



## 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 11<sup>th</sup> May 2023**  
at  
**5:30pm**

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| <b>Present:</b>   | Brian King –Parent Governor<br>Olly Priestley – Ex Officio<br>Joe Basquill - LA Governor<br>Harry Foster – Staff Governor<br>Cathy Paul – Parent Governor | Chair ( <i>Safeguarding</i> )<br>Headteacher<br>( <i>SEND, Pupil &amp; Sports Premium</i> )<br>( <i>Health and Safety</i> ) |
| <b>Online:</b>    | Patrick Robinson – Foundation Governor  | Vice Chair ( <i>Finance and HR</i> )  |
| <b>Apologies:</b> | Jo Leigh – Ex-Officio   | ( <i>Church School Distinctiveness, RE and SIAMS</i> )  |
| <b>Clerk:</b>     | Angela Morley (SBM)   |   |

| Item | Details   |
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| 1.   | <p><b>WELCOME &amp; OPENING REFLECTION</b></p> <p><b>The Chair</b> welcomed everybody.</p> <p>The chair reflected upon the demands of the term so far and complimented staff and pupils for the way in which they had risen to the various challenges. He added that the Y6 children had conducted themselves amazingly well during SATS week and congratulated the Year 6 team on their organisational skills and professionalism.</p> |
| 2.   | <p><b>APOLOGIES</b></p> <p>Jo Leigh had sent apologies in advance of the meeting.</p> <p>The meeting was quorate.</p>   |
| 3.   | <p><b>DECLARATION OF BUSINESS INTERESTS</b></p> <p>There were no matters to declare.</p>  |

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| 4. | <p><b>APPROVAL OF MINUTES OF THE MEETING HELD ON 23<sup>rd</sup> March 2023</b></p> <p>The minutes were approved as a true and correct record of the meeting.</p>  |
| 5. | <p><b>Matters Arising</b></p> <p><b>Action Points:</b></p> <ul style="list-style-type: none"> <li>• Create Monitoring Plan and timetable. The Chair and Headteacher (<b>HT</b>) had recently met to incorporate the OFSTED action points into the monitoring schedule. This series of governor monitoring visits will commence in September 2023.</li> <li>• Attendance update (included in HT report).</li> <li>• Deputy Headteacher had been fully trained in mental health support to staff. She provides supervisory supports the Nurture Room staff on a regular basis. The Nurture Team indicate that they value this support. They had been made aware that further support is available if required.</li> </ul> <p><b>Q Does the school have a Mental Health First Aider?</b><br/> <b>School Business Manager (SBM)</b> indicated that the Deputy Headteacher had recently undertaken training in this area.</p> <ul style="list-style-type: none"> <li>• <b>HT</b> had met with the Local Authority (LA) SEND team and a robust discussion regarding support offered to specific pupils had taken place. Having considered the points raised by the HT, the LA had acknowledged that the school had been let down and agreed to address the points raised. The HT and LA had been working together to improve the scenario.</li> <li>• Due to internal school pressure, there had not been an opportunity to explore grant funding sources for music tuition.</li> <li>• It had been decided that an end of year show will not be taking place this year.</li> <li>• Feedback on curriculum advice from LA Representative (Rep). The Rep had visited school and discussed OFSTED action points. He had complimented the Deputy Headteacher for her diligent work upon the curriculum. Strategies had been suggested in respect of embedding the curriculum. An action plan had been created incorporating the suggested strategies.</li> <li>• Kitchen update (See item 9 below).</li> <li>• School Business Manager reported that the old server will be removed before the end of the Summer term. It will cost the IT company to remove it from the school premises. Therefore, no scrap value will apply.</li> <li>• Clerk had contacted Claire Hudson, Diocese and asked for potential monitoring training dates. Governors requested that the clerk make the necessary arrangements via email.</li> </ul> <p style="text-align: right;"><b>Action Clerk</b></p> |

