

**ST JOHN'S PRIMARY SCHOOL AND NURSERY, KENILWORTH**  
**MINUTES OF THE MEETING OF THE FULL GOVERNING BODY**  
**HELD ON THURSDAY 4<sup>TH</sup> SEPTEMBER AT 7.00PM**

Present: Mr T Martin, Mr D Barrow, Rev A Attwood (to 7.50pm), Mrs A Brough, Mrs H Brown, Mrs A Derrick, Mr W Harris (to 7.50pm), Mrs S Kettle, Ms R Killian, Mr C Rollason (from 7.30pm), and Mr J Whitehouse

In Attendance: Mrs C Weir (Clerk to Governors)

*Mrs C Weir (Clerk to Governors) took the Chair*

**1. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Mrs T Coopey and Mrs S Darlington. No conflicts of interest were declared for the meeting.

**2. GOVERNOR APPOINTMENT AND RESIGNATION**

Ms Rachel Killian was appointed to the role of Community Governor. Governors welcomed Ms Killian to the Governing Body. Mrs Weir informed Governors that regrettably Mr Gio Bucci had resigned as Parent Governor. Governors expressed their thanks to Mr Bucci for his contribution during his time as Governor, in particular his hard work in support of the Out of School Club.

**3. ELECTION OF CHAIR OF GOVERNORS**

Mr Trevor Martin was elected as Chair of Governors for a further year (proposed Mr J Whitehouse, seconded Mrs A Brough).

*Mr Martin took the chair*

**4. ELECTION OF VICE-CHAIR OF GOVERNORS**

Mr Wayne Harris was re-elected as Vice-Chair of Governors (proposed Rev Attwood, seconded Mr D Barrow).

**5. MEMBERSHIP OF SUBCOMMITTEES**

It was agreed that the membership of the Performance and Standards Committee would remain the same (Mrs Coopey, Mr Barrow, Mrs Derrick, Rev Attwood, Mr Rollason, Mr Harris and Mr Martin) with the addition of Mrs Darlington. The membership of the Resources Committee will also remain the same (Mr Whitehouse, Mr Barrow, Mrs

Kettle, Mrs Brough, and Mrs Brown) together with Ms Killian. The Out of School Club Working Group will be made up of Mr Martin, Mr Rollason, Mr Barrow and Mrs Brough; it was agreed that Mrs Weir should also attend meetings of the Working Group. The Head Teacher's Performance Management Committee will continue to be made up of Mr Martin, Mr Whitehouse and Mr Harris. The Hearings Committee will be Mrs Derrick, Mr Harris and Mr Whitehouse, and the Appeals Committee will be Mrs Coopey, Mr Rollason and Rev Attwood.

## **6. ELECTION OF CHAIRS OF SUB-COMMITTEES**

Mrs Coopey had expressed her willingness to continue as Chair of the Performance and Standards Committee and was duly re-elected (proposed Mr Harris, seconded Mrs Derrick). Mr Whitehouse was elected as Chair of the Resources Committee (proposed Mr Martin, seconded Mrs Brown). Mr Martin agreed to continue to chair the Out of School Club Working Group.

## **7. APPOINTMENT OF NAMED GOVERNORS**

It was agreed that the following Governors would be responsible for the specified areas:

- Special Educational Needs and Disabilities – Mrs Coopey
- Early Years – Mrs Kettle
- Child Protection and Safeguarding – Mr Harris
- Health and Safety – Mrs Derrick and Mrs Brough
- Training Link Governor – Mrs Coopey
- Patch Representatives – Mrs Coopey, Ms Killian, Mrs Brough
- Governor Representative on the Children's Centre Advisory Committee – Mr Whitehouse.

## **8. MINUTES OF THE MEETINGS HELD ON THE 2<sup>ND</sup> AND 7<sup>TH</sup> JULY 2014**

The minutes of the meeting of the Full Governing Body held on the 2<sup>nd</sup> July 2014 and the minutes of the extraordinary meeting of the Full Governing Body held on the 7<sup>th</sup> July 2014 were approved and signed as a true record.

## **9. MATTERS ARISING FROM THE MINUTES OF THE PREVIOUS MEETINGS**

### **Admissions and Appeals Policy**

The work to update this policy is ongoing and the policy will be brought to the November meeting of the Full Governing Body for approval.

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

### **Out of School Club Administration**

Mr Martin explained that the administration of the Out of School Club will be picked up by Mrs Weir, who has developed some new systems over the summer break. The intention is to parallel run the old and new systems for the months of September and October, with a view to switching to the new system in November if everything goes smoothly. Mr Martin also explained that administrative procedures for the Club were being developed, and once these had been consulted on and finalised he would like them to be approved by the Governing Body and become a policy.

