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|    | <p>All Governors confirmed that they had read KCSIE 2022.</p> <p><b>Action Points:</b></p> <ul style="list-style-type: none"> <li>• Staff absence COVID guidance – <b>HT</b> reported that the guidance to refrain from work for a certain period had been relaxed. Three to five days is now 'advisable'.</li> <li>• Governors requested Deputy Head to attend the next FGB meeting in order to provide an update on staff wellbeing initiatives. <b>Action Clerk</b></li> <li>• <b>SCOPAY</b> – <b>HT</b> commented that SCOPAY has a lot of functions and we are beginning to use it more effectively. We use the secure email feature for all communications with parents/carers.<br/> <b>Why does the website ask parents to contact the 'Class email'?</b><br/> <b>HT</b> agreed that as part of updating the website, the reference to the 'class email' should be removed as it is no longer in use. <b>Action Business Manager</b></li> <li>• <b>Clerk</b> has contacted Claire Hudson to request bespoke training but had not yet received a response. Clerk to follow up. <b>Action Clerk</b></li> </ul>  |
| 6. | <p><b>TERMS OF REFERENCE</b></p> <ul style="list-style-type: none"> <li>• Pay Committee</li> <li>• Headteacher Performance Management Review Panel</li> </ul> <p>Governors approved both the above Terms of Reference.</p>   |
| 7. | <p><b>PAY COMMITTEE</b></p> <p>The Pay Committee reported that they had met to discuss all movement within the Main and UPS pay spines and had ensured that any increases were supported by robust performance management processes. The Pay Committee had made pay recommendations accordingly.</p>   |
| 8. | <p><b>HEADTEACHER'S VERBAL REPORT</b></p> <p><b>HT</b> expressed his appreciation for the support of the new Chair, who had visited the school on a weekly basis and taken time to familiarise himself with key issues.</p> <p><b>Attendance</b><br/> It was noted that, to date this term, pupil attendance at St John's had been lower than the National average of 93.3%. This had been as a result of extensive absence due to illness – particularly in KS1. Letters of warning were to be sent to parents whose children's attendance was below 90%. For further details, see <b>item 11</b>. <b>Action HT</b></p> <p><b>Staffing</b><br/> <b>Year 4 Class Teacher</b> - due to leave at the end of the autumn term. A replacement had been appointed to include a responsibility as English Lead.</p> <p><b>EYFS</b> - maternity leave cover will conclude at the end of this term. The returning teacher had requested a full time contract (current contract is four days per week) in order to invest fully in her class for the remainder of this academic year. This had been agreed and will be reviewed in the summer term. <b>Action HT (summer term)</b></p> |

**Site Manager** – expected to start on 1<sup>st</sup> November (pending receipt of DBS).

**Learning Support Assistant** - the post had been re-advertised in early October. Three applications had been received but none were shortlisted for interview. Arrangements had been made to cover the post internally until the end of the Summer term.

**School Administrator** – had been advertised for a second time (closing date 30<sup>th</sup> October). No applications had been received to date.

**What contingency plans are in place if we fail to appoint?**

A discussion took place regarding possible alternatives to re-advertising this post.

Governors asked whether a skills audit had been undertaken and whether the possibility of using a Recruitment Agency or appointing an apprentice under a government funded scheme had been considered.

The Business Manager confirmed that a skills audit had taken place and this revealed a skills gap for a proactive and experienced Administrator. It would not be a suitable post for someone with limited experience in an office environment and was not considered to be a training post. Nevertheless, the Business Manager agreed to make some apprenticeship enquiries.

**Action Business Manager**

**Behaviour Management**

There had been two serious breaches of the school's Behaviour Management policy resulting in two suspensions. Both pupils had received mentoring and their behaviour had markedly improved. The low level and persistently poor behaviour in the Year 4 class had begun to improve. The classroom teacher had exercised considerable skill and perseverance in dealing with this challenging scenario.

**SDP**

**HT** reported that he had been working upon the SDP and would share this document with governors at next FGB meeting.

English will be a major focus and he had been receiving support and advice from the Phonics Hub in this regard. They are in the process of preparing an action plan which will be embedded into the SDP.

