



## St John's Church of England VA Primary School

### Minutes of the Full Governing Board Meeting Held online (due to inclement weather)

on

Thursday 2<sup>nd</sup> November 2023

at

5:30pm

**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  
Colin Simpson – Ex Officio

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

**Apologies:** None received

**In Attendance:** Ruth Knowlman

**Clerk:** Angela Morley (SBM)

Item	Details
1.	<p><b>WELCOME &amp; OPENING REFLECTION</b></p> <p>The Chair welcomed everybody and asked Governors to introduce themselves.</p> <p>The Chair led a time of reflection for the member of staff who had tragically lost his young daughter.</p> <p>Rev Colin offered to set up a prayer corner in the church on the day of the funeral. Governors gratefully accepted.</p>

2.	<p><b>APOLOGIES</b></p> <p>There were no apologies. The meeting was quorate.</p>
3.	<p><b>DECLARATION OF BUSINESS INTERESTS</b></p> <p>There were no matters to declare.</p>
4.	<p><b>APPROVAL OF MINUTES OF THE MEETING HELD ON 28<sup>th</sup> September 2023</b></p> <p>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>• The <b>Rector</b> confirmed that he had given some initial thought to an alternative parable/Bible story. The <b>Headteacher (HT)</b> suggested raising this matter at the next Ethos Committee meeting. <b>Action CS/HT</b></li> <li>• The School Development Plan had been circulated. (see agenda item 7).</li> <li>• The Headteacher and Parent Governor had not yet met regarding the parent survey. A meeting would be arranged prior to parents evening. <b>Action HT/CP</b></li> <li>• The Clerk confirmed that she had contacted the new incumbent regarding Governing Board membership.</li> <li>• The Clerk confirmed that she had contacted two potential Foundation Governors. One of whom is attendance as guest. The second has requested a meeting with the Headteacher. <b>Action Clerk</b></li> <li>• The Headteacher confirmed that the Sex and Relationships Policy is not due for review until September 2024. The Policy will require consultation and updating. This process will commence in the Summer Term 2023. <b>Action HT</b></li> <li>• Admissions (see agenda item 9).</li> <li>• The Clerk stated that a total of three Governors needed to update their Prevent training. The relevant Governors had been notified and asked to complete this training by 30<sup>th</sup> November 2023. <b>Action Governors/Clerk</b></li> <li>• The Clerk confirmed that thanks had been extended to Claire Hudson for the delivering of Bespoke training to the Governing Board.</li> <li>• Academisation will be explored by the Asset Management Group during the Spring Term.</li> </ul>
6.	<p><b>HEADTEACHER SHORT WRITTEN REPORT</b></p> <p>A report had been circulated prior to the meeting. Governors noted that the report covered the following areas:</p>

- **Attendance:**
  - Pupils
  - Staff
- **Admissions 23/24**
- **Behaviour**
- **CPD**
- **Curriculum**
- **Enrichment**
- **Finance**
- **GDPR**
- **SAFEGUARDING**
- **SEND**
- **SIAMS**

**Question: You indicate the school had not yet received a £15,000 SEND reimbursement. Had this been followed up?**

**SBM** Due to the Somerset Council delay in issuing reconciliation files, it had not been possible to ascertain whether the transaction had been centrally processed. SBM to check Month 7 and follow up if the reimbursement remains outstanding. **Action SBM**

**Question: You indicate that the SEND Team regularly miss deadlines. What had been the impact upon the relevant children?**

**HT** Whilst awaiting confirmation of EHCPs, these vulnerable children had not received the education that would best support their needs. The school had worked hard to support them as effectively as possible but without the relevant funding and placement, the work with the children had not been fully resourced.

**Question: You report that the local swimming pool had closed for refurbishment and the school had been unsuccessful in securing alternative provision. Had there been any further developments?**

**HT** The school had been provided with one week's notice of the closure. Enquiries had been made of public pools in the area and Wellington School. It had not yet been possible to secure a booking during curriculum hours.

**Question: What will be the impact if the school is cannot book swimming lessons for the pupils?**

The National Curriculum states that children must swim 25 metres by the time they leave school. If no local pool is able to offer swimming lessons, it will not be possible to meet this requirement. A booking outside of Wellington may result in excessive transport costs. A Governor offered to make enquiries of a Taunton based private school. **Action JB**

7. **SCHOOL DEVELOPMENT PLAN**

The School Development Plan (SDP) had been circulated prior to the meeting. Governors thanked the HT for the work undertaken on the plan.