Mr Martin went on to explain that all Governors have historically become Directors of the Out of School Club limited company and Trustees of the charity. Recently appointed Governors have not yet been appointed as Directors/Trustees and Mr Martin suggested that this be done at the November meeting of the Full Governing Body. The necessary forms will be sent to Governors, and Mr Martin urged Governors to think about whether they were happy to be appointed as Directors/Trustees, or whether there were any reasons why they would be precluded for being appointed, before the next meeting.

*Mr Rollason joined the meeting at 7.30pm*

Mr Martin confirmed that the Out of School Club is continuing to do well. More information about the Club's performance will be presented at the next meeting.

### **10. SPECIAL EDUCATION NEEDS AND DISABILITIES INFORMATION REPORT**

Mr Barrow explained that under the new legislation on Special Educational Needs and Disabilities (SEND), all schools are required to publish their core SEND offer. This will help parents of SEND children to select a suitable school. Mr Whitehouse noted that the report had been circulated in bulleted form at the last meeting and it had been agreed that Mrs Coopey would liaise with Mr Barrow and Mrs Eastham on the production of the report, and asked if this had happened. Mr Barrow confirmed that Mrs Coopey had contributed to the production of the report by email. Mr Barrow explained that the report was on the school website as there was a requirement for the school to publish it by the 1<sup>st</sup> September; however this did not preclude Governors suggesting changes. Governors agreed that the report was very comprehensive. Mr Whitehouse noted that there was also a requirement under the new legislation for the Local Authority to publish their SEND offer, and Warwickshire's draft offer is now on their website. The LA draft offer will be subject to a consultation process and therefore there could be changes as a result.

Governors approved the school's Special Educational Needs and Disabilities Information Report.

## 11. POLICIES

### **Behaviour Policy**

Mr Barrow explained that the Behaviour Policy had been updated to make more explicit how the behaviour of children with SEND will be managed, in particular explaining in which ways, and why, such children are treated differently. The mechanics of the policy for the majority of pupils remains unchanged, for example the zone board will still be used: however a new section on children with emotional and behavioural needs has been included. The section explains the targeted behaviour management approach and the consultation with the appropriate external agencies that takes place.

Mrs Brown noted that an appendix on the handling of critical incidents is referred to in the body of the policy but did not appear to be included. Mr Barrow explained that he no longer felt the appendix to be appropriate as the handling of critical incidents is quite specific to each individual. However, the information would be shared with the parents of pupils concerned. Mrs Derrick asked for clarification of the 'red triangle': Mr Barrow responded that each teacher will be issued with a small red triangle which can be sent to staff in to another classroom as a means of signalling that assistance with an incident is needed.

Mrs Brown asked whether the order of the commitments by pupils listed in the Home School Agreement had been prioritised in any way, as the order did not appear to reflect this: for example, being tidy is earlier in the list than being kind. Mr Barrow confirmed that the commitments were not listed in order of importance, but acknowledged that they could be interpreted in this way. He suggested involving the School Council in looking at an appropriate order for the list of commitments, and Governors supported this approach. Mr Martin commented that in conversations with new members of staff it was clear that the need for a consistent approach to behaviour management had been taken on board, and Mr Barrow explained that this had been emphasised in the induction process.

Governors approved the adoption of the Behaviour Policy subject to removal of the reference to an appendix on handling Critical Incidents, and the reordering of the pupil commitments in the Home School Agreement.

### **Governor Visits Policy**

A draft Governor Visits Policy had been produced by Mrs Brown, Mrs Coopey and Mr Rollason and had been previously circulated to Governors. Mr Barrow commented that he thought the policy was very succinct. Mr Martin had already provided some feedback on the draft policy and this was discussed by Governors. Mr Martin asked for clarification on what was meant by the section of the Governor Visit Report Form

entitled 'Did the visit meet your expectations in line with the Governor Visits Policy'. Mrs Brown responded that the intention of the section was to avoid Governors making judgements based on a snapshot activity: the Policy is specific about what Governor Monitoring should achieve and the section of the form was asking Governors to indicate whether what they had observed was what they had expected to see based on the Policy, and record details if this was not the case.

*Mr Harris and Rev Attwood left the meeting at 7.50pm*

Mr Martin stated that he felt the policy would help Governors ensure that the necessary processes were happening, and would improve Governors' understanding of the detail of these processes, but he was concerned that the policy was not requiring Governors to explore the outcomes from the process, that is how the activity being monitored benefits the children. Mr Barrow responded that the actions identified during the process should be the outcomes that would benefit the children, and part of the Governor Monitoring should be to ensure that these actions are carried out. Mr Whitehouse agreed, stating that he believed that the role of Governor monitoring was both to understand the process being monitored and also the outcomes from that process.

Mrs Brown asked what changes to the Governor Visit Report Form were required: Mr Martin suggested adding a section to record the practitioner's view of the outcomes of the process being monitored. This would then evidence that Governors understood the outcomes of the process, and would enable the outcomes to be revisited and reviewed at a later date. Mrs Brown suggested making the 'focus of visit' section of the form more explicit, to capture whether the observation of the monitoring activity was routine or was triggered by a specific event or concern.