**HT** also plans to focus in upon the wider Curriculum and the Christian Distinctiveness of the school.

**Action HT**

**How do we take forward the Christian Distinctiveness without governor representation from the local church?**

**HT** had actively sought support from the Interim Rector and he had indicated that a member of the church community was willing to stand as governor (**see item 15**) and support the school in this capacity. Aware of our current governor shortfall, the Diocese had offered support and a meeting had been booked with the Education Officer. The School Chaplain attends school weekly and was supporting the RE lead with assembly preparation. RE lead had undertaken work on SIAMS and had recently attended a Diocesan SIAMS course.

The Curate had offered to lead school assemblies.

Collective Worship always includes stories from the Bible and worship songs from Out of the Ark.

**How religious is the school community?**

90% are not practicing Christian. At home there is very little input.

**Do we have any children who are from other religious communities and how do we accommodate their faith?**

**HT** responded that, in recent months an increasing number of children from other faiths had joined the school. He confirmed that the school promotes a sense of inclusion and involves children of all faiths, but also provides an experience of what it is like to be part

of a school community that celebrates the Christian faith. The Religious Education curriculum includes the teaching of all faiths and respects differences.

### **Community**

The Harvest Service in St John's Church had been very well supported by parents. The School Chaplains had been commissioned at this Service and they will be involved in a special celebration day on 7<sup>th</sup> November at Wells Cathedral.

The School Council had elected to support a smaller charity this year (yet to be decided), instead of supporting National Charities.

**Action HT**

### **Staff**

Morale had improved this term. The calmer behaviour of children had impacted energy and motivation. The high tariff children had been managed well, in large part due to the success of the Nurture Room.

### **Governors**

HT invited Governors to check availability for the week commencing 14<sup>th</sup> November in order to attend school to monitor reading and see the school in action.

**Action All Governors/HT**

### **Headteacher's Report – December 2022**

HT will bring a written report to the next FGB meeting.

**Action HT**

## 9. **SAFEGUARDING/CHILD PROTECTION**

### **Child Protection**

A range of Child Protection issues had occurred, resulting in an increasing number of PFSA referrals. The Deputy Head teacher had been in regular communication with families and various support agencies.

There had been concerns in respect of the cost of living crisis and the school had received an increase in enquiries relating to access to food banks/applications for free school meals. 84 children currently receive Free School Meals.

#### **Are our meals nutritious?**

HT reported that recent inspections of the kitchen (Health and Safety and Environmental Health) had complimented the menu options and nutritional value. Sadly, many children do not finish eating their meals and a considerable amount of food is discarded.

#### **Do the children receive nutritional teaching?**

Staff Governor responded that KS2 receive nutritional input as part of the National Curriculum. It was not compulsory for KS1 but teaching on nutrition was included in lessons on an ad hoc basis.

#### **How can we reduce the amount of food waste?**

A discussion followed regarding food waste, concluding with a number of ideas being put forward:

- recipe of the week in the School Newsletter,
- teaching upon food of the worlds,
- highlighting the weight of wasted food;
- celebration of food.

Governors were keen to encourage a holistic approach and generate enthusiasm in the children.

**Action HT**

### **Training**

Both Deputy Headteachers had completed their higher-level Safeguarding refresher courses.

The Chair of Governors had been unable to access the governor Safeguarding training because of an SSE technology failure. Alternative dates had been offered. **Action Chair**