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| 6. | <p><b>OFSTED UPDATE</b></p> <p>The Ofsted report and HT covering letter had been circulated prior to the meeting. Governors expressed thanks to the HT and acknowledged the contents of the report. Governors stated that they had scrutinised the report and agreed that the points raised had been fair.</p> <p><b>HT</b> reported that teaching staff had begun work upon quality assurance knowledge in subject leaders and had agreed to explore methods of achieving consistency when tracking children's knowledge.</p> <p><b>Q What are the next steps for the children?</b></p> <p><b>HT</b> reported that the children had enjoyed engaging with the foundation subjects and stated that he had been delighted to note that the inspectors had observed distinct improvement. SLT had evaluated the report and noted that the work that had begun prior to OFSTED had been acknowledged and affirmed. This work will be sustained.</p> <p><b>HT</b> congratulated governors on their contributions and thanked them for the time that they had invested in the school during recent months.</p> <p><b>Q Is there training in place for subject leaders to address the action points?</b></p> <p><b>HT</b> stated that individual subject leaders had been released to monitor their subjects more effectively in order to cascade knowledge on to teaching staff. The Deputy Headteacher (Curriculum) had led twilight sessions on memory/retrieval practice. Further sessions had been planned. A County curriculum advisor is working with Linda to improve the monitoring of the curriculum.</p> |
| 7. | <p><b>HEADTEACHER'S SPRING 2023 REPORT</b></p> <p>A report had been circulated prior to the meeting. Governors thanked HT for the report. Governors noted that the report covered the following areas:</p> <ol style="list-style-type: none"> <li>1. Attendance: <ul style="list-style-type: none"> <li>• Staff</li> <li>• Pupils</li> </ul> </li> <li>2. Attainment and Achievement</li> <li>3. Teaching/Staff</li> <li>4. Staff CPD</li> <li>5. Pupil Premium</li> <li>6. Sports Premium</li> <li>7. Education Enrichment</li> <li>8. Exclusions during Spring 2023</li> <li>9. Child Protection/Safeguarding</li> <li>10. SEND</li> <li>11. SIAMS</li> <li>12. Staffing</li> </ol> <p><b>HT</b> shared notable highlights:</p> <ul style="list-style-type: none"> <li>• Reception class had made excellent reading progress.</li> <li>• Pupil attendance had improved and had been consistent with the National average. This area had benefited from an increase in admin support time. The late arrivals had also reduced.</li> </ul>  |

- Staff attendance had improved.
- The changes in curriculum in respect of writing had been successful.
- The changes to extended writing tasks had worked well.
- The Year 4 children had become calmer due to some of the more challenging children leaving the school. The children had continued to respond well to their new teacher.
- The Year 1 children had made very good age-related progress in phonics. The new reading scheme had impacted extremely well.
- Safeguarding had been demanding this term. The HT was due to attend a multi-disciplinary conference on 12<sup>th</sup> May. Both he and the Safeguarding Deputy Headteacher had invested a considerable amount of time on some serious and complex cases.

Questions arising from HT Report:

**Q When are the SATS results published? Are they compared to other local schools?**

**HT** They are published on the 1<sup>st</sup> July. Comparisons are made with the national average statistics.

**Q The Year 4 data is concerning. What action has been taken to boost them?**

**HT** had arranged for booster sessions to be discussed at the progress meeting scheduled for next week.

**Q Is this also a concern for Year 1?**

**HT** The dynamic of the Year1 group had shifted due to an increase in the number of pupils in the cohort who had English as an additional language (EAL). Tailored intervention support had been planned for Year 2.

**Q What specific support measures are there for ELA children?**

**HT** Nurture support is offered to all EAL children. EAL pupils had made good progress and many had good command of English with six months of commencing at St John's.

**Q How are the PP children progressing and developing?**

**HT** despite additional support, a minority had not progressed.

**Q A lot of staff resource appears to have been invested in supporting families in need? Is there any possibility of this subsiding?**

**HT** There had been a lot of challenging scenarios and a disproportionate amount of time invested in family support. This appears likely to continue for the foreseeable future.

**Q How does this compare with similar local schools?**

**HT** Headteacher colleagues report similar experiences. Some children were not receiving academic support at home, especially in reading. Accessing the curriculum without home support is challenging.

**Q Has the demographic of the school cohort changed since IKB opened?**

**HT** Not specifically; the major shift in the school demographic had been an increase in EAL children, many of whom appear to stay on roll for short periods due to shifting work availability.

