



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 28th September 2023

at

5:30pm

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

Chair (*Safeguarding*)
Headteacher
(*Church School Distinctiveness, RE and SIAMS. Equality Duty*)
(*Asset Mgt Planning*)

Apologies: Joe Basquill - LA Governor
(*SEND, Pupil & Sports Premium/Asset Mgt Planning*)

Clerk: Angela Morley (SBM)

Item	Details
1.	WELCOME & OPENING REFLECTION The Chair led a moment of reflection. He encouraged those present to consider the attributes of our school and its impact upon wider community.
2.	APOLOGIES Jo Basquill had sent apologies in advance of the meeting. Apologies had not been received from Patrick Robinson. The meeting was quorate.

3.	<p>DECLARATION OF BUSINESS INTERESTS</p> <p>There were no matters to declare. Governors asked to complete their Declaration of Interests Forms and return to the Clerk by Thursday 5th October. Governors present confirmed that they had read the Code of Conduct.</p>
4.	<p>APPROVAL OF MINUTES OF THE MEETING HELD ON 18th JULY 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"> • Governors agreed to defer the exploration of an alternative school parable until the commencement of the new Incumbent. Action HT • A meeting of Asset Management Group had been planned. The group will meet on 31st October 2023. • The Headteacher (HT) reported that he had devoted a whole section of the School Development Plan (SDP) to the support of children entitled to Pupil Premium and to those with English as an Additional Language. This document will be shared with Governors at the next Full Governing Body Meeting. Action HT • The HT and Parent Governor had arranged a meeting to work upon a parent survey. Action HT/CP • Letter of thanks had been sent to SENDCO. • Behaviour for Learning Policy had been edited and updated. • Governor Meeting Schedule and Year Planner had been circulated.
6.	<p>ELECTION OF OFFICERS and NEW STAFF GOVERNOR</p> <ul style="list-style-type: none"> • New Staff Governor HT reported that due process had been followed to seek Staff Governor nominations. One application had been received from Sarah Brown, Classroom Teacher. Sarah had accepted the post and her appointment had commenced on the 18th September 2023. • New Incumbent The Ex-Officio Governor confirmed that the new Incumbent, Rev Colin Simpson, will commence on 4th October and will be joining the Board as Ex-officio. Jo Leigh indicated that she would be willing to remain on the Board as a Foundation Governor. Action Clerk • Foundation Governor Vacancies The Clerk reported that there are four Foundation Governor vacancies. HT and Ex-Officio indicated that interest had been shown in two Foundation Governor posts. The Clerk was asked to share information with both parties regarding and include the application process. Action Clerk • Election of Chair JL proposed BK as Chair and CP seconded. BK Left the meeting. ALL AGREED

	<ul style="list-style-type: none"> • Vice Chair BK proposed JL and CP seconded. JL left the meeting. ALL AGREED
7.	<p>BOARD MEMBERSHIP MATTERS</p> <ul style="list-style-type: none"> • Standing Orders September 2023 The Standing Orders were reviewed and agreed by the Governing Body (GB). • Instrument of Governance The Instrument of Governance was reviewed and agreed by the GB. • Freedom of Information Publication Scheme The Freedom of Information Publication Scheme was reviewed and agreed by the GB. • Terms of Reference Governors reviewed and agreed the following Terms of Reference: <ul style="list-style-type: none"> • Headteacher Performance Management Committee • Pay Committee • Allocation of Governor roles and responsibilities: HT reported that he had reviewed and identified the Link Governor/committee memberships within the board. HT reminded Governors that link visits are a statutory requirement for monitoring purposes. Governors agreed the following responsibilities: <ul style="list-style-type: none"> ➤ Safeguarding BK ➤ SEND, PP and CLA JB ➤ Health and Safety SB ➤ GDPR CP ➤ Cybersecurity BK ➤ Finance PR ➤ Equality Duty JL ➤ RE and Church School Distinctiveness New Incumbent (CS) ➤ EYFS CP ➤ School Development Plan Strands: <ul style="list-style-type: none"> Curriculum BK & PK

