



St John's Church of England VA Primary School

Minutes of the Full Governing Board Meeting Held in St John's Primary School

on
Tuesday 20th January 2026
at
4:15pm

Present:	Jo Leigh, Chair	Foundation Governor	Safeguarding, Equality Duty
	Luke Merchant Vice Chair	Foundation Governor	Health and Safety, GDPR, Cybersecurity <i>SDP – Future Planning</i>
	Sarah Brown	Staff Governor	EYFS, <i>SDP – Curriculum</i>
	Olly Priestley	Headteacher	
	Claire Harding	Parent Governor	<i>SDP – Writing and SIAMS</i>
	Rachael Horan	Parent Governor	SEND, Pupil Premium, Children Looked After
	Tayo Oladipo	Foundation Governor	<i>SDP – SIAMS</i>
	Jan Jones	Foundation Governor	<i>SDP Sustainability and Writing</i>
	Phil Rogers	Local Authority Governor	Finance
Apologies:	Colin Simpson	Rector (ex-officio)	RE, SIAMS and Church School Distinctiveness <i>SDP – Future Planning</i>
	Ruth Knowlman	Foundation Governor	Collective Worship
In Attendance:	Vicki Mead		School Business Manager (SBM)
	Linda Roberts		Deputy Headteacher (Curriculum)

Item	Details
1.	<p>WELCOME & OPENING REFLECTION The Chair welcomed those present and led the opening prayer.</p>
2.	<p>APOLOGIES Apologies received from Colin Simpson and Ruth Knowlman. Governors accepted the apologies.</p>
3.	<p>DECLARATION OF BUSINESS INTERESTS/CODE OF CONDUCT There were no matters to declare. The Staff Governor, Sarah Brown, was noted as unable to contribute to the Future Planning item due to its staffing implications.</p>
4.	<p>APPROVAL OF MINUTES OF THE MEETING HELD ON 25th November 2025 The minutes were approved as a true and accurate record of the meeting.</p>
5.	<p>MATTERS ARISING None raised.</p> <p>Outstanding Actions:</p> <ul style="list-style-type: none"> • Staff Governor reported that Governor Pen Portraits had been completed and were ready for publication on the school website. • The Headteacher (HT) confirmed that Governor thanks had been conveyed to Staff and Supply Teachers. • HT confirmed that contingency planning for long-term absence had been completed. Two familiar Supply Teachers will provide cover until the end of the Spring term. • The Clerk reported that the Curriculum Offer item had been rescheduled to this meeting. • HT stated that a Future Planning update had been scheduled under item 9. • HT confirmed that Staff had received a general update regarding future plans in respect of class reduction. • HT Website statistics had been shared. This action had highlighted that the Facebook link no longer redirected to the school website. Action SBM • HT Stated that work on the Equality Duty Action Plan had commenced but had not yet been completed. Action HT • Clerk Confirmed that Equality and Diversity training via Flick had largely been completed. Remaining Governors were reminded that this must be completed prior to the next meeting Action Governors • HT stated that the provision of a school WhatsApp channel had been explored but discounted due to data security concerns. • Clerk confirmed that the monitoring checklist had been circulated.
6.	<p>Curriculum Offer The Deputy Headteacher (Curriculum) delivered a presentation on the Curriculum Offer.</p> <p>Governors noted that:</p> <ul style="list-style-type: none"> • the Curriculum had been based upon the National Curriculum 2014.

