

The Governing Body

Minutes of the Full Governing Body held on the 16th September 2019 at 6.00pm

Governors present Mrs Fiona Puleston – Co-Chair, Meeting Chair and Parent Governor
Claire Marsland – Headteacher

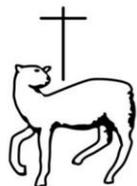
Mrs Louise Jenkins – Staff Governor
Mrs Alexia Loundras – Vice-Chair and Parent Governor
Mrs Helen White – Foundation Governor

Attendees Rosemary Conway – Business Manager and Clerk to the Governing Body

Apologies Reasons accepted for: Mrs Beth Coates – Foundation Governor
Mr David Daniels – Co-Chair and Foundation Governor
No reasons given for: Mr Neil McCormick – Foundation Governor

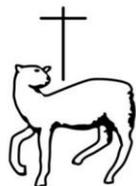
Key: **Decisions** **Challenge** **Actions**

Agenda Item	Discussion, decisions and actions	
1	<p>Election of Chair and Vice-Chair</p> <p>Nominations were invited for the role of Chair. Mrs Puleston indicated that she and Mr Daniels would be happy to continue as Co-Chairs.</p> <p>Mrs Loundras nominated Mrs Puleston and Mr Daniels to the roles of Co-Chair. This was seconded by Mrs Jenkins.</p> <p>Mrs Puleston left the room.</p> <p>Governors voted unanimously in favour. Mrs Puleston and Mr Daniels were duly elected as Co-Chair for one year.</p> <p>Nominations were invited for the role of Vice-Chair. Mrs Loundras indicated she would be happy to stand as Vice-Chair.</p> <p>Mrs Puleston nominated Mrs Loundras to the role of Vice-Chair. This was seconded by Mrs White</p> <p>Mrs Loundras left the room.</p>	



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	Governors voted unanimously in favour. Mrs Loundras was duly elected as Vice-Chair for one year.	
2	<p>Standing items</p> <p>Opening prayer The Headteacher opened the meeting with a prayer.</p> <p>Declarations of interest The Clerk distributed Governors' declaration of interests forms and all Governors reviewed their declaration.</p> <p>It was noted that Mrs Jenkins' interest of having a child at St John's ceased on 19th July 2019.</p> <p>Apologies Apologies were received as detailed above.</p> <p>Agree the minutes of the meeting held on 15th July 2019 The minutes were agreed as an accurate record, and duly signed by the Chair.</p>	
3	<p>Annual Housekeeping</p> <p>Review Standing Orders Governors noted that the Standing Orders have been reviewed to remove reference to the Business and Children and Learning committees.</p> <p>Governors agreed the following committees;</p> <ul style="list-style-type: none">• Complaints• Pupil Discipline• Staff disciplinary, grievance and pay• Staff disciplinary, grievance and pay appeals <p>The Standing Orders were approved and duly signed by the Chair.</p> <p>Review Scheme of Delegation Governors noted that the Scheme of Delegation has been reviewed to remove reference to the Business and Children and Learning committees. All decision powers previously delegated to those committees will now be made at Full Governing Body level.</p> <p>A Governor questioned whether it was practical for Curriculum area and subject</p>	