Mr Rollason suggested that rather than make changes to the Governor Visit Report Form at this stage, it might be more productive to trial the use of the policy and form as they stand. Mr Barrow supported this, and Ms Killian noted that by trying it out it would be possible to see if what was produced was what was required, and adjust the policy accordingly. Governors agreed to implement the policy and see how it worked in practice: Mrs Brown confirmed that the form currently included in the policy should be completed for future monitoring activities.

Governors approved the adoption of the Governor Visits Policy.

### **Homework Policy**

Mr Barrow explained that the objective of the Homework Policy was to make the school's expectations regarding the amount and nature of homework clear for parents. He went on to explain that the school is currently looking at purchasing a scheme to

support the teaching of spelling, punctuation and grammar across the whole school, and this could change the policy as currently written. Mr Barrow therefore requested that the Homework Policy be delayed to the November meeting of the Full Governing Body and Governors agreed to this.

***Action: Update the draft Homework policy (Mr Barrow)***

## **12. GOVERNOR MONITORING SCHEDULE**

Mr Barrow had prepared a monitoring schedule and this had been previously circulated to Governors. Mr Martin commented that he believed that Governor Monitoring should be the priority for the Governing Body over the coming year. Mr Whitehouse clarified that the monitoring schedule as circulated was for Mr Barrow and his team, and therefore it needed to be agreed how Governors could best support this. Mr Whitehouse asked whether the objective for Governors should be to gain a broad understanding of the monitoring activities, or specialise in one activity. Mr Martin stated that he believed the objective should be to cover a broad range of activities, with each Governor having observed all aspects of the monitoring process where possible.

Mr Barrow suggested assigning one or two Governors to each year group, which would enable them to see a range of monitoring activities and also observe pupils' progression: Mr Barrow confirmed that he had seen this approach work successfully in other schools. Governors supported this suggestion, and Mr Barrow undertook to allocate Governors to year groups taking into account any family connections. Mr Martin suggested that Ms Killian should be allocated to a year group together with a more experienced Governor, who could support her in understanding the monitoring process.

***Action: Allocate Governors to year groups for monitoring activities (Mr Barrow)***

## **13. APPROACH TO THE RECONSTITUTION OF THE GOVERNING BODY**

Mrs Weir explained that there was a legal requirement for the Governing Body to reconstitute under the 2012 regulations before September 2015. This would require consideration of such questions as the size of the Governing Body, the number of each type of Governor (including the new category of 'co-opted governor'), the mix of skills required by the Governing Body, and implications for incumbent Governors. The suggested approach by Warwickshire Governor Services is that a working party be established to look at reconstitution, and Governors agreed that Mr Martin, Mr Barrow and Mrs Weir would develop some proposals and bring these back to Governors.

***Action: Develop proposals for a reconstituted Governing Body (Mr Martin, Mr Barrow, and Mrs Weir)***

#### **14. UNIVERSAL INFANT FREE SCHOOL MEALS**

Governors asked for an update on the introduction of the free school meals for Reception and Key Stage 1. Mr Barrow explained that before the summer break County Catering had assessed what was required to implement the new arrangements, and extra furniture and equipment had been ordered. An additional member of staff had also been requested. Unfortunately at the start of term neither the equipment nor additional member of staff had arrived, and furthermore many parents were unclear about their entitlement. On the first day of term the lunch break overran significantly. As a result Mr Barrow met with the kitchen staff and lunchtime supervisors to decide how to deal with the issue. Within a couple of days the process was running more smoothly, helped by the arrival of the extra member of staff. There had also been further communication with parents explaining their entitlement.

Mr Martin asked what the impact on the pupil premium was likely to be. Mr Barrow explained that he could only encourage families to register for free school meals on financial grounds, and whilst the school has historic data relating to pupils who have previously qualified, the situation with new pupils is more difficult.

#### **15. CHILDREN'S CENTRE**

Mr Whitehouse noted that with effect from the 1<sup>st</sup> September the Children's Centre had transferred to the management of Barnardos, and was no longer a responsibility of the Governing Body. Mr Whitehouse emphasised the desire of the Governors to build a constructive relationship with Barnardos. It was noted that currently the Children's Centre at Kenilworth Nursery School is closed whilst building work is undertaken to separate the Children's Centre from the Nursery, and the belief is that most services will be centred at the St John's site going forward. Mr Rollason asked whether it was any clearer how the efficiency savings will be made; Mr Barrow stated that it was still unclear, and Barnardos' future plans and management structure were also not confirmed.

Governors expressed their thanks to Miss Dyer for all her hard work during the Children's Centre tender process and transition period.

#### **16. DATE AND TIME OF NEXT MEETING**

The next meeting of the FGB will be held on Tuesday 25<sup>th</sup> November 2014, commencing 7pm at the school.