

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

MINUTES OF THE MEETING OF THE FULL GOVERNING BODY

HELD ON WEDNESDAY 2ND JULY AT 7.00PM

Present: Mr T Martin, Mr D Barrow, Rev A Attwood, Mrs A Brough, Mrs H Brown, Mr G Bucci (from 7.40pm), Mrs T Coopey, Mrs S Darlington, Mrs A Derrick, Mr W Harris, Mrs S Kettle and Mr J Whitehouse

In Attendance: Mrs C Weir (Clerk to Governors)

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Mr C Rollason. No conflicts of interest were declared for the meeting.

2. MINUTES OF THE MEETING HELD ON THE 13TH MAY 2014

The minutes of the meeting of the Full Governing Body held on the 13th May 2014 were approved and signed as a true record.

3. MATTERS ARISING FROM THE MINUTES OF THE PREVIOUS MEETINGS

Governor External Engagement Plan

Mrs Brown confirmed that the Governor page of the school website had been updated and the new material would be sent to the website administrator by the School Office staff shortly. With regards to the Bike Tagging project, Mr Barrow explained that he was due to meet with the Community Policeman the following day to discuss this: however it was unclear whether there would be time for it to happen before the end of term.

Mrs Weir confirmed that a governor email address had been set up, and that this was Stjohnsgovernors@welearn365.com. Governors discussed who should have access to the email account, and agreed that it should be administered by Mr Martin and Mrs Weir. This will ensure that any emails which would be inappropriate for all Governors to see, such as complaints (in order to comply with the Complaints Procedure Policy), can be filtered out, whilst emails of general interest can be forwarded on to the full Governing Body.

4. Children's Centre Bid

Mr Martin had obtained additional feedback on the Children's Centre bid from the Local Authority, and this had previously been circulated to Governors. Mr Barrow explained that he had some material provided by Barnardo's during their recent site visit, and he was happy to share this with Governors. Mr Whitehouse explained that Barnardo's would be presenting to Warwickshire County Council on 2nd September 2014 on their proposals for the Warwickshire Children's Centres, and that this was a public meeting should any Governors wish to attend. Mr Martin noted that Barnardo's would be taking over the operation of the Children's Centre from the beginning of September, and asked how comfortable Mr Barrow was feeling with this timescale. Mr Barrow stated that he felt comfortable, but recognised that a lot of work would be required over the summer break, for example on changes to procedures. Mr Martin asked how the Children's Centre staff were feeling: Mr Barrow responded that they were working very hard to deliver the Children's Centre services with reduced staffing, and would welcome clarity on the future staffing structure once Barnardo's take over. Mr Barrow went on to explain that he was under the impression that most of the operations would be run from the St John's centre from September, including the provision of funded child care for two year olds. Mr Whitehouse agreed that this was likely to be the case, given the highly integrated nature of the Bertie Road facility. Mrs Brough asked whether Governors could offer Mr Barrow any support over the summer: Mr Barrow responded that he expected to be able to manage, as much of the focus would be the tidying up of documents, IT systems and so forth.

5. HEADTEACHER'S REPORT FOR THE SUMMER 2014 TERM

Mr Barrow presented his Headteacher's Report for the Summer 2014 Term.

Staffing

Mr Barrow began with the staffing structure for September, and explained that following the recent recruitment rounds we were unable to fill the Early Years Phase Leader vacancy, but the two Reception teaching posts were filled. Kiera Blower will commence her role as Key Stage One Phase Leader in September. All staff contracts have been updated in line with the new structure. Pupil numbers for Reception in 2014/15 are now expected to be around 34, which is significantly lower than the number originally forecast by the Local Authority. Mrs Coopey noted that this will mean that the Reception classes will be small, and asked Mr Barrow whether the school could afford the associated staffing cost. Mr Barrow confirmed that the Local Authority will fund the difference between the income associated with the Reception children and the Reception salary costs, so the school will not suffer a financial hit. He went on to explain

that the two Reception classes will operate more as a combined unit, with shared registration and lessons planned and delivered across the two classes.

Pupil Progress and Data

Mr Barrow informed Governors that the Year 6 SATS results for maths and reading had been received, however as the thresholds for this year's tests have not yet been released it is only possible to analyse the results against last year's thresholds.

Pupil progress has generally been good. Year 5 are required to make accelerated progress in order to meet age related expectations, and the latest data indicates that this is happening. A number of initiatives, including joint planning with Year 6, have been put in place to support the progress of Year 5.

The Year One Phonics Screening has been carried out. Unlike previous years, the threshold for the assessment was not released until after the window for administering the test had closed. However, the threshold has been kept at 32, the same as previous years. Early indications are that around a third of the pupils in one of the Year One classes did not achieve the threshold level, and the reasons for this are being investigated.

