



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 19th May 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
	Rachael Horan	Parent Governor	SEND, Pupil Premium, Children Looked After
	Colin Simpson	Rector (ex-officio)	RE, SIAMS and Church School Distinctiveness <i>SDP – Future Planning</i>

Apologies: None Received

In Attendance:

Angela Morley – Clerk to Governors

Item	Details
1.	WELCOME & OPENING REFLECTION The Chair welcomed all present and the Rector opened the meeting with a prayer reflecting on the school values which underpin the work of the Governing Board.
2.	APOLOGIES No apologies received.
3.	DECLARATION OF BUSINESS INTERESTS/CODE OF CONDUCT There were no matters to declare.
4.	APPROVAL OF MINUTES MEETING HELD ON 24th March 2026 The minutes were approved as a true and accurate record.
5.	MATTERS ARISING None raised. Outstanding Actions: - The Clerk reported that a quick link to the school Facebook page had been added to the school website. - The Clerk confirmed that the Inspection Data Summary Report had been included on the agenda (item 7) - A Governor reported that he had been in communication and engagement with the Town Council regarding a second crossing. This work was ongoing and he would share any future developments with the Governing Board. - The Clerk reported that progress for the installation of a new boiler would be covered under agenda item 6. - The Clerk confirmed that Attendance data had been included within the Headteacher report (agenda item 7) - The Clerk confirmed that Foundation Governor details had been circulated to the new Reception parents/carers. - The Clerk confirmed that details of Ofsted training for Governors had been circulated (item 12) - The Clerk confirmed that Governor monitoring reports had been shared promptly and linked to staff discussions to improve impact.
6.	HEALTH AND SAFETY AND PREMISES REPORT The following reports had been circulated prior to the meeting: - Health and Management Safety Report - Premises Report

Governors noted that the Premises report covered the following areas:

- Site Maintenance Work Undertaken by Site Manager
- Work Undertaken by External Contractors
- Planned Work
- Health and Safety Update
- Extra Notes

Q: There appears to be a problem with the toilets? Is there a long-term issue with the plumbing?

HT: agreed to investigate and report back.

Action HT

Governors commended the Premises Team for their diligence and commitment to maintaining a safe, clean and welcoming environment. This was recognised as a reflection of the school's values of **respect** and **service**.

HEALTH AND SAFETY

Governors noted that the Health and Safety Management report covered the following:

- Risk Assessments
- Accident Reporting
- External Visits

Q: How are we doing in terms of educational visits? Had the new system been effective?

HT: Assured Governors that individual risk assessments had been completed for every external visit and he had met with the relevant Visit Leaders in order to ensure all planning had been executed thoroughly.

Q: Does the Visit Leader inspect the site before booking?

HT: Yes, if the site had not been previously or recently visited.

Governors confirmed approval the Year 6 residential trip to Barton Hall – 6-8 July.

The Board was assured that robust systems for Risk Assessment, Accident Reporting and Educational Visits had been in place with clear professional expectations for staff to ensure safe working practices.

Governors complimented staff for the **enduring** way in which they consistently ensure high standards.

CAPITAL WORKS

The Headteacher informed Governors that the installation of a more environmentally sustainable heating system would not be achievable within the required timeframe. After a site survey by Hookways, the following works had been recommended:

1. Replace boiler No 1 with a new gas boiler
2. Replace the faulty gas valve on boiler No. 2
3. Carry out remedial works to heating and water system

The total cost of the boiler had been quoted at **£21,284**, funded through a School Condition Allowance grant provided by the Diocese.

