

ST JOHN'S PRIMARY SCHOOL AND NURSERY, KENILWORTH

MINUTES OF THE MEETING OF THE FULL GOVERNING BODY

HELD ON TUESDAY 11TH JULY 2017 AT 7.00PM

Present: Mr Trevor Martin, Mr Darren Barrow (from 7.45pm), Mrs Anne Brough, Ms Ruth Cooper (from 7.45pm), Mrs Trisha Coopey, Mrs Beth Cordrey, Miss Katie Harrison, Mrs Rachel Killian, Mr Daryl Molyneux and Mr Richard Owen

In Attendance: Mrs Cathy Weir (Clerk to Governors), Mrs Mary Baker (Deputy Head - from 7.45pm)

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Mrs Rebecca Augustus. No conflicts of interest were declared for the meeting. Mr Martin noted that this was Mrs Killian's last meeting and thanked her for both her contribution and commitment, in particular facilitating the Governor Self-assessment session.

2. MINUTES OF THE MEETING HELD ON THE 17TH MAY 2017

The minutes of the meetings of the full Governing Body held on 17th May were approved and signed as a true record.

3. MATTERS ARISING FROM THE MINUTES OF THE PREVIOUS MEETING

Out of School Club Memorandum of Association

Mr Martin informed governors that the resolution to amend the Out of School Club had to be registered with Companies House and the Charity Commission within fifteen days of the resolution being passed. Unfortunately this had not been recognised until after the fifteen day deadline had passed; therefore the resolution needs to be passed again. Mr Martin will then ensure that Companies House and the Charity Commission are informed within the required time period.

Governors unanimously agreed the following resolution.

The Trustees of St. John's Out of School Club, a charitable company limited by guarantee (Company number 6088743, Registered Charity number 1120392), resolve to amend the Memorandum of Association. The charity's objects will be:

- a) To provide the necessary facilities for the day care, recreation and education of children during out of school hours and school holidays;*
- b) To advance the education and training of persons in the provision of such care, education and recreation facilities;*
- c) To advance the welfare of children of St John's Primary School and Nursery.*

Action: inform the Charity Commission and Companies House of the change to the OOSC Memorandum of Association (Mr Martin)

Nurture

Mr Martin informed Governors that, following the Edwards Trust's initial rejection of the school's bid for funding for the nurture facility, he had spoken to one of the Trustees at length. It was clear that the Trustees perceived nurture as an approach to addressing children's mental health issues, and they were of the view that mental health was a national issue and not something that the Edwards charity should be funding. Despite Mr Martin's best efforts he felt he had not been successful in dissuading them from this view. Rev Andrew Attwood, vicar at St John's Church, had also written a letter to the Edwards Trustees supporting the bid and asking them to reconsider their decision.

The Edwards trustees had tried to hold an extraordinary meeting to reconsider the bid but this was not quorate, so the bid will be discussed at the next scheduled meeting on the 12th July. Mr Martin stated that he was not optimistic about the outcome of this, and even if it was favourable it would no longer be possible to schedule the work for the summer holiday.

Mr Owen asked whether there were any known instances of the Edwards Trust funding other projects that could be linked to mental health: Mr Martin replied that he was not aware of any. Governors discussed the possibility of submitting another bid to the Edwards Trust for a less contentious project eg the ICT suite upgrade, and freeing up funds that could be directed towards a nurture facility. Mrs Killian commented that feedback on why the bid was rejected should be requested, as this could be used to inform any future bids the school may wish to submit. Mr Martin agreed that this would be requested.

Quotes for CCTV and alarm system upgrade

Mrs Weir informed Governors that quotes for the installation of CCTV had been obtained and these were reasonable. However, there were a number of steps that would need to be taken before CCTV could be installed in order to comply with the Data Protection Act, such as developing a procedure for the management of images, communicating the intention to install cameras to parents and other school users, and the installation of appropriate signage. Mrs Weir went on to explain that in the wake of recent terrorist activity there was an increased emphasis on school security and schools are being asked to review their procedures for a 'lock down' in the event of an intruder on the premises. Therefore the focus moved to looking at improvements to the school alarm and access systems to enable the school to better respond to a lock-down situation, and these were likely to take priority over CCTV installation in the short term.

