



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 26<sup>th</sup> JANUARY 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>• Because of the OFSTED inspection, Governors had not conducted monitoring visits in respect of the SDP. Instead, Governors had been actively involved in discussions with the OFSTED inspectors. The Headteacher (<b>HT</b>) and Chair had met to commence monitoring planning on the day that OFSTED had called. Continuation of this process had been postponed to early in the Summer Term in order to incorporate potential OFSTED recommendations. <b>Action HT/Clerk/Chair</b></li> <li>• <b>SBM</b> had sought assurance from Praestantia that the IT back up would be conducted in accordance with DFE guidance. Praestantia stated that there are two layers of back up and confirmed the information will be held securely. The DFE is yet to update its guidance for cloud-based systems.</li> <li>• Core Offer (see item 7) <b>HT</b> reported that the letter had been sent to Amelia Walker, Director of Education, who had indicated that the comments had been noted.</li> </ul>
6.	<p><b>HEADTEACHER'S SPRING 2023 REPORT (SHORT)</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. Admissions Spring 2023</li> <li>3. Behaviour and Exclusions</li> <li>4. Staff CPD</li> <li>5. Curriculum</li> <li>6. Enrichment</li> <li>7. Finance</li> <li>8. GDPR</li> <li>9. Safeguarding</li> <li>10. SEND</li> <li>11. SIAMS</li> <li>12. Staffing</li> </ol> <p><b>Jo Leigh joined the meeting at 5:45pm</b></p> <p>Questions arising from HT Report:</p>

**Q Staff – one member of staff was absent due to injury? Was this injury sustained at work?**

**HT** No, the injury was sustained outside of work. The member of staff concerned had received support and reasonable adjustments had been made upon return to work.

**HT reported that a Permanent Exclusion had taken place (see confidential minute).**

**Q Pupil attendance: Are there any mitigating factors which may have contributed to the figures in the report?**

**HT** Pupils arriving after 9.15am are marked as absent for the whole morning session. This had artificially inflated absence figures. The new Administrator had made early contact with families and assisted the HT in applying measures to improve pupil attendance. There will be an emphasis upon lateness during the summer term.

**Q Why so many suspensions this term?**

A small number of children had frequently been behaving badly. Staff had carefully considered triggers and extra sessions and tailored responses had been arranged. Where clear acts of aggression were apparent, suspensions had been necessary for the safety of other children. All Staff had followed the Behaviour Policy consistently.

**Q Is the consistent application of the behaviour policy positively impacting upon the other children in class?**

Pupils had responded to the OFSTED safety questionnaire by stating that they felt safe when in school. In recent weeks, the Y4 class had made very good behavioural progress. Not all pupils had responded positively to behaviour sanctions. This remains an ongoing challenge.

**Q Nurture Room staff? Should we be offering them peer support? Supervision?**

The Nurture Room staff check in with the Pastoral Lead on a daily basis. The HT will discuss additional support with the Pastoral Lead and report outcome. **Action HT**

**Q SEND update? What support had been provided by the Local Authority (LA)?**

**HT** a meeting had been arranged on Monday 27<sup>th</sup> March to discuss the way in which the LA SEND team had and will support the school. The aim will be to resolve areas where there appeared to be evidence of a lack of support. **HT** to report outcomes to next FGB meeting. **Action HT**

**Q Are pupils offered sufficient music/arts development opportunities?**

**HT** The curriculum had been designed to include these. In addition, it is hoped that grant funding will be sourced for music lessons. Pupil Premium had been set aside to fund regular choir and trumpet lessons in school. **Action HT**

**Q Can we consider an end of year show?**

**HT** to share this suggestion with staff and report outcome to Governors. **Action HT**

**Q You mentioned an LA curriculum meeting. Do you have feedback for Governors?**

The LA Representative, along with the Deputy Headteacher, had begun work to improve the knowledge of Subject leaders across the whole curriculum and the introduction of effective assessment strategies. He will work on both projects during the Summer Term. Governors requested an update for the next FGB meeting. **Action HT**

**HT** reported that a man had deliberately driven his car into the Crossing Patrol member of staff (slow speed). The incident had been reported to the police who had issued a warning. Prosecution may follow if there is a repeat offence.