	Governors approved this project, recognising the urgency of the boiler works and the importance of ensuring a fully operational heating system ahead of the next winter period. The Headteacher further reported that proposals had been submitted to replace windows and doors in the following areas at an estimated cost of £64,791. 1. Hall windows & doors 2. Years 1-2-3 replace windows & doors 3. Foyer door to playground Governors were reminded that the Governing Board are required to contribute 10% of the total project costs (currently estimated at £8,607). It was acknowledged that this figure may vary should the project costs increase or decrease. Governors agreed to pay the 10% contribution in one instalment. REPLACEMENT OVEN The Headteacher outlined that the kitchen oven had broken down irreversibly. Governors recognised the operational necessity and anticipated savings and approved the purchase of a replacement oven at a cost of £6,625. The Clerk confirmed that this decision had previously been agreed via email in order to ensure the continuity of catering provision. Governors noted that the catering staff had undertaken additional work to deliver and prepare meals. Governors extended thanks to staff for the work they had completed in very difficult circumstances. Governors noted that the premises decisions made were done so with a clear focus on sustaining a safe and effective learning environment for all.
7.	HEADTEACHER FULL WRITTEN REPORT A report had been circulated prior to the meeting covering: • School Characteristics • Attendance • Attainment and Achievement • Teaching • Staff CPD • Pupil Premium • Sports Premium • Educational Enrichment • Exclusions during the Spring Term 2026 • Child Protection/Safeguarding Q: I notice that the results were higher in the autumn term than in the spring term? Why this fluctuation? HT: Explained that this fluctuation had been the impact of pupil mobility and confirmed that targeted interventions had been in place to support affected pupils. Q: Tracking abilities data. Do all teachers have access to this information?

HT: confirmed that tracking was discussed in all pupil progress meetings. **HT** stated that he exercises judgment as to whether pupils are working to, below or exceeding targets. That data had also been used to inform parents of progress.

Q: The Year 5 data appears to be low compared to the previous data? Why is this the case?

HT: Year 5 data had been impacted negatively by the absence of pupils currently not attending school. The progress of the children in school had been positive.

Governors were confident that the Headteacher and school leaders demonstrate a strong understanding of the performance data.

Q: Exclusions. A Governor noted that four children had been excluded for a total of four days or less. Is this higher or lower than in previous terms/years?

HT: stated that the rate has been lower this term. This had been due to the excellent intervention work that had taken place through Thrive, other programmes and the impact of clear boundaries contained in the Behavioural Policy.

ATTENDANCE REPORT

A report had been circulated prior to the meeting covering ongoing attendance data for the Academic Year 2025 – 2026.

Q: A Governor noted that attendance figures for pupils with EHCPs had been significantly below expected levels. As these pupils are identified within vulnerable groups, she would welcome further understanding of the factors contributing to this lower attendance.

HT: Explained that there are seven children with EHCPs in the school. Two of whom had not been able to attend school for some time. Therefore, the attendance data for EHCP children had been negatively impacted. A third child who was on roll but had not ever been able to attend school due to severe needs. The parents had been seeking specialist provision and experienced significant delays at Local Authority **LA** level.

Q: A Governors asked the Headteacher to outline what strategies and/or additional support had been in place, or could be considered, to help improve attendance outcomes for pupils?

HT: explained that he favoured focussing on building positive relationships rather than focussing upon punitive measures. He and the Deputy Headteacher, Pastoral had been personalising interventions by identifying the root causes of absence.

Q: Do you have evidence of challenge and support?

HT: Yes, letters are sent and this is followed up with appropriate action. There was excellent admin support, calls made home and Educational Engagement teams support had been harnessed.

Q: Where is the pressure coming from to get them into school?

HT: There has been a dip in attendance across the country since the pandemic. There had been a change in attitude since then. Working from home had made it easier to keep children at home. Government has seen a National attendance drop and are putting schools under pressure to improve attendance. Schools are responsible for trying to encourage children to attend.

Q: Is there clear guidance?

HT: The Attendance Policy is very clear, and guidance is provided by the **LA** Attendance team.

