

ST JOHN'S PRIMARY SCHOOL AND NURSERY, KENILWORTH

MINUTES OF THE MEETING OF THE FULL GOVERNING BODY

HELD ON TUESDAY 19TH MAY 2015 AT 7.00PM

Present: Mr T Martin, Mr D Barrow, Rev Attwood, Mrs A Brough (until 7.30pm), Mrs H Brown, Mrs T Coopey, Mrs A Derrick, Mr W Harris, Miss K Harrison, Mrs R Killian and Mr J Whitehouse

In Attendance: Mrs C Weir (Clerk to Governors)

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Mrs S Kettle. No conflicts of interest were declared for the meeting.

2. GOVERNOR RESIGNATION

Mr Martin informed Governors that regretfully he had received notification from Mr Wayne Harris that he would be resigning as Co-opted Governor at the end of the summer term. Mr Martin thanked Mr Harris for his valuable contribution to the work of the Governing Body during his four years as a Governor.

3. MINUTES OF THE MEETING HELD ON THE 24TH MARCH 2015

The minutes of the meeting of the Full Governing Body held on the 24th March 2015 were approved and signed as a true record. Mr Martin explained to Governors that the notes of the Governor Workshop held on the 30th April, which had previously been circulated, would be filed as the minutes of a meeting of the Governing Body. The minutes of the meeting held on the 30th April 2015 were approved and signed as a true record.

4. MATTERS ARISING FROM THE MINUTES OF THE PREVIOUS MEETINGS

Reception 2015 Intake

Mr Barrow informed Governors that there were 38 confirmed applications for a Reception 2015 place at St John's: two classes and teachers will therefore be required. Both the requirement for two classes and the additional funding to be provided have been confirmed in writing by the Local Authority. Mrs Killian asked whether there were any budget implications: Mr Barrow explained that building work was required to accommodate the additional Year 3 class in September. The Rainbow room, Mrs Baker's office and the adjacent small room will all be knocked into one, and the resulting room

will have the same floor plan as the classroom next door. Mr Barrow explained that this was the most cost effective option for creating the required classroom space, and is currently being budgeted for by the school although a contribution from the Local Authority is being sought. Mr Whitehouse asked how the school planned to accommodate those activities which currently take place in the Rainbow Room. Mr Barrow explained that greater use of the corridors and other shared spaces would be required, and Mrs Baker and Mrs Eastham will be sharing an office which is in the process of being created from the existing stock room.

Revised Terms of Reference for the Head Teacher's Performance Review Committee

Mr Martin reminded Governors that it had been agreed that the remit of the Head Teacher's Performance Review Committee would be extended to cover the requirement that Governors have an oversight of the performance management and pay of teaching staff. Mr Martin and Mr Barrow had met to discuss the Terms of Reference, and proposed that the name of the committee be amended to the 'Performance Review Committee'. It was also proposed that the Terms of Reference be extended to include "to monitor the performance management system, ensuring that it encourages, challenges and supports teachers' improvement and that salary increases are linked to the better achievement of pupils". Mr Martin explained that, after reviewing the proposed pay awards, the Performance Review Committee would submit an anonymised report on their findings to the Full Governing Body together with a recommendation for consideration. Governors agreed the proposed changes to the Terms of Reference of the Performance Review Committee.

Mr Martin noted that Mr Harris currently served on the Performance Review Committee, and therefore a replacement would be required from September. Mrs Coopey was appointed to the Performance Review Committee (proposed by Mr Martin, seconded by Mrs Brough).

Governor Training

Mr Martin reminded Governors to provide Mrs Weir with details of any training they had undertaken, so that the Governor Training Records could be updated. He also drew Governors' attention to the new programme of training events provided by Warwickshire Governor Services, which contains a number of new training courses.

Code of Practice for Trade Union Representatives and the Management of Employee Relations

No concerns regarding the Warwickshire model Code of Practice for Trade Union Representatives and the Management of Employee Relations had been raised by Governors, therefore the model Code of Practice was approved by the Full Governing Body for adoption as a school policy.

