

ST JOHN'S PRIMARY SCHOOL AND NURSERY, KENILWORTH
MINUTES OF THE MEETING OF THE FULL GOVERNING BODY
HELD ON THURSDAY 10TH SEPTEMBER 2015 AT 7.00PM

Present: Mr T Martin, Mr D Barrow, Mrs A Brough (from 7.10pm), Mrs H Brown, Mrs T Coopey, Mrs A Derrick, Miss K Harrison, Mrs S Kettle, and Mrs R Killian

In Attendance: Mrs M Baker (Deputy Head), 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 Rev A Attwood and Mr Whitehouse. No conflicts of interest were declared for the meeting.

2. ELECTION OF CHAIR OF GOVERNORS

Mr Trevor Martin was elected as Chair of Governors for a further year (proposed Mrs Coopey, seconded Mrs Brown).

Mr Martin took the chair

3. ELECTION OF VICE-CHAIR OF GOVERNORS

Mrs Trisha Coopey was elected as Vice-Chair of Governors (proposed Mrs Brown, Mrs Derrick).

Mrs Brough joined the meeting

4. TERMS AND REFERENCE AND MEMBERSHIP OF SUBCOMMITTEES

It was agreed that no amendments to the terms of reference of the subcommittees were required, other than those amendments to the terms of reference for the Performance Review Committee agreed at the previous meeting. The following Governors were appointed to the Performance and Standards Committee: Mrs Coopey, Mr Barrow, Mrs Derrick, Rev Attwood, Mr Martin and Miss Harrison. The membership of the Resources Committee will remain the same, namely Mr Whitehouse, Mr Barrow, Mrs Kettle, Mrs Brough, Mrs Brown and Mrs Killian. The Out of School Club Working Group will be Mr Martin, Mrs Coopey, Mr Barrow and Mrs Brough. The Performance Review Committee will continue to be made up of Mr Martin, Mr Whitehouse and Mrs Coopey. The Hearings Committee will be Mrs Derrick, Mrs Brown and Mrs Killian. Membership of the Appeals Committee will be agreed in the event that the committee is required to be convened.

5. ELECTION OF CHAIRS OF SUB-COMMITTEES

Both Mrs Coopey and Mr Whitehouse had expressed their willingness to continue as Chair of the Performance and Standards Committee and Chair of the Resources Committee respectively and were duly re-elected. Mr Martin agreed to continue to chair the Out of School Club Working Group.

6. APPOINTMENT OF NAMED GOVERNORS

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

Representative on the Children's Centre Advisory Committee	Mr Barrow
Special Educational Needs and Disabilities	Mrs Coopey
Early Years	Mrs Kettle
Child Protection and Safeguarding	Mr Martin
Health and Safety	Mrs Derrick and Mrs Brough
Patch Representatives	Mrs Coopey, Mrs Killian, Mrs Brough
Training Link Governor	Mrs Killian
Monitoring of the PE Grant	Miss Harrison
Pupil Premium	Mr Whitehouse

7. MINUTES OF THE MEETING HELD ON THE 1ST JULY 2015

The minutes of the meeting of the Full Governing Body held on the 1st July 2015 were approved and signed as a true record.

8. MATTERS ARISING FROM THE MINUTES OF THE PREVIOUS MEETINGS

LA contribution to the cost of building works

Mr Barrow explained that he is still awaiting a response from the Local Authority to his request that they contribute towards the cost of the internal building works required to accommodate the additional Reception class this year, and undertook to chase this up. Mrs Coopey asked what the implications of the LA refusing to contribute would be. Mr Barrow responded that if the LA did not contribute all of the school's capital allocation for the year, and more, would have been used to carry out building alterations which were only necessary in order to meet the LA's request that the school take an additional Reception class. No other upgrades to the building, for example changing the internal doors, will be possible this year if no contribution is received.