	Q: What are the consequences if attendance does not improve? The school may be rated lower by Ofsted in terms of behaviour. Ofsted will be expecting attendance figures to be in excess of 94% by December 2026. Governors identified attendance as a key priority area. The Board demonstrated compassion in recognising the complex circumstances affecting some families. Nevertheless, Governors were assured that appropriate systems of support, challenge and external engagement had been in place. Governors agreed that attendance would remain under close review. INSPECTION DATA SUMMARY REPORT (IDSR) The Headteacher shared trends in information over the last three years. The Headteacher outlined the data and explained anomalies. Cohorts in deprivation and vulnerable groups were highlighted. Governors welcomed the updated Inspection Data Summary and recognised its importance in strengthening oversight and the Boards commitment to continuous improvement and accountability. CURRICULUM UPDATE Governors shared feedback from recent curriculum training. The Board noted the importance of providing effective challenge by asking leaders about the strategies in place and how the 'Achieve, Believe, Thrive' framework is implemented. Governors emphasised the need to maintain a clear understanding of the curriculum and to assess whether pupils are demonstrably benefitting. REDUNDANCY UPDATE Governors noted the completion of the redundancy process and commended the Headteacher for managing this sensitively and with compassion, ensuring dignity and support for the staff member concerned. Governors also recognised the increased demands on Senior Leaders and emphasised the importance of staff wellbeing and the value of colleague friendship.
8.	ANNUAL SCHOOL COUNCIL REPORT A report had been circulated prior to the meeting. Governors noted that the report covered the following areas: • Introduction • Menu • Charity • Enrichment • Safeguarding • Health and Safety • Curriculum Governors recognised the high level of pupil engagement across curriculum, enrichment, charitable work, safeguarding and leadership activities. Governors praised pupils for actively demonstrating the school's values, particularly service, compassion and respect.

9.	STAFF WELLBEING REPORT A report had been circulated prior to the meeting. Q: What do staff do on a Wellbeing Day? HT: Explained that Staff Wellbeing Days provide staff with dedicated time to focus on their own personal wellbeing, enabling them to undertake activities that support their health and work-life balance. Staff had been entitled to one day per annum. The Board recognised that supporting staff wellbeing had been essential to sustaining a positive school environment and reflected the school's commitment to friendship, compassion and respect.
10.	FINANCE SFVS The SFVS return had been circulated prior to the meeting. Governors noted the contents of the report. • The Clerk confirmed that this document had been submitted to Educational Financial Services. Governors asked for thanks to be conveyed to the Business Manager for completing this document. Carry Forward The following reports had been circulated prior to the meeting: • Carry Forward Report 25/26 • Comparison Budget to Year End • Closing 25/26 Summary Governors received these reports and noted a strong and stable financial position, including a healthy carry forward. The Board noted a year end surplus of £89,281 with a positive movement from Month 9 to Month 12 of £67.426. Governors commended the careful financial stewardship demonstrated by the School Business Manager and the way in which resources had been allocated effectively to support pupils and School Development Plan priorities. The Board agreed that ongoing monitoring of expenditure would remain a priority. Q: How is Pupil Premium used? HT: Explained that Pupil premium is used to raise the attainment of disadvantaged pupils. The details of how it is spent had been set out in the Annual Strategy Statement. These details were available on the website. Governors agreed to closely scrutinise the use of Pupil Premium funds. Q: As a church school how do we ensure that our approach to inclusivity is effectively promoted for all pupils? HT: Explained that the vision and values underpin an inclusive approach, ensuring that all pupils are supported to thrive. Staff are committed to recognising and supporting the needs of every child and ensuring that they flourish.

