



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 14th July 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>
	Olly Priestley	Headteacher	
	Claire Harding	Parent Governor	<i>SDP – Writing and SIAMS</i>
	Ruth Knowlman	Foundation Governor	Collective Worship
	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:	Tayo Oladipo	Foundation Governor	<i>SDP – SIAMS</i>
	Sarah Brown	Staff Governor	EYFS, <i>SDP – Curriculum</i>

In Attendance:
Angela Morley – Clerk to Governors

Item	Details
1.	WELCOME & OPENING REFLECTION The Chair welcomed all present. The Rector opened the meeting with a prayer reflecting on John Keeble who wrote a series of poems for the whole Christian year. The Rector reflected on the constant presence of God within the whole school community throughout the Academic Year.
2.	APOLOGIES Apologies received from Tayo Oladipo and Sarah Brown. Governors accepted the apologies.
3.	DECLARATION OF BUSINESS INTERESTS/CODE OF CONDUCT There were no matters to declare.
4.	APPROVAL OF MINUTES MEETING HELD ON 19th May 2026 The minutes were approved as a true and accurate record.
5.	MATTERS ARISING None raised. Outstanding Actions: - The Headteacher (HT) reported that the plumbing issues affecting the Gents toilets had been fully resolved. - The HT reported that he had applied for a subscription to the Somerset Blackboard Service to strengthen Ofsted preparedness. - The HT confirmed that the Preparing for Ofsted toolkit and associated resources had been downloaded and were being used to support self-evaluation, school improvement planning and readiness for inspection. - The Clerk confirmed that the 'Preparing for Ofsted' material had been circulated to all Governors. - The Clerk reported that a dedicated Ofsted agenda item had been scheduled for the November Full Governing Board meeting to support ongoing strategic oversight, - The Clerk reported that Get Information about schools (GIAS) had now been added as a standing agenda item to support ongoing compliance monitoring.
6.	HEALTH AND SAFETY AUDIT The Health and Safety Audit Documentation had been circulated prior to the meeting. Governors were pleased to note that the school had achieved a Health and Safety Audit outcome of 98.4%. Governors noted that this reflected the school's commitment to maintaining a safe environment for pupils, staff and visitors. Governors expressed thanks to the HT for his leadership and his work on EEC, staff training and coordination of Educational Visits. They noted that his hard work had contributed to the positive audit outcome.

Governors requested that their appreciation and congratulations be formally conveyed to all staff involved in achieving the audit outcome, with particular recognition given to the Premises Manager for his significant contribution to maintaining a safe and compliant environment.

The **HT** thanked the Health and Safety Governor for his diligent input. The inspector had commented favourably upon his excellent support and thorough monitoring notes.

Q: Please clarify the timescales for completion of the outstanding actions identified within the audit report?

HT: Stated that all of the actions identified had been completed.

PREMISES REPORT

The Premises Report had been circulated prior to the meeting covering:

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

Q: How had the temperature of the school been during the recent heatwave?

HT: Reported that the temperatures had been extremely challenging, particularly in the Key Stage 1 classrooms. In response, a range of measures had been implemented to support the wellbeing of staff and pupils. These included the use of shaded outdoor areas and offering parents the option to collect their children early. He acknowledged that the timing of several end-of-term activities had presented additional challenges but confirmed that carbon dioxide levels had been closely monitored and risk assessment reviewed accordingly.

Q: Is this something we need to look at in terms of future years?

HT: Informed Governors that the Asset Management Group would consider this matter at their next meeting in September.

A Governor suggested that the **HT** explore the possibility of grant funding. **Action HT**

Q: Can anything be done in terms of additional ventilation when the replacement windows are fitted in the Summer?

HT: Offered to consult with the Premises Manager and ask him to liaise with the school surveyors. **Action HT**

Governors commended the **endurance** and adaptability demonstrated by both staff and pupils during the period of extremely high temperatures.

Q: The Premises Manager had absorbed additional duties in respect of the management of the IT system. Does he have sufficient time allocated to complete his daily tasks?

HT: Assured Governors that a recent assessment of the Premises Manager's duties had taken place and an additional contract had been awarded to address the increased workload.