Action: Chase the LA for a response to the request for a financial contribution to the cost of building works (Mr Barrow)

Teacher's Pay Policy update

Mrs Coopey confirmed that she is updating the Teacher's Pay Policy to ensure that it reflects the changes agreed to name and terms of reference of the Performance Review Committee. The updated policy will be brought to the next meeting of the Full Governing Body for approval.

Action: Update the Teacher's Pay Policy to reflect changes to the Performance Review Committee Terms of Reference (Mrs Coopey)

Out of School Club staff contracts of employment and backpay

Mr Martin explained that updated contracts of employment had been produced for the Out of School Club staff. Mr Barrow had met with each member of staff at the end of the summer term to take them through the contracts, and all members of staff had accepted their new contracts. As part of the process of reviewing the contracts, it had come to light that some of the staff had historically been underpaid on their holiday pay. This error has been corrected in the new contracts and all arrears of holiday pay were paid in the July payroll.

Benchmarking Exercise

The benchmarking exercise will be progressed during the autumn term.

Action: Include the benchmarking of staff absence data as part of wider benchmarking exercise (Mrs Killian and Mr Barrow)

9. COMMITTEE UPDATES

Performance Review Committee

A meeting of the Performance Review Committee was held on the 3rd September 2015. The terms of reference of the Committee now include the scrutiny of teachers' appraisals and pay awards, and this was the purpose of the meeting. Mr. Martin explained that the Committee's remit is to gain assurance that:

- a process for teacher appraisals and pay awards is in place;
- the process used is equitable and fair;
- the process had been followed; and
- any pay awards are linked to pupil progress.

In order to carry this out, the Committee used a pro-forma developed by the Local Authority as the basis for their review, and completed the pro-forma as evidence that this had been done. Mr Martin highlighted that the Performance Review Committee had added two sections to the pro-forma: one which required data on how many teachers had achieved their performance targets and had progressed up the pay scale,

and a second which asked the question 'Does the Performance Review Committee endorse the Head Teacher's recommendations?'

Mr Barrow explained that his role as Head Teacher was to justify to Governors that the teachers' performance objectives were appropriate and had been suitably monitored, and that any pay awards made were linked to pupil progress. He noted that it was important to look at the bigger picture when reviewing teachers' performance, as sometimes there might be factors affecting a teacher's ability to achieve all their objectives which needed to be taken into account during their appraisal.

10. 2015 SATS RESULTS

Mr Barrow explained that the 2015 SATs results will be covered in detail at the Performance and Standards Committee meeting to be held on the 16th September, and all Governors are welcome to attend the meeting if they would like more detail on the results. Mr Barrow drew Governors' attention to the fact that the 2014 SATs results had been very good, and that the 2015 results were more in line with those achieved in 2013. In Key Stage 1, 93% of children had achieved a level 2 or higher in reading, and this was a pleasing result. However, the number of pupils who only attained a level 1 in reading was disappointing. The number of pupils achieving a level 3 or better in writing, although still lower than the Warwickshire and national average, was higher than last year and this gave some comfort that the focus placed on writing last year was having an impact. Mr Barrow explained that an additional Teaching Assistant had been allocated to work with the cohort now the children were in Year 3, and a focus was being placed on supporting the higher achieving children. The two classes have been mixed to give a balance of personalities and abilities, and both classes have strong teachers this year.

In Key Stage 2, progress was similar to that made in 2013. 12% of pupils had made 3 or more levels progress in writing: Mr Barrow explained that in fact pupils had made outstanding progress during Year 6, but due to a low starting point some did not get to the required level by the end of the year. Attainment in Spelling, Punctuation and Grammar was good with 88% of pupils achieving a level 4 or higher. This indicates that the mechanics of writing were well understood by the pupils, but that they were lacking the flair and imagination to achieve a similar standard in writing. The focus on developing writing skills will continue this year.

