



St John's Church of England VA Primary School

Minutes of the Full Governing Board Meeting Held in School

on

Tuesday 28th November 2023

at

4:15pm

Present: Brian King –Parent Governor
Olly Priestley – Ex Officio
Jo Leigh – Ex-Officio
Joe Basquill – LA Governor
Sarah Brown – Staff Governor
Cathy Paull – Parent Governor

Chair *Safeguarding, Cybersecurity*
Headteacher
Vice Chair *Equality Duty*
Vulnerable Groups
Health and Safety
GDPR, EYFS

Apologies: Colin Simpson, Ex-Officio

In Attendance: Ruth Knowlman

Clerk: Angela Morley (SBM)

Item	Details
1.	WELCOME & OPENING REFLECTION The Chair welcomed everybody. Brian King led Governors in a short time of reflection and celebrated the joyful way in which the choir had shared joy and hope with the community at the Christmas lights switch on in Wellington. The Governors also reflected with pride, upon the performance of the Year 6 maths challenge team.
2.	APOLOGIES

	<p>Apologies had been received from Colin Simpson. Governors agreed to accept the apology.</p> <p>The meeting was quorate.</p>
3.	<p>DECLARATION OF BUSINESS INTERESTS</p> <p>There were no matters to declare.</p>
4.	<p>APPROVAL OF MINUTES OF THE MEETING HELD ON 2nd NOVEMBER 2023</p> <p>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"> • A meeting of the Ethos Committee had been arranged. • The School Development Plan had been recirculated for discussion. (see agenda item 7). • The Headteacher (HT) and Parent Governor had met and compiled a parent survey which had been circulated prior to parents evening. The HT reported that there had been over 50 responses. The majority were extremely positive. The summary of responses will be circulated to Governors. Parents had asked where they could find curriculum information. This had been recirculated. A discussion took place regarding the bullying feedback. A briefing session for parents was suggested by Governors. Action Headteacher <p>Q Was the questionnaire compiled with a view to ascertaining if English as Additional Language (EAL) families had responded.</p> <p>HT The survey had been generic and anonymised. Therefore, it had not been possible to identify how many responses had been received from EAL families.</p> <ul style="list-style-type: none"> • The Clerk confirmed that of the two potential Foundation Governors, one had actioned the application forms. The second had met with the Headteacher. She planned to complete the necessary paperwork and had been invited to attend the next FGB meeting as guest. Action Clerk • The majority of Governors confirmed that they had completed Prevent Training. The Clerk reminded Governors that this training must be completed by 30th November 2023. Action Governors/Clerk • A Governor confirmed that he had been unable to secure swimming lessons at the school with whom he had contact. The HT assured Governors that extensive enquiries had been made by school staff and no places appeared to be available in the wider area. The HT stated that the key year group had completed their swimming training prior to the closure of Wellington Swimming Pool.

	<p>Reluctantly, it had been concluded that swimming lessons would resume when Wellington Pool reopens in the Autumn term of 2024.</p> <ul style="list-style-type: none"> • HT stated that Isambard Kingdom Brunel School had confirmed that they will move to a two-form entry in Autumn 2024. Wellesley Park (same Academy) had reduced their admission numbers. The HT informed Governors that the local cluster of schools are likely to be adversely impacted by this decision and had compiled a joint letter of concern to the Local Authority. <p>Governors expressed disappointment regarding this matter and asked for their concerns to also be communicated.</p> <p>Governors instructed the Headteacher to work upon a marketing/social media campaign and to publicly celebrate the school. Action Headteacher</p> <ul style="list-style-type: none"> • A CPOMS overview had been deferred to the next FGB meeting. Action Clerk • Sports Premium Report (see item 7) • Data Protection Report had not yet been received. • Finance Link Governor (see item 14 below). • Governor monitoring timescale and outcomes (see item 14 below).
6.	<p>THRIVE The Deputy Headteacher had been due to brief Governors upon Thrive but was unable to do so due to sickness absence. This session had been deferred to the next meeting. Action Clerk</p>
7.	<p>HEADTEACHER SHORT WRITTEN 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"> • Attendance: <ul style="list-style-type: none"> ➢ Pupils ➢ Staff • Admissions • Behaviour • CPD • Curriculum • Enrichment • Finance • GDPR • Safeguarding

- SEND
- SIAMS
- Health and Safety

Question: The report details that two children had been relocated. Are these children still on roll and if so, what provision had been offered?