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| 8. | <p><b>FINANCE REPORTS</b></p> <p><b>SBM</b> advised Governors that the SFVS had been reviewed by the Finance Governor and the signed copy had been submitted Education Financial Services.</p> <p><b>SBM</b> reported that two action points had been identified:</p> <ul style="list-style-type: none"> <li>• The school required a Business Continuity Plan.</li> <li>• The Asset Register had not been updated.</li> </ul> <p><b>SBM</b> reported that a considerable amount of work had been undertaken on both documents and was on target to be completed by the end of the summer term.</p> <p><b>SBM</b> reported that the school had many assets throughout the site and a requirement of the Finance Policy was to record all items with a value above £100. The SBM asked Governors to consider increasing this amount to £250.</p> <p>After discussion it was resolved that the value would be revised to £250 and to update the Finance Policy accordingly.</p> <p><b>Governors</b> requested a progress update at the next FGB meeting. <span style="float: right;"><b>Action SBM</b></span></p>   |
| 9. | <p><b>KITCHEN UPDATE</b></p> <p><b>SBM</b> reported that the catering contract had been running at a loss due the rising costs of living, energy and staffing. An advisory meeting had been held with the County Council Catering Advisor regarding the catering finances and organisation. In addition, discussions were held regarding the Service Level Agreements. There had been particular focus upon the West Buckland contract which had been running at a loss. The LA advisor recommended:</p> <ul style="list-style-type: none"> <li>• Standardising the cost of meals: <ul style="list-style-type: none"> <li>➢ £2.50 for KS1</li> <li>➢ £2.60 for KS2</li> </ul> <p>(St John's is currently charging parents £2.50 per meal).<br/>The most recent increase (from £2.40 - £2.50) had been in September 2021.</p> </li> <li>• Ensuring government guidelines are strictly followed in respect of portion controls.</li> <li>• Redefine the terms of the West Buckland contract to achieve a consistent approach across all three agreements. This would include a charge for delivery of meals to West Buckland.</li> <li>• Adjustments to menu options to reduce food waste. <b>SBM</b> reported that the Summer term menu had been changed but it had been too early to assess the impact of the changes.</li> <li>• Alternative food suppliers to be explored to secure competitive prices and improved service.</li> </ul> <p><b>Q have staff noticed a difference in the amount of waste since the changes to the menu?</b><br/><b>HT</b> There had been a slight reduction in food waste but further review was necessary to establish if this would continue to be the case.</p> |

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|     | <p><b>Governors</b> agreed to increase the price of meals to £2.50 for KS1 (charge to other schools) and £2.60 for KS2 with effect from 1<sup>st</sup> September 2023. In addition, Governors agreed to redefine the terms of the West Buckland contract as outlined above in order to achieve a consistent approach.</p>  |
| 10. | <p><b>HEALTH AND SAFETY REPORT</b></p> <p>A report had been circulated prior to the meeting. Governors thanked the SBM for the report. Governors noted that the report covered the following areas:</p> <ul style="list-style-type: none"> <li>• Training</li> <li>• Regular checks</li> <li>• Fire and emergency safety</li> <li>• Smoking</li> <li>• Accident/incident reporting</li> <li>• First Aid</li> <li>• Hazardous substances</li> <li>• School kitchen</li> <li>• Pedestrian and vehicular traffic</li> <li>• DSE assessments</li> <li>• Play areas</li> <li>• Contractors</li> <li>• Staff health and safety group</li> <li>• Risk management</li> <li>• Security</li> <li>• PAT testing</li> <li>• Visual checks</li> <li>• Scheduled inspections</li> </ul> <p>Governors expressed thanks to the team for their work upon health and safety compliance.</p> <p>Governors noted that a Health and Safety inspection had been booked and will take place on the 19<sup>th</sup> June 2023.</p> |
| 11. | <p><b>ASSET MANAGEMENT PLAN</b></p> <p>A briefing paper had been circulated prior to the meeting.</p> <p>Governors thanked SBM for the details. Governors noted that the Diocese is looking for all VA schools to have an Asset Management Plan (AMP) for their estate. Governors had been asked to consider and discuss their responsibilities and think about their confidence around knowledge of what these are and how to report upon the estate at governing body meetings. The Diocese had encouraged governors to ensure clarity of vision, ethos and manage strategic direction.</p> <p>To start this process, a standalone meeting had been recommended.</p> <p>The Chair asked for volunteers to attend this meeting and begin the process of working up on the AMP.</p> <p>The following governors and staff volunteered:</p>  |

