

Minutes of the Full Governing Board Meeting
Held on Thursday 29th September at 5:30pm
 Via Teams (recorded meeting)

Present: Brian King
 Olly Priestley
 Patrick Robinson

Joe Basquill
 Harry Foster

Apologies: Richard Kelly
 David Hodson-Whittle

Clerk: Angela Morley

Item	Details
1.	WELCOME & OPENING PRAYER OP welcomed everybody and there was a moment of reflection.
2.	APOLOGIES Richard Kelley and David Hodson-Whittle. Governors accepted the apologies. OP to discuss attendance with RK. The meeting was quorate.
3.	DECLARATION OF BUSINESS INTERESTS No declarations. Governors requested to complete their Declaration of Interests Forms and return to the Clerk by Friday 14 th October. Governors requested to read and sign the Code of Conduct and return to Clerk by Friday 14 th October.
4.	APPROVAL OF MINUTES OF THE MEETING HELD ON 18th JULY 2022 The minutes were approved as a true and correct record of the meeting.
5.	MATTERS ARISING None raised Outstanding Actions: Letter of confirmation to staff member declining request for Leave of Absence not sent. BK to address.
6.	ELECTION OF OFFICERS AND LA GOVERNOR OP informed the governors that JP (Chair) resigned from GB at the end of August with immediate effect. He reminded the GB that JR (Vice Chair) had resigned at the end of July. Therefore, both posts are now vacant. The Clerk reported that Joe Basquill's LA nomination had been confirmed. His LA governor appointment now required the approval of the GB. JB left the room. Bk proposed JB and PR seconded. ALL AGREED. Election of Chair PR proposed BK as Chair and JB seconded. BK Left the room. ALL AGREED Vice Chair BK proposed PR and HF seconded. PR left the room. ALL AGREED

7.

BOARD MEMBERSHIP MATTERS

- **Standing Orders September 2022**

The Standing Orders were reviewed and agreed by the governing body.

- **Foundation Governor Vacancies**

The **Clerk** notified the GB of the vacancies on the board:

5 Foundation Governors. St John's church and the Diocese have been approached to seek nominations.

BK What are the specific requirements for a Foundation Governor?

Clerk explained that Foundation Governors fulfil the same roles and responsibilities as all School Governors, whilst at the same time ensuring that the school maintains its Christian Distinctiveness as set out in Diocesan guidelines. Foundation Governors do not need to be Anglican but must have an understanding and be supportive of Church School identity and ethos.

- **New Parent Governor**

OP reported that due process had been followed to seek Parent Governor nominations. None were received. Consequently, David Hodson-Whittle had been invited by OP to consider this role. David accepted and his appointment was confirmed on 27th July 2022.

- **Allocation of governor roles and responsibilities:**

OP reported that he had reviewed and identified the gaps in Link Governor/committee memberships within the board. OP stated that link visits are a statutory requirement for monitoring purposes.

Governors agreed the following responsibilities:

- **BK** - Safeguarding
- **JB** - Vulnerable groups (including SEND, PP and CLA)
- **DHW** - Health and Safety and GDPR
- **PR** - Finance
- **PR** - English
- **JB** - Maths
- **RK** – RE, Church School Distinctiveness and SIAMS
- **BK** - Curriculum
- **BK** - Attendance

OP agreed to introduce governors to their various leads.

- **Review Annual Planner**

Governors agreed the Annual Planner and acknowledged it as a working document to be regularly updated throughout the year.

	<ul style="list-style-type: none"> • Headteacher Performance Management Review Panel BK and PR appointed and agreed by ALL • Pay Committee BK and JB appointed and agreed by ALL
8.	<p>HEADTEACHER'S VERBAL REPORT</p> <p>OP said there had been a positive start to the new term, there are some delightful new children. Our numbers on roll are 216.</p> <p>Staffing</p> <p>OP reported that the school Receptionist had left during the summer holidays and this had been taken as a good opportunity to restructure. He had appointed AM to the role of Clerk and transferred a number Business Manager duties onto the vacant post.</p> <p>How is this going to make a difference?</p> <p>OP explained that by combining the BM and Clerk role it provided the opportunity for the BM to offer advice and manage information for the GB. This way, we can make sure that GB business is managed in accordance with statutory duties and legislation and in keeping with the advice of the LA and Diocese. The newly created role of School Office Manager would be one where the Business, Office Manager and Headteacher would work closely together in order to ensure the efficient running of the school office. The new Office Manager role would have a particular emphasis upon the recording of pupil data, attendance, admissions and the Single Central Record. Applications would be sought from proactive candidates with a willingness to assist with the planning and development of admin services.</p> <p>How will this be funded?</p> <p>OP The salary budgeted for the clerk role would be utilised to meet the increased cost of the Office Manager.</p> <p>OP Reported that a valued member of the teaching team would be leaving at the end of the autumn term. The post had been advertised as English lead with release time.</p> <p>Interviews are due to take place this week for a Site Manager, to include lunchtime supervision and crossing patrol responsibilities.</p> <p>Pupil Update</p> <p>Attendance – There has been a lot of sickness in school so far this term and COVID is on the increase again. Concerningly, really poorly children are being sent home. One family has been referred to the Team Around Care – attendance very poor (below 50%). They are now due for prosecution. Parent is not engaging.</p> <p>What is the policy for staff absence due to COVID?</p> <p>OP explained it is still five days but the guidance is changing constantly and we are waiting for the September update from HR. He will report to the next meeting.</p> <p>Behaviour - there are a number of challenging children currently in Y4. One child is now segregated from the class, another child is very violent and is receiving intervention. The aim is to build up their resilience so that they become successful in mainstream. Zero tolerance of violence.</p> <p>Is this new or a historic problem?</p> <p>Problems with behaviour in this year group have been ongoing. The pandemic served to magnify their negative behaviour.</p>