Reconciliation of Nursery Income

Mr Martin explained that, after many months, an explanation of how nursery funding is calculated had been obtained from the LA and the payments received by St John's had been reconciled. The reduction in funding in 2016/17 was due to the clawback of overfunding in the

previous financial year, which in turn had been caused by the funding for that year being calculated the same pupil numbers as the year before although in reality pupil numbers were significantly lower. Provision should have been made in 2015/16 to cover the clawback of the overpayment the following year, but due to the lack of clarity over how the funding was calculated this did not happen. Governors thanked Mr Martin for persevering and obtaining clarification on how nursery funding is calculated.

Central funding of LA SEN services

Mr Molyneux is investigating this and the action is ongoing.

Appointment of Out of School Club Trustees

Mr Owen confirmed that he was happy to stand as a trustee of the Out of School Club. Ms Cooper is still to confirm whether or not she can stand. Mrs Weir explained that she had notified OFSTED of changes to the directors of the OOSC and had subsequently received notification that Miss Harrison and Mrs Cordrey had not completed EY2 forms. Both Miss Harrison and Mrs Cordrey confirmed that they had attempted to complete the form online but had experienced difficulties in doing so, and agreed to try again.

Action: complete EY2 forms (Miss Harrison, Mrs Cordrey)

4. HEAD TEACHER'S REPORT FOR THE SUMMER 2017 TERM

Mr Barrow's report for the Summer 2017 Term had previously been circulated to governors. Governors raised a number of questions on the report which are detailed below together with Mr Barrow's responses.

Why is Key Stage 1 data significantly down on the previous year? Year 2 appears to be some way behind the expected progress for the year – are they one of the high profile year groups?

Year 2 data is down by approximately 10% this year. It is not down to the teaching, as that has been solidly good all year. The points progress is also where it needs to be. The issue lies with this year group having to make accelerated progress this year due to an unstable Year 1 - the children were not where they needed to be at the end of Year 1 in order to be Year 2 ready. Both Year 2 teachers have had to plug many curricular gaps in order for the children to progress. I thought the data would be approximately 15% down on the previous year so the fact that it is 10% can be viewed as positive. Greater depth is broadly in line with last year.

Governors expressed some concern that the current Year 2 may continue to face issues in Year 3, given that one of the teachers is expected to go on maternity leave part way through the year. They asked whether the teachers could be reallocated to avoid this: Mr Martin explained that Mr Barrow was unwilling to change the staffing allocation particularly since this had been communicated to parents and pupils. Mr Barrow had acknowledged that recruiting a strong maternity cover teacher was important.

Should governors have any concerns around the recent admissions trend of transferees into St John's?

At this point no, but if the current trend of pupils transferring with additional needs continues then it could become a concern. These pupils will not be 'home grown' by St John's, meaning

that significant input will be needed in order for them to catch up. It could be seen as a positive that pupils want to transfer here, especially as we have taken three from Clinton this term. It is clear from parents' interest that the reputation of the school has changed.

When we do admit new children, careful consideration is given to whether we can successfully meet the needs of the children in the cohort that they are to be placed. I have turned down a family transferring from a Coventry school as there was a high level of need, and they would be joining year groups which didn't match the profile of the children. Therefore, I would have been concerned the children would not have a smooth transition. This decision could go to appeal, but I would argue that we are up to the maximum manageable capacity of children with additional needs.

There are two new reception pupils joining the school in September who will require one to one support. How confident are we that these will be successful in securing Education, Health and Care Plan (EHCP) funding? What would be the cost to the school if one or both were unsuccessful?

I am confident that both children will receive EHCP funding. There has been a very regular stream of correspondence to and from the Local Authority and I have made it clear that we will not be able to meet need without the funding. The cost to the school of providing the one to one support, including on costs, would be:

2x Teaching Assistants at 32.5 hours per week: £32,926

2x Midday Supervisors: £5,045

In future, please could the staff absence be presented in a chart including the previous two periods for comparison purposes? Do you feel the TA absence is still high? When staff are absent due to their child's illness is there any way of verifying that this is genuine?

Yes, staff absence can be presented in a chart in future and comparative provided. I do feel that TA absence has reduced significantly: however it will be an issue that requires regular reminders. I don't think it would be appropriate to check whether staff's children are absent from school as there has to be an element of trust. However, if this was a persistent trend then it may be something to consider.