5. CHILD PROTECTION AUDIT

Mr Martin had met with Mr Barrow to complete the annual Child Protection Audit submission to the Local Authority. Mr Martin explained that the audit had confirmed that all but two of the requirements were being fully met. The two areas for action were that the central record of DBS clearances should be monitored by a nominated Governor, and following Mr Harris's resignation, that another Governor should undertake Safer Recruitment training. Mr Martin and Mrs Brough volunteered to attend the Safer Recruitment training. Mr Barrow circulated to Governors a summary of the guidance on Keeping Children Safe in Education and asked all Governors to familiarise themselves with this.

Governors approved submission of the Child Protection Audit to the Local Authority.

6. STAFFING UPDATE

Mrs Brough left the meeting at 7.30pm

7. GOVERNOR SKILLS AUDIT AND SELF-EVALUATION WORKSHOP

The Governor Skills Audit and Self-Evaluation Workshop had been held on the 30th April and the output of the workshop had been circulated. Mr Martin thanked those who had attended for their input, and in particular thanked Mrs Baker for putting the workshop together. Mr Martin drew Governors' attention to the actions that had been agreed at the workshop, and commented that these were additional things that the Governing Body should be doing over and above their current activities if Governance was to be outstanding. Mr Martin explained that he wanted to go through the actions and assign Governors to take each one forward. He went on to explain that he did not intend to agree timescales for the actions at this stage, but asked Governors to take their action away, decide how it should be approached, and come back to the next meeting with a proposed timescale.

Mr Martin then went through the objectives and the actions identified to deliver those objectives in turn.

OBJECTIVE: TO ENSURE THAT GOVERNORS HOLD THE SENIOR LEADERS TO ACCOUNT THROUGH INVOLVEMENT IN ROBUST MONITORING SYSTEMS

Actions:

- **Assign a governor to each year group. Monitoring of an assigned year group to be both formal, through attendance at pupil progress meetings, and informal, through attendance at events such as class assemblies**
- **Governors to follow up key issues with data for their assigned year and ensure appropriate actions are being taken**

- **Governors to ask challenging questions and ensure that these are followed up at subsequent meetings**

Governors were assigned to year groups as follows, based on the assignments made on 4th September 2014 and taking into account changes to the Governing Body since then:

Nursery	Mr Martin
Reception	Mrs Kettle and Mrs Brough
Year 1	Mrs Brown
Year 2	Mrs Derrick
Year 3	Rev Attwood
Year 4	Mrs Killian and Miss Harrison
Year 5	Mrs Coopey
Year 6	Mr Whitehouse

OBJECTIVE: FOR GOVERNORS TO INCREASE THEIR PROFILE WITHIN THE SCHOOL COMMUNITY AND ENGAGE WITH ALL STAKEHOLDERS

Actions: Governors to create a high profile at key events such as the summer fair, PTA events such as the school BBQ, parents evenings, parent forums and class celebration assemblies

It was agreed that Mr Barrow would set the calendar for school events for the coming academic year, and would circulate this to Governors so that they could decide which events they wished to support. If possible this will include PTA events.

Action: prepare school calendar for 2015/16 and circulate to Governors (Mr Barrow)

Mrs Coopey drew Governors' attention to a new Governor training course being offered by Warwickshire Governor Services, on 'Engaging with Parents and the Community'. Mrs Coopey suggested that this might be a suitable course for an in-house training event. Governors supported this proposal, and Mrs Coopey undertook to contact Governor Services to arrange this.

Action: contact Governor Services to arrange an in-house training event on 'Engaging with Parents and the Community' (Mrs Coopey)

Rev Attwood asked how healthy the school's PTA was: Mr Barrow replied that it was very active. Mrs Coopey suggested that the PTA could use the induction evening for new Reception parents as an opportunity to recruit new members and Mr Barrow supported this suggestion.