HEALTH AND SAFETY MANAGEMENT REPORT

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

- Risk Assessments
- Accident Reporting

	• External Visits Governors were satisfied that the appropriate systems and monitoring arrangements remained in place. BARTON HALL RESIDENTIAL VISIT HT: Reported that the residential visit to Barton Hall had provided pupils with valuable opportunities. The trip had brought out the best out in the children: endurance, teamwork, compassion, joy and friendship. Pupils supported one another through activity challenges, showed consideration for others and displayed resilience throughout the visit. APPROVAL OF DELEGATION OF RESPONSIBILITY FOR CATEGORY A VISITS Governors considered the recommendation that responsibility for approving Category 'A' Educational Visits be delegated to the Headteacher for the 2026/27 academic year. Governors resolved to delegate authority to the Headteacher to approve Category 'A' Educational Visits during the 2026/27 academic year. ASSET MANAGEMENT PLAN UPDATE Governors received an update arising from the Asset Management Team meeting held on the 2nd June 2026. Governors welcomed the completion of several significant improvement projects including: • Installation of a new gas boiler • Toilet refurbishments • Replacement of the kitchen oven. Governors noted the extensive programme of works planned for the 2026 Summer holiday period; including replacement windows and fire doors, additional boiler works, asbestos survey and improvements to the nurture room. Future priorities were also considered, including preparations for anticipated revised fire safety requirements relating to display boards. The Board welcomed progress made in relation to sustainability initiatives and noted the school's continued commitment to embedding sustainability across the curriculum. The Asset Management Team shared that, having considered a proposal for the production of a promotional school video, it had been agreed that it was not currently viable due to restrictions surrounding the use of pupil images. Q: What is the latest on photos? How has this impacted? HT: Reported that a number of mitigating measures had been implemented to enable the continued use of photographs whilst addressing safeguarding and data protection concerns.
7.	HEADTEACHER SHORT WRITTEN REPORT A report had been circulated prior to the meeting covering: • Statistics • Attendance • Pupils

- Achievement
- Staff
- Admissions
- Behaviour (including exclusions and permanent exclusions)
- CPD
- Curriculum
- Enrichment
- Finance
- GDPR
- Safeguarding
- SEND
- SIAMS
- Premises
- IT

Q: Exclusions: What early interventions, pastoral support, or reasonable adjustments are routinely implemented before a decision to exclude/suspend is taken?

HT: Advised Governors that a total of 12 days of suspension had been recorded during the Academic Year. The suspension figures continue to reduce because behaviour had improved over time due to increased consistency in behaviour management, clear expectations and positive relationships between staff and pupils. The **HT** advised that a range of preventative and supportive measures had been routinely implemented to avoid exclusions. These had included: personalised behaviour strategies, pastoral interventions, Thrive provision, ELSA support and engagement with external agencies.

Governors noted the **compassionate** approach taken by staff in seeking to address the underlying causes of challenging behaviour before exclusion is considered.

Q: The Reception Pupil numbers for September reflect a strong intake for this Academic Year. What impact will one less class have on the school?

HT: Remarked that the reduction of one class had created additional accommodation capacity and would result in a reduction in the budget allocation. He assured the Board that he would aim to sustain the quality of provision for pupils.

Q: Had the transition days helped pupils in their preparations for the next academic year?

HT: Reported that the transition days had been successful overall and had provided valuable opportunities for pupils to become familiar with their new classes, teachers and learning environments. Some (particularly those with additional needs) had found the experience challenging but staff had worked collaboratively to provide effective support.

Governors recorded their sincere thanks and appreciation to **Linda Roberts**, Deputy Headteacher, for her many years of dedicated **service** to St John's and noted that throughout her time at the school, Linda had made a significant contribution to the education, wellbeing and development of countless pupils. She had been a valued and **respected** member of the staff team.

Governors also noted Linda's unwavering commitment, professionalism and tangible impact upon the school and the wider community. Governors acknowledged that she would be much missed.

The Board extended its warmest wishes to Linda for a happy, healthy and fulfilling retirement.

ATTENDANCE UPDATE

A report had been circulated prior to the meeting covering Summer Term Attendance Data.

Q: What impact did the heatwave have upon attendance figures?

HT: Remarked that attendance had been adversely affected during the period of exceptionally high temperatures. Despite assurances from the school, some parents had chosen to keep their children at home. Given the challenges presented by the heatwave, the **HT** commended the many families who had shown **endurance** by continuing to send their children to school each day.

Governors noted the impact of the exceptional weather conditions on attendance and recognised that this reflected a national trend experienced by many schools.

Q: What actions are being taken to address about persistent absence for those who fall below 90%?

HT: Reported that the school continues to monitor attendance closely and provides targeted support for pupils and families where attendance becomes a concern. He stated that attendance can fall below 90% due to a relatively small number of absences caused by illness. The **HT** emphasised the importance of early intervention and stated that the school works proactively with families and external agencies to remove barriers to poor attendance and build positive relationships.

CURRICULUM UPDATE

HT: reported that Sarah Brown had been appointed as Curriculum Lead and had already demonstrated considerable enthusiasm and commitment to the role.

Governors noted that the schools had purchased Curriculum consultancy time from the **LA** to work alongside the Curriculum Lead to further strengthen curriculum development.

Will the Curriculum Lead be allocated time out of class for this work?

HT: confirmed that the Curriculum Lead would receive one day per week of dedicated non-contact time.

Will she continue to be the Staff Governor?

