

## Minutes

### Full Governing Board

Thursday 16<sup>th</sup> May 2019 at 7pm at the Junior Site

Present: Andrew Rankin (Chair), Nick Hudson (Vice-Chair), Janette Lawrence, Nina Burich, Rachel von Rietberg, Robert Shrimpton, David Ryder-Mills, Emma Scott, Tabitha White, Andrew Burkinshaw, Joy Uren, Jenny Cropper, Vicky Mitchell (Clerk).

Apologies: John Matthews

#### 1. Welcome, Opening Prayer, Apologies and Declaration of Interest

The Chair opened in prayer.

The apologies were received and accepted. The 'declaration of interest' form, pertaining to the meeting was signed.

#### 2. Minutes and matters arising not on the agenda

The minutes from the last Full Governing Board Meeting were reviewed.

Matters arising included –

- Further to a conversation at a previous meeting, a governor reported back that there was no space at St John's to store items for Open book.

The minutes were approved with the addition of LB who had not been listed to the governors in attendance.

#### 3. 20 questions from the NGA/Parliamentary Group on Education

The Chair brought to the governors' attention a recent document from the NGA which asked governors about their awareness of the role and the strategic responsibility of the governing board. It was suggested that each subcommittee would take a number of the questions, discuss them when they next met, and feed back to the Chair. The governing board were divided into groups and given one of the questions and had 5 minutes to discuss it. Each group then fed back to all governors their responses to the questions. AR to send questions to the subcommittees.

#### 4. Safeguarding and racial incidents

The governors reviewed both the report from Alex Roe and reports generated by 'My Concern', the school's information system for monitoring various aspects of safeguarding. The number of children who are being supported has dropped as 1 child has left the school and 2 have had their cases closed, although one has joined with complex needs. In the current climate mental illness is high on the agenda and the report from 'My Concern' highlighted a high proportion of children with emotional health needs. A governor asked whether it would be possible to report on the number of children who only fell into this category and not other categories in order to see the number of children registered with just emotional health needs.

The Head mentioned that due to tight budgets it was not going to be possible to pay for extra support but that there was a charity (Transforming lives for Good) run in association with churches that could provide mentors who could come into the school and provide a listening ear. A governor asked about the amount and suitability of the training a mentor would receive in order to carry out this support. The Head explained that two days of training was provided for what is a mentoring/listening ear approach and not a counselling role. RS knows a mother who is involved with the charity and was asked to have a discussion to see how it could be put in place in the school.

#### 5. Admissions

- a) Primary – Admissions are looking healthy for 2019/2020. Ideally there would have been 60 applications that would put the school as their first option, however there has been an increase in the number of applications putting the school first, and there is a higher number of applications overall. Only 5 places offered were given based on the church category. There has been one appeal which will be reviewed against the admission criteria, by the governors, before a response is provided. The chair asked whether a specific admission committee, maybe a subcommittee of the HR committee should be formed in order to review applications when they come in. The subcommittee could assist new churches who have been included in the criteria, with how to complete the forms when given to them. A request has been made for the office to track which criteria a place has been allocated by.
- b) Nursery – Admission for nursery is complex due to the different options available (just morning, just afternoon, all day). However, the numbers for places is steadily increasing.

## 6. Term Dates and Inset Days 2020-21

Whilst there were some discussions around when a particular inset day should be placed, the governors approved the term dates for 2020-2021.

## 7. Headteacher's Report

The chair took the governors through the report. The report accompanies these minutes.

**Admissions** – See above

**Business Impact** – the main focus was the budget which was now looking a little healthier than originally thought. A number of the governors are meeting with Zac Goldsmith on Monday 20<sup>th</sup> May to discuss the financial pressures the school is facing.

**Premise** – In light of recent issues of trees on the playing field and a wider concern of tress being removed, a governor asked to see survey reports recommending the removal of trees prior to any work taking place.

The governors were informed that school has been awarded £215,000 for the infant roof repairs.

**Christian Ethos** – the governors are aware of the new framework in place for SIAMS. A governor referred to the report and asked if the meeting with Colin Powell had been arranged to agree a protocol. The governors were informed that it had not. It is still recognised that the relationship between the church and the school needs to improve, not only for the general wellbeing of both the school and the church, but to assist with SIAMS. It was also noted that an appointment still needed to be made by the Archdeacon to the governing board. It was explained that the archdeacon could be approached with details of someone who he could then nominate. There is currently someone who RS knows at CC who could be approached to consider the role.