	<p><b>Q Had a supportive conversation been held with the staff member concerned?</b>  <b>HT</b> reported that he, the SBM and Chair had all checked in with him and he had stated that he is fine and grateful that the matter had been reported to the police.</p>
7.	<p><b>CORE OFFER</b>  <b>HT</b> reported that over one hundred letters had been sent to the LA from Headteachers. The Diocese had also written to express concern. In response, the LA had conducted surveys and consulted with schools regarding the Core Offer. This had been very time consuming for the HT and SBM.</p> <p>As a result of the Countywide consultations, the cap on the increase had been reduced from 62% to 28% of the previous year's charges. The St John's quote had reduced from £53,000 to £38,000 and is guaranteed for one year only. VA schools had been offered 5 free Business Manager hours to compensate for the services that are currently provided by the Diocese. In addition, St John's had received a £951 discount in lieu of the refuse collection notice period.</p> <p>The general conclusion of the Headteachers had been one of resignation as, at this late stage, there had been little option other than to sign up. The Heads had agreed to meet and discuss potential alternatives for the next financial year.</p> <p>The Chair expressed disappointment in the LA for the way in which they had conducted this process. He felt there had been a lack of transparency and relationships had been damaged. He thanked the HT and SBM for the work that had been done on the Core Offer.</p> <p>Governors agreed to approve the Core Offer.</p>
8.	<p><b>SAFEGUARDING/CHILD PROTECTION</b>  Updates included in the Headteacher report.</p>
9.	<p><b>HT raised the question of staff succession planning and associated costs – see Confidential Minute (the staff governor left the meeting for this discussion).</b></p> <p><b>JB left the meeting at 6:45pm</b></p> <p><b>FINANCE REPORTS</b>  The following reports had been circulated prior to the meeting:</p> <ul style="list-style-type: none"> <li>• <b>Draft Budget Plan 2023/24</b></li> <li>• <b>Schools Financial Management Standard</b></li> <li>• <b>Benchmarking Data 21/22</b></li> </ul> <p><b>SBM</b> highlighted the following in respect of the <b>Draft Budget Plan 2023/24:</b></p> <p>Total 23/24 anticipated funding allocation: £1,292,379  Total 23/24 anticipated expenditure: £1,291,297  In year surplus: <b>£1,082</b></p> <ul style="list-style-type: none"> <li>• Pupil numbers had risen from 199 to 211 – this equates to an approximate increase of £36,000.</li> <li>• The increase in salaries had been budgeted at 9% in respect of Support Staff and between 5-7% in respect of Teaching Staff as recommended by the LA.</li> </ul>