	<ul style="list-style-type: none"> • Government review outcomes (2025) indicated a revision to the National Curriculum due to be published in September 2027; this will be first taught in September 2028. • they will be kept informed of the phased implementation and identified inclusion as a key priority. • monitoring cycles, learning walks, work scrutiny and pupil voice had been significantly embedded into the role of Subject Leaders. • in accordance with the School Development Plan, handwriting had been a key focus across the whole curriculum. • Religious Education is considered a Core Subject in a church school setting. New resources had been in use with mixed initial feedback from Teaching Staff. • Curriculum statements and enrichment information had been available on the school website. • Assessment frameworks had been developed collaboratively by Subject Leaders and implemented on a whole school basis. • Enrichment opportunities had been clearly linked to curriculum aims. <p>Q: A Governor asked if an enrichment overview exists for the current academic year. HT: Yes, this had been shared with Governors and formed part of the Headteacher's report.</p> <p>Q: A Governor asked how curriculum developments had progressed since the last OFSTED inspection. HT: Stated that Subject Leaders had worked together with the Senior Leadership Team (SLT) to strengthen the way in which the curriculum is delivered and assessed and improved standards had followed. Monitoring across all areas had become more consistent, with Subject Leaders demonstrating a deeper understanding of their subject areas.</p> <p>Q: A Governor sought assurance around staff capacity in terms of time allocations to deliver high quality Subject Leadership. HT: Explained how time had been managed mainly through internal and occasional external cover arrangements.</p> <p>HT advised Governors that inclusion, attendance and behaviour will be key areas in future OFSTED inspections.</p> <p>The Chair encouraged Governors to attend relevant Governor OFSTED training offered by Governor Services.</p> <p>The Board thanked the Deputy Headteacher for the presentation.</p> <p><i>The Deputy Headteacher left the meeting at 17:00</i></p>
7.	<p>HEADTEACHER FULL WRITTEN REPORT A report had been circulated prior to the meeting covering:</p> <ul style="list-style-type: none"> • School Characteristics • Attendance • Attainment and Achievement • Teaching • Staff Continuing Professional Development • Pupil Premium • Sports Premium • Educational Enrichment

- Exclusions during Autumn Term
- Child Protection/Safeguarding

Governors discussed key areas including attainment, attendance, staff absence and admissions.

Q: A Governor asked the Headteacher for clarification on attainment compared with similar schools.

HT: Advised that further benchmarking would be undertaken.

Action HT

Q: A Governor expressed concerns regarding low pupil attendance levels?

HT: Informed Governors that there had been an unusually high amount of illness in the school during the Autumn term. Where pupil absence had been persistent and challenging, there had been engagement with external services to support children and families.

Q: A Governor asked if there had been a correlation between children who are unwell and those who had not received the flu vaccination.

HT: Suggested that this was unlikely because even those children who had been vaccinated had been ill.

Q: A Governor asked if electronic resources are used to support children 'not in the room'?

HT: Explained that there are a range of resources and these had been utilised. Parents had been encouraged to engage in supporting their children by using online resources.

Q: A Governor asked is there a point at which children with long-term absence may be taken off roll.

HT: stated that this cannot be suggested by the school. The process of checking upon absent children and follow-up remained resource intensive.

Q: A Governor commented that Staff absence figures appear remarkably high. Why is this?

HT: Explained that there had been long term absence to due injury and illness.

8. **SCHOOL DEVELOPMENT PLAN**

The Updated School Development Plan (**SDP**) had been circulated prior to the meeting.

Q: A Governor asked what is happening in terms of SIAMS leadership whilst the Subject Lead is absent.

HT: Reiterated that the day to day running of SIAMS had been covered internally. The strategic elements will be addressed during the Summer term.

Q: A Governor noted that sustainability is a key SDP focus. Can Governors be assured that a sustainable solution will be explored when sourcing a replacement boiler?

SBM: The Diocese had indicated a potential willingness to fund a sustainable replacement boiler with a 10% contribution from the school. Discussions were in their early stages. The boiler replacement will be discussed further at item 9.

Q: A Governor asked whether there had been any progress on a second crossing patrol.

Governor: Reported that the matter had been under a new contact and communications had resumed. The Local Authority no longer fund crossing patrol, but Wellington Council were considering funding. Escalation is required.

Action LM

9. **FINANCE**

Month 9 Report and Outturn Comparison

The Month 9 Report and Outturn Comparison had been circulated prior to the meeting.

The School Business Manager (**SBM**) provided an overview:

- A recent power surge had caused a boiler failure; like for like replacement cost is approximately £12,000. This estimate had been included in the Outturn Report. The Diocese had offered to explore the installation of an eco-boiler or air source heat pump. Both would be significantly more expensive. The school would be liable for a 10% contribution. Discussions had been ongoing.

Governors asked to be kept apprised of developments.

Action SBM/HT

- Additional high needs funding had been received.
- £,4,000 saving on electricity this year.
- School budget grant £3,000 higher than predicted.
- £3,500 interest received on school balances.
- Premises overspend had been due to remedial repairs and maintenance.
- Teacher sickness absence insurance shortfall had resulted in a £5,000 overspend on Supply costs.
- Admin staff overspend had related to increase in clerk workload due to exceptional school related circumstances.
- After School and Breakfast Clubs income remained stable.
- Kitchen had been in credit due to a strong uptake in St John's and partner schools.

