

ST JOHN'S PRIMARY SCHOOL, NURSERY AND CHILDREN'S CENTRE, KENILWORTH

MINUTES OF THE MEETING OF THE FULL GOVERNING BODY

HELD ON THURSDAY 20TH MARCH 2014 AT 7.00PM

Present: Mr T Martin, Mr D Barrow, Mrs H Brown, Mr G Bucci (from 7.05pm), Mrs T Coopey, Mrs A Derrick, Mr W Harris, and Mr J Whitehouse

In Attendance: Mrs C Weir (Clerk to Governors), Mrs M Baker (Deputy Headteacher)

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Rev A Attwood, Mrs A Brough and Mrs S Kettle. No conflicts of interest were declared for the meeting.

2. GOVERNOR RESIGNATION

Mr Martin informed Governors that he had received a letter of resignation from Miss Miranda Baker, Staff Governor. Miss Baker has accepted a promotion at another school and will be leaving St John's at the end of the spring term. Governors expressed their thanks for Miss Baker's hard work and contribution to the Governing Body.

3. MINUTES OF THE MEETINGS HELD ON THE 28TH JANUARY 2014

The minutes of the meeting of the Full Governing Body held on the 28th January 2014 were approved and signed as a true record.

4. MATTERS ARISING FROM THE MINUTES OF THE PREVIOUS MEETINGS

Publication of minutes on school website

Mrs Weir confirmed that the minutes of the Full Governing Body meetings held during the current academic year had been published on the school website, with any confidential material withheld. Mr Martin posed the question of whether sub committee minutes should also be published. Governors acknowledged that these minutes were available for public scrutiny, with any confidential matters redacted, but felt that due to the amount of confidential material discussed in the subcommittee meetings there would be little value in putting the minutes on the website.

Governor External Engagement Plan

Mrs Derrick and Mrs Brown circulated a Governor Engagement Action Plan which considers each of the eleven ways in which Governor External Engagement could be

improved that were identified at the Self Assessment Workshop; reviews progress in each area; and identifies future actions. The eleven areas identified are:

- To be more involved in the school council;
- To be more involved in monitoring other aspects of school life, for example, behaviour at lunchtime;
- To contribute to whole school events such as Aspirations Day and to have a higher profile at school events;
- To be more involved in Year 6 transition work in the community;
- To ensure parents know when Governors meet and what is to be discussed;
- To ensure that parents know they can submit AOB to meetings;
- To give parents access to minutes through the website;
- To give parents a point of contact for Governors and be clear about issues what Governors can be approached about;
- To have suitable data, for example Fischer Family Trust, to compare St John's with other schools of a similar profile;
- To be more aware of the data of other schools in the Kenilworth Consortia, to be able to hold leaders fully to account;
- To use the community for more events.

Mrs Derrick and Mrs Brown explained that Governor volunteers were required to undertake the actions identified, and circulated a form for Governors to complete and indicate their areas of interest.

Governors discussed whether the Patch meeting could be a suitable forum for developing links with other schools in order to compare data. Mrs Coopey explained that the Patch meetings were largely information giving events, although items for the agenda could be put forward. Mr Whitehouse suggested that there could be opportunities to build closer relationships with the Governing Bodies of other schools in the Kenilworth cluster, or forge links with other Warwickshire schools outside Kenilworth.

Mr Martin asked Governors to review the Governor External Engagement Action Plan and volunteer for any activities they are interested in undertaking, by completing the form and returning it to Mrs Brown or Mrs Derrick

Action: Review Governor External Engagement Action Plan and complete Survey Form (All)

Presentation of Pupil Premium Data in Data Dashboard Format

Mr Whitehouse confirmed that he and Mrs Baker had a meeting to look at Pupil Premium data planned for April, and would put the data into the Data Dashboard Format at this meeting.

Children's Centre Bid

Mr Martin confirmed that the Children's Centre bid had been submitted on time. Mr Martin explained that he felt that the bid had suffered from the lack of face to face interaction during its preparation, with most of the communication being by email which did not lead to effective collaboration. He also expressed concerns over whether the bid had adequately addressed the question of economic viability. There was no guidance on what this meant although this was a pass or fail test in the bid evaluation. The outcome of the tendering process will be announced on the 7th April at the latest.