Mr Martin asked how many SATs papers had been sent for remarking. Mr Barrow confirmed that nine papers had been submitted for remarking: those which had been originally graded as level 3 had all been remarked as level 4, but those which had been marked as level 4 had not been awarded a level 5. Overall four of the nine papers had been regraded. Mrs Baker added that the level 4 papers sent for remarking were only one mark off a level 5 and the pupils had consistently achieved a level 5 in class,

therefore it would be interesting to look at the national data once it became available to see if this was a national pattern.

11. LEARNING IMPROVEMENT PLAN AND SELF EVALUATION FORM

The updated Learning Improvement Plan and Self Evaluation Form had been circulated to Governors and Mr Barrow commented that they would be discussed at the forthcoming Performance and Standards Committee meeting. Mr Barrow provided Governors with an updated Strand 1 of the Learning Improvement Plan, and explained that Mrs Baker had been working on implementing the new data tracking tool, Classroom Monitor. The exercise was now complete and it was now possible to set numerical performance targets for all classes. A target of 90% of pupils making expected progress, and 40% making better than expected progress, had been agreed. A new matrix for tracking the progress of pupils had been developed by Mrs Baker, and Mr Barrow explained to Governors how this would work. Mrs Coopey asked whether it was intended to have an individual chart for each child: Mrs Baker responded that this was not the intention, and that children could be plotted on the matrix by name or by a number when anonymous data was required. Mrs Brown asked whether underachieving children would fall off the bottom of the matrix as they went through the school. Mr Barrow responded that it was possible to have children working at a lower level to the rest of their cohort, but that this could be difficult to explain to the children and their parents. He acknowledged that the system would require refinement as the year progresses. Mrs Killian noted that using the terminology of 'year' could be emotive for lower achieving children and their parents, and Mrs Baker agreed that 'stage' could be a more appropriate term to use.

Mr Barrow acknowledged that the Learning Improvement Plan was a lengthy document, and invited Governors to email their comments or arrange a meeting with him to go through it on a one to one basis.

Turning to the Self Evaluation Form, Mr Barrow explained that he had re-written the document in line with the new OFSTED guidance, and this had proved a useful means of getting familiar with the framework. He informed Governors that no evaluations for the different sections were included in the current draft of the document, as he wanted the input of his leadership team when making those judgements. Mr Barrow welcomed any initial comments on the document.

Mr Martin commented that he felt the format of the SEF was very clear, and that the document effectively honed in on the detail of the areas for further development. Also the document considered the specific issues pertinent to each year group and set targets for those year groups. Mr Martin expressed some surprise that the document identified emotional wellbeing, especially due to factors outside the school, as being a

significant barrier to learning, and that as a consequence nurture and wellbeing was a major thread in the SEF. Mr Martin asked Mr Barrow whether he could give Governors an idea of the extent of the issue: Mr Barrow responded that 14.9% of pupils at St John's were identified as having Special Educational Needs and Disabilities, and he estimated that a further 8% had an emotional need but were not currently on the SEND register. These children had a variety of emotional issues. Mr Barrow explained that the extent of the issue had become apparent when looking in depth at children during pupil progress meetings. Mr Martin asked whether the issue should form a separate target in the Learning Improvement Plan. Mr Barrow replied that in some cases the issue could be effectively addressed through quality first teaching, which was already a strand in the LIP. Emotional wellbeing was also a key focus of the SENDCo and Deputy. Mrs Baker noted that emotional and mental health issues in children and young adults could be a wider issue in society and not something specific to St John's. The school offers a access to a counselling service and is therefore able to intervene early when an issue is identified.

12. REVIEW OF ACTIONS FROM THE GOVERNOR SKILLS AUDIT AND WORKSHOP

Mr Martin drew Governors' attention to the list of actions arising from the skills audit and workshop, which had been circulated prior to the meeting.