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| 10. | <p><b>PUPIL AND SPORTS PREMIUM</b></p> <p><b>Sports Premium</b> – HT reported that each year the school is provided with a grant to support sports development and healthy activity at school. A range of initiatives had been planned for 2021-22 but a number had not taken place because of Covid restrictions. Consequently, there had been a significant 22-23 carry forward. The HT is working on an Action Plan to include a programme of enrichment events and the purchase of new physical activity equipment. <b>Action HT</b></p> <p>The <b>Pupil Premium</b> report had been circulated prior to the meeting. The PP link governor offered to visit school to monitor the impact of the PP grant. <b>Action PP Gov</b></p>  |
| 11. | <p><b>ATTENDANCE</b></p> <p>HT repeated concerns regarding the overall drop in attendance percentages.<br/> <b>Is this made up of a small number of children or absences across the board?</b><br/> HT stated that a child had moved to Bridgwater and their attendance had been poor ever since. A high tariff SEN child had not attended school at all this term. Around 40 Pupil Premium children had been the highest offenders and their families had not responded to school support. The plan is for the new School Administrator to focus upon the monitoring of attendance and work closely with the HT.<br/> <b>Do we know what poor attendees do when they are home?</b><br/> HT surmised that they are usually watching screens. He said that the school's new Thrive initiative included techniques aimed at incentivising children to attend school and it is hoped that this will have a positive impact upon attendance figures.<br/> <b>What action has been taken in respect of the most serious cases?</b><br/> 2 families had been the focus of the County's School Attendance Team. Both families were at the start of the legal process led by the LA.</p> <p><b>How is Staff Attendance?</b><br/> HT reported that this had improved this term. The monitoring and managing of staff attendance had been a focus. Thorough back-to-work interviews had been conducted and staff had been made aware of the school sickness and absence policies.</p> |
| 12. | <p><b>ADMISSIONS</b></p> <p>HT reported that the current number on roll is 212 taking into account a small number of starters and leavers since the beginning of term. The school's EAL children had made above average progress.<br/> Two Open Days had been held in October. A number of families had visited and commented favourably. St John's is a popular school of choice in Wellington.<br/> <b>When does the LA release the admission numbers for Sept 23?</b><br/> The HT indicated that these tend to arrive late Spring.<br/> <b>Admissions Policy:</b> Governors discussed the current admissions arrangements and agreed they would remain unchanged.</p>  |
| 13. | <p><b>POLICY REVIEW</b></p> <ul style="list-style-type: none"> <li>• Privacy Notice – Pupils and Parents 2022/23</li> <li>• Privacy Notice – Workforce 2022/23</li> <li>• Staff Code of Conduct 2022/2023</li> </ul>  |

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|     | <ul style="list-style-type: none"> <li>• Grievance Procedure</li> <li>• Pay Policy</li> <li>• Sickness Absence Management Policy</li> <li>• First Aid Policy</li> <li>• Disciplinary Procedure</li> </ul> <p>Governors agreed all the above policies.</p> <p><b>The Clerk</b> reported that Governors are only required to approve statutory policies. Governors agreed only to examine Statutory Policies and the Finance Policy in future.</p>  |
| 14. | <p><b>DATA PROTECTION REPORT</b></p> <p><b>HT</b> reported that the Annual Data Protection report had been received and circulated. It included reference to two low risk data breaches. <b>HT</b> is addressing the action points and will require the Data Protection Governor to check and confirm action has been taken. Cybercrime awareness was highlighted as a particular concern for schools. All staff had received accredited Data Protection training on INSET Day which had included up to date strategies to avoid cybercrime. <b>Action HT/DP Gov</b></p> <p>It was agreed to consult Praestantia (the school's IT consultants) with a view to providing a bespoke iPad to enable material to be posted directly onto the school's social media pages. This would avoid the use of personal mobile phones for that purpose. It was felt that the use of such devices was undesirable because it bore the risk of a member of staff inadvertently forgetting to delete material after posting. <b>Action Business Manager</b></p>   |
| 15. | <p><b>GOVERNOR ITEMS</b></p> <ul style="list-style-type: none"> <li>• <b>Governor Training Needs:</b><br/> <b>Flick</b> – Online Safeguarding had been completed by two Governors. The clerk reminded Governors that they had a statutory duty to undertake this training. <ul style="list-style-type: none"> <li>➤ Two Governors are booked on SSE Governor Induction programmes.</li> <li>➤ The Chair is due to undertake Governor face-to face Safeguarding training.</li> <li>➤ The Chair encouraged governors to attend the Diocesan courses on Academy Conversion and Governor Monitoring training. The Clerk was asked to send the relevant links to Governors.</li> <li>➤ The Chair had linked up with an experienced Chair who had offered to act as a mentor.</li> </ul> <p style="text-align: right;"><b>Action Clerk</b></p> </li> <li>• <b>SFVS:</b><br/> School Financial Value Standard. The Business Manager explained that Governors have a collective responsibility to determine whether the Governing Body and senior staff have adequate and up-to-date financial skills among its members to fulfil its roles of challenge and support in the field of budget management and value for money and to address any gaps identified. The SFVS is a document that must be submitted annually to the DFE to evidence that Governors have assessed the financial management of the school. The Finance link Governor and Business Manager agreed to meet in order to commence the process of reviewing this document. <p style="text-align: right;"><b>Action Clerk/Finance Governor</b></p> </li> </ul> |