OBJECTIVE: TO ENSURE FINANCIAL PROBITY

Actions: Assign a Governor to monitor the effective use and impact of Sports Funding spending

Mrs Brough and Miss Harrison were assigned the task of monitoring the use and impact of the Sports Funding.

Action: Develop an approach to the monitoring of the Sports Funding in consultation with Mrs Baker, and report back to the next meeting with a proposal and timescale (Mrs Brough and Mrs Harrison)

Mr Whitehouse noted that a new monitoring requirement had been introduced in addition to pupil premium children, namely priority family children. Mr Barrow confirmed that this applied to two children at St John's, who were also pupil premium. Mr Whitehouse undertook to monitor this group along with pupil premium and looked after children.

OBJECTIVE: TO BE INVOLVED IN THE PERFORMANCE MANAGEMENT OF STAFF

Actions: Governors to be responsible for ensuring the performance management process is equitable and fair for all staff and is underpinned by the better achievement of the children

This had been discussed earlier in the meeting when the extended terms of reference for the Performance Management Committee had been agreed. The Performance Management Committee consists of Mr Martin, Mr Whitehouse and Mrs Coopey.

OBJECTIVE: TO ENSURE THAT SPIRITUAL, MORAL, SOCIAL AND CULTURAL (SMSC) TEACHING IS MONITORED ROBUSTLY AND EFFECTIVELY

Actions: Elect a governor to be responsible for monitoring the effective teaching and promotion of SMSC

Rev Attwood undertook to monitor the teaching and promotion of SMSC.

OBJECTIVE: TO DEFINE A VALUES STATEMENT FOR THE SCHOOL

Actions: Elect a governor to review the school's values and their impact

Mrs Killan agreed to work with Mr Barrow and Mrs Baker to develop a values statement for St John's. Mr Martin noted that there were lots of values talked about in school in various contexts, but there needed to be evidence that these were having an influence on the children. Rev Attwood commented that he believed that values were 'caught not taught', and therefore it was important that the staff demonstrated the values. Mrs Coopey noted that there were strong links between the action on SMSC teaching and the work to be undertaken on values: it was agreed that Mrs Killian and Rev Attwood would work together on both actions.

Action: Agree an approach to the development of a school values statement in consultation with Mr Barrow, and report back to the next meeting with a proposal and timescale (Mrs Killian and Rev Attwood)

OBJECTIVE: TO ROBUSTLY MONITOR THE SCHOOL'S SAFEGUARDING PROCEDURE

Actions: Ensure that robust monitoring takes place at least once a term

Mr Martin noted that Mr Barrow reported to Governors on safeguarding on a termly basis, as part of his Head Teacher's Report. The self-audit on Child Protection had indicated a couple of issues, which had been discussed earlier in the meeting. Mr Martin agreed to lead on this action in his role as safeguarding Governor.

OBJECTIVE: TO HAVE A STRATEGIC VISION FOR THE SCHOOL

Actions: Governors to agree a strategic vision for the school

Mr Martin explained to Governors that he had discussed the development of a strategic vision for St John's with Mr Barrow, and Mr Martin proposed that the strategic vision be based around two strands, namely:

- Taking the school to Outstanding
- Ensuring that St John's is perceived by the authorities as the preferred school for development in the event that the population of Kenilworth expands.

Mr Whitehouse supported the proposed vision, and noted that the recent meeting with the Local Authority Admissions Team had been positive. However, being the preferred choice for development was about more than just about having the physical space for expansion. Mr Whitehouse commented that a key factor would be finding the right way to engage with the authorities.

Rev Attwood stated that whilst he supported the vision of achieving Outstanding, he also felt that it was as important that the school was kind, inclusive and nurturing. Mrs Coopey agreed, commenting that the vision should not just be driven by the OFSTED agenda: if St John's felt that OFSTED were not measuring the right things, this should not stop the school trying to deliver them. Mr Martin drew Governors' attention to the OFSTED School Inspection Handbook, and stated that he believed that this indicated that OFSTED were now looking at a broader picture, including for example how well the school nurtures its pupils. Mr Barrow commented that achieving Outstanding is also about the school having something about it which is unique and which sets it apart from others. Mr Barrow stated that he believes that St John's is unique, and that this uniqueness needs to be brought to the fore. Mr Whitehouse added that St John's is the best school in Kenilworth in terms of closing the gap, and that this is now the top priority in Warwickshire.

