

The Governing Body

Minutes of the Full Governing Body held on the 18th November 2019 at 6.00pm

Governors present Mr David Daniels – Co-Chair, meeting chair and Foundation Governor
Mrs Claire Marsland – Headteacher

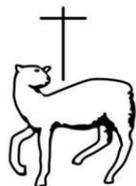
Mrs Beth Coates – Foundation Governor
Mrs Alexia Loundras – Vice-Chair and Parent Governor
Mrs Fiona Puleston – Co-Chair and Parent Governor

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

Apologies Reasons accepted for: Mrs Helen White – Foundation Governor
No reasons given for: Mr Neil McCormick – Foundation Governor

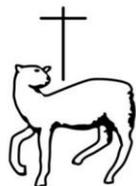
Key: **Decisions** **Challenge** **Actions**

Agenda Item	Discussion, decisions and actions	
1	<p>Standing items</p> <p>Opening prayer Mr Daniels 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>Agree the minutes of the meeting held on 16th September 2019 The minutes were agreed as an accurate record, and duly signed by the Chair.</p>	
2	<p>Safeguarding Governor Mr Daniels informed Governors that Mrs White has indicated that she is unable to offer the commitment required to continue as a Governor, due to her responsibilities at Mendip District Council. She has offered to remain on the Governing Body but without continuing as Safeguarding Governor and with a limited amount of time to offer. Governors discussed Mrs White's offer and agreed that it would be better to accept her resignation so that the vacancy could be filled by someone with more time</p>	



The Governing Body

	<p>to offer.</p> <p>Mrs Conway reminded Governors that it is a legal requirement to have a Governor with responsibility for safeguarding and that Mrs White had been booked to attend the Somerset Governance Services training on the role of the Safeguarding Governor on 19th November.</p> <p>Governors discussed the role of Safeguarding Governor and agreed that it should be taken on by whoever was able to attend the training.</p> <p>Mrs Loundras agreed to attend the training and become Safeguarding Governor.</p> <p>Governor Recruitment</p> <p>Mr Daniels informed Governors that posters have been put up around Frome.</p> <p>Mr Daniels proposed that Mrs White be approached about becoming an associate Governor, working with the Governing Body around fund raising, as this is her area of expertise. Governors agreed that Mrs White should be approached about becoming an Associate Governor.</p> <p>Action: Speak to Mrs White about becoming an associate Governor.</p> <p>Mrs Marsland proposed that Mrs Puleston and Mrs Loundras consider applying to become Foundation Governors. This would then create two Parent Governor vacancies, which could be put to an election. Mrs Puleston and Mrs Loundras agreed to consider this.</p> <p>Action: Send Foundation Governor application forms to Mrs Puleston and Mrs Loundras.</p>	<p>Mr Daniels</p> <p>Clerk</p>
3	<p>Headteacher's Report and School Evaluation Form</p> <p>Headteacher's Report</p> <p>Mrs Marsland apologised that Governors did not receive a Headteacher's report prior to the meeting. She explained that she has had a lack of capacity to prepare a report. Due to a significant level of staff absence on the day of the meeting, Mrs Marsland was unable to prepare a full report to be tabled at the meeting.</p> <p>Mrs Marsland presented the incomplete report and asked that Governors provide feedback on the format. She stated that she would endeavour to send a completed report by email after the meeting.</p>	



The Governing Body

Mrs Marsland talked through the report, adding verbal updates, with the following of note;

