

5.	<p>MATTERS ARISING</p> <p>Action Points:</p> <ul style="list-style-type: none"> Wellbeing Report (item 12). Deputy Headteacher unable to attend meeting. 'Class email' no longer in use – now removed. The Chair thought it important to clearly set out to parents how best to communicate with the Class Teacher. The Headteacher ('HT') agreed to share details in the Newsletter and on the school Website. <p>Action HT</p> <ul style="list-style-type: none"> Claire Hudson had provided a list of proposed dates in respect of Bespoke Governor training (item 16). Letters of warning had been sent to parents whose children's attendance is below 90%. Admin Apprentice possibility explored. Further details provided in Headteacher written report (item 6). SDP circulated (item 7). School Council had elected to support Fiennes House, Wellington. Fiennes House is an accessible purpose-built residential home for adults with learning disabilities or autism and who may have behaviour that can be challenging. Residents of Fiennes House had visited school and led an assembly. HT had consulted with the school Science Lead with a view to project work regarding nutrition/food waste in the Spring term. Sports Premium Report (item 10) Data Protection Report – action points had been completed. Monitoring visits (item 16) Bespoke iPad had been configured and now available for Social Media. Links to Governor training events shared Prospective Foundation Governor invited but unable to attend due to prior commitment. She had indicated availability for the next FGB meeting. Chair had booked Safeguarding Training and will attend in January.
6.	<p>HEADTEACHER'S SHORT WRITTEN REPORT</p> <p>A report had been circulated prior to the meeting.</p> <p>HT invited questions.</p> <p>Governors thanked HT for the report and stated that the format was easy to understand and helpful.</p> <p>Why are Attendance figures low?</p> <p>HT explained that the National trend in attendance had been poor this term due to extensive illness. Many of the children and had been genuinely ill this term.</p> <p>Should we introduce initiatives to incentivise good attendance?</p> <p>HT explained that incentives had been in place prior to the outbreak of COVID. These had ceased in order to deter families from sending infectious siblings to school. A culture of keeping the whole family at home when only one member is ill appears to be developing. Reintroducing an incentive scheme may be beneficial but a balance must be struck to accommodate the current surge in illness and infections.</p> <p>The Headteacher agreed to explore possible incentive schemes.</p> <p style="text-align: right;">Action HT</p>

Why is staff illness so high this term? How are the figures made up?

HT explained that he had evaluated the figure. One Teacher had been absent for 15 days. Several members of staff (HT included) had been absent due to flu symptoms. Single day absences had been lower than in previous terms as a consequence of an increased emphasis on Return to Work interviews. He commended staff for their dedication and hard work this term, stating that they had shown real commitment and willingness to provide cover for absent colleagues.

A Governor congratulated the HT for the improvement in pupil behaviour and stated that the change in approach introduced four years ago was now having a significant impact.

How has behaviour been this term?

HT explained that there had been a focus on reducing fixed term exclusions by working closely with parents and pupils who are at risk. A preventative, early intervention approach had been consistently adopted and the outcomes appeared positive. The behaviour in Year 4 had been observed to be improving and the pupils becoming more mature. The Year 4 teacher due to commence in the Spring term has a lot of experience in managing behaviour and is aware of the challenges ahead.

HT highlighted from his report a racist incident which had been thoroughly investigated. The accusation was unsubstantiated. The parents had praised the school for the way in which this matter had been handled.

A Governor congratulated the Curriculum Lead on the work she had undertaken on the curriculum. The material on the website is excellent and clear.

A Governor asked if the curriculum had been designed with the OFSTED framework in mind?

HT stated that the Curriculum Lead had worked carefully to ensure that the OFSTED National Standards are embedded in all core subjects. The school had received support from external expert advisors and their recommendations had been included in the material.

A Governor asked to what extent it might be possible to deliver engaging lessons for the children whilst meeting the curriculum requirements of OFSTED?

HT stated that the curriculum, as set out in the National Standards, had been constructed creatively so as to encourage pupils to become engaged and enthusiastic. Pupils are offered the opportunity to question, challenge and become actively involved in the material. Teachers in the school are encouraged to tease out a sense of inquisitiveness and enthusiasm in all subjects.

The important thing to note is that the work that has gone into the curriculum development gives the teaching staff strong foundations to enable the pupils to build skills and knowledge across broad range of subjects.

A Governor asked whether the impact, intent and assessment is clearly monitored and recorded?

HT explained that SLT meet weekly to discuss curriculum planning and how best to develop a consistent and confident approach to delivering the curriculum provision. Progress is traced, analysed and actioned on a regular basis and not left until Key Stage results are received.