	<p>The <b>HT</b> indicated that it had been his intention to encourage Governors to undertake an activity based upon the SDP but this was not possible during an online meeting. Governors agreed to defer the activity until the next meeting. <b>Action HT</b></p> <p><b>Question: Last year's SDP included a schedule for progress review. Why had this been omitted this year?</b></p> <p><b>HT</b> This year's review cycle will take place once per term to include meetings with key personnel. Governors will be included in this process.</p> <p><b>Question: In the Vulnerable Groups section, SEND is not mentioned by name but Pupil Premium and EAL are? Why is this?</b></p> <p><b>HT</b> OFSTED particularly commended the school for its SEND provision and this had continued to be good. The Pupil Premium (PP) and English as an Additional Language (EAL) data suggests a particular emphasis upon these groups is imperative.</p> <p><b>HT</b> Reminded Governors to arrange a monitoring visit focussing upon their SDP responsibility area before the Christmas holiday. <b>Action Governors</b></p>
8.	<p><b>ADMISSIONS</b></p> <p>The <b>Clerk</b> confirmed that it is a legal requirement for schools to take their Admissions Policy to public consultation at least once every seven years. The St John's consultation process is due this year and the Local Authority is due to conduct the consultation process free of charge on behalf of the school. This process is likely to commence during the first week of December and must run for a minimum of six weeks. It allows parents, schools, churches and the local community to raise any concerns or comments they may have regarding the proposed admission arrangements.</p> <p>Once the consultation process is complete, the admission arrangements must be determined by the Governing Board by <b>28 February 2024</b>. The final version of the Policy must be approved at the FGB meeting due to be held on <b>Thursday 25<sup>th</sup> January</b>. A copy of the determined arrangements must then be sent to the LA by <b>15 March 2024</b>.</p> <p>In order to meet the deadlines outlined above, Governors approved the draft policy via email. This had been sent to the LA in order for the consultation process to commence.</p> <p><b>Governors noted the following significant changes:</b></p> <ul style="list-style-type: none"> <li>• Pupil Admission Numbers – it is proposed to raise the PAN from 25 to 27. This is to prepare for the dip in funding levels when reducing to seven classes in Sept 2026.</li> <li>• The schools will no longer include church attendance as a qualifying criterion.</li> </ul> <p><b>Question: If the Admission PAN is set to 27 and appeals are received, what would be the maximum class size?</b></p> <p><b>HT</b> The maximum class size would be 30. The school would resist numbers above 30 in most instances.</p> <p><b>Question: What additional funding would the school receive if the PAN increased?</b></p> <p><b>HT</b> Funding is allocated on a per pupil basis. This equates to around £4,000 per pupil. In 2026, the two form entry (currently Y4) will cease and there will be one less class in the school. Increasing the PAN will assist in meeting the consequent fall in funding.</p> <p><b>Question: How are we mitigating the impact of additional pupils on teacher workload.</b></p> <p><b>HT</b> Teacher workload is constantly scrutinised and is the subject of ongoing discussion at staff meetings. Staff are well supported and encouraged to share concerns. A class size of 30 is the National Average and considered manageable.</p>

	<p><b>Question: It appears that IKB are taking a double Reception class in September 2024. How will St John's school admissions be impacted if this were to be the case?</b></p> <p><b>HT</b> Stated that he was not aware of this matter but the impact could potentially be very negative. <b>HT</b> offered to contact the Somerset Council Admissions Team to ascertain whether this information is accurate. <b>Action HT</b></p>
9.	<p><b>SAFEGUARDING UPDATE</b></p> <p><b>HT</b> reported the following: There had been 208 logs to date on CPOMS (the school safeguarding portal):</p> <ul style="list-style-type: none"> <li>• 80 Behavioural (in respect of 8-10 children)</li> <li>• 3 attendance issues</li> <li>• 3 cases of bullying/friendship issues (non-repeated)</li> <li>• 21 causes for concern (potential family support intervention necessary)</li> <li>• 16 parenting issues (a number that had increased in recent years)</li> </ul> <p><b>Question: Would it be possible for Governors to see a demonstration of CPOMS?</b></p> <p><b>HT</b> Considered this to be an excellent idea and offered to make arrangements for this to take place. <b>Action HT</b></p>
10.	<p><b>PAY COMMITTEE</b></p> <p>The Pay Committee reported that they had met on the 31<sup>st</sup> October 2023 to discuss all movements within the Main and UPS pay spines and had ensured that increases were supported by robust performance management processes. The Pay Committee had made recommendations accordingly.</p>
11.	<p><b>POLICY REVIEWS</b></p> <p>The following policies were reviewed and agreed:</p> <ul style="list-style-type: none"> <li>• Appraisal Policy Support Staff 2023</li> <li>• Appraisal Policy Teaching Staff 2023</li> <li>• Pay Policy 2023</li> </ul>
12.	<p><b>PREMISES/HEALTH AND SAFETY</b></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"> <li>• Work undertaken by Site Manager.</li> <li>• Work undertaken by external contractors.</li> <li>• Work Pending.</li> <li>• Analysis of Risk Assessments carried out during this period.</li> <li>• Analysis of Accidents reported during this period.</li> <li>• Analysis of external visits during this period.</li> </ul> <p><b>Question: What is the status of the list of 'red' (urgent) jobs listed on the 2023 Condition Survey?</b></p> <p><b>SBM</b> The Site Manager had worked hard to clear the majority of items listed. Approximately one third remained outstanding. These had been on hold until clarity could be established regarding the budget balances. The Month 6 finance report is due to be presented at the next FGB meeting. All urgent/health and safety work had been addressed.</p>