Writing **JL & CP**
SIAMS **CS**
Vulnerable Group **JB & SB**

- **Annual Planner**
Governors agreed the Annual Planner and acknowledged it as a working document to be regularly updated throughout the year.
- **Headteacher Performance Management Review Panel**
BK and JL appointed and agreed by ALL
- **Pay Committee**
JB and CP appointed and agreed by ALL
- **Asset Management Group**
CP, JB, BK and OP appointed and agreed by ALL

8. **HEADTEACHER SEPTEMBER UPDATE REPORT**

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

- **Attendance:**
 - Pupils
 - Staff
- **Admissions Autumn 2023**
- **Behaviour**
- **CPD**
- **Curriculum**
- **Enrichment**
- **Finance**
- **GDPR**
- **SAFEGUARDING**
- **SEND**
- **SIAMS**

HT shared notable highlights including:

- Excellent One-to-One LSA appointed to Reception Class
- 2 Suspensions to date. One had been in respect of violence towards a staff member.
- SIAMS training courses booked for HT and Religious Education lead.

- National speaker booked for January to share ideas to improve the curriculum. Three local schools had been accepted an invitation to attend.
- The new class names (inspirational famous people) had worked exceptionally well.
- Head Boy and Head Girl had been elected.
- Two enrichment trips had taken place: Y4 to see a performance of Matilda and Y6 to explore a Solar Farm. Further trips planned to Somerset Museum.
- Y4, Y5, Y6 camp booked for July 2024. Letter had been sent inviting parents to an Information evening on 12th October.
- Day trip to Forest School planned for Y3 pupils.
- Clubs have begun. 50 children in choir. Sports Coach PE club oversubscribed threefold. Additional sessions to be arranged.
- SEND provision by Somerset Council had not been adequately delivered.
- A learning walk had taken place. The behaviour had been excellent with a happy, relaxed atmosphere. Children had been engaged and eager to learn.
- Several prospective pupils tours had taken place. Very positive comments had been received from parents regarding the school and the warm welcome.

Governors thanked HT for the thorough overview.

Questions arising from HT Verbal Report:

What had Pupil absenteeism been like so far?

HT reported that Pupil absenteeism had been 94%. This had been lower than this time last year. Occurrences of lateness had also improved.

Cases of COVID are said to be on the increase. Has this impacted the level of Staff absence?

HT reported that, in September, there had been 4 cases of staff absence due to COVID.

You report that there are still glitches in the new Central Finance System and that it had not been possible to process information beyond Month 1. Has Somerset Council indicated when this problem is likely to be resolved?

HT stated that there had been no communication from the Council detailing when the issue may be resolved. In response, an urgent meeting of the Primary School Headteachers had taken place. The group plan to submit a formal complaint highlighting the extensive operational difficulties that schools had been experiencing.

How can Governors Support?

HT stated that it might be helpful for Governors to follow up with a letter if the situation continues.

Governors expressed frustration concerning the current scenario and suggested schools seek compensation for the ongoing inconvenience. They requested it be noted that the this had been a significant hindrance to progress.

The **Staff Governor** commented upon the HT SIAMS update and asked for it to be noted that the School Chaplain's (Helena Power) work had been remarkable. She had worked closely and supportively with the Pupil Chaplains and teased out a tremendous sense of pride and responsibility. So much so, that there had been a real sense of anticipation and interest from pupils hoping to become Pupil Chaplains.