11.	POLICY REVIEWS: The Governing Board reviewed and approved the following policies: • Business Continuity Plan • Accessibility Policy and Plan Having sought assurance that these remained in line with statutory requirements, Governors approved both policies.
12.	GOVERNOR ITEMS Governor Vacancies – one Foundation Governor vacancy remains. Governor Training Governors reviewed training undertaken including: ➤ Prevent ➤ Understanding a Strong Curriculum Q: The LA shared a resource referred to as Somerset Blackboard. From the brief overview provided, it appeared to be a valuable tool for supporting curriculum mapping and ensuring that the key information required for Ofsted is clearly documented across all subject areas. Could HT advise whether this resource is currently being used within school? HT: Stated that Somerset Blackboard is not yet in use but had been a resource that he planned to explore and share with Teaching Staff with effect from the beginning of the Autumn term. Action HT ➤ Preparing for Ofsted Course Governors reported that the course had been informative, but the content had been hard to follow online. Governors agreed to revisit the material upon receipt of the PowerPoint slides. Action Clerk Q: In preparation for the forthcoming Ofsted inspection, could you please provide an update on the current position and progress made in relation to the Primary Toolkit, including any key developments, implementation milestones, and areas still requiring attention? HT: Agreed to prepare this material by September. Action HT The course organisers shared a useful 'Governor Preparation Document'. The Clerk agreed to share with Governors. Action Clerk Practical Preparing for Ofsted The Board considered previously circulated Ofsted findings relating to weaknesses in Governance oversight at a similar school. The Board reflected on its own effectiveness in maintaining accurate oversight, monitoring the impact of improvements and evidencing challenge and support. A constructive discussion took place regarding curriculum monitoring tools and Ofsted readiness. Governors agreed the importance of strengthening oversight and evidencing impact.

Governors agreed to discuss Ofsted as an agenda item during the November meeting.

Action Clerk

Governor Monitoring Reports Received:

- Send Monitoring Visit
- Cybersecurity
- Health and Safety
- EYFS
- Educational Visit to Wellington

Copies of the above Monitoring Reports had been circulated prior to the meeting. Governors praised the excellent feedback. Due to lengthy prior discussions, Governors agreed to defer consideration of the Monitoring Reports until the next meeting.

Headteacher Performance Review

The Chair confirmed that the Headteacher's performance half yearly review had taken place and progress was on track.

Impact of the Meeting:

Governors reflected on their effectiveness, recognising strengths in challenge, discussion and strategic oversight. It was agreed that further work would continue to ensure the Board is fully prepared for an inspection.

Clerks Briefing:

➤ **Food Standards**

The Clerk reported that new standards will come into force in primary settings from September 2027. The proposed new framework strengthens nutritional requirements across the whole school day. With a clear emphasis on increasing fibre, reducing sugar and restricting food high in fat, sugar and salt.

➤ **Inclusion Strategy**

The Clerk reported that the DFE requires schools to produce an Inclusion Strategy by 31st December 2026. Governors must ensure that the school has a clear, compliant Inclusion Strategy in place and that associated funding is used appropriately to support inclusive practice.

➤ **Pupil Premium**

The Clerk stated that updated guidance had been released. Governors are now required to seek greater clarity and should scrutinise strategy design, implementation and impact. Governors should not simply approve the published statement.

➤ **GIAS**

The Clerk informed Governors that this page of the DFE website must be kept up to date. It is a legal obligation for schools. Ofsted will check and pick up upon missing data. Governors should be receiving assurances that these records are up to date. Is it up to date.

	Governors requested that the item be included as a standard agenda item for future meetings. Action Clerk
13.	CORRESPONDENCE No correspondence had been received.
14.	DATE OF NEXT MEETING The next meeting of the Full Governing Body will be held in school on Tuesday 14th July 2026 at 4:15pm.

Meeting closed at 18:40

Action points arising from meeting held on 19th May 2026

Minute Ref	Action Point	Responsibility
6.	Check with Premises Manager to discern whether there is a plumbing issue in the Men's Toilets	HT
12.	Headteacher to sign up to Somerset Blackboard and report on its effectiveness to next FGB meeting.	HT
12.	Share 'Preparing for Ofsted' PPT slides with GB	Clerk
12.	Prepare Ofsted toolkit and associated material by the beginning of the Autumn 2026 term.	HT
12.	Share 'Governor Preparations' document with GB	Clerk
12.	Include Ofsted preparations as November Agenda item.	Clerk
12.	Include GIAS as a standard agenda item.	Clerk

Signed.....

Chair of Governors

Date.....