

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

MINUTES OF THE MEETING OF THE FULL GOVERNING BODY

HELD ON TUESDAY 13TH MAY 2014 AT 7.00PM

Present: Mr T Martin, Mr D Barrow, Rev A Attwood (until 7.50pm), Mrs A Brough, Mrs H Brown, Mrs T Coopey, Mrs S Darlington, Mrs A Derrick, Mr W Harris, Mrs S Kettle, Mr C Rollason and Mr J Whitehouse

In Attendance: Mrs C Weir (Clerk to Governors)

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Mr G Bucci. No conflicts of interest were declared for the meeting.

2. APPOINTMENT OF STAFF GOVERNOR

It was noted that Mrs Sally Darlington had been elected as Staff Governor. Governors welcomed Mrs Darlington to the Governing Body.

3. MINUTES OF THE MEETING HELD ON THE 20TH MARCH 2014

The minutes of the meeting of the Full Governing Body held on the 20th March 2014 were approved and signed as a true record.

4. MATTERS ARISING FROM THE MINUTES OF THE PREVIOUS MEETINGS

Governor External Engagement Plan

Mrs Brown confirmed that a number of survey forms had been received from Governors but these were still to be compiled into a formal action list. Mrs Brown and Mrs Derrick had met with Mrs Benarous to discuss ways in which the Governors could engage with the school, and she is aware that Governors are available to support activities. A number of possible events had been identified, mainly supporting Year 6. Other actions undertaken included reviewing the Governor profiles on the school website: some of these are still outstanding and Governors were requested to complete theirs if they had not already done so. Another proposed action was to include a piece in the school newsletter explaining how parents could contact the Parent Governors if there was something they wanted to raise. Governors discussed how best to facilitate parents contacting the Governing Body, and it was agreed that a separate email address to the school office email was required. Mrs Weir undertook to set this up.

Action: Set up Governor email address (Mrs Weir)

Mr Rollason volunteered to investigate ways in which his employer and other local businesses could offer their facilities to support the school curriculum, for example through environmental education. Mrs Darlington agreed to work with Mr Rollason to identify possible curriculum areas which could be supported.

Action: Investigate areas of the curriculum which could be supported by local business education initiatives (Mr Rollason and Mrs Darlington)

Mr Martin suggested that a way forward might be to pick a number of priorities to focus on between each Full Governing Body meeting, for example developing the Governor page on the school website which would benefit from a re-write. Mrs Brown agreed to draft some material and then send this to Mr Barrow and Mr Martin for their input.

Action: Redraft the Governor page of the school website (Mrs Brown)

Staff Absence

Mr Barrow explained that staff absence levels have improved during the spring term. The members of the office and teaching assistant staff who have had long term sickness are now back at work. Return to work interviews have been held, and no underlying work related issues were identified.

Teaching Assistant Performance Reviews

Mr Barrow confirmed that performance reviews for the Teaching Assistants had been carried out. Mrs Coopey asked if any training would be offered as a result of the reviews: Mr Barrow stated that training would be made available if suitable courses could be sourced. He went on to explain that Teaching Assistant training was being discussed by the Headteachers within the Kenilworth consortium, and delivering training across the consortium would be a cost effective approach.

Presentation of Pupil Premium Data in Data Dashboard Format

Mr Whitehouse confirmed that he had met with Mrs Baker to review the Pupil Premium data and they had put it into the Data Dashboard Format. Mrs Baker had then presented the data to Performance and Standards Committee. Mr Whitehouse commented that the Data Dashboard format of presentation gives a once a year snapshot of the data, and therefore the tracking information was a better way of monitoring the data. However, a once a year comparison to the Data Dashboard data will be carried out.

5. CLASS STRUCTURE AND STAFFING FOR 2014/15

Rev Attwood left the meeting at 7.50pm

Mr Whitehouse asked for an update on numbers for Reception in September. Mr Barrow confirmed that 39 children had accepted places in Reception, but that this was expected to go up. He noted that a number of Reception parents who had been allocated a place at St John's despite it not being one of their choices had been to visit the school, and all were happy with what they had seen.

Mrs Brough asked whether exit interviews with staff were held, and whether these were with an independent person. Mr Barrow confirmed that exit interviews are generally held, and that these are conducted by him.

Mrs Coopey asked whether there was an argument for mixed classes in Year 4 and Year 5 next year based on class sizes. Mr Barrow stated that this was not the case, as both year groups are quite small. However, the current Year 3 does have a very small number of girls. Mr Barrow explained that he had consulted with the current Year 3 and Year 4 parents on the mixed classes and feedback had been fairly evenly split for and against. The feedback was also not dependent on year group. Mr Barrow felt that there was a possibility of losing a number of children to other schools whether the mixed classes continued or not.

5. CONSTITUTION OF GOVERNING BODIES OF MAINTAINED SCHOOLS – PROPOSED CHANGES TO REGULATIONS

Governors noted that legislation was expected to come into force in September 2014 which would require those Governing Bodies that had chosen not to reconstitute under the 2012 School Governance Regulations to do so by September 2015. This would apply to St John's. It was noted that a key driver of the changes was to move Governing Bodies to being based more around skill requirements than constituencies, and St John's had already done some work on identifying Governor skills and skill gaps at the Governor Self Evaluation Workshop.

It was agreed that the reconstitution of the Governing Body would be revisited in the next academic year, once more guidance is available.

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

Mr Barrow and Mr Harris had met to review the model policy on Staff and Governor Use of Networking and Internet sites, and Mrs Brown had provided input by email. The model policy had been amended where it was felt to be appropriate and a draft policy with the changes highlighted had been circulated to Governors. Governors agreed to

review the draft and provide comments by the 23rd May. The policy would then be ratified by the Full Governing Body at the July meeting.

Action: Review draft Policy on Staff and Governor Use of Social Networking and Internet Sites and provide comments by 23rd May (All)

7. COMMITTEE UPDATES

Performance & Standards Committee

Minutes of the Performance and Standards Committee meeting held on the 29th April 2014 are attached to these minutes. Mrs Coopey updated Governors on the business of the meeting. The main focus had been on the review of the performance data for the second half of the spring term. A key outcome was concern over the progress and attainment of Year 5, where approximately half of the pupils are achieving below age related expectations. Mrs Brown asked whether this was a historic issue and Mr Barrow confirmed that it was, with a proportion of the year group achieving below the expected level despite interventions being in place. Whilst the children are making progress, they need to make accelerated progress in order to be attaining at the expected level.

Mrs Coopey went on to explain that the committee had received a presentation on the progress of Pupil Premium children, and that this had demonstrated that the gap between Pupil Premium and non-Pupil Premium children was typically small and is being addressed. The committee had also reviewed a number of policies.

8. GOVERNOR MONITORING PROGRAMME

Mr Martin stated that he had met with Mr Barrow and Mr Nigel Mills, Head of Governor Services at the Local Authority, to discuss training and Governor monitoring. Mr Mills had agreed that St John's could carry its 2013/14 in house training entitlement over to 2014/15, as a suitable training course had not been identified before the end of the financial year. At the meeting the need for training on Governor monitoring was discussed: subsequently Mr Mills put together a proposed structure for a workshop around the St John's Governor monitoring programme, which he volunteered to facilitate. The draft workshop structure was circulated to Governors to comment upon. A provisional date for the workshop of Monday 7th July 2014 at 6pm was agreed, and this will be put to Mr Mills.

9. DATE AND TIME OF NEXT MEETING

The next meeting of the FGB will be held on Wednesday 2nd July 2014, commencing 7pm at the school.