HT both children had remained on roll but had been relocated some distance from the school. They had been taken into care and were awaiting Education Health Care Plan (EHCP) confirmations. The school had been in contact via telephone and TEAMS and had regularly sent home work for completion. The **HT** had been working with the LA ensure the matter is resolved.

Governors declared their support and instructed the **HT** to persevere with the objectives outlined.

Question: In terms of Health and Safety, what had caused the workload to increase and who had been impacted?

SBM a new system of recording compliance checks (CIVICA) had been introduced by the LA in response to directives from the Health and Safety Executive. It had been a requirement to update CIVICA within a specific deadline. The Site Manager had taken responsibility for this area.

Question: How do we cover this compliance if the member of staff responsible is absent?

SBM stated that it would be her responsibility to cover this role.

Question: A Governor thanked the Headteacher for the update in respect of the outbreak of Scarlet Fever in Reception class and asked if this outbreak had spread to other classes?

HT stated that there had been one confirmed case in Year 5 and informed Governors that both classrooms had been deep cleaned in response. The **HT** had reported the outbreak to Public Health who confirmed that the numbers had been too low to be of concern. The **HT** would continue to monitor the situation and would update Public Health if the number of cases increase exponentially.

Question: Had the outbreak of Scarlet Fever impacted attendance figures?

HT not significantly. The attendance percentage had been 93.78%. 1% had been made up of the two children who had not been attending school.

Question: A Governor emphasised support for the bereaved Teacher on long term absence and asked if sufficient contingencies had been arranged to meet the needs of the children in the relevant class?

HT advised Governors that an excellent and experienced teacher (who happened to be an ex-employee) had agreed to cover the class until the end of January. The teacher had a good Year 6 knowledge base and knew the children well.

Q. You report that a much loved and popular Supply Teacher had resigned with effect from 31st December 2023. What action had been taken to replace this member of staff?

HT cover had been arranged via a Supply Agency for the remainder of this academic year. The Teacher appointed had recently moved into the area and had extensive experience. The Agency had indicated that the teacher's intention had been to apply for a full time post, so the appointment had been subject to availability.

	<p>Q. You report that the School Catering Manager had sustained a broken arm? How had her work been covered?</p> <p>HT fortunately, a member of the Admin Team had previously worked in the school kitchen and had agreed to cover the kitchen. She had done an excellent job. Other members of the Admin Team had agreed to cover the office during this period. The whole school community had been very supportive of each other.</p> <p>Question: You refer to the absence of a Teaching Assistant. Any further news on this matter?</p> <p>HT divulged that the member of staff concerned had subsequently resigned. An advert will be placed prior to Christmas with a view to appointing a replacement in the New Year. The member of staff concerned had indicated a willingness to remain as bank staff during the interim.</p> <p>Question: How is the current recruitment market?</p> <p>HT Stated that it had been some time since the school had a vacancy. He hoped that the two recent pay awards would help generate a good field of applicants.</p> <p>Question: A Governor noted that there had only been one suspension and asked if this had been a reflection of good behaviour in the school?</p> <p>HT behaviour had been extremely good this term. HT mentioned some dysregulated behaviour but asserted that the conduct had been positive and children had been generally happy in school.</p>
8.	<p>SCHOOL DEVELOPMENT PLAN</p> <p>The School Development Plan (SDP) had been circulated prior to the meeting. Governors thanked the HT for the work undertaken on the plan.</p> <p>HT circulated a printed copy of the SDP with a list of questions for Governors to consider. Governors were encouraged to explore these questions in small groups to evaluate the SDP and consider what they will be examining when conducting their next monitoring visit.</p> <p>The HT confirmed that monitoring visits had been arranged before the end of term. Governors had been encouraged to work through the actions and assess impact.</p>
9.	<p>UNOFFICIAL FUND</p> <p>The Unofficial Funds Report had been circulated prior to the meeting.</p> <p>SBM reported that it had been the intention to gradually reduce the unofficial fund balance with a view to closing the account in due course. However, the account had become a useful resource for holding fundraising and other school income. It had continued to be used sparingly.</p> <p>Governors noted the balance of £811.76 and the auditor's comments that all is in order.</p>
10.	<p>FINANCE</p> <ul style="list-style-type: none"> • The Month 7 Report and accompanying notes had been circulated prior to the meeting. Governors thanked the School Business Manager for the work undertaken on the report.

Question: Could the School Business Manager provide an overview of the current financial position?