HT: Advised that discussions would take place in this regard to ensure an appropriate balance between her Leadership responsibilities and the Governance role.

Governor congratulated Sarah Brown on her appointment and wished her every success in the role.

Governors requested an update on the progress and impact of the new arrangements be presented in an autumn term Full Governing Board (FGB) meeting. **Action HT**

Why have the SATS results been delayed?

HT: Reported that the Department for Education (**DfE**) had changed its assessment provider to Pearson and that difficulties associated with the transition had resulted in delays to the publication of the results.

Governors noted that the delay had created uncertainty for Staff and pupils and that the results were not expected until very late in the Summer Term.

CHANGES TO PUPIL PREMIUM DATA

The **HT** informed Governors that the **DfE** had revised the methodology for allocating Pupil Premium funding with effect from September 2026.

	Governors noted the proposed changes and requested updates regarding the potential impact when additional information becomes available. Action HT
8.	SPORTS PREMIUM STRATEGY A report had been circulated prior to the meeting. Governors reviewed the report and were satisfied that funding continued to be used effectively to enhance participation, improve provision and support pupils' physical development. The HT advised Governors that the Government had announced its intention to replace the current PE and Sports Premium Grant arrangements with a centrally commissioned PE and Sports School Partnership model. The school currently received a direct grant of £18,000 per year. Confirmation had been received that this would end in April 2026. In order not to disrupt the current arrangements, the aim will be to attempt to fund the status quo until the end of the 2026/27 academic year. Q: Please provide clarification regarding the potential impact of these changes upon the school and pupils. HT: Advised that the current Sports Coach makes a valuable contribution to the delivery of PE. Pupils benefit from specialist sports coaching and that any reduction on direct funding may impact the school's ability to sustain this level of provision in the future. Governors approved the Sports Premium report and Expenditure Return.
9.	PARENT/PUPIL SURVEY A copy of the Parent/Pupil Survey had been circulated prior to the meeting. Governors received and considered the outcome of the survey and were pleased to note the highly positive feedback which demonstrated the effective impact of the school's values of Friendship and Compassion. Particular attention was drawn to the responses relating to the school's culture and behavioural expectations. Governors were encouraged by the endorsement of the school's commitment to providing a safe, supportive and inclusive environment for all pupils.
10.	FINANCE SFVS The HT reported that there were no further updates to regarding Schools Financial Value Standard (SFVS). CHANGES TO BANK SIGNATORIES Governors considered amendments to the school's authorised bank signatories following the departure of Deputy Headteacher, Linda Roberts. Governor resolved that Jane Nicholls be appointed as an authorised bank signatory with effect from September 2026.
11.	SCHOOL EVALUATION FORM (SEF) HT: Advised Governors that the SEF was currently under review as part of the Ofsted Toolkit exercise as outlined in item 5.

12.	ANNUAL SEND REPORT A report had been circulated prior to the meeting covering the following: • SEND statistics • SEND Profile (25-26) • SEND Year group breakdown (June 26) • Key Points • Provision, Access and Support • Achievement Data • Exclusion Data • Attendance Data • SEND Improvement Priorities Governors noted the comprehensive nature of the report and the range of support available to pupils with special educational needs and disabilities (SEND). The report demonstrated the school's commitment to ensuring that pupils with SEND receive compassionate support to enable them to achieve positive outcomes. Q: Is there any further support that could be provided to assist the SEND Lead in fulfilling her responsibilities? HT: Advised that the role requires specialist qualifications and expertise. He informed Governors that an additional half day non-contact time had been provided for the SEND Lead with effect from 1st September 2026. Governors recognised the significant contribution of the SEND Lead and commended her high-quality work and the unwavering support that she provides to pupils and families.
13.	ANNUAL DSL REPORT A report had been circulated prior to the meeting covering: • Training • Specialist Training • Staff Safeguarding Induction • Recruitment/Single Central Record • Safeguarding Policies and Procedures • Vulnerable Pupils • Referrals and Incidents • Attendance and Exclusions • Summary and Improvement Plan Governors thanked the HT for the comprehensive report and the detailed assurance provided regarding the safeguarding arrangements across the school. Q: How many hours of Safeguarding Supervision does the Headteacher and Deputy Headteacher receive? HT: Advised that Supervision is not limited to a prescribed number of hours but is provided as required and remains a highly valued part of the school's safeguarding provisions. Q: Do Teaching Staff receive Supervision? HT: Reported that Teaching Staff receive pastoral support from the Deputy Headteacher as required. In addition, Staff had access to the Employee Assistance Programme, which provides wellbeing and support services.