- Staffing continues to be a challenge. There are still insufficient staff, meaning any absence is a challenge. The safeguarding workload also remains a challenge. A Governor asked what the issue is with staffing. Mrs Marsland responded that there is a lack of Leadership capacity and that the resignation of a Higher Level Teaching Assistant (HLTA) at the end of the summer term has caused issues. Attempts to recruit a parttime replacement have been unsuccessful. There are a number of pupils in reception with a high level of need, but have no funding to provide one to one staffing.
- There has been one fixed term exclusion since September. The child was excluded for three days. The child is now back in school on a reduced timetable.
- The following concerns have been raised with Mrs Marsland;
 - bullying in year 3.
 - Change in lunchtime arrangements
- Mrs Marsland did not have the number of physical restraint incidents available.
- The attendance data given in the report is correct as at the middle of the week previous to the meeting. The school's Attendance Officer is due to look at persistent absence. It is difficult to look at this area earlier in the term as a low level of absence constitutes a high percentage of absence.
- Mrs Marsland highlighted where the report gives the number of children with a Safeguarding file and informed Governors that the Domestic Violence Notices (DVN) are a new addition. These come from the police and give a full report of the incident, where they used to just state that an incident had taken place and a child was present. The reports are also being received in a more timely fashion than they used to. Mrs Marsland stated that it is good that the reports are more timely, but that they can be distressing to read. A Governor asked who reads them. Mrs Marsland responded that they are read by her in her capacity as Designated Safeguarding Lead. She then cascades information on a need to know basis. Deputy Safeguarding Leads have access to the reports, as they are stored in safeguarding files. A Governor asked how many notices are received. Mrs Marsland responded approximately 12 since August. A Governor asked if each report related to a different family. Mrs Marsland responded yes.

Mrs Marsland informed Governors that she had received two DVNs over the summer for children not at St John's. They should have been sent to other schools in the County also called St John's. She reported the data breaches immediately but has a concern that incidents including St John's children could be sent to another school in error.



The Governing Body

- There are currently 290 on roll. 6 have joined in year since September. This breaks down to 4 moving in to the area and 2 from other Frome schools.
- The achievements given is the same data as from the previous Headteacher's report.
- Mrs Marsland reported on teacher performance management. All meetings have taken place. One is awaiting completed paperwork and one meeting took place late due to absence before half term.
- A member of staff is self funding to do the SENCO award. The school was not in a position to fund it but has agreed to the release time to attend the training. Having a second member of staff trained is good for succession planning.
- Recent parent workshops have been really well attended and have received positive feedback. Mrs Marsland intends to include the number attending sessions and parent evening meetings in future reports.
- There has been a recent outbreak of sickness and diarrhoea amongst pupils and staff. A reminder has been sent to parents about that anyone affected should stay off school until 48 hours after the last occurrence of symptoms.
- Mrs Marsland has attended recent training on using robots for children on longer term absence. St John's will trial using a robot for a child that needs to be absent from school on a regular basis. The cost is £25 per week.

Mrs Marsland asked Governors for feedback about the report format. Governors responded positively that they really liked the format.

School Evaluation Form (SEF)

Mrs Marsland informed Governors that she has recently attended a training event on writing the SEF with regard to the new Ofsted framework. She did not want to write a SEF until she had attended the training.

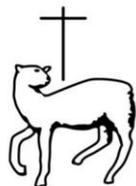
Mrs Marsland advised Governors that they would need to attend training on the new Ofsted framework when St John's came in to an inspection window. Mrs Loundras stated that she attended a recent session run by Somerset Governance Services and found it very helpful.

Mrs Marsland explained that the new framework will scrutinise the school's curriculum and ask, 'why this, why now?' Inspectors are likely to pick up on areas of the curriculum delivered in blocks rather than throughout the year with the thinking that having a gap can result in children losing skills acquired. St John's will need to think hard about curriculum. The fact that St John's does not use a phonic reading scheme could also be an issue. Initial feedback is that inspectors have been doing deep dives on reading in all primary schools. They will question children about how teachers support them and about what they have learnt in previous terms. Teachers will need to think about how they speak to children about their learning. A Governor