	<p>Is there anything that we could do differently? In recent years, changes have been introduced in respect of behaviour management. This is starting at the early years stage. We have become a Thrive school and are training two Thrive practitioners. Our aim is to embed Thrive throughout the school to try and fill developmental gaps. We acknowledge that the pandemic has compounded behavioural difficulties and catching up is tricky. Breaktimes and lunchtimes, are particularly challenging and extra support has been introduced to address these issues.</p> <p>What is the impact upon staff and their attendance? Previous behaviour has impacted upon staff attendance. Wellbeing and morale is a focus and the Deputy Headteacher is working upon various wellbeing schemes to support staff. It is recognised that teaching staff require more support in the classroom and additional opportunity for respite. How we address this is a particular focus for this academic year.</p> <p>Whilst focussing upon this difficult class what is the impact on the rest of the school? Are they being sufficiently invested in? OP is visiting all classes on a daily basis and, alongside teaching staff, attempting to discover ways in which children can excel in areas other than academic in order to build confidence and self-esteem. The needs of all the children are central. Not all children are academic – it's finding the balance.</p> <p>The whole child needs to be at the heart of what we do. What Strategic Measures are being applied to ensure this occurs? OP Reading, phonics, curriculum and being supported by Devon advisor, Jo Diamond who is auditing and recommending areas for development. This is having a positive impact up on confidence in reading. OP is also working keenly upon the School Development Plan which will focus on Reading, the Curriculum and SIAMS. When being strategic the sense of developing the whole child is paramount and central to St John's and will be considered at all times.</p> <p>Whole School Communication Trying to improve whole school communication. A revised and updated school weekly newsletter is now in circulation. Internal staffing communications have been increased via face to face meetings, Zoom, email circulars, updating the staff noticeboard. SCOPAY is being used more widely.</p> <p>Expressed concerns regarding the limitations of the SCOPAY App and asked if an alternative could be considered? OP agreed to look into the options.</p>
9.	<p>SAFEGUARDING/CHILD PROTECTION All staff have completed their annual Basic Awareness training and read the most recent KCSIE update. OP asked governors to ensure that they read the KCSIE Sept 2022 update. Clerk to circulate. Governor Training – All governors to undertake online FLICK safeguarding training. Chair of Governors to undertake higher level safeguarding training. Clerk to send links. Chair to be added to the DSL list with immediate effect. Both Deputy Headteachers to attend DSL Safeguarding renewal training in October.</p>
10.	<p>SEND REPORT Would it be possible to include a regular update on the effectiveness of the Nurture Room provision? OP agreed to speak to the SENDCO and request that this item is included in the report.</p>

11.	<p>STAFFING UPDATE</p> <ul style="list-style-type: none"> • Office Structure – covered in HT report • Site Manager – covered in HT report • Teaching Assistant Vacancy Interviews have taken place and no appointment made. The post has been re-advertised.
12.	<p>POLICY REVIEW</p> <p>The following policies were reviewed and agreed:</p> <ul style="list-style-type: none"> • Behaviour for Learning • Capability for Teaching Staff • Children with Medical Conditions • Finance Policy • Appraisal of Teacher Performance • Appraisal for Support Staff • Safeguarding • Sex and Relationships • Teaching and Learning <p>OP confirmed the policies that had been adopted from County or accredited organisations.</p>
13.	<p>DFG UPDATE</p> <p>Conversion of KS1 classroom to KS2. Y5 have moved and required age appropriate equipment i.e. interactive whiteboard, smart TV, furniture. Total cost £2K.</p> <p>ALL AGREED</p>
14.	<p>GOVERNOR ITEMS</p> <ul style="list-style-type: none"> • Governor Training Needs: Flick – Safeguarding Chair – New Chair's Induction and DSL Clerk to send links <p>Clerk reported that Claire Hudson, Diocesan Governance Advisor, had offered to undertake bespoke training for the whole governing board. Governors asked for this to be explored further.</p> <ul style="list-style-type: none"> • Arrange Health and Safety visit Angela to contact DHW to arrange a date. • Governor Body Year Planner Approved by the governors • Governor visits Governors to come round and have a look at the school in action. Timetable to be organised.
15.	<p>CORRESPONDENCE</p> <p>No correspondence received.</p>

16.	DATE OF NEXT MEETING
	The next meeting of the Governing Body will be held in person at St John's School on Thursday 20 th October 2022 at 5:30pm.

Meeting closed at 19:05

Action points arising from meeting held 29th September 2022

Minute Ref	Action Point	Responsibility
3	Governors to complete declaration of Business Interests.	AM
3	Governors to read and sign the Code of Conduct.	AM
5	Letter of confirmation to staff member declining request for Leave of Absence.	AM & BK
8	Headteacher to share staff absence COVID guidelines.	OP
	Staff Wellbeing - How we address this is a particular focus for this academic year. Deputy Head to report.	LP
	SCOPAY – is this still the best APP?	OP
9	Governors to ensure that they read the KCSIE Sept 2022 update. Clerk to circulate.	AM/ALL GOVERNORS
	Governors to complete FLICK online safeguarding training	AM/ALL GOVERNORS
10	Nurture Room report to be included in the next SEND report.	JN
14	Clerk to contact Claire Hudson, Diocese to request bespoke Governor training.	AM
	Business Manager to contact DHW to request Health and Safety Visit.	AM
	Governors to arrange visits to the school regarding their link areas.	ALL GOVERNORS