### **Pupil Impact**

**Behaviour** – there are still a few challenges. The school has identified some areas that need to be tightened up including, behaviour during transitions in the school and ensuring there is consistency in how behaviour is managed. The school is looking to implement, more robustly, the ladders of praise and ladders of escalation. A governor noticed in the report that behaviour in Year 3 and Year 5 seemed to be more challenging than in other years. The Head teacher felt that this could be because the reporting of behaviour by teachers in different years might vary with some teachers reporting more often than others.

A governor noted the reporting that progress of children in nursery is good and then plateaus in reception. Governors were advised that when children reach reception there is a

combination of children who already have experience of school structure compared to those who join reception with no nursery experience and therefore no school structure or learning. In turn this could have an impact on the progress seen in reception. However, the school is also focusing on improving rates of progress in writing.

**8. School uniform** – The school logo is currently being updated in order to have a more contemporary look. The school is working with a father who is a printer/designer. It is nearly completed. It was agreed that there needs to be fair warning to parents that this is going to happen because of the impact it will have on the purchase of new uniform. The school will also be involved in the selling of the uniform which will provide the school with a percentage of the sale. Final details are to be released shortly.

**9. Finance – budget plans** – The budget was reviewed in depth at the Business Impact Committee Meeting on the 8th May 2019 and initially approved. See comments in the Business Impact section of these minutes. The Full Governing Body approved the budget.

**10. Personnel procedures and support** – It has been recognised that some of the current policies are not as robust as first thought, when used in anger. These are to be reviewed in the sub committees. A governor asked if complaints are monitored by governors. The governors were advised that there have been 2 during the academic year. The Head teacher suggested adding complaints to her report when reporting on any safeguarding and racist incidents.

### **11. Governors fund – treasurer report**

Current total of the Governors' Funds is £58472.53. The governors were informed that during the recent Business Impact Committee Meeting it had been agreed that £5000 would be used for immediate fencing repairs. Governors then discussed at what stage and which committee/FGB should give approval to funding. It was felt that the Business Impact Committee could approve requests of £5,000 - £10,000 and then reported to governors at the FGB. It was also suggested that a % of the money that was received to the Governors' funds should be ring fenced to pay for the playground refurbishment.

### **12. Infant Playground**

The governors were informed that the PTA have been meeting with playground designers. There are currently 2 companies who have been approached including Wicksteed. The playground refurbishment will focus on the grass area and boggy area in the Infant area.

The governors discussed the drainage issue which should be addressed before the actual playground refurbishment can take place. It has been estimated that £5000 would be needed to address the drainage issue and the governors agreed to release funds for this. The governors also agreed to release £10,000 towards the playground refurbishment.

A governor suggested that the school should approach whomever is awarded the roof work to see what the company's social responsibility was and see if they would do some of the playground work for free. This is in light of the fact that they would be receiving a large sum of money for the requested roof work.

### 13. Emails – Governor email address, processing documents online

All governors have been advised that come the 1<sup>st</sup> June only the school email address will be used. At the start of the evening Ginny had been on hand to assist governors with setting up the email system on their personal laptops.

### 14. Review of Home/School Agreement

The governors reviewed the revised Home/School Agreement. A governor noticed that there was nowhere for parents to sign. It was explained that this had been removed as it was hard to chase up and it raised the issue of what to do if a parent didn't sign it. Instead, it should be seen as an expectation that all will comply.

Feedback included –

- The colour of writing on the colour panels.
- There were a few changes to the wording. See the black and white print out for details. [AB](#) to make the changes

### 15. AOB

The governors approved the amended Complaints Policy (which had been polished by Business Impact). A governor wanted to clarify whether this was to be used with parents or staff. It was clarified that this was to be used with parents. Staff have a Grievance Policy to refer to. It was agreed that it was now a robust policy which should assist with future complaints.

**GDPR** – It was felt that John Matthews does not have time to act as a DPO. It was decided that an audit should be carried out. One of the governors mentioned that their school had used an outside party. She is going to send details to the office so the school can explore.

Governor volunteers were asked to assist the Reception parent coffee morning on the 3<sup>rd</sup> July at 9:15am onwards.

**Action Point Summary:**

**AR** to circulate the NGA 20 questions to the sub committees.

**RS** to approach the mother who works for the Transforming Lives for Good charity and discuss how to put it in place at the school.

**RS** to approach Becky at CC to discuss the FGB role and the possibility of joining.

**AB** to amend the Home/School agreement.