Results of the OFSTED Inspection

Governors expressed their congratulations on the school's attainment of 'Good' in the recent OFSTED inspection and thanked all the staff for their dedication and hard work. Mr Martin asked whether there were any plans to advertise the achievement more widely: Mr Barrow volunteered to write a piece for submission to the local press.

5. HEADTEACHER'S REPORT

Mr Barrow presented the highlights of his Headteacher's Report for the Spring Term 2014.

With regards to staffing, Mrs Tennant has now commenced maternity leave and Mrs Julie O'Callaghan and Mrs Deborah Morris will provide cover. Mrs Baker begins her maternity leave in May and Mrs Esther Duxbury has been appointed to cover her teaching duties. Mrs Duxbury has been volunteering at the school and therefore knows the children. Miss Baker is leaving the school at Easter to take up another position, and an advert has been placed for a class teacher to cover the summer term as it is too short notice to seek a replacement Phase Leader. Mr Barrow will cover the Early Years and Key Stage One leadership responsibilities for the summer term. Mrs Fitchett is retiring at Easter, and Mrs Lucy Morris and Mrs Cathy Weir will be taking over her duties. Mr Barrow explained that instead of appointing a Deputy Head to cover whilst Mrs Baker is away, he has decided to appoint two Assistant Heads as a means of providing an opportunity for staff to develop their leadership skills. These positions have been advertised internally.

The Rapid Action Plan is currently still in place but will be replaced by a Learning Improvement Plan which is being developed. Detailed data on pupil progress was

discussed at the Performance and Standards Committee meeting and is also included in the report, but in summary all year groups are broadly making good or better progress.

Within the community, the school is continuing to develop links with Priorsfield School. The Out of School Club is seeing increasing numbers of children attending, and achieved a 'Good' rating in its no notice OFSTED inspection which took place in January. Links are being developed with 'Cross Teach', a non-denominational Christian charity, to help develop the teaching of Religious Education.

Staff absence has been high, especially for Teaching Assistants and the administrative staff. This is due to a combination of a long term absence and other short term periods of illness, and the situation will be monitored. Mr Martin asked what absence management processes were in place: Mr Barrow explained that staff had a return to work interview after a period of absence, or if they were repeatedly absent, to understand the reason for the absence and offer support where appropriate.

Mr Barrow stated that the number of children eligible for the Pupil Premium was omitted from the report and is thirty seven. Also the number of children on a child protection plan had decreased to one, and the number of families receiving CAF support had increased to four. Mrs Coopey noted that there were twenty four children in the 'Safeguarding on going monitoring' category and asked for more clarification on what this meant. Mr Barrow explained that staff will raise a concern if, for example, a child is repeatedly late or absent, and this is included in the child protection data. Mrs Baker went on to explain that staff have been trained and are being vigilant about picking up and documenting any potential concerns. Mr Barrow said that by following the correct procedure evidence is compiled, which could prove to be useful in the event that further action is taken.

Parental concerns logged include a number of parents concerned that the Year 5 and 6 trip to France clashes with the induction day for children moving on to secondary school. Mr Barrow explained that the school is seeking alternative arrangements with Kenilworth school and others to ensure that the children still receive some induction. Twenty three children due to start Reception in September 2014 have put St John's as their first choice. Mrs Baker asked what might happen if there are more children seeking Reception places than places available. Mr Barrow stated that it is likely that St John's would be approached to take the additional children as it is the only school in Kenilworth with the physical space to accommodate an additional class. Mr Whitehouse noted that it was now clear that additional funding for an extra class teacher would end after Key Stage 1. Mr Barrow commented that it would be difficult for St John's to refuse to have an additional class if this is required. Mr Harris asked whether in future

Mr Barrow could include an overview of pupil attendance data in his Headteacher's Report and Mr Barrow agreed to do this.

Mr Barrow went on to review the pupil performance data as at the end of the first half of the spring term in more detail. Within Nursery there is a range of attainment, but the majority of children are achieving at or above age related expectations. Within Reception, again the majority of children are at or above age related expectations: one child is below age related expectations in reading, three in writing and numbers, and two are below in shape, space and measures. Mr Barrow noted that if children are coming up from Nursery already at Reception level, the school needs to build on this strong foundation. Mr Whitehouse asked what the school readiness measure, as used by the Local Authority, consisted of. Mr Barrow responded that it was an average of the four measures used in Reception.