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|     | <ul style="list-style-type: none"> <li> <b>Governor Monitoring Plan and Timescales</b><br/> HT agreed to create and circulate a Governor Monitoring Plan. This will include timescales for the reporting of findings. He will include a recording/reporting template. <b>Action HT</b> </li> <li> <b>Resignations and Appointments</b><br/> HT reported that the Ex-officio Governor – RK had resigned on account of pressure of work. A potential replacement had been recommended by the Interim Vicar and approved by the Diocese. This person has a wealth of experience in work with children and is a member of St John's Church. The Clerk was asked to invite her to the next meeting. <b>Action Clerk</b> </li> </ul> <p>The Chair expressed concern that there would now be a skills gap on the Governing Body concerning RE and SIAMS and expressed the wish that a new Governor with these skills be appointed as soon as possible.</p> <ul style="list-style-type: none"> <li> <b>Vacancies</b><br/> 5 Foundation Governor vacancies. </li> </ul> |
| 16. | <b>CORRESPONDENCE</b><br><br>No correspondence received.   |
| 17. | <b>DATE OF NEXT MEETING</b><br><br>The next meeting of the Governing Body will be held in person at St John's School on Thursday 1 <sup>st</sup> December 2022 at 5:30pm (online).   |

Meeting closed at 19:20pm

#### Action points arising from meeting held 20<sup>th</sup> October 2022

| Minute Ref          | Action Point   | Responsibility |
|---------------------|--|----------------|
| 5                   | Deputy Head to deliver an update on staff wellbeing initiatives.                                   | Clerk/DH       |
| 5                   | Remove reference to 'Class email' on the school website.   | SBM            |
| 5                   | Contact Claire Hudson, Diocese for bespoke governor training                                       | Clerk          |
| 8                   | Send letters of warning to parents whose children's attendance is below 80%                        | HT             |
| 8 (for summer term) | Review EYFS Teacher's contractual hours  | HT             |
| 8                   | Explore possibility of appointing Administrator Apprentice   | SBM            |
| 8                   | Complete and circulate SDP for discussion at next FGB meeting                                      | HT             |
| 8                   | School Council to select a charity to support and report to governors                              | HT             |
| 8                   | Contact HT with availability for week commencing 14 <sup>th</sup> November to undertake monitoring | Governors/HT   |
| 8                   | Prepare and circulate HT written report for next FGB meeting                                       | HT             |
| 9                   | Action nutritious meal/food waste suggestions  | HT             |
| 9                   | Book Governor Safeguarding course  | Chair          |
| 10                  | Prepare and circulate Sports Premium report for next FBG meeting                                   | HT             |
| 11                  | Arrange Pupil Premium monitoring visit   | PP Governor    |

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| 14 | Data Protection Report – address action points                                | <b>HT</b>                   |
| 14 | Arrange Data Protection monitoring visit                                      | <b>DP Governor</b>          |
| 14 | Contact Praestantia regarding bespoke iPad for Social Media                   | <b>SBM</b>                  |
| 15 | Circulate links to governor training events                                   | <b>Clerk</b>                |
| 15 | Review and update SFVS document   | <b>SBM/Finance Governor</b> |
| 15 | Prepare and circulate governor monitoring schedule and relevant documentation | <b>HT</b>                   |
| 15 | Invite prospective new governor to next FGB meeting                           | <b>Clerk</b>                |