

ST JOHN'S CHURCH
OF ENGLAND (VA)
FIRST SCHOOL

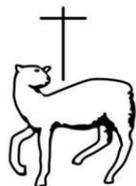
"LEARNING TOGETHER – AIMING HIGH"

The Governing Body

Minutes of the Full Governing Body held on the 15th July 2019 at 6.00pm

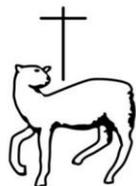
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| Governors present | Claire Marsland (CM) – Headteacher Beth Coates (BC) (left 1900) Louise Jenkins (LJ) Alexia Loundras (AL); Fiona Puleston (FP) |
| Attendees | Rosemary Conway (RC) – Business Manager and Clerk to the Governing Body |
| Apologies | Reasons accepted for: Neil McCormick (NM), Helen White (HW), No reasons given for: David Daniels (DD) |

| Agenda Item | Discussion, decisions and actions | |
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| 1 | <p>Standing items</p> <p>As DD was not present, FP agreed to Chair the meeting.</p> <p>Opening prayer FP opened the meeting with a prayer.</p> <p>Declarations of interest There were no new declarations of interest.</p> <p>Apologies Apologies were received as detailed above.</p> <p>Governors discussed one of the absences and expressed concern at the Governor's capacity to commit to the Board. Agreed that someone will speak with the Governor.</p> <p>Action: Discuss capacity to commit to Board with absent Governor.</p> <p>Agree the minutes of the meeting held on 24th June 2019 The minutes were agreed as an accurate record, and duly signed by the Chair.</p> | FP |



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| <p>2</p> | <p>Headteacher's Report and School Evaluation Form (SEF)</p> <p>The Headteacher's Report and SEF were provided prior to the meeting and Governors read the report before the meeting started.</p> <p>Headteacher's Report</p> <p>Governors discussed the report with the following of note;</p> <ul style="list-style-type: none">• CM apologised that the report had not been sent out in advance of the meeting and stated that it had not been practically feasible to work on the report with other commitments in school such as completing pupil reports.• CM highlighted that the number on roll has dropped by 3 but there will be 60 coming in to reception and up to 6 in year admissions in September.• The Special Educational Needs and Disability number has increased since the last report. This is because some children have had needs identified.• CM expressed concern that the safeguarding number at thresholds 2, 3 and 4 have gone up. These take up a lot of time for the Designated Safeguarding Lead and Deputies. CM stated that the leads don't have capacity to take on this workload but the Local Authority is throwing more back at schools. For example, attendance issues due to safeguarding concerns is being put back to Team around the School. There will be a safeguarding officer for Frome who will pick up attendance, but the concern must have gone to Team Around the School first. CM explained that that is fine where there are family concerns but not for those just taking holidays. A Governor asked if recruitment of a Deputy Head would assist with this workload. CM responded that it depends on who was recruited. A member of the admin team has done some work on safeguarding folders, but this has to be supported by a Designated Safeguarding Lead due to the nature of the work.• CM provided further information about the 3 fixed term exclusions across the year. Child A was excluded on two occasions for 2.5 and 1.5 days respectively. The second was reduced in length to enable the child to attend transfer day. Child B was excluded for 2.5 days for physical assault on other children. No warning was given before exclusion due to the severity of incident. A Governor asked what happens after the exclusion. CM responded that one of the children is awaiting a place in specialist provision and the decision to exclude is based on whether the child was in control of their actions in addition to the wellbeing of other children. A return to school meeting happens on return.• There were 23 incidents of physical restraint of pupils across the year.• 3 children with significant medical needs are included within the attendance data.• The mobility of children number was not available when the report was written.• Governors discussed the 'Significant Changes' section and noted;<ul style="list-style-type: none">• An Apprentice Teaching Assistant resigned in Spring 2019.• One Apprentice Teaching Assistant qualified in July and will be leaving the school. | |
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- A 0.6FTE teacher at Upper Pay Scale 3 is leaving the school in July 2019.
- Interviews are taking place this week for a new Apprentice Teaching Assistant.
- The staff absence rate shows that the equivalent of 2 months absence has been taken due to illness. Teaching and Higher Level Teaching Assistant absences must be covered.
- Early Birds and Twilight clubs are currently running at a loss and attendance numbers are low.