Turning to Key Stage One, Mr Barrow explained that good progress for this point in the academic year is four points progress in Year 1 and three points in Year 2. In reading, average progress by Year 1 has been very good, although progress by the SEN group is below the expected level. In Year 2 progress in reading is just on target, with the vulnerable groups all progressing well. In writing, Year 1 has made less progress than expected, with the SEN group an area of focus. In Year 2, progress in writing is less than expected in all groups. Following the OFSTED inspection, an emphasis is being placed on giving children the opportunity to do more contextual writing as progress is better when children are writing for a clear purpose. In maths, Year 1 have made good progress on average, but the SEN and Pupil Premium subgroups have made less than the expected progress. In Year 2, progress in maths is on target except for the SEN and Pupil Premium groups. Mr Barrow noted that the phonics screening test for year 1 would be carried out in the summer term.

For all years in Key Stage Two, good progress for this point in the academic year is two points progress. In reading, all years and groups have achieved or exceeded the expected progress. In writing, the SEN and Pupil Premium groups in Year 3 and the SEN group in Year 6 have not made the required progress. In maths, the SEN group in Years 5 and 6, the EAL group in Year 4 and 6 and the Pupil Premium group in Years 4 and 5 have all achieved less than the expected progress and are therefore focus areas.

With regards to staff performance management, Mrs Coopey asked whether performance reviews for Teaching Assistants had been carried out. Mr Barrow explained that Mrs Baker would be conducting these after Easter. Mr Barrow noted that the site upgrades were complete, and the focus was now on improving site security, in particular external doors and fencing. A Health and Safety inspection at the end of last year had indicated that not all doors designated as fire door may be needed: a full fire inspection is now planned to clarify the requirements.

Mr Barrow drew Governors attention to the report by Karen Davies of drblgnite, attached to the Headteacher's report, and noted that this was written prior to the OFSTED inspection.

6. APPROVAL OF 2014/15 BUDGETS

The Resources Committee had met on the 12th March to review the School and Children's Centre budgets for the three years from 2014/15, and minutes of this meeting had been circulated to Governors. The budget shows a small overspend in 2014/15, and a surplus in the following two years. Mr Barrow noted that the school budget was conservative in its assumptions about additional SEN funding and other potential sources of income. Mr Whitehouse noted that the Government has announced additional funding from 2015/16 for certain Local Authorities including Warwickshire which will not be reflected in the budget.

Mr Barrow explained that the Children's Centre budget is only for the first three months of 2014/15, and is based on a quarter of the 2013/14 annual funding level less a reduction of 29.1%. Mr Martin noted that the LA formula had originally proposed a budget significantly below this, and it was due to Mr Barrow's tenacity that a more realistic budget had been secured.

The Resources Committee recommended the 2014/2015 School Budget and Children's Centre Budget as presented to the Full Governing Body for approval. The Governors unanimously approved both Budgets.

7. LEARNING IMPROVEMENT PLAN AND SCHOOL SELF EVALUATION FORM

Mr Martin asked Mr Barrow why the draft Learning Improvement Plan (LIP) was for the 2014/15 academic year, rather than taking effect from the summer 2014 term. Mr Barrow responded that the LIP could start after Easter, especially as many of the targets are common between the current Rapid Action Plan and the draft LIP, however he was mindful of giving Governors time to review and comment on the LIP. Governors agreed that the LIP should be effective from the start of the summer term and they would provide feedback in time for this to happen.

Mr Martin raised two comments on the draft LIP: on page 2, the first column of the table should be headed 'Targets'; and on page 3, the first bullet of the 'Quality of Teaching' section should be brought in line with the long term outcome specified on page 4, as its current wording is misleading. Mr Martin thanked Mr Barrow for breaking the Quality of Teaching target down into interim targets, as this would assist Governor monitoring of progress.

Mr Barrow explained that the SEF had not been updated since the last meeting. He proposed to review the document at the end of the academic year.

8. PROPOSED TEACHERS STRIKE

Mr Barrow explained that there is a planned strike by the NUT on the 26th March. He had written to parents to warn them that if the NASUWT also were to strike the school would have to close, but the deadline for the NASUWT to declare a strike had passed so this is not the case. As it is just the NUT striking only classes 3/4H and Year 5 will be affected, and in line with all other Kenilworth schools just these classes will be closed. Parents of children in these classes have been notified of the situation.