Objective	Actions	Timescale/ People responsible
To ensure that governors hold the senior leaders to account through involvement in robust monitoring systems.	<ul style="list-style-type: none"> • Assign a governor to each year group. Monitoring of an assigned year group to be both formal, through attendance at pupil progress meetings and diagnostic days, and informal, through attendance at key 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 these are followed up at subsequent meetings. 	2015/16 All governors
For governors to increase their profile within the school community and engage with all stakeholders.	<ul style="list-style-type: none"> • Governors to be high profile at key events: the summer fair, PTA events eg. school BBQ, parents evenings, parent forums and class celebration events. • Arrange an in-house training event on 'Engaging with Parents and the Community' 	2015/16 All governors 20/10/15 Mrs Coopey
To ensure financial probity. Monitor the effective use and impact of Sports Funding	Develop a proposal and timescale for monitoring the Sports Funding in consultation with Mrs Baker.	Sept 2015 Mrs Brough & Mrs Harrison

Objective	Actions	Timescale/ People responsible
To be involved in the performance management of staff.	Governors to be responsible for ensuring the performance management process is equitable and fair for staff and is underpinned by the better achievement of the children.	Annually Mr Martin, Mrs Coopey & Mr Whitehouse
To have a strategic vision for the school.	Develop a plan in consultation with Mr Barrow 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.	Sep 2015 Mr Martin & Mr Whitehouse
To define a values statement for the school.	Review the school's values and their impact and agree an approach to the development of a school values statement in consultation with Mr Barrow.	Sept 2015 Mrs Killian & Rev Attwood
To ensure that SMSC is monitored robustly & effectively	Develop a proposal and timescale for monitoring the effective teaching and promotion of SMSC in consultation with Mrs Baker.	Sept 2015 Mrs Killian & Rev Attwood
To robustly monitor the safeguarding procedures.	Ensure that robust monitoring takes place at least once per term.	Termly Mr Martin

Mr Martin asked Governors to ensure that they followed through on those actions which they had been allocated. Governors agreed that an update on each of the actions would be given at the next meeting of the Full Governing Body. Mr Martin asked Mr Barrow whether there was any further support he required from Governors: Mr Barrow replied that Governors should continue to do what they are doing, in particular focusing on monitoring activities.

Mrs Brown asked whether Governors should continue to monitor the year group they had been allocated last year, and Mr Barrow confirmed that they should. The school calendar for the coming year had been circulated to Governors: Mr Barrow explained that he intended to put together a schedule of events that Governors might wish to attend and Governors could sign up to these. Monitoring this year will take the form of diagnostic days plus pupil progress meetings. Mr Barrow noted that the diagnostic days were not on the school calendar as he did not want to give advance warning of these, in order to make them as much like an OFSTED inspection as possible. Mrs Baker added that it would be valuable for Governors to informally meet the teachers in the year group they were responsible for monitoring, and encouraged Governors to arrange this.

Action: circulate schedule of events to Governors (Mr Barrow) and sign up for events (All)

13. REVIEW OF POLICIES

The list of policies for review before the end of the autumn term had been circulated to Governors, together with their latest status. Mr Barrow confirmed that the current policies had been sent to the Governors responsible for reviewing them. The Lettings policy had been approved at the June meeting of the Resources Committee. The Homework policy and Collective Worship policies were both now ready for approval, and it was agreed that these would be added to the agenda of the Performance and Standards Committee on the 16th September.

Action: Complete review of assigned policies (All)

14. GOVERNOR WEBSITE PAGE

Mr Martin noted that the Governor page of the school website needed updating and that some information, such as Governor profiles, was missing. Mrs Weir explained that new requirements came into force in September 2015 regarding the information on Governors that needed to be published on the school website. Mrs Weir undertook to email Governors a proforma to collect the necessary data. She will also consult with Warwickshire Governor Services to establish exactly what personal information has to be made public.

Action: Gather information on Governors required to be published on the school website, and clarify requirements with Governor Services (Mrs Weir)

15. CORRESPONDENCE

Mrs Condillac, Children's Services Manager at the Kenilworth Children's Centre, had provided an update for Governors.

16. DATE AND TIME OF NEXT MEETING

The next meeting of the Full Governing Body will be held on Tuesday 24th November 2015, commencing 7pm at the school.