Mr Martin drew governors' attention to the Year 6 SATs results which he considered to be excellent. St John's achieved significantly above the national average across all four subjects, and the number of children achieving above the expected level was also high.

Mrs Cooper, Mr Barrow and Mrs Baker joined the meeting

5. OUT OF SCHOOL CLUB WORKING GROUP UPDATE

The Out of School Club Working Group had met on the 24th May and notes of the meeting were circulated to governors. Mr Martin explained that the Working Group had discussed a proposal to increase the salaries of the Out of School Club staff and were recommending an increase of 20 pence per hour for the playworkers and administrator and 50 pence per hour for the playleader. Mrs Weir had costed the impact of this and it was not significant. The Working Group also recommended payment of a £200.00 honorarium to all the staff associated with the club. Governors approved the recommendations for the pay increase and honorarium.

Mrs Brough noted that on a number of occasions parents were late picking up children from the OOSC causing staff to be delayed in leaving, and asked if a charge was levied for late pick up. Mrs Weir replied that a £5.00 charge was applied to parents who picked up after 6.00pm but that this was not necessarily a deterrent. Governors noted that any charge needed to be applied consistently. Governors agreed that an increase to the late fee, perhaps introducing a sliding scale of charges, should be considered by the Working Group next term.

Action: consider an increase to the OOSC charge for late collection of children (OOSC Working Group)

6. THREE YEAR BUDGET REVIEW

Mr Martin informed governors that he had attended a conference on schools finance and this had reinforced that St John's is fortunate in having set a balanced budget for 2017/18 and 2018/19. However, there is a forecast deficit in 2019/20 and the conference had strongly recommended that schools should be considering how they might address this shortfall now. This is particularly necessary as the majority of school costs are employee related and changes to staffing have a significant led time. Therefore Mr Martin proposed to governors that they should consider how the deficit in 2019/20 could be addressed.

Mr Barrow responded that he felt it would be difficult to make firm plans given the number of uncertainties around the budget that exist, including nursery funding, the fair funding formula, funding of bulge classes and increases in pupil numbers. Also any proposed changes to staffing would need to take into account other implications, especially the fact that schools now have to fund any severance payments due.

Governors discussed Mr Martin's proposal and concluded that there would be value in looking at alternative scenarios for addressing the 2019/20 deficit, but that no actions should be implemented give the level of uncertainty. This will be included on the agenda of the next Resources Committee meeting.

Action: Include scenario planning for 2019/20 deficit on the Resources Committee agenda (Mrs Weir)

7. GOVERNOR MONITORING

Pupil Progress meetings had been held earlier in the day and had been attended by a number of governors. Mr Barrow and Mrs Baker will draft a timetable of monitoring activities during the autumn term and will upload this to GovernorHub. Mrs Baker explained that the approach will be slightly different next term, with Phase Leaders carrying out mid-term Pupil Progress meetings and the senior leadership team carrying out the end of term Pupil Progress meetings. Governors will be welcome to attend the end of term meetings.

Action: Upload Governor Monitoring schedule for autumn 2017 term onto GovernorHub (Mr Barrow and Mrs Baker)

Governors agreed that they would continue to monitor the cohort to which they are currently assigned, with Mr Molyneux moving from Year 6 to Nursery. The assigned governors for next year will therefore be:

Year Group	Assigned Governor
6	Mrs Coopey
5	Mrs Killian
4	Mrs Augustus
3	Mr Owen
2	Mrs Cordrey
1	Ms Cooper
Reception	Mr Martin
Nursery	Mr Molyneux

8. REVIEW OF CHARGES FOR HIRE OF THE SCHOOL PREMISES

Governors reviewed the current charges for hire of the school premises by external parties and the Out of School Club, and agreed that there should be no increase to the charges for the 2017/18 academic year.

9. HEALTH AND SAFETY AUDIT

Mrs Brough informed governors that the school had recently undergone a health and safety audit carried out by Warwickshire County Council, and this had gone well with the auditor being very complementary about the school's practices.

10. DATE AND TIME OF NEXT MEETING

The next meeting of the full Governing Body will be held on Tuesday 12th September 2017, commencing 7.00pm at the school. Mrs Weir will upload the full schedule of meeting for the 2017/18 academic year onto GovernorHub.

The meeting closed at 8.20pm.