With reference to the possible future expansion of the school, Mrs Coopey asked how big the expansion might be and whether this could in fact be detrimental to St John's. Mr Whitehouse responded that he was not aware of anything which would suggest that

there would be a requirement for any more than one additional form entry in Kenilworth. Governors adopted the two strands of the Strategic Vision.

Action: Develop a plan to ensure that St John's is perceived by the Local Authorities as the preferred school for development in the event that the population of Kenilworth expands (Mr Martin, Mr Whitehouse and Mr Barrow)

8. LEARNING IMPROVEMENT PLAN & SELF EVALUATION FORM

Mr Barrow explained that the LIP will be updated with the end of year data once this is available. He confirmed that the school is on track to meet its targets, and a full update will be given at the July meeting.

9. COMMITTEE UPDATES

Performance and Standards Committee

A meeting of the Performance and Standards Committee meeting had been held on the 15th April and the minutes circulated to Governors. Mrs Coopey explained that all the performance data had been reviewed during the meeting, and actions identified to address the issues. Going forwards, the Committee will be putting greater emphasis on looking at whether the actions identified are having the intended impact. Mr Barrow informed Governors that Mrs Coopey and Mrs Derrick have been monitoring interventions to observe the impact these have on the children's performance.

Mr Whitehouse commented that he will be meeting with Mrs Baker shortly to review the pupil premium data. This will be included as an agenda item at the July meeting of the Full Governing Body.

10. POLICIES

Governors had agreed a new approach to reviewing policies going forwards, whereby a Governor would lead on the review and work with a nominated member of the school staff to produce a draft updated policy. This would then be circulated to Governors for a fixed consultation period. The lead Governor and school contact would then produce a final draft taking into account any feedback received from Governors, and this would be approved at the next relevant Committee meeting.

Mrs Weir had produced a list of policies that are due for review before the end of 2015, together with the relevant contacts within school. Governors were assigned to review policies as follows:

Policy	Committee	Governor Lead	School Lead
Accessibility	Resources	Mrs Brown	Darren Barrow
Minor Contracts	Resources	Mr Whitehouse	Fiona Thomas
Fire & Evacuation	Resources	Mrs Brough	James Russell
Health & Safety	Resources	Mrs Brough	Darren Barrow
Lettings	Resources	Mrs Killian	Cathy Weir
Assessment	Performance & Standards	Mrs Coopey and Mr Harris	Mary Baker
Collective Worship	Performance & Standards	Rev Attwood	Sue Pollard
EYFS	Performance & Standards	Mrs Derrick	Rebecca Fenner
Maths	Performance & Standards	Miss Harrison	Mary Baker
Teaching & Learning	Performance & Standards	Mr Martin	Darren Barrow

Mr Barrow will ask the nominated school lead to contact the Governor lead in order to start the review process. Timescales will be decided by the Governor and school leads depending on the amount of work required. It was agreed that the Health & Safety and Fire & Evacuation Policies should be reviewed together given the close links between them.

Actions: Ask relevant school staff to initiate the policy review process (Mr Barrow)

11. GOVERNOR MONITORING

Governors reviewed the Governor monitoring schedule for the Summer 2015 Term, and volunteered for the unallocated events. Mr Barrow will update the schedule and circulate to Governors.

Action: circulate the updated Governor Monitoring Schedule for the Summer 2015 Term (Mr Barrow)

Mr Martin reminded Governors to return any outstanding Governor Monitoring forms to Mrs Weir as soon as possible.

Action: complete outstanding Governor Monitoring forms and return to Mrs Weir (All)

12. DATE AND TIME OF NEXT MEETING

The next meeting of the Full Governing Body will be held on Thursday 2nd July 2015, commencing 7pm at the school.