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<p>options to be decided at Full Governing Body level. Governors need to be prepared to answer questions from Ofsted on this area if so. Governors discussed whether this decision should be delegated to the Headteacher but noted that Governance Services advises that it is legal but not advisable to do so. Governors decided to leave the decision as it is but to seek guidance from Governance Services.</p> <p>Action: Seek guidance from Governance Services around decisions on curriculum areas and subject options</p> <p>A Governor stated that the content of the Home School Agreement is currently delegated to Full Governing Body level but that this has been sent out for this year without Governor approval. It was agreed that this should be added to the agenda planner for consideration at a summer meeting for future years.</p> <p>Action: Add Home School Agreement to agenda planner for summer meeting</p> <p>The Clerk reminded Governors that the Admissions arrangements for 2021-22 are due for consultation, which will need to be carried out by the Governing Body in autumn 2019. Governors asked the Clerk to add this to the agenda planner.</p> <p>Action: Add admission arrangements to agenda planner for autumn meeting</p> <p>The Scheme of Delegation was approved and duly signed by the Chair.</p> <p>Review Governor Responsibilities Governors discussed areas of responsibility and agreed the following;</p> <ul style="list-style-type: none">• Mrs White to be Safeguarding Governor.• Mrs Puleston to continue as Special Educational Needs and Disability (SEND) Governor.• Mr McCormick to continue as Health & Safety Governor. <p>Mrs White informed Governors that her responsibilities as a District Councillor will take up a significant amount of time and she wanted to be realistic about her capacity to do the Safeguarding Governor role effectively but was willing to take it on and see how it went. Governors agreed that the position could be reviewed if necessary.</p> <p>A Governor asked how confidentiality works with a Governor seeing Child Protection paperwork as part of the Safeguarding Governor role as they had read somewhere that the Safeguarding Governor should check paperwork. Mrs Marsland responded that it is covered through the Code of Conduct and that the role is more about asking the right questions than looking at individual cases as the Governance role is not operational. Governors should ask about numbers of files, numbers at different thresholds and how the school is managing them. Mrs Marsland stated that she</p>	<p>Mrs Puleston</p> <p>Clerk</p> <p>Clerk</p>
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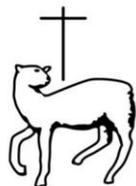
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<p>includes safeguarding information in her Headteacher reports so that Governors can see data such as the number of 'Child in Need' meetings taking place. Mrs Marsland advised Governors that they should monitor the number of cases being referred up and down threshold levels, as this can be viewed as a marker of impact by Ofsted.</p> <p>Mrs Marsland suggested that the Safeguarding Governor should attend the Governance Services training on the role to find out more about what it entails and how it is different to operational safeguarding roles.</p> <p>Action: Book a place on Safeguarding Governor training</p> <p>A Governor proposed that Governors take the lead on monitoring different areas of the new Ofsted framework and Statutory Inspection of Anglican and Methodist Schools (SIAMS) to ensure responsibility was shared out. Governors agreed to this proposal and agreed responsibilities as follows;</p> <ul style="list-style-type: none">• 'Quality of Education' – Mrs Puleston• 'Leadership and Management' – Mr Daniels• 'Personal development' and 'Behaviour and Attitudes' – Mrs Loundras• SIAMS – Mrs Coates <p>The Clerks informed Governors that no nominations have been received for the Staff Governor vacancy. Mrs Jenkins indicated that she was willing to continue in the role for a short period of time but could not do so indefinitely. A Governor suggested that many staff may have been put off standing due to the number of vacancies on the Governing Body and the recent issues around Board effectiveness. Governors agreed that Mrs Marsland should speak with staff about the role and how it is an opportunity to make a difference at strategic level for the school.</p> <p>Action: Speak to staff about Staff Governor role</p> <p>Review Code of Conduct Governors agreed to continue to abide by the Code of Conduct adopted in September 2018.</p> <p>Skills Audit Governors reviewed their individual skills audit form and returned them to the Clerk to update the matrix.</p> <p>Governing Body Self-Review of Effectiveness Mrs Loundras informed Governors that she has looked at the Government suggested 20 questions every Board should ask itself and presented her findings to Governors;</p> <ul style="list-style-type: none">• Mrs Loundras feels that the Board is currently falling down on delegating roles and a lack of leadership experience. She stated that, in her opinion, Governors	<p>Clerk</p> <p>Mrs Marsland</p>
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	<p>lack a connection to the school and its processes. She is hopeful that the various responsibilities just agreed will help to address some of the issues and that if everyone takes on their bit then it will help.</p> <ul style="list-style-type: none">• Mrs Loundras urged Governors to self-delegate and to be more involved. This includes carrying monitoring visits, which have not been taking place for a couple of years.• Mrs Loundras suggested that collaborating with other schools would be helpful. Mrs Marsland reminded Governors that they were allocated a mentor Local Leader of Governance by Governance Services, to act in a mentor role in Spring 2019. Mrs Marsland urged Governors to make use of his time and advice.• Mrs Loundras stated that she felt the Board does have an understanding of the school's vision and strategy.• Recruitment of Governors is an issue. Mrs Marsland informed Governors that she is due to meet with Claire Hudson from the Diocese to talk about some operational issues but also intends to speak to her about Governance. As Natalie Paull, who previously supported the Board, has now left the Diocese, Claire Hudson has taken on that role in the interim. The school's Diocesan Adviser, Pauline Dodds, is also aware that there is currently no Ex-Officio Governor and is having conversations at the Diocese to try and appoint one. <p>Mrs Marsland asked what is happening with the possible Governor candidate who was in discussion with the Board before the summer break as she has not been invited in to school yet. Mrs Puleston offered to contact the candidate to ask her to make an appointment to see the school and meet Mrs Marsland.</p> <p>Action: contact possible Governor candidate to invite them to visit school</p>	<p>Mrs Puleston</p>
<p>4</p>	<p>Strategic Items</p> <p>Attainment and Progress Data CM provided some contextual data;</p> <p>Successes from the start of term have included;</p> <ul style="list-style-type: none">• A positive inset day• New teacher appointment• New reception cohort settled and happy• Curriculum – Mr Egypt day• Parent Welcome Sessions• School calendar has been put together	



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Recent challenges have included

- Resignation received from a Higher Level Teaching Assistant (HLTA) on the last day of term
- Internal refurbishments not complete for start of term
- A significant number of serious safeguarding incidents

Other useful data;

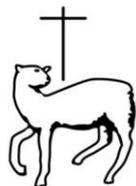
- Current Number on Roll is 289, comprised of 221 families
- Pupil Premium figure not yet available
- Number of SEND pupils is 63 (number from the summer term)
- 20 English as an Additional Language (EAL) pupils
- 97.09% attendance, which is to be expected at this stage of the term.
- There are 54 safeguarding folders, of which;
 - 18 are at 'monitored' level
 - 14 at threshold 2
 - 15 at threshold 3
 - 4 at threshold 4 – Child in Need
 - 3 at threshold 4 – Child Protection

A Governor asked how these numbers compared to other schools. CM responded that there are more than some, less than others.