	<p><b>Question: It is good to note that the new telephone system is on order. Does the school have sufficient infrastructure to install the system or will there be additional charges for switches etc?</b></p> <p><b>SBM</b> Stated that the supplier had surveyed the site and confirmed that no additional infrastructure had been necessary. The system is likely to be installed during February half term.</p> <p><b>HT</b> Expressed his thanks to the Site and Business Manager for their hard work on the site in recent months.</p>
13.	<p><b>PUPIL PREMIUM</b></p> <p>A strategy statement had been circulated prior to the meeting. Governors evaluated the spend and impact.</p> <p><b>HT</b> Becoming a Thrive school had significantly impacted the health and wellbeing of PP pupils. Thrive is a resource to track emotional development and there is evidence to confirm signs of good progress. There had been big successes this year.</p> <p><b>Question: Why are there two different PP percentage figures?</b></p> <p><b>HT</b> This reflects the decline in PP numbers due to a combination of changing school demographics and amendments to the eligibility threshold. The majority of EAL children had working parents and many other families had found it difficult to meet the restrictive criterion.</p> <p><b>Question: The review of the last year outlines meetings with staff? What had been the impact of these meetings?</b></p> <p><b>HT</b> Regular review meetings with the SENDCo had been scheduled to discuss intervention work and its impact. Quantifiable data was discussed and assessed. In particular, Y3 PP pupils had outperformed none PP pupils in maths and reading. This had been a direct result of targeting PP pupils manifesting academic potential.</p>
14.	<p><b>SPORTS PREMIUM UPDATE</b></p> <p><b>HT</b> Reported it had not been possible to update the Sports Premium Report due to the absence of financial information from Somerset Council. As this data had now begun to filter through, the <b>HT</b> hoped to present a report to next Full Governing Board meeting.</p> <p><b>Action HT</b></p> <p><b>Question: Is the sports intervention work still ongoing?</b></p> <p>The cost of the Sports Coach had been included in the School Budget Plan. Therefore, the sports coach had continued to deliver regular and popular sessions throughout the school.</p>
15.	<p><b>DATA PROTECTION AUDIT UPDATE</b></p> <p>The Data Protection Audit had not yet been received from Somerset Council. This item will be carried forward to the next meeting.</p> <p style="text-align: right;"><b>Action Clerk</b></p>
16.	<p><b>GOVERNOR ITEMS</b></p> <ul style="list-style-type: none"> <li>• Governor training needs were discussed and Governors had been encouraged to book one course per term relevant to their area of responsibility.</li> <li>• Resignation of Foundation Governor and appointment of Finance link Governor.</li> </ul>

	<p>Governors noted the resignation of the Foundation Governor and expressed their thanks for his contributions. Governors agreed to carry forward the appointment of the Finance link Governor to the next FGB meeting. <b>Action Governors</b></p> <ul style="list-style-type: none"> <li>• Agree Governance Monitoring (timescales and outcomes) <b>Action HT/Chair</b></li> </ul>
17.	No correspondence had been received.
18.	<p><b>DATE OF NEXT MEETING</b></p> <p>The next meeting of the Full Governing Body meeting will be held in school on <b>Tuesday 28<sup>th</sup> November 2023 at 4:15pm.</b></p>

Meeting closed at 19:30

**Action points arising from meeting held 2<sup>nd</sup> November 2023**

Minute Ref	Action Point	Responsibility
5.	Discuss an alternative parable at the next Ethos Committee meeting.	CS/HT
5.	Circulate/compile parent survey prior to next parents evening meeting.	CP/HT
5.	Contact two potential Foundation Governors	Clerk
5.	Relevant Governors to complete Prevent training.	Governors/Clerk
6.	Make enquiries of a Taunton based private school in respect of use of swimming pool.	JB
7.	Arrange interactive SDP session (next FGB meeting).	HT
7.	Governors to arrange SDP monitoring visit prior to end of Autumn term.	Governors
8.	Admissions: ascertain whether information regarding 2 form intake at IKB is accurate.	HT
9.	Arrange CPOMS demonstration for Governors.	HT
14.	Prepare Sports Premium report for next FGB meeting.	HT
15.	Data Protection Report to next FGB meeting.	HT
16.	Appoint Finance Link Governor at next FGB meeting.	Governors
17.	Agree Governor monitoring timescales and outcomes.	HT/Chair

Signed.....

**Chair of Governors**

Date.....