



Draft

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 24th March 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>
	Ruth Knowlman	Foundation Governor	Collective Worship
	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>
	Rachael Horan	Parent Governor	SEND, Pupil Premium, Children Looked After

In Attendance:

Angela Morley – Clerk to Governors

Item	Details
1.	<p>WELCOME & OPENING REFLECTION The Chair welcomed all present and opened the meeting with a prayer.</p>
2.	<p>APOLOGIES Governors accepted apologies from Colin Simpson and Rachael Horan.</p>
3.	<p>DECLARATION OF BUSINESS INTERESTS/CODE OF CONDUCT There were no matters to declare.</p>
4.	<p>APPROVAL OF MINUTES</p> <ul style="list-style-type: none"> • MEETING HELD ON 20th January 2026 The minutes were approved as a true and accurate record. • CONFIDENTIAL MEETING HELD ON 3rd March 2026 The minutes were approved as a true and accurate record.
5.	<p>MATTERS ARISING None raised.</p> <p>Outstanding Actions:</p> <ul style="list-style-type: none"> • Linking Facebook to the school website still pending due to staff absence. Action SBM • Governors confirmed completion of online Equality and Diversity Training. • Attainment benchmarking to similar schools to be added to the next agenda Action Clerk • Governor reported that enquiries regarding a second school crossing remain ongoing; the Local Authority had been approached to survey the Priors Road site. Action Governor • HT reported that the Diocese had been supportive regarding the installation of a sustainable boiler. The project is likely to take up to eight weeks over the summer holiday period at an approximate cost of £130,000. The school would be expected to contribute 10%. Action Premises Manager • HT confirmed that thanked had been conveyed to the kitchen staff.
6.	<p>FINANCE Prior to the meeting, the following reports had been circulated:</p> <ul style="list-style-type: none"> • Draft Budget Plan 2026/27 • Service level Agreements and Traded Services • School Financial Value Standard <p>HT reported that the School Business Manager (SBM) was unable to attend due to illness.</p>

Governors requested thanks be passed on to the Admin Team and Premises Manager for providing support during the SBM's absence.

Governors received and noted the reports and requested thanks to be passed on to the **SBM**.

DRAFT BUDGET PLAN 2026/27

HT highlighted key points:

- Anticipated funding allocation: **£1,474,901**
- Anticipated expenditure: **£1,441,683**
- Forecast in year surplus: **£21,885**

- Calculations based upon the October Census (218 pupils).
- 28 first choices Reception applicants.
- Pay increases had been budgeted at 3% for Support Staff and 4% for Teaching Staff.
- Pupil Premium numbers had been predicted to fall from 66 to 57 due to the reduction of one class. This would not impact until the 27/28 budget.
- Staffing levels had been adjusted following recent redundancy discussions.
- Budget takes into account remedial projects and IT replacements.
- Includes a commitment to retain Friday Supply Teacher to release HT time.
- **SBM** had done an excellent job of managing the budget. Always trying to secure best value when purchasing.
- An additional 0.5 day had been allocated to the SENDCo.

HT invited questions upon the draft budget plan.

Q: Is the Reception staffing ratio sufficient?

HT: Yes, the class are supported by two members of staff plus one-to-one support where required.

Having sought assurance that the school values had been central to the budget planning process, Governors approved the budget plan as circulated.

SCHOOL FINANCIAL VALUE STANDARD (SFVS).

HT summarised the SFVS purpose and process.

Governors approved the **SFVS** return

SERVICE LEVEL AGREEMENTS AND TRADED SERVICES

Governors noted that the Service Level Agreements and Traded Services costs had been detailed in the Draft Budget Plan.

7.	<p>HEALTH AND SAFETY AND PREMISES REPORT</p> <p>A report had been circulated prior to the meeting. Governors noted that the report covered the following areas:</p> <ul style="list-style-type: none"> • Site Maintenance Work Undertaken by Site Manager • Work Undertaken by External Contractors • Planned Work • Health and Safety Update • Extra Notes <p>Governors discussed the works undertaken.</p> <p>The HT noted the new White Paper guidance emphasising increased focus upon building condition and site safety.</p> <p>Governors acknowledged the positive impact of having an in-house Premises Manager and the improved condition of the school site.</p>
8.	<p>HEADTEACHER SHORT WRITTEN REPORT</p> <p>A report had been circulated prior to the meeting covering:</p> <ul style="list-style-type: none"> • Pupil Statistics • Attendance <ul style="list-style-type: none"> ➢ Staff ➢ Pupils • Admissions • Behaviour • CPD • Curriculum • Enrichment • Finance • GDPR • Safeguarding • SEND • SIAMS • Premises • IT <p>Governors discussed key areas including attainment, attendance, staff absence and admissions.</p> <p>HT: Shared that there had been a significant number of challenges this term. He commented that the Supply Teacher in Year 3 had done a brilliant job and the attainment in that class had been good.</p> <p>The Chair commented that the challenges had been handled very well by the Headteacher.</p> <p>Chair reported that a formal complaint had been investigated and not upheld. The Complainant now had the option to take the matter to the DfE. The Chair thanked the Complaints Panel for the time and energy invested.</p> <p>HT reported that a challenging SEND case had proceeded to Court (not against the school).</p>