SBM stated that the overall balance had been positive and a healthy carry forward of £42,048 had been predicted. In summary, the key point to note had been that expenditure in most areas had exceeded the original budget allocation. The notes to accompany the Month 7 report had outlined some unexpected pressures on the school budget and the resultant impact. In addition, the majority of St John's teaching staff are top of scale. Therefore, the total staffing budget had been 88%.

Careful consideration and planning would be necessary when setting the 24/25 school budget. There is likely to be an in-year deficit and the use of carry forward would be necessary to balance the budget.

Governors noted the change in expected outcome and underlined the necessity to manage the budget prudently.

Question: Is there a Parent Teacher Association (PTA)?

HT in recent months two members of the teaching team had been working upon reinstating an informal PTA and had encouraged parents to become involved. A school fair had been planned to take place during early December.

HT stated that the LA Finance Officer had commented that many schools had been a long way off catching up with the Reconciliation backlog and she had complimented the SBM upon the work undertaken in order to achieve an up to date financial position. The **HT** asked for his thanks to be noted.

Governors received, noted and thanked the SBM for the report and her hard work.

- **School Financial Value Standard**

SBM reported that this is document must be completed every year and submitted to the Department for Education. It is intended to help provide the Governing Board with assurance that the school meets the standards necessary to achieve a good level of financial health and resource management.

The SFVS form is a checklist of questions with 'yes', 'no' or 'in part' answers it covers the following topics:

- governance
- school strategy
- setting the annual budget
- Staffing
- value for money
- protecting public money

The **Finance link Governor** is expected to work through a checklist (made up of 30 questions) with the **SBM**. The deadline for submission is no later than 31st March.

SBM reported that this exercise had been conducted by the previous Finance Governor and asked for a replacement to be appointed.

11.	<p>POLICY REVIEWS</p> <p>The following policies were reviewed and agreed:</p> <ul style="list-style-type: none"> • Local SEN Document • Online Safety Policy • Suspension and Permanent Exclusion
12.	<p>SEND AUTUMN REPORT</p> <p>A report had been circulated prior to the meeting.</p> <p>Q: Is all of the up-to-date information built in to SEND document. HT Yes, this had been a thorough overview of the work that had been undertaken.</p> <p>Q A large proportion of the school appears to be made up of EAL children. Can Governors be assured that this area of need had been well addressed? HT EAL provision had been a key focus in the 23-24 SDP. Governor monitoring is key in this area.</p> <p>Governors thanked the SENDCo for the thorough reports.</p>
13.	<p>SPORTS PREMIUM UPDATE</p> <p>The PE Sports Premium Funding Impact Report had been circulated prior to the meeting. Governors reviewed and agreed the report.</p> <p>HT stated that the Sports Coach had enriched the whole school sports delivery and had trained Teaching Assistant staff in the delivery of PE. His impact in co-ordinating the subject had benefitted all pupils.</p>
14.	<p>GOVERNOR ITEMS</p> <ul style="list-style-type: none"> • Governor Training Update Governors confirmed receipt of training brochures and had identified courses relevant to their monitoring areas. Feedback/dates to be provided at next meeting. Safeguarding training to follow meeting. • Governor monitoring update. <ul style="list-style-type: none"> ➢ Meetings had been arranged to review the SDP before the end of term. ➢ Safeguarding monitoring meeting had been arranged to include the examination of the Single Central Record. ➢ Ruth Knowlham allocated the role of to monitoring writing, alongside Cathy Paull. ➢ Health and Safety had been monitored by Sarah Brown and a report will be prepared for the next meeting. • Finance Link Governor Brian King agreed to become the Finance Link Governor. • Christmas Nativity

	The Christmas Nativity is due to be held in St John's Church on 14th December at 1.30pm. On the 11th and 12th December KS1 children will perform their nativity in school. An invitation to both events had been extended to all Governors.
15.	HT reported that a letter had been received from a member of staff requesting leave during term time. Governors agreed to this request. Action Clerk
16.	DATE OF NEXT MEETING The next meeting of the Full Governing Body meeting will be held in school on Tuesday 23rd January at 4:15pm.

Meeting closed at 18:25

Action points arising from meeting held 28th November 2023

Minute Ref	Action Point	Responsibility
5.	Circulate summary of parent survey results	HT
5.	Contact potential Foundation Governor	Clerk
5.	Complete Prevent training by 30 th November 2023	Governors
5.	Work upon marketing campaign	HT
5.	Arrange CPOMS Overview	HT
6.	Rearrange Thrive session	Clerk
15.	Write to Staff Member re Leave of Absence request	Clerk

Signed.....

Chair of Governors

Date.....