next meeting.</p> <p style="text-align: right;">Action Clerk</p>
9.	<p>PUPIL PREMIUM</p> <p>A report had been circulated prior to the meeting. Governors noted the contents of the report.</p> <p>HT explained that this had been a half year review and that Pupil Premium (PP) children had been making good progress. Many mobility children are working below age-related and staff had been particularly focussing upon their development.</p> <p>PP children had received short sharp daily interventions, precision teaching and priority reading support. PP numbers had reduced from 92 to 69 resulting in a reduction in funding of £30,750.</p> <p>PP attendance had averaged 4% lower than of those not in receipt of PP.</p> <p>PP Thrive scores had been considered when working upon targeted support.</p> <p>Q: What is the average percentage margin between PP and none PP children?</p> <p>HT there was always a discrepancy, hence the allocation of additional funding to bridge the gap. HT offered to look up the details and report to the next meeting.</p> <p style="text-align: right;">Action HT</p>
10.	<p>SCHOOL COUNCIL ANNUAL REPORT</p> <p>A report had been circulated prior to the meeting. Governors noted the contents of the report.</p> <p>HT commented that the School Council was an excellent Forum for the Pupil Voice and the children had been encouraged to particularly focused upon the school vision and values. The School Council will be at the heart of preparations for the school Summer Fair.</p>
11.	<p>SIAMS UPDATE</p> <p>HT confirmed that the school is due for inspection during the Autumn term. Key school staff had been working towards this. A meeting of the Ethos Group had been arranged to take place on the 9th May 2024. The HT also reported that both he and the RE lead had attended SIAMS training.</p> <p>The Collective Worship Governor confirmed that she had training scheduled for 8th May 2024.</p> <p>HT reported that the new parable 'The Two Builders' had been a great resource. The children had found it easier to understand than the previous parable. He commented that it had been an excellent teaching forum for the school vision and values.</p>
12.	<p>HEALTH AND SAFETY/PREMISES REPORT</p> <p>A report had been circulated prior to the meeting. Governors noted the contents of the report.</p> <p>Q: When will the Condition Survey be reviewed?</p> <p>SBM indicated that the Condition Survey would be reviewed at the Asset Management planning group.</p>

	<p>Q: Had the action points of the kitchen audit been addressed? SBM reported that a meeting had been arranged for 10/05/2024 to discuss and address the action points.</p> <p>HT commented that there continued to be a considerable amount of food waste and he intended to seek comments from the children at the next school council meeting with the intention to listen to their feedback and adjust the menu accordingly.</p> <p>Q: Parents have commented that the quality of the food is not consistently good. Is this the case? HT commented that the food is always well-cooked but various menu options had been identified as unpopular.</p> <p>Governors expressed their concerned regarding the menu options and the sheer quantity of food waste. They asked for this to be noted, especially in respect of those children for whom this is the only meal of the day.</p> <p>Governors asked to see photographs of the food and to receive details of the agreed course of action at the next FGB meeting. Action HT</p>
13.	<p>STAFF WELLBEING REPORT</p> <p>A report had been circulated prior to the meeting. Governors noted the contents of the report.</p> <p>Q: It is good to know that the staff are well looked after. Is there an action plan to fix the concerns recorded? HT explained that measures had been in place to support staff. He underlined that education is a tough place to work in the current climate. He noted that the school had access to Carefirst; the employee assistance programme.</p> <p>Q: You report of excellent pastoral support for staff but who is looking after you? HT explained that SLT provided mutual support and this had been of significant value to him personally. He was also in receipt of termly Headteacher supervision.</p> <p>Q: When is the teaching resignation deadline? Is there any possibility of staff movement this year? HT the deadline for teacher resignations was 31st May. The teaching team at St John's appeared very stable. A resignation would be extremely unlikely.</p> <p>Q: Were any applications received for the School Business Manager vacancy? HT reported that no applications had been received in response to the first round of advertisements. The post had been readvertised with a closing date of 13th May 2024. So far, one application had been received.</p>
14.	<p>POLICY REVIEWS</p> <ul style="list-style-type: none"> • Leave of Absence Policy. <p>Governors noted that the Leave of Absence Policy had been updated to reflect legislative changes effective from 6th April 2024 relating to provisions for carers.</p> <p>Governors approved the Leave of Absence Policy.</p>
15.	<p>GOVERNOR MONITORING</p>

	<p>The Clerk reported that monitoring visits had been conducted by the following Governors:</p> <p>Jo Leigh – Equality Duty monitoring and fact finding.</p> <p>Jo Basquill and Sarah Brown – Vulnerable Groups.</p> <p>Cathy Paull – EYFS.</p> <p>Ruth Knowlman – Church School distinctiveness.</p> <p>Sarah Brown – Health and Safety monitoring arranged for 22nd May 2024.</p> <p>The Clerk reminded Governors to ensure that monitoring recording sheets are forwarded to her after all school visits.</p> <p>HT requested Governors book a School Development Plan visit prior to the end of the Summer Term. Action: Governors</p>
16.	<p>GOVERNOR ITEMS</p> <ul style="list-style-type: none"> • Governor Training Update <ul style="list-style-type: none"> ➤ Governors had been asked to confirm that they had read and understood the RE Statement of Entitlement. A deadline of Friday 17th May was agreed for those Governors who had not yet confirmed. Action: Governors <p>Clerk reported that Governors had undertaken the following training:</p> <ul style="list-style-type: none"> ➤ Brian King – Safeguarding for Governors. ➤ RK – Foundation Governor Training. <ul style="list-style-type: none"> • Governor Skills Audit <p>Clerk reported that two Governors had been asked to update their Skills Audit forms but she had not yet received one of the forms. Therefore, it had not been possible to complete the overarching matrix. Action: Governors</p> • Summer Fair <p>A Governor had offered to coordinate a meeting of parents and staff to work upon the proposed School Summer Fair. The meeting would take place on Thursday 16th May 2024.</p> <p>Governors requested an update to be prepared for the next FGB meeting. Action: CP</p>
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>

The next meeting of the Full Governing Board will be held in school on **Tuesday 16th July** at **4:15pm**. Colin Simpson and Jo Leigh indicated that they would be unable to attend this meeting. The Clerk was asked to explore an alternative date and email Governors accordingly. **Action: Clerk**

Meeting closed at

Action points arising from meeting held 07th May 2024

Minute Ref	Action Point	Responsibility
8.	Resend updated SEF	HT
8.	Schedule SEF as agenda item for next FGB meeting	Clerk
9.	Look up details of discrepancy between PP and none PP children	HT
12.	Share feedback from Kitchen Audit (to include photographs)	HT
15.	Book SDP review meeting with HT	Governors
16.	Confirm read and understood RE Statement of Entitlement by 17/05/24	Governors
16.	Complete Skills Audit	Chair
16.	Summer Fair briefing (next FGB meeting)	CP
18.	Explore alternative date for next meeting	Clerk

Signed.....*B King*

Chair of Governors

Date.....23/07/2024