Mrs Marsland informed Governors that there have been 4 significant safeguarding incidents since the start of term. The incidents took significant amounts of time on the part of safeguarding leads. There have also been 2 Child in Need meetings so far this term where one was stepped up to Child Protection level and there has been a Child Protection Core Group meeting. Governors expressed concern at the level of incidents and the associated workload. A Governor asked if there is any ongoing risk to children in the school regarding one of the incidents where physical assault took place. Mrs Marsland stated that a number of children witnessed the assault.

Mrs Marsland presented the summer term data sheets and invited questions from Governors;

- A Governor noted that the end of year 1 writing percentage is lower than the percentage of Good Level of Development (GLD) until SEND is taken out. Mrs Marsland responded that the change is not just due to SEND but also to in year admissions. It is therefore really important to understand the story behind the data. A Governor commented that some children will have physical issues that are not related to SEND but can affect their ability to write.
- A Governor noted that it is very hard to achieve Greater Depth (GD) in year 1 as there is little correlation between the 'Exceeds Expectations' at the end of



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the Early Years Foundation Stage (EYFS) and GD in Year 1.

- A Governor commented that GD is a very important measure for primary schools because Ofsted will look at individual cohorts and how the percentage of GD compares for them at years 2 and 6. This forms part of the judgement on whether a school is classed as 'Coasting' by Ofsted. This is not applicable at St John's as it is a First School. For a child to be classed as GD in year 2, they must be spelling the year 1 and 2 common exception words correctly almost all the time, having accurate grammar almost all the time and be doing joined handwriting.
- A Governor asked if it would be appropriate to see some individual books. Mrs Marsland responded that they would need to be anonymised.
- A Governor noted some positives in the data. The Year 2 progress from being such a low percentage at Good Level of Development (GLD) at the end of EYFS is amazing, and the year 3 writing percentage is very positive. Mrs Marsland responded that she needs to check there has been no inflation of the year 3 data.
- Mrs Marsland stated that data drops and moderation of books are all on the school planner and that standardised tests for years 3 and 4 have been purchased. The Year 4 data looks like it has dropped as Mrs Marsland has - really challenged the marking in 2018-19.
- Mrs Marsland stated that she needs to be sure that the year 2 data is secure and that Year 3 and 4 should not be classified as at Age Related Expectations (ARE) unless the objectives from all years have been met, not just the objectives from years 3 and 4.
- A Governor noted that the objectives from Key Stage 2 were mostly met. They asked if the data can be pulled out into separate classes. Mrs Marsland responded that that wouldn't be appropriate as individual teachers could then be identified.

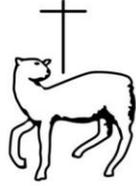
School Development Plan (SDP)

Mrs Marsland proposed 2 key priorities for the SDP as follows;

- Having consistently good or better teaching. Mrs Marsland explained that there is currently an issue with consistency in various areas such as behaviour. She has already started on addressing this area through setting up coaching pairs.
- Vision and Ethos. This area of the SDP got somewhat lost in the previous year as no one was driving it. The school needs to embed its core values and Christian narrative.

Lots of things will feed in to both areas, such as Growth Mindset and meeting individual needs.

Mrs Marsland informed Governors that she is considering ideas to involve other

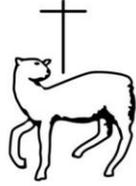


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	<p>members of the Senior Leadership Team to drive different areas of the SDP rather than trying to drive all areas herself.</p> <p>Governors approved the priorities for the SDP.</p>	
5	<p>Policies</p> <p>Governors approved the following policies;</p> <ul style="list-style-type: none">• Safeguarding and Child Protection Policy <p>Mrs Marsland asked for a Governor to proof read the St John's policy against the model policy to ensure there were no omissions. Mrs Puleston offered to do this.</p>	

Meeting finished at: 7.35pm

Date of next meeting: 21st October 2019 at 6pm



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

"LEARNING TOGETHER – AIMING HIGH"

The Governing Body

Summary of actions agreed

Action: Seek guidance from Governance Services around decisions on curriculum areas and subject options	Mrs Puleston
Action: Add Home School Agreement to agenda planner for summer meeting	Clerk
Action: Add admission arrangements to agenda planner for autumn meeting	Clerk
Action: Book a place on Safeguarding Governor training	Clerk
Action: Speak to staff about Staff Governor role	Mrs Marsland
Action: contact possible Governor candidate to invite them to visit school	Mrs Marsland