SEF

Quality of leadership – CM feels it is improving. Senior Leadership Team(SLT) meetings are more focussed. Monitoring is followed up better but capacity is limited. CM's capacity is limited due to not having a Deputy Head, having 1 day a week teaching commitment, Performance Management of some members of SLT and governance issues.

Governors discussed Governor recruitment and acknowledged that recruitment is still an issue. Governors noted that it is the Vicar of St John's church responsibility to find an ex-Officio Governor. CM asked if the possible candidate previously discussed was still a possibility for the Local Authority vacancy. The Clerk suggested that one Governor take on recruitment as an area of responsibility.

Teaching and Learning – CM explained that the totals are across the year. A Governor asked CM how she judges the provision. CM responded that it is based on teaching and learning over time. She uses a combination of data analysis, learning walks and looking at books. She looks at provision across the class to take in to account job shares etc.

CM stated that there has been a drop in the amount of provision that requires improvement and an increase in that which is outstanding. The amount of inadequate provision has stayed the same. The school's improvement partner, Liz Strange visited and judgements were made. CM has returned and the provision is better.

A Governor asked if CM feels she is on the right track? CM responded that requires improvement is sometimes teachers who just can't sustain good all day every day rather than consistently requiring improvement. It may not be possible to solve that. Any inadequate provision has to improve or formal routes will be taken. It is down to inconsistencies.

CM informed Governors that interventions from September will be child need led. Teaching Assistants will lead afternoon interventions across the school.

CM stated that St John's has a good reputation in Frome for managing children with significant needs very well. St John's is getting enquiries from other Frome schools.



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Outcomes for pupils – CM explained that she is still awaiting some data.

- The 79.6% for year 1 is in line with national data.
- Year 2 data is very positive considering the cohort was 54% at a Good Level of Development (GLD) when assessed at the end of the Early Years Foundation Stage (EYFS). There are a significant number of children with an autism diagnosis in this cohort. The data needs pulling apart and scrutinising as the cohort as also lost and gained a number of children in year 2. Mobility children need to be removed from the data that would be looked at by Ofsted. The books show phenomenal progress across the year.
- The EYFS data shows 75.8% at GLD. The national figure is 71.5% so this is very positive and an upward trend.

CM invited questions from Governors. Governors felt it is a positive picture and expressed thanks to CM.

A Governor asked if Special Educational Needs and Disability (SEND) is manageable?

A Governor stated that they feel it is crucial to recruit a Deputy Head. CM responded that she needs to revisit numbers in light of recent staffing changes.

CM asked Governors to consider what format they want for the Headteacher Report and stated that the SEF will need to change in line with the new Ofsted framework in September. CM asked if Governors want the Headteacher Report to remain part of the SEF. Governors discussed the format and agreed the following;

- Governors would like to know what is new and where attention should be drawn.
- Remove significant changes from the old year
- Keep significant changes in the current year
- Show staff absence in a table to see over time.
- Remove the religious character section
- Early Birds and Twilight section needs to remain
- School grounds – only include if there is an update
- Remove the Friends of St John's section
- Significant partnerships – only include if there are new partnerships
- Priorities – remain as a useful reminder.
- Next sections to remain but may be tweaked to fit in with new Ofsted framework.

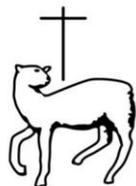
Governors discussed whether there should be year 4 data as St John's is a first school. CM explained that the Headteacher Report only includes statutory data but year 4 is given as a summary report.

Governors confirmed they were happy with the format of the SEF.