	<p>Additional funds had not been included in the National budget allocations to meet the associated costs.</p> <p><b>Q The teaching staffing costs appear high. Why is this?</b>  <b>SBM</b> the majority of teaching staff are top of scale. Their wealth of experience impacts teaching and learning and ensures high quality delivery of lessons but the provision of good and experienced staff had inflated the staffing budget.</p> <ul style="list-style-type: none"> <li>• The Core Offer and bespoke charges for LA services will cost the school an additional £11,000.</li> <li>• The kitchen had historically made a modest profit. This had reduced due to significant increases in the cost of staff and food. Added to which, the contract with West Buckland had been operating at a loss because of low meal prices and the cost of delivering food to the school. Renegotiation of the contract is planned.</li> </ul> <p>A contract to provide meals to two further schools had been agreed at a higher price per meal. This contract will not include delivery.</p> <p><b>Q is it possible to conduct a cost benefit analysis of the kitchen?</b>  <b>SBM</b> Yes, the LA provide a bespoke service at a reasonable price. Governors authorised this expenditure and requested a kitchen report to be presented at the next FBG meeting. <b>Action SBM</b></p> <ul style="list-style-type: none"> <li>• Energy prices had been budgeted in accordance with recommended percentage increased: Gas 57% and Electricity £183%.</li> </ul> <p>Governors approved the budget as circulated.</p> <ul style="list-style-type: none"> <li>• <b>Schools Financial Management Standard</b>  <b>SBM</b> thanked the Finance Governor for his support in reviewing this document.</li> </ul> <p>Governors also conveyed their thanks.</p> <p>Governors approved the SFVS.</p> <ul style="list-style-type: none"> <li>• <b>Benchmarking Data 21-22</b>  Governors noted the contents of the benchmarking data.</li> </ul>
10.	<p><b>ICT DEVELOPMENT PLAN</b>  <b>SBM</b> reported that the migration to the Cloud had been successful and feedback from staff was positive. The speed and efficiency of the system had much improved. Staff had commented that the new laptops had made a significant difference to the way in which they are able to work.</p> <p><b>Had the old server been decommissioned? Is there any salvage value?</b>  <b>SBM</b> The old server was no longer in use. <b>SBM</b> would check details of removal and scrap value. <b>Action SBM</b></p>
11.	<p><b>POLICY REVIEW</b></p> <ul style="list-style-type: none"> <li>• Data Protection and Freedom of Information Policy March 2023</li> <li>• Governor Allowances Policy 23- 24</li> </ul>

	Governors agreed the above policies.
12.	<p><b>GOVERNOR ITEMS</b></p> <ul style="list-style-type: none"> <li> <p><b>Governor Training Update</b> Chair reported that Claire Hudson, Diocesan Advisor had delivered excellent training on the 23<sup>rd</sup> February. Chair asked for Claire to be rebooked in order to deliver Monitoring training. <b>Action Clerk</b></p> </li> <li> <p><b>Clarification of Governor Roles</b> Headteacher and Chair to meet to clarify roles. This meeting will take place after the publication of the OFSTED report.</p> </li> <li> <p><b>SDP Review Plan</b> <b>Governors</b> agreed to carry this item forward to the next meeting.</p> </li> <li> <p><b>Parent Governor Vacancy Update</b> <b>Clerk</b> reported that details of the Parent Governor vacancy had been circulated to parents and carers. One parent had expressed an interest. A meeting had been arranged with the HT and the Chair. The Clerk had shared the application Pack and induction details.</p> </li> <li> <p><b>OFSTED</b> <b>HT</b> reported that the school received a full inspection on the 7<sup>th</sup> and 8<sup>th</sup> March. It was undertaken by two inspectors and everyone concerned had been happy with the way in which it had been conducted.</p> <p>The report will be published early in the Summer term.</p> <p><b>HT</b> expressed his sincere appreciation to governors for the support and encouragement that had been offered during the inspection.</p> </li> <li> <p>The <b>Easter Service</b> will be held in St John's Church on Friday 31<sup>st</sup> March at 1:30pm. All Governors were invited to attend.</p> </li> </ul>
13.	<p><b>CORRESPONDENCE</b> No correspondence had been received.</p>
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 Thursday 11<sup>th</sup> May 2023 at 5:30pm.</p>

Meeting closed at **7:25pm**.

**Action points arising from meeting held 23 March 2023**

Minute Ref	Action Point	Responsibility
5.	Create Monitoring Plan and timetable.	<b>HT/Chair</b>
6.	Attendance – focus upon challenging lateness.	<b>HT</b>
6.	Explore provision of emotional support to Nurture Room Staff.	<b>HT</b>
6.	Feedback outcome of HT meeting with LA SEND team.	<b>HT</b>
6.	Research grant funding opportunities for music tuition.	<b>HT</b>
6.	Consideration be given to holding an end of year show.	<b>HT</b>

6.	Provide feedback on Curriculum advice provided by LA Rep.	<b>HT</b>
9.	Commission a Cost Benefit analysis of the Kitchen.	<b>SBM</b>
10.	Discover if decommissioned server has any scrap value.	<b>SBM</b>
11.	Book monitoring training.	<b>SBM</b>

**Signed**.....

**Chair of Governors**

**Date**.....