Mr Barrow noted that teacher assessments are currently being undertaken, and the results will be in O-Track ready for analysis by the following week. Rev Attwood asked whether some of the progress made by pupils over the past year would be lost over the six week break. Mr Barrow acknowledged that historically this has been the case, and Mrs Darlington is updating the curriculum to address this issue. There will be a particular focus on learning during the first few weeks of the autumn term which will hopefully address this reversal in progress. Rev Atwood asked whether Mr Barrow thought that parents might be receptive to children being offered lessons during the summer holiday. Mr Barrow responded that some schools did offer summer camps, however he was of the view that both the children and the teachers needed a break over the summer. Mrs Darlington added that some homework for the summer holiday would be set. Mrs Brown noted that there are other initiatives, such as the summer reading scheme run by the library service, which can help to maintain children's learning over the summer break.

Performance Reviews

Mr Barrow explained that teacher performance reviews would be carried out on the 29th August.

Community Links

Mr Barrow highlighted that children in Years 5 and 6 had had a very successful visit to France, and thanked those who had accompanied the trip.

Mr Barrow explained that a summary of the Learning Improvement Plan, a Children at Risk Update and the latest report by the school's Improvement Advisor from DRB ignite were attached to his report. Mrs Coopey asked which members of staff were responsible for Children at Risk. Mr Barrow explained that for children with a Common Assessment Framework, he was the lead person and Mrs Eastham was the lead professional. Mr Barrow will be meeting all families with a CAF over the summer. All CAF meetings are documented. Children's Services Reviews are handled by Mrs Benarous, Mrs Darlington or Mr Barrow: currently only Mr Barrow has open cases. Mrs Eastham takes the lead on Statement Reviews, and these are fully documented as it is a legal requirement. Mrs Eastham also leads on Individual Education Plans, in conjunction with the class teacher. IEPs are included in the folders of information prepared for new class teachers as part of the transition process. Two families currently have one to one parent feedback through weekly meetings, and these are also fully documented.

Mr Whitehouse asked whether support from the Local Authority School Improvement Officer was no longer required, or whether it was no longer on offer now the school has achieved a 'Good' OFSTED. Mr Barrow confirmed that support was no longer being provided by the Local Authority.

Mr Whitehouse noted that under new legislation a school Special Educational Needs Information Report was required to be produced before September 2014, and asked Mr Barrow what progress had been made on producing this. Mr Barrow explained that he had met with Mrs Eastham and they had allocated the writing of the required sections of the report between them. Mr Barrow expected the report to be completed the following week. Governors delegated Mrs Coopey to work with Mr Barrow and Mrs Eastham to finalise the report.

Action: support the production of the school's Special Educational Needs Information Report (Mrs Coopey)

Mr Martin noted that in the report from DRB ignite the induction of new staff was highlighted as a key area, and asked Mr Barrow what was being proposed in this area given the significant number of new staff joining the school in September. Mr Barrow responded that this was in hand, with induction packs and an induction timetable having been prepared for the seven new staff. All new staff will also be visiting school for the induction day on the 16th July. Each member of the Senior Leadership Team has been allocated a newly qualified teacher to mentor. Rev Attwood commented that the school has seen a lot of staff changes over the last year or so. Mr Barrow stated that he saw this as a positive, allowing the team to evolve and providing opportunities for staff development. He believes that the new members of staff will bring new ideas to the school, including the most up to date professional knowledge. Mrs Coopey commented that the OFSTED report had recognised that staff morale was high, and that the

challenge will be maintaining this going forward. Mr Barrow explained that he was being careful not to swamp the new members of staff with information, but would be drip feeding information over the coming weeks.

6. POLICIES

Pay Policy and Teacher Appraisal Policy

The draft Pay Policy and Teacher Appraisal Policy had been previously circulated to Governors. Mr Barrow explained that the policies had been developed by the Pay Policy Working Group, and had been reviewed in detail in the last meeting of the Resources Committee, which recommended them to the Full Governing Body for adoption.

The Governing Body agreed the adoption of the Pay Policy and Teacher Appraisal Policy as presented.

Policy on Staff and Governor Use of Social Networking and Internet Sites

The Policy on Staff and Governor Use of Social Networking and Internet Sites had been drafted by Mr Harris, Mrs Brown and Mr Barrow, and had been previously circulated to Governors for their comments.

The Governing Body agreed the adoption of the Policy on Staff and Governor Use of Social Networking and Internet Sites as presented.

Mr Bucci joined the meeting at 7.40pm

Admissions and Appeals Policy

A copy of the draft Admissions and Appeals Policy produced by Mr Barrow had been previously circulated to Governors. Mr Barrow explained that the revised draft contained limited changes to the existing policy. The main changes were to update the pupil admission numbers in the Management section of the policy, and to define siblings within the criteria used in instances of over subscription.