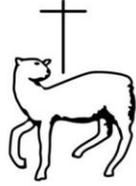
The Governing Body

	<p>commented that they felt this could be hard for the children. Mrs Marsland responded that schools can have staff with the children and also identify more vulnerable children who wouldn't cope with it.</p> <p>Mrs Marsland informed Governors that she intends to provide teachers with training at Professional Development Meetings, but doesn't want to focus just on Ofsted.</p> <p>Mrs Marsland stated that she feels the new framework is quite different and staff need to feel confident in speaking with inspectors. There is an emphasis on knowledge that wasn't there previously. Inspectors will ask teachers about what they are doing for the bottom 20% in their class, then ask the same question of the relevant subject lead, and then the same of the Head, to look for consistency in approach.</p> <p>The inset day in January will focus on curriculum.</p>	
4	<p>Statutory Inspection of Anglican and Methodist Schools (SIAMS)</p> <p>Governors received the SIAMs self evaluation form. Mrs Marsland highlighted that it was last reviewed in June 2018 and has not yet been updated. This is due to Leadership capacity. Mrs Marsland is concerned that Governors have not asked for it sooner. She stated that she will not be able to look at it before Christmas as the safeguarding audit is due.</p> <p>Governors agreed that Mrs Coates should review the report. Mrs Marsland suggested that Mrs Coates attend some training in the area.</p> <p>Action: Review the SIAMs self evaluation form</p>	Mrs Coates
5	<p>Premises update</p> <p>Copper Beech Tree</p> <p>Governors reviewed the Tree Management Report received from Somerset Property Services.</p> <p>It was noted that both Beech trees are classed as moderate risk and that a daily risk assessment is recommended. Mrs Marsland stated that she is of the view that she can be confident of carrying out the risk assessments during winter as wind speed can be easily monitored. She is less confident about summer months when amount of rainfall over long periods of time need to be monitored. A Governor asked if Mrs Marsland was confident she had someone to risk assess it daily. Mrs Marsland responded that she would not leave it to the current caretaker as his time is already full. The risk assessments will have to be carried out by either herself or the Business Managers.</p>	



The Governing Body

	<p>Mrs Marsland proposed that the tiger mulch area be cleaned and then opened. Governors agreed to this course of action.</p> <p>Governors discussed the long term management of this area and agreed that caretaking within the school should be reviewed, in terms of hours and skills. Any costings should take in to account where savings could be achieved elsewhere, for example in number of maintenance call outs to the school's maintenance contractor.</p> <p>Governors discussed how the opening of the area should be communicated to parents. It was agreed that a notice would be put in the newsletter once the tiger mulch had been cleaned.</p> <p>Action: Prepare a notice for the school newsletter regarding the Copper Beech tree</p>	<p>Mrs Conway</p>
<p>6</p>	<p>Staffing Update</p> <p>Mrs Marsland provided a verbal update on recent staffing changes;</p> <ul style="list-style-type: none">• The Senior Leadership Team has agreed to advertise for one fulltime and one part-time Learning Support Assistants to replace the HLTA who resigned at the end of the summer term. These roles will cover teacher Planning, Preparation and Assessment time and also support some individual children.• Mrs Marsland has taken the decision to increase Leadership release time for the two Key Stage Leaders as recruitment of a Deputy Head was unsuccessful and there is currently a lack of leadership capacity. Senior Leaders are also often called out of the classroom to deal with safeguarding and behaviour issues if Mrs Marsland is not available. Each Key Stage Lead will have a day of Leadership time rather than half a day and a Senior Leader will be out of the classroom Monday to Thursday as the SENCO already has two days release time. The teacher who provided cover for the previous half day release times will be used to give middle management release time to the English and Maths subject leads. <p>A Governor asked about Twilight / Early Birds and whether the provision had been reviewed. Mrs Marsland responded that this has not yet taken place as no one has the capacity to undertake such a review. Mrs Loundras offered to visit at some point.</p> <p>Mrs Marsland reminded Governors that no parent survey was undertaken last year. It would be a good idea to have a survey with enough time to note any concerns and have time to respond to them before an Ofsted inspection is due. Governors agreed that March would be the best time to undertake a survey and that questions should be considered at the February meeting.</p>	



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

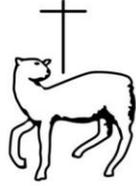
"LEARNING TOGETHER – AIMING HIGH"

The Governing Body

	Action: Add Parent Survey to agenda planner	Clerk
--	---	-------

Meeting finished at: 7.20pm

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



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

"LEARNING TOGETHER – AIMING HIGH"

The Governing Body

Summary of actions agreed

Action: Speak to Mrs White about becoming an associate Governor.	Mr Daniels
Action: Send Foundation Governor application forms to Mrs Puleston and Mrs Loundras.	Clerk
Action: Review the SIAMs self evaluation form	Mrs Coates
Action: Prepare a notice for the school newsletter regarding the Copper Beech tree	Mrs Conway
Action: Add Parent Survey to agenda planner	Clerk