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|     | <p>JB, CP and BK. Staff representatives would be Headteacher, School Business Manager and Site Manager. <b>Action SBM</b></p> <p>A Governor offered flora and fauna conservation resources. Governors decided to follow up this kind offer. <b>Action Clerk</b></p>  |
| 12. | <p><b>GOVERNOR ITEMS</b></p> <ul style="list-style-type: none"> <li>• <b>Governor Training Update</b><br/>Governors reported that the clerk had been updated with a list of the most recent courses attended.</li> <li>• <b>Clarification of Governor Roles:</b><br/>Governor monitoring roles were discussed and updated. The Clerk will publish and circulate details. <b>Action Clerk</b></li> <li>• <b>SDP Review Plan</b> <ul style="list-style-type: none"> <li>➤ <b>Reading</b><br/>PK and CP to monitor School Development Plan progress before the end of the Summer term.</li> <li>➤ <b>Curriculum</b><br/>JB and BK to review before the end of the Summer term.</li> <li>➤ <b>SIAMS</b><br/>JL to review before the end of the summer <b>Action Headteacher</b></li> </ul> </li> <li>• <b>Equality Duty</b><br/>The Clerk outlined the details of the Equality Statement and updated Governors on their Equality Duty. Governors requested that the Equality Duty Statement, accompanied by an explanatory email, be circulated as soon as possible. Governors would note the details and confirm that they had read and understood the contents.<br/><br/>The <b>Chair</b> noted that a lead Governor would be required to check and report upon how the school is fulfilling its duty. Jo Leigh was nominated as the Equality Duty Link Governor.</li> <li>• <b>Informal Meeting with Staff</b><br/>Governors asked for an opportunity to meet informally with staff before the end of term. It was agreed to amend the date of the next FGB meeting to Tuesday 18<sup>th</sup> July 2023 and meet with staff at 4pm (prior to the commencement of the meeting). Refreshments to be provided. <b>Action Clerk</b></li> </ul> <p>Governors were reminded that there are still several Foundation Governor vacancies and asked to consider potential candidates.</p> |
| 13. | <b>CORRESPONDENCE</b>  |

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|     | <ul style="list-style-type: none"> <li>A letter from the National Education Union, dated 28<sup>th</sup> April 2023, had been received indicating an intention to conduct a ballot asking teaching staff to support further industrial action.</li> </ul> |
| 18. | <p><b>DATE OF NEXT MEETING</b></p> <p>The next meeting of the Governing Body will be held at St John's School on <b>Tuesday 18<sup>th</sup> July 2023 at 4pm.</b> Formal meeting to commence at <b>5pm.</b></p>   |

Meeting closed at **7:15pm.**

**Action points arising from meeting held 11<sup>th</sup> May 2023**

| <b>Minute Ref</b> | <b>Action Point</b>   | <b>Responsibility</b> |
|-------------------|---|-----------------------|
| 5.                | Contact Claire Hudson to arrange bespoke monitoring training.   | <b>Clerk</b>          |
| 8.                | SFVS Update   | <b>SBM</b>            |
| 11.               | Arrange meeting of Asset Management sub group                   | <b>SBM</b>            |
| 11.               | Explore the provision of flora and fauna conservation resources | <b>Clerk/PK</b>       |
| 12.               | Circulate updated governor monitoring/link roles                | <b>Clerk</b>          |
| 12.               | Monitor School Development Plan progress                        | <b>HT/PK/CP</b>       |
| 12                | Curriculum review   | <b>HT/JB and BK</b>   |
| 12                | Arrange informal meeting with staff                             | <b>Clerk</b>          |

Signed.....**Brain King**

**Chair of Governors**

**Date 21/07/2023**