Q: A Governor asked if consultations with pupils regarding the menu options had impacted the take up.

HT: Assured Governors that this had been the case. The School Council had responsibly considered the menu options and had suggested several variations. Many of these had been adopted Catering Manager.

Q: A Governor asked when the kitchen had last been audited and the outcome?

HT: Stated that the Audit had been undertaken in September and had been rated positively. There had been slight concern regarding the menu options but the auditor noted the uptake of meals and the influence of the pupil voice.

The kitchen also underwent a Food Hygiene Spot Check and achieved a five-star rating.

HT: Asked Governors to note that the kitchen continues to operate very successfully and that the Team's performance is excellent.

Governors asked for their thanks and appreciation to be communicated.

Action HT

	<p>Q: A Governor asked what plans were in place for the setting of the budget over the next 4 years?</p> <p>SBM: Confirmed that, with the support of the County Finance Officer, the budget planning process was about to commence. There would also be Finance Governor involvement.</p> <p>Charging Reviews</p> <p>SBM recommended no price increases this year for School Lunches, Lettings, After School and Breakfast Club.</p> <p>Governors agreed and recommended next review in September 2027.</p> <p><i>Sarah Brown left the meeting at 17:50</i></p> <p>Future Planning <i>Confidential Minute</i></p> <p>Benchmarking The Benchmarking Report 24/25 had been circulated prior to the meeting.</p> <p>Governors received and noted the report.</p> <p>Q: A Governor asked if fuel costs will reduce following the boiler installation.</p> <p>SBM: Confirmed that this is likely to be the case.</p> <p>SFVS No updates to report.</p> <p><i>Vicki Mead, SBM, left the meeting at 18:15</i></p>
10.	<p>SAFEGUARDING ANNUAL AUDIT</p> <p>HT: reported that the Local Authority audit has been completed and the school was fully compliant.</p> <p>An action plan had been created.</p> <p>The Chair confirmed that all documentation had been in order.</p> <p><i>Olly Priestley, HT left the meeting at 18:20</i></p>
11.	<p>POLICY REVIEWS:</p> <p>The Governing Board reviewed and agreed the following policies:</p> <ul style="list-style-type: none"> • Charging, Remissions and Lettings • Protection of Biometric Information • Statement on Single Sector Equality Duty <p><i>Luke Merchant, Vice Chair, left the meeting at 18:30</i></p>
12.	<p>GOVERNOR ITEMS</p> <ul style="list-style-type: none"> • Governor Vacancies – Clerk reported that Mark Mackie did not take up the Foundation role.

	<ul style="list-style-type: none"> • Governor Training – majority of Governors had completed Flick Training in respect of equality and diversity. The Finance Governor confirmed his intention to undertake Financial Management training. • Governor Monitoring reports – a Collective Worship monitoring report had been received. The report had been very positive. • Impact of the Meeting – Governors reflected upon the comprehensive overview of whole-school future planning and the intention of the Board to manage change with compassion and respect. • Clerks Briefing – the clerk signposted training opportunities.
13.	<p>CORRESPONDENCE</p> <p>The Clerk reported that a Complaint had been received and was being handled in line with the formal Complaints procedure.</p>
14.	<p>DATE OF NEXT MEETING</p> <p>An extraordinary meeting of the Full Governing Board will be held in school on Tuesday 3rd March 2026 at 4:15pm.</p> <p>The next meeting of the Full Governing Body will be held in school on Tuesday 24th March 2026 at 4:15pm.</p>

Meeting closed at 18:40

Action points arising from meeting held on 20th January 2026

Minute Ref	Action Point	Responsibility
5.	Link Facebook page to website	SBM
5.	Complete Flick Equality and Diversity training	Governors
7.	Benchmark attainment data against similar schools	HT
8.	Escalate enquiries regarding second school crossing	LM
9.	Keep Governors apprised of developments in respect of new boiler.	SBM/HT
9.	Thank kitchen Staff for excellent work.	HT

Signed.....

Chair of Governors

Date.....