9. POLICY ON STAFF AND GOVERNOR USE OF SOCIAL NETWORKING AND INTERNET SITES

The Warwickshire model policy on Staff and Governor Use of Social Networking and Internet Sites had been circulated to Governors. Mr Whitehouse noted that the model policy contained a lot of options, and it needed to be agreed which were the most appropriate for St John's. Mr Barrow noted that it was important that the policy did not preclude legitimate uses of social media and the internet, such as the Children's Centre's use of Facebook to promote activities, and the use of YouTube clips in the classroom. It was agreed that Mr Harris and Mrs Brown would work with Mr Barrow to develop the policy for St John's and would bring it to the next Full Governing Body meeting for approval.

Action: Produce a draft Policy on Staff and Governor Use of Social Networking and Internet Sites (Mr Barrow, Mr Harris, Mrs Brown)

10. CLOSURE POLICY

Mr Barrow explained that there was specific guidance from the Local Authority covering most potential causes of school closure such as snow and emergencies. It was therefore agreed that a specific policy on school closure was not required.

11. COMMITTEE UPDATES

Resources Committee

The Resources Committee met on the 12th March 2014 and minutes of the meeting are attached to these minutes. The main business of the meeting was to review the proposed budget for the three years beginning 2014/15.

Performance & Standards Committee

Minutes of the Performance and Standards Committee meeting held on the 4th March 2014 are attached to these minutes. The main business of the meeting was to review

the performance data for the first half of the spring 2014 term, and the first draft of the Learning Improvement Plan.

Out of School Club Working Group

The Out of School Club had not met since the last Full Governing Body meeting. Mr Bucci provided a financial update: he noted that the outturn data for 2013 was still subject to confirmation by the accountant, but the position looked positive with a healthy surplus. January and February 2014 had also seen good attendance, although it was noted that Monday to Wednesday were busy but the end of the week was very quiet.

12. GOVERNOR MONITORING

Mr Martin stated that the Governor Monitoring programme had got off to a positive start but had now slowed down, probably due in part to the OFSTED inspection. Mr Martin expressed his wish to see a comprehensive Governor Monitoring Schedule in place for the summer term. Mr Martin also stated that he would like the Governing Body to have some training to help them consolidate their learning from the monitoring activities undertaken so far. To this end he had hoped to be able to customise the 'Effective Governor Visits' course provided by the LA to meet the needs of St John's but this did not prove possible. The LA course focused on the use of class visits as a means of monitoring; however class visits are not used at St John's as Governors did not feel they were an effective monitoring approach. Mr Martin apologised for having to cancel the planned training session at short notice.

Mr Barrow stated that he felt that the St John's Governor Monitoring Schedule was comprehensive, and it had not been criticised by OFSTED. He suggested that looking at OFSTED reports on outstanding schools and the OFSTED schedule for outstanding, could be ways of identifying best practise and what St John's would need to be doing to achieve outstanding. Mr Barrow also suggested that Karen Davies of drblgnite might be able to help. Mr Whitehouse suggested that Mrs Davies could be asked to facilitate a Governor self evaluation session, to help Governors build on what had already been learnt. Mr Barrow will discuss with Mrs Davies.

Action: Discuss possible session on Governor Monitoring with Karen Davies (Mr Barrow)

13. GOVERNOR TRAINING

As the planned training session had been cancelled, Mr Martin undertook to ask the Local Authority whether it would be possible to carry over this year's entitlement to a Governor in-house training course into the 2014/15 financial year.

14. CORRESPONDENCE

Parental Complaint

Mr Martin explained that he had received a letter of complaint from the parents of a pupil regarding Special Educational Needs provision. A meeting had been held with the parents and it was believed that the issues had been dealt with to their satisfaction.

15. GOVERNOR RECRUITMENT

With regards to the vacancy for a Community Governor, Mrs Coopey informed Governors that she had a contact, a former parent at St John's and a teacher in Coventry, who was interested in the position. Governors agreed that Mrs Coopey should ask them to get in touch with Mr Martin. Mrs Weir noted that the details of a volunteer had also been sent by the Governor One Stop Shop, where the Community Governor vacancy has been advertised. However the volunteer is a current parent at the school, and whilst this does not preclude their appointment as a Community Governor, Mrs Weir noted that it would result in half of the Governing Body being parents which might not be desirable. Mrs Weir will follow up with Mr Martin.

16. DATE AND TIME OF NEXT MEETING

The next meeting of the FGB will be held on Tuesday 13th May 2014, commencing 7pm at the school.