A Governor complimented the work of the new SENDCO and stated that excellent feedback had been received from staff and parents. Her work had impacted the SEN provision very positively.

HT agreed to convey Governor appreciation to the SENDCO

Action HT

	<p>A Governor asked if the £1,500 donation was earmarked for a specific purpose? HT stated that the donor had asked for it to be set aside for enrichment purposes or enhancing resources. He did not want his donation to be absorbed into the general budget. The Business Manager confirmed that the sum had been ring-fenced accordingly.</p> <p>A Governor asked why had the school declined applications from potential new pupils? HT explained that certain year groups were now full. Appeals were in progress for places in Y4 and Y5. He added that there had been an increase in the number of English As An Additional Language ('EAL') pupils. The school had 13 children from around the world.</p> <p>Is there any additional Funding for EAL pupils? Not specifically, although an element is added to the main school budget. This is allocated in arrears. A Thrive group had been created to support EAL pupils. A Diversity Day is due to be held in the New Year. Pupils will be given the opportunity to share information about their country of origin and celebrate their cultural background and heritage.</p> <p style="text-align: right;">Action HT</p>
7.	<p>SCHOOL DEVELOPMENT PLAN The School Development Plan ('SDP') had been circulated prior to the meeting.</p> <p>HT invited questions.</p> <p>A Governor asked how the actions in the SDP are disseminated to staff? HT explained that he meets with the middle leaders of the school meet regularly in order to discuss how targets in the SDP are being achieved. Each Middle leader takes ownership of their area of responsibility and shares this with school staff. HT stated that it is crucial for link governors to monitor this communication and ensure effective progress. Governors agreed to monitor progress in the New Year.</p> <p style="text-align: right;">Action Governors</p>
8.	<p>SAFEGUARDING/CHILD PROTECTION The HT report contained details of the current Safeguarding statistics. Concern was expressed regarding the safety of some pupils during the Christmas holidays. Contact had been made to the school by families requesting support and access to food banks.</p> <p>All staff training is up to date. Training had been arranged for new staff.</p> <p>Because of industrial action, there had been a delay in the processing of the new Site Manager's DBS application. HT had risk assessed the Site Manager and agreed to allow him to commence under supervision.</p> <p>The Site Manager had made an excellent start. The school site is safer, cleaner and tidier.</p>
9.	<p>SINGLE CENTRAL RECORD The Chair and HT had met to review the Single Central Record ('SCR'), using a bespoke checklist. The SCR is held electronically and had been identified as compliant. The Business Manager was provided with a list of queries and had confirmed that these had been actioned appropriately. The SCR will be checked again in January.</p> <p style="text-align: right;">Action HT and Chair</p>
10.	<p>SPORTS PREMIUM The Sports Premium Report had been circulated prior to the meeting.</p>

	<p>HT reported that the 2020/21 carry forward figure is due to be clawed back because it had not been possible for schools to deliver this provision during lockdown. St John's may lose up to £10,000.</p> <p>A Governor commented that it is good to see the reintroduction of enrichment clubs after school. These had been a great success.</p> <p>The HT stated that the majority of the Sports Funding had resourced the provision of a Sports Coach who had provided an excellent service to the school and was very popular with both children and staff. His enrichment activities were always oversubscribed and very popular.</p> <p>The full Sports Premium report can be found on the school website.</p>
11.	<p>FINANCE REPORTS</p> <p>The Month 6 and Unofficial Funds Reports had been previously circulated.</p> <p>The HT asked invited questions.</p> <p>A Governor asked if there is any possibility of receiving a brief introduction to the basic elements of the budget and school finances so that Governors could be equipped with the knowledge needed effectively to evaluate the financial management of the school?</p> <p>The Business Manager agreed to look into the various options and arrange for governors to receive this input. Action SBM</p> <p>Governors asked the Business Manager to present an overview of the main budgetary concerns.</p> <p>SBM stated that the main pressure upon the budget was the Pay Award which had exceeded the budgeted sum by £27,000. The school set aside an estimate of 3.5% for both Teaching and Support staff. The actual award averaged 5% for teaching and 10% for Support. The difference had been met from school reserves. This had created an in-year deficit.</p> <p>The Curriculum and Admin resources budgets were overspent due to rising costs (particularly paper).</p> <p>The SBM indicated that the month 9 report would be available at the next governors meeting and would provide a clearer picture in terms of the predicted balances.</p> <p>Unofficial Funds</p> <p>As agreed, the unofficial fund balance is gradually reducing with a view to closing the account in due course.</p> <p>Governors noted the balance of £114.66 and the auditor comments that all is in order.</p>
12.	<p>STAFFING</p> <p>The Wellbeing Report had been previously circulated. The Deputy Headteacher was unable to attend the meeting. Governors expressed their thanks for the update and commented that it had been very informative.</p> <p>A Governor asked how 'flexible work' can apply in a school setting?</p> <p>HT stated that, where possible, he encouraged teaching staff to work from home when they are not pupil facing. In the case of Support Staff this option is less possible.</p>