Mr Whitehouse questioned whether the policy should simply refer to the Local Authority policy on school admissions rather than define its own criteria, as admissions to the school are handled centrally by the Local Authority. Governors agreed that as far as possible the policy should be consistent with that of the Local Authority, but recognised that a school specific policy is required as there is discretion over admissions to year groups other than Reception, and also to Reception other than at the start of the academic year. Governors agreed that Mr Barrow, Mr Whitehouse and Mrs Weir would rework the draft policy in the light of the Local Authority admissions policy.

Action: Review draft Admissions and Appeals Policy (Mr Barrow, Mr Whitehouse and Mrs Weir)

Attendance Policy

A draft Attendance Policy had been previously circulated to Governors. Mr Barrow explained the background to the updated policy. The school had been subject to an audit by the Warwickshire Attendance Compliance Enforcement Team (ACE) in October 2013, resulting in an action plan which required a review of the school's Attendance Policy. The draft policy resulting from this review was presented to ACE at their follow-up audit in May and ACE were happy with the revised policy. Under the policy Mrs Morris is designated as the Attendance Officer and Mr Barrow as the Attendance Lead. The biggest issue within the policy is what constitutes an 'exceptional circumstance' for which leave of absence may be granted.

Mr Martin asked who issues the fixed penalty notices referred to in the policy: Mr Barrow confirmed that this was the ACE team following referral of the case to the ACE team by the school. Mrs Brough asked whether there should be a higher focus on tackling lateness and Mr Barrow agreed that this should be the next step.

Governors approved the adoption of the Attendance Policy as presented.

Governor Visits Policy

A draft Governor Visits policy had been produced by Mr Martin and Mr Barrow and had previously been circulated to Governors. Mr Martin explained that the intention was that Governors would review the policy, together with Nigel Mills of Warwickshire Governor Services, at the Governor training workshop on the 7th July. Mr Whitehouse noted that there was an error in the date in the first paragraph. Mrs Coopey commented that the sentence 'Act as an observer and only participate in the class at the invitation of the teacher' should be changed to read 'a class', as the current wording implied that all monitoring activities would take place in the classroom which is not the case.

Mr Martin circulated a revised Governor Monitoring Form, which will be attached to the policy as an appendix, for Governors to review and comment on. Mr Whitehouse noted that it was not clear on the form where a review of actions from previous visits should be recorded: Mr Barrow undertook to update the form with an addition section for the review of previous actions.

Governors agreed to adopt the Governor Visits Policy, subject to any changes agreed at the Governor workshop on the 7th July 2014.

7. COMMITTEE UPDATES

Resources Committee

Minutes of the Resources Committee meeting held on the 18th June 2014 are attached to these minutes. Mr Whitehouse explained that the Resources Committee had reviewed a summary of the school's financial position, but unfortunately the detailed finance report was not available for the meeting. Mr Barrow confirmed that this still had not been received. Mr Whitehouse went on to explain that the rest of the meeting had been devoted to reviewing the Pay Policy and the Teacher Appraisal Policy.

Mrs Coopey asked whether the school still expected to be over budget. Mr Barrow confirmed that a £13k overspend was predicted for the current financial year, and the reason for this was the cost of providing support for the high profile SEN pupils. In subsequent years a surplus is forecast due to the additional funding being made available to Warwickshire.

Mr Martin asked for an update on the provision of free school meals for all pupils in Reception and Key Stage One. Mr Barrow explained that in terms of the logistics of providing the additional meals, funding for additional equipment has been applied for but so far the school had not heard how much they had been allocated. Timescales for ordering the equipment were now getting tight. Mr Whitehouse stated that he believed that all the funding applications had been approved, and undertook to follow this up.

Mr Barrow went on to state that the process by which parents registered for the free school meals was also unclear, but seemed to be taking place over the summer holiday. Mr Whitehouse noted that the main issue was the impact on the pupil premium, as the incentive for parents to apply for free school meals on economic grounds was vastly reduced.

Out of School Club Working Group

Mr Martin explained that the 2013 accounts had now been received back from the independent reviewer, who had raised a number of concerns over the administrative procedures in place. Mr Bucci and Mrs Weir had met with the independent reviewer to discuss the points he had raised and discuss possible solutions, and are currently in the process of documenting these discussions.

Mr Bucci confirmed that the Club's financial performance for the year to date had been good.

8. APPOINTMENT OF COMMUNITY GOVERNOR

Governors appointed Rev Attwood as Community Governor for a further term.

9. PTA SUMMER FETE

Mrs Brough highlighted that the PTA Summer Fete will be held on Friday 11th July at 3.30pm, and asked any Governors who were available to help at the event to lend their support.

10. DATE AND TIME OF NEXT MEETING

The next meeting of the FGB will be held on Thursday 4th September 2014, commencing 7pm at the school.