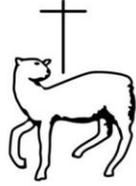
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| | <p>CM informed Governors that there is a report for Governors from the Frome Learning Partnership, which gives an overview of the year. This will be emailed to Governors. CM to continue as Chair with Amanda Seager in 2019-20.</p> | |
| 3 | <p>School Development Plan (SDP)</p> <p>The SDP Sprint and Summer term actions for Leadership and Management were provided prior to the meeting and Governors read the report before the meeting started. Due to a technical issue with the printer in school, other sections were not available. Governors agreed that the other sections should be emailed after the meeting.</p> <p>Review the SDP 2018-19</p> <p>A Governor asked why the leadership day did not take place. CM responded that the days were agreed a year ago but members of the SLT have had concern about operational management of the school without SLT on site. In particular, there are concerns around specific children. CM feels stuck that the Senior Leaders are good at managing but not leading and is not sure they understand the difference between the two. There is a contributory factor of a need for constant fire fighting rather than having time for leadership. A Governor asked if they understand what is required of them? CM responded, no, not at the moment.</p> <p>CM informed Governors that five Headteachers have left in the Frome area in July 2019. For all members of SLT, their only experience of leadership is internal. The school cannot afford to send everyone all on training. A Governor asked about the partnership with Stoberry Park school? CM responded that only one visit took place and it is too far away for other visits.</p> <p>CM explained that she has done the SDP herself but she really needs others in school to help drive it. Half of the Christian Ethos section has not been met as no one is driving it. The SIAMs evaluation document is hefty and an inspection is due in January 2021.</p> <p>Agree SDP priorities 2019-20</p> <p>CM presented her proposal for the priorities for the SDP for 2019-20. CM would like to focus on getting consistently good or better teaching. Everything else can tie in to that. It drives everything that the school does.</p> <p>CM wants the Performance Management process to change. She intends to pair teachers up to develop a coaching model. Teachers will be asked to pick on something to develop together. The inset day in September will start that process. The inset in October will also be used to continue with this process and to have impact across the year. A Governor asked if CM will we use the teacher standards or Ofsted framework? CM</p> | |



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| | <p>responded that she has not decided yet. She doesn't like using Ofsted but staff need to be aware. A Governor asked how CM would manage release time for teachers to visit other classes. CM responded that HLTAs would be used.</p> <p>Governors agreed with this proposal and approved the priorities for 2019-20.</p> <p>Governors noted that no parent survey has gone out. Governors agreed that a survey should be carried out in January 2020 to be in and analysed by February half term before Ofsted are due.</p> | |
| 4 | <p>Governing Business</p> <p><i>Self-review of effectiveness</i> The Clerk reminded Governors that it is recommended for the Board to carry out a self-review of effectiveness at this time of year and supplied some templates that could be used for such an exercise. Governor agreed that AL would look at the templates and report back at the first meeting in the new academic year.</p> <p>Action: Carry out self-review of effectiveness</p> <p><i>Board Structure</i> The Clerk reminded Governors that the temporary no committee structure agreed in November 2018 was agreed to be in place until July 2019. Governors discussed the temporary structure and agreed that it should remain in place while recruitment is still an issue. The Clerk informed Governors that the Standing Orders should therefore be reviewed before the September meeting.</p> <p>Action: review Standing Orders and Scheme of Delegation.</p> <p><i>Agree calendar of meetings</i> Governors discussed the proposed calendar of meetings and agreed the dates. It was agreed that meeting length should be 1.5 hours when meeting monthly.</p> <p>It was agreed that AL would lead on putting an agenda planner in place with the Clerk and Headteacher.</p> <p>Action: review agenda planner</p> | <p>AL</p> <p>FP</p> <p>AL</p> |
| | <p>Other item</p> <p>CM reminded Governors that some letters detailing changes to allowance payments made to some staff would need to be signed by a Governor.</p> | |



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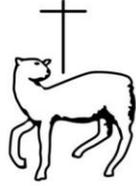
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| | <p>CM invited Governors to the tea party arranged as a leaving do for a member of staff leaving the school after 30 years. It was agreed that FP would attend the party to represent the Governing Body.</p> | |
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Meeting finished at: 8.15pm

Date of next meeting: 16th September 2019 at 6pm



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Summary of actions agreed

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| Action: Discuss capacity to commit to Board with absent Governor. | FP |
| Action: Carry out self-review of effectiveness | AL |
| Action: review Standing Orders and Scheme of Delegation. | FP |
| Action: review agenda planner | AL |