9. **ADMISSIONS**

- **Pupil Admission Number:**

	<p>HT reported that there had been a lot of interest in the school. He plans to recommend an increase in the Pupil Admission Number from 25 per class to 27. In order for Governors to explore the implications, he recommended a discussion at the next FGB meeting.</p> <p style="text-align: right;">Action HT</p> <ul style="list-style-type: none"> • Admission Policy Update: HT reported that the Diocese had been in contact to inform the school that they can no longer include church affiliation as an admission criterion. In addition, the updated St John's Admission Policy will be due for Public Consultation this term. Somerset Council had confirmed that they will run the consultation process on behalf of the school. There will be no cost to the school. The Admission Policy will be updated and shared at the next FGB meeting. Once approved, the consultation process will commence.
10.	<p>SAFEGUARDING UPDATE</p> <ul style="list-style-type: none"> • Levels of need: <ul style="list-style-type: none"> ➢ CSC – 4 families – 8 children with involvement. ➢ FIS – 4 children with involvement. ➢ PFSA – 10 children PFSA involvement. • Staff Safeguarding Training Clerk reported that all staff had signed to declare that they had undertaken the following training/read policy updates: <ul style="list-style-type: none"> ➢ Safeguarding – Basic awareness updates ➢ Safeguarding Policy ➢ Behaviour for Learning Policy ➢ Privacy notice ➢ Code of Conduct ➢ Acceptable Use Policy ➢ Online Safety Policy ➢ Anaphylaxis Policy ➢ Health and Safety Policy ➢ Keeping Children Safe in Education Part 1 23-24 ➢ Prevent ➢ FGM • Governor Safeguarding Training Governors to receive face to face Safeguarding training immediately following the meeting. This will be delivered by the HT. • All Governors had confirmed that they had read and understood KCSIE part 1 23-24. • Clerk reported that Governors must undertake Prevent training at least once during their term of office. Clerk to check records and report to next meeting. <p style="text-align: right;">Action Clerk</p>
11.	<p>POLICY REVIEWS</p> <p>The following policies were reviewed and agreed:</p> <ul style="list-style-type: none"> • Capability for Teaching Staff • Capability for Non-Teaching Staff

	<ul style="list-style-type: none"> • Safeguarding and Child Protection • Governor Visit Policy • Privacy Notice – Pupils and Parents • Privacy Notice – Workforce <p>• Sex and Relationships – HT explained that this policy needed extensive updating due to recent National amendments. He requested Governors agree to extend the review date to December 2023 in order to work upon the contents. Governors agreed to extend the review date. Action HT</p> <ul style="list-style-type: none"> • HT confirmed that the Whistleblowing policy is up to date and staff had been appraised of the Whistleblowing procedures.
12.	<p>DFG/SCA UPDATE</p> <p>School Business Manager reported that, during the Summer vacation period, urgent remedial work had been undertaken to the Victorian retaining wall at the back of the school at a cost of £41,013.88. The Diocese had issued an invoice for the Governor 10% liability. Governors agreed to pay the full amount.</p>
13.	<p>GOVERNOR ITEMS</p> <p>Governor Training:</p> <ul style="list-style-type: none"> • Clerk reported that Claire Hudson, Diocesan Governance Advisor, had visited school on the 14 September to delivered bespoke Monitoring training. Governors commented that the training had been extremely valuable and asked for their thanks be conveyed. Action Clerk • Clerk reported that details of upcoming Diocesan and SSE Governor training had been circulated. Clerk confirmed that Governors had been reminded of the expectation to undertake at least one training course per term. • Chair to book SSE Safeguarding Training. • Governor Monitoring HT to contact Governors to arrange Autumn visits. Governors to undertake one visit per term for their respective areas of responsibility.
14.	<p>CORRESPONDENCE</p> <p>The Chair reported that a letter had been received from Ed Gregory, Diocesan Director of Education, regarding the Government allocation of the School Condition Allowance. The total Diocesan sum had been reduced from £790,000 last year to £430,000 and the allocation is likely to shrink further. The Government had indicated that capital funding grants will be first allocated to academised schools and this may be to the detriment of Maintained Voluntary Aided schools.</p> <p>Governors recommended discussions to explore Academisation take place during the Spring Term of 2024 Action FGB</p>

15.	<p>DATE OF NEXT MEETING</p> <p>The next meeting of the Full Governing Body will be held in school on Thursday 19th October 2023 at 5:30pm.</p>
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Meeting closed at 18:45.

Action points arising from meeting held 28th September 2023

Minute Ref	Action Point	Responsibility
5.	Explore alternative school parable.	HT/CS
5.	Circulate School Development Plan	HT
5.	Compile Parent Survey	HT/CP
6.	Contact new Incumbent regarding joining Governing Board	Clerk
6.	Send interested parties information in respect of Foundation Governor status.	Clerk
11.	Update Sex and Relationship Policy	HT
9.	Update Admissions Policy/Pupil Admissions Numbers	HT
10.	Check Prevent training records and inform Governors if training is due for update.	Clerk
13.	Convey Governor thanks to Claire Hudson, Diocesan Advisor, for Bespoke Monitoring training.	Clerk
14.	Include exploring Academisation in the Year Planner (Spring Term)	Clerk

Signed.....

Chair of Governors

Date.....