	<p>HT stated that there had been significant levels of staff illness this term.</p> <p>HT reported that Science week had been extremely successful. This had included a planetarium visit funded by the Friends of the School.</p> <p>HT asked Governors to note participation in the National Year of Reading.</p> <p>HT informed Governors of a Singing Workshop with a professional singer.</p> <p>HT reported that the strategic elements of SIAMS development had been temporarily impacted by the RE Lead's absence. He emphasised that Christian Distinctiveness remains a core focus.</p> <p>Governors discussed attendance data in detail.</p> <p>Q: Do parents who keep their children at home receive a fine? HT: No, this category of absence falls under different criteria.</p> <p>Q: Are children not attending due to preference or parental choice? HT: Stated that there are varied reasons. Six children had been absent for medical reasons. Staff had maintained regular contact. Social Workers also provided family support.</p> <p>Governors expressed concern regarding the low attendance figures and the consequent impact.</p> <p>Governors requested an attendance report be presented to every meeting. In addition, Governors asked the HT to include attendance in the revised Autumn School Development Plan. Action HT</p> <p>Q: What Changes are planned for the spare classroom? HT: stated that it will become a designated SEN space including a small office, comfortable seating and an intervention space.</p> <p>Governors were supportive of the designated SEN area.</p> <p>Q: Has this cost been included in the budget plan? HT: confirmed that the project had been fully costed.</p> <p>Q: Has the school been compliant in terms of the redundancy process and has the staff member's welfare been considered throughout as discussed in the last meeting?</p> <p>The HT confirmed that the member of staff had been informed and supported throughout. The process had been progressing in line with the Redundancy Policy.</p> <p>Governors thanked the Headteacher for his assurances regarding adherence to the Local Authority redundancy procedures and staff welfare.</p>
9.	<p>PUPIL WELLBEING REPORT</p> <p>A report had been circulated prior to the meeting covering:</p> <ul style="list-style-type: none"> • Thrive • ELSA (Emotional Literacy Support Assistant) • MHST (Mental Health Support Team)

	<p>Governors noted the positive pupil feedback and praised the high-quality support provided.</p>
10.	<p>SEND REPORT A report had been circulated prior to the meeting covering:</p> <ul style="list-style-type: none"> • Statistics • Early Identification of Need • Reading for SEN Pupils • Writing for SEN Pupils • Nurture • Pupil Passports for all on the SEN Register • Interventions • Staff CPD <p>Governors acknowledged and praised the significant and often unseen work undertaken.</p>
11.	<p>POLICY REVIEWS: The Governing Board reviewed and approved the following policies:</p> <ul style="list-style-type: none"> • Accessibility • Breakfast and After School Club. • Data Protection and Freedom of Information • Governor Allowances <p>Governors noted the positive feedback regarding the After School Club, which had become financially viable and well attended.</p>
	<p>GOVERNOR ITEMS</p> <ul style="list-style-type: none"> • Governor Vacancies – one Foundation Governor vacancy remains. Governors recommended flyers be distributed to new Reception parents. Action Clerk • Governor Training – Governors discussed recent and upcoming training and requested the Clerk to source Ofsted training. Action Clerk <p>Clerk reported that Prevent training had been updated and that it would be necessary for all Governors to re-do this training.</p> <ul style="list-style-type: none"> • Governor Monitoring Reports Received: Collective Worship (Praising Assembly) Cybersecurity Health and Safety SDP – Writing, Sustainability Safeguarding SDP <p>A discussion took place regarding improving the monitoring processes, ensuring reports are shared with the Governing Board promptly, linked to staff discussions and used to generate positive impact. Action Clerk</p>

	<ul style="list-style-type: none"> • Impact of the Meeting: The Governing Board reflected that the discussions and decisions made during the meeting have the potential to deliver significant positive outcomes for pupils. Governors recognised the strong value of service within the school community and noted the commitment demonstrated by staff and the Governing Board alike. The Headteacher expressed appreciation for the Governing Board's continued support and challenge. Governors also commented upon the welcoming and positive atmosphere of the school. Of particular highlight was the enthusiasm and happiness of the pupils. • Clerks Briefing: <ul style="list-style-type: none"> ➢ RE syllabus under review ➢ New Uniform Policy to be introduced ➢ New Ofsted framework to focus on inclusion ➢ New complaints guidance due to be issued in September 2026
	<p>CORRESPONDENCE A complaint had been escalated to Stage 2. A Complaints Panel had heard the case and responded accordingly (see item 8 above).</p>
	<p>DATE OF NEXT MEETING The next meeting of the Full Governing Body will be held in school on Tuesday 19th May 2026 at 4:15pm.</p>

Meeting closed at 18:05

Action points arising from meeting held on 24th March 2026

Minute Ref	Action Point	Responsibility
5.	Link Facebook to the school website	SBM
5.	Add attainment benchmarking to next agenda.	Clerk
5.	Continue enquiries regarding a second school crossing.	LM
5.	Progress installation of sustainable boiler.	Premises Manager
8.	Provide an Attendance Report at every FGB Meeting	HT
11.	Distribute Foundation Governor Vacancy flyers to new Reception parents.	Clerk
11.	Source Ofsted training for Governors	Clerk
11.	Ensure Governor monitoring report are shared promptly and linked to staff discussions to improve impact.	Clerk

Signed.....

Chair of Governors

Date.....