	Governors were satisfied that appropriate support mechanisms were available to promote Staff wellbeing and endurance.
14.	POLICY REVIEWS: The Governing Board reviewed and approved the following policies: • Special Educational Needs and Disability Policy • Behaviour for Learning Policy • Code of Conduct – Staff • Complaints Policy • EYFS Policy • Visitor Policy and Procedures Q: Can all the Staff access the policies? Do they know where to find them? HT: Assured Governors that every member of Staff had electronic access to Policies via the school one-drive and school website. The Clerk informed Governors that due to recent amendments to Government guidelines, the Collective Worship and Medical Policies had not been completed. These policies would be presented to the next FGB meeting. Action Clerk Q: Medical Policy - will the school be compliant with the revised statutory requirements from September 2026? HT: Confirmed that appropriate arrangements had been prepared to ensure compliance from September. Staff training had been planned for the Inset Day. Q: What preparations had been made to meet the requirements of Benedict's Law? HT: Assured Governors that the school had ensured robust procedures to support pupils with allergies. He stated that the school's online payment and ordering system (Scopay) had been updated to require parents to review and confirm their child's allergy information before an order for a meal can be placed. Q: Does the school have an EpiPen on site and is it child specific? HT: Stated that the relevant children had their own EpiPens. In addition, the school holds a spare (funded by the school). Emergency first aid is permitted. Governors were satisfied that appropriate arrangements had been implemented for the safe management of pupils' medical needs and looked forward to receiving the confirmatory policy documentation at the next meeting. Action Deputy Headteacher
15.	GOVERNOR ITEMS GOVERNOR VACANCIES Governors noted that one Foundation Governor vacancy remains and agreed that recruitment efforts should continue. GOVERNOR TRAINING Governors received an update regarding Governor training undertaken since the previous meeting and noted the importance of maintaining an up-to-date training record. Action Clerk GIAS The Clerk reported that the school's GIAS record had been reviewed and remained up to date.

GOVERNOR MONITORING REPORTS RECEIVED:

Governors noted receipt of the following monitoring reports, which had been circulated in advance of the meeting:

- Cybersecurity

The Cybersecurity Governor reported that a positive discussion had taken place regarding information management and access permissions. Governors noted that improvements had been identified to strengthen system resilience and good practice.

- Health and Safety
- Writing
- SEND Monitoring Visit
- EYFS
- EYFS Planning Document

Governors considered the positive feedback from the EYFS and SEND monitoring visits and noted the high quality of provision and support available to pupils. The monitoring activities evidenced the significant work undertaken by Staff to support learning, development and wellbeing.

- Educational Visit to Wellington Care Home

Governors also noted the positive impact of the school's community engagement (Sharing joy and hope in the community). Feedback indicated that pupils had highly valued the intergenerational experience.

- Collective Worship

Feedback from monitoring highlighted the importance of ensuring that acts of worship remain firmly rooted in the school's Christian vision and values and continue to meet statutory expectations. Governors discussed opportunities to strengthen Staff support and development in the delivery of Collective Worship.

Action HT

Governors discussed extending the range of external leaders of Collective Worship. It was agreed that this would be further discussed at the next Ethos Committee meeting.

Action Ethos Committee

Governors praised the quality of the monitoring undertaken and noted the positive evidence of strategic challenge and support. The Board agreed that monitoring visits provide valuable insight into the day-to-day life of the school.

IMPACT OF THE MEETING:

Governors reflected that the meeting had:

- Assured Governors that Health and Safety arrangements remain highly effective.
- Governors were maintaining significant oversight of premises and capital projects.
- Review had taken place of key safeguarding, SEND and policy documentation.

	• Preparation was continuing for future inspections and school improvement priorities. • Received good assurance through Governor monitoring activities. • Building community links and very much sharing joy and hope in the community. • Noted the positive impact of the Barton Hall residential experience. • Noted the dedication of the staff team to facilitate all of these things. HT On behalf of the whole Staff Team, thanked the Governors for their support.
16.	CORRESPONDENCE Governors considered correspondence relating to two requests for deferred admission to Reception. Having reviewed the information provided and the HT recommendations, Governors concluded: • Agreement of deferred entry for Child 1. • Refusal of deferred entry for Child 2.
17.	DATE OF NEXT MEETING The next meeting of the Full Governing Body will be held in school on Tuesday 8th September 2026 at 4:15pm.

Meeting closed at 18:16

Action points arising from meeting held on 14th July 2026

Minute Ref	Action Point	Responsibility
6.	Explore grant funding in respect of cooling down classrooms	HT
6.	Explore additional ventilation in respect of window replacements	HT
7.	Provide update to FGB regarding revised leadership arrangements	HT
7.	Provide update regarding impact of revised Pupil Premium arrangements.	HT
14.	Present Medical and Collective Worship Policies to next meeting.	Clerk/DHT
15.	Update Governor training register	Clerk
15.	Introduce training/resources to assist staff in leading Christian content assemblies.	HT
15.	Explore extending range of visitors to lead assemblies.	Ethos Committee

Signed.....

Chair of Governors

Date.....