	<p>A Governor asked how we promote the Carefirst, Employee Assistance Programme for Staff?</p> <p>SBM explained that Carefirst is mentioned at all Back to Work interviews following staff absences and regularly highlighted to staff in staff meetings. The details are on available on staff noticeboards and strategically placed around the school.</p> <p>A Governor congratulated the school on the establishment of a Wellbeing Team and asked when it commenced?</p> <p>HT advised that it had begun as a post lockdown initiative and had become fully functioning during the Spring term.</p> <p>HT thanked governors for the allocation of £100 towards the staff Christmas celebrations and indicated that there would be a gathering on the last Thursday of term. The plan is to provide mince pies and hot chocolate.</p> <p>Performance Management</p> <p>HT assured Governors that all Performance Management had been completed, including that of the Headteacher.</p> <p>Industrial Action</p> <p>HT reported that teaching staff had been balloted in respect of potential industrial action in the New Year. Governors acknowledged each teacher's right to strike if they chose.</p> <p>Additional Bank Holiday 8th May</p> <p>An additional Bank holiday will take place on the 8th May in order to celebrate the King's Coronation. The KS2 SATS exams will be held one day later than originally planned because of the Bank Holiday.</p>
13.	<p>POLICY REVIEW</p> <ul style="list-style-type: none"> • Capability Procedure for Teachers 2022 • Health and Safety • Premises Management Policy 2022/23 • Uniform Policy 2022 • Suspension and Permanent Exclusion Policy 2022 • Privacy Notice – Maintained Governors 2022/23 • Privacy Notice – Maintained Recruitment 2022/23 • Privacy Notice - Maintained Volunteers 2022/23 <p>Governors agreed all the above policies.</p>
14.	<p>DATA PROTECTION UPDATE</p> <p>HT reported that all action points highlighted in the Data Protection Annual report had been completed to ensure full compliance.</p>
15.	<p>WEBSITE COMPLIANCE</p> <p>HT assured Governors that the website had been updated and all statutory documents uploaded.</p> <p>A Governor asked if there is access to statistics indicating the number of hits on the website?</p> <p>HT offered to contact the website provider for this information.</p> <p style="text-align: right;">Action HT</p>

16.	<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 the next meeting. Action Governors • Bespoke Diocesan Training Clerk reported that Claire Hudson, Diocesan Advisor, had offered a number of dates for bespoke FGB training. Governors asked the Clerk to share the dates and to make arrangements for Claire to attend site. Action Clerk • Christmas Nativity The Christmas Nativity is due to be held in St John's Church on 16th December. An invitation had been extended to all Governors. • Governor Monitoring Report <ul style="list-style-type: none"> ➢ Health and Safety ➢ Data Protection ➢ Pupil Premium ➢ SEND ➢ Curriculum <p>Governors agreed to carry this item forward to the next meeting. Governors to share reports with Clerk by Monday 16th January. Action Governors</p>
17.	<p>CORRESPONDENCE</p> <p>Correspondence from Teacher Trade Unions had been received indicating that members would be balloted regarding strike action in 2023 (see item 12 above).</p>
18.	<p>DATE OF NEXT MEETING</p> <p>The next meeting of the Governing Body will be held in person at St John's School on Thursday 26th January 2023 5:30pm.</p>

Meeting closed at 7:30pm

Action points arising from meeting held 8th December 2022

Minute Ref	Action Point	Responsibility
2	Discuss non-attendance at FGB meeting with DHW.	Chair
3	Share details of how to contact the class teacher with parents.	HT/Chair
6	Explore reward incentives to encourage improved pupil attendance.	HT
6	Convey Governor appreciation to new SENDCO.	HT
7	Arrange monitoring visits in respect of SDP.	Governors
9	Review SCR.	HT/Chair
11	Explore 'Introduction to School Finance' material/training for governors.	SBM
15	Contact website providers for usage statistics.	HT

16	Feedback/record Governor training.	Governors
16	Circulate Bespoke Governor training dates.	Clerk
16	Submit Governor monitoring reports to clerk by 16 th January 2023.	Governors