

**ST JOHN'S PRIMARY SCHOOL AND NURSERY, KENILWORTH**

**MINUTES OF THE MEETING OF THE FULL GOVERNING BODY**

**HELD ON TUESDAY 17<sup>TH</sup> MAY 2016 AT 7.00PM**

Present: Mr Trevor Martin, Mr Darren Barrow, Mrs Rebecca Augustus, Mrs Helen Brown, Mrs Trisha Coopey, Mrs Beth Cordrey, Mrs Antonia Derrick, Miss Katie Harrison, Mrs Rachel Killian, Mr Daryl Molyneux and Mr John Whitehouse

In Attendance: Mrs Cathy Weir (Clerk to Governors)

**1. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Mrs Anne Brough and Mrs Sandra Kettle. No conflicts of interest were declared for the meeting.

**2. MINUTES OF THE MEETING HELD ON THE 15<sup>TH</sup> MARCH 2016**

The minutes of the meeting of the full Governing Body held on the 15<sup>th</sup> March 2016 were approved and signed as a true record.

**3. MATTERS ARISING FROM THE MINUTES OF THE PREVIOUS MEETING**

**Governor Information Session on Nurture**

Mr Barrow explained that Mrs Eastham, the school's SENDCO, had now completed two of the three training sessions on nurture provision, and it had become clear that nurture would be an effective intervention for children of all ages. Mr Barrow is therefore keen to introduce nurture as the core of the interventions at St John's. He believes that there are a number of children at St John's who would benefit from the nurture approach, and he now favours introducing nurture as a core intervention rather than through the cross-cluster model that was originally proposed.

Mr Barrow provided Governors with a draft budget for the implementation of nurture provision at St John's. This was made up of £20k for the recruitment of two higher level teaching assistants working afternoons to deliver the provision; £1.5k for furniture and equipment to establish a nurture facility in the Out of School Club room; £500 for consumables for a year, mainly food; and £7.5k to create an additional intervention room from part of the current 4L classroom to compensate for the loss of the Out of School Club space during the school day. Mr Barrow plans to apply to the William Edwards Charity for funding for the whole project. Mrs Killian asked if there was a

fallback plan if the Edwards trust turned down the application: Mr Barrow confirmed that he had not yet considered this in detail.

Mrs Coopey asked whether a nurture facility at St John's would be shared with other Kenilworth schools, and whether this would make funding a higher priority for the Edwards trust. Mr Barrow explained that the level of need at the other schools was not as high as at St John's, and therefore he was keen to develop a dedicated facility. Mr Martin asked where that would leave the cross cluster nurture initiative: Mr Barrow responded that it would not preclude developing nurture within the cluster but the commitment to the project was not as high at other schools as at St John's. One member of staff at each primary school has received the nurture training and therefore each school can implement nurture in a way that is appropriate to its particular needs. St John's and St Nicholas are the two schools with a higher level need, and Mr Barrow confirmed that he would be happy to work with St Nicholas to develop a nurture hub for the cluster alongside the St John's project.

Governors agreed that an application for funding for nurture provision at St John's should be made to the Edward's trust, and asked for timescales. Mr Barrow stated that his aim was to complete an application by the end of this half term.

***Action: submit a bid to the William Edwards Educational Charity for funding for nurture provision (Mr Barrow)***

### **Health & Safety and Fire & Evacuation Policies**

Mr Barrow confirmed that the Health & Safety and Fire & Evacuation policies had been updated, and Mrs Derrick had reviewed the drafts and was happy with them. The policies will therefore be included on the agenda for the June Resources Committee meeting.

### **Nursery Working Party**

Mr Barrow informed Governors that a working party, consisting of himself, Mrs Cordrey, Mrs Weir and Ms Kelly, the nursery teacher, had been formed to look at the nursery offer and had already met. A more flexible nursery offer for September had been agreed and letters were in the process of being sent out to the parents of the existing early entry nursery pupils and those on the waiting list for a September nursery place. Mrs Killian asked whether there was a need to communicate the more flexible approach to parents who were not on the waiting list. Mr Barrow responded that this had been discussed by the working group and two publications in which adverts could be placed had been identified. In addition, Mr Barrow intended to approach the Kenilworth health visitors who have a list of local children approaching nursery age and a mailshot could be sent to these parents. Mrs Cordrey added that the group had recognised the need not

to move too quickly with the changes to nursery provision, to allow time to see how the changes worked on a day to day basis in the classroom. She noted that the uptake of the more flexible provision from those parents currently on the waiting list might not be representative of the level of interest in more flexible arrangements in the future, as many parents looking for flexible nursery provision from September would already have made alternative arrangements.

Mr Martin asked for a copy of the letter to nursery parents to be copied to governors.

***Action: Copy letter to nursery parents to Governors (Mrs Weir)***

### **2016 Reception Intake**

Mr Martin requested confirmation that there would only be one Reception class at St John's in September. Mr Barrow confirmed that this was the case and that it would not be possible at this late stage for a second class to be accommodated. He added that other Kenilworth primary schools had vacancies in Reception for September 2016 so those on the waiting list for St John's should be allocated elsewhere. Mr Whitehouse noted that the Local Authority's current forecast for Kenilworth school places for the next few years is a negative surplus, based on birth data.

### **School Facebook Page**

Mr Barrow informed governors that Mrs Killian had set up a St John's Facebook page but the school had not yet progressed this due to workload. He stated that he felt that it would be more appropriate to focus on this over the summer so that it was ready for the next academic year.

### **Values Statement**

Mrs Killian confirmed that the final draft Values statement had been circulated to Governors.

### **Monitoring of Religious, Spiritual, Moral, Social and Cultural Development**

Mrs Killian explained that a meeting with Rev Attwood and Mrs Fenner had not happened, but that she had spoken to Mrs Fenner and had received an update on the monitoring of RSMSC in school. The folders of evidence are in use in all the classrooms and will be reviewed shortly. Mrs Fenner and Miss Gill had also been gathering together books relevant to the subject with a view to creating a central resource for staff to use in their teaching of RSMSC. Mrs Killian agreed to lead on the ongoing monitoring of RSMSC on behalf of the governors.

#### **4. FACT FINDING ON ACADEMY CONVERSION**

Mr Barrow informed governors that he had visited the Academies Show in London on the 20<sup>th</sup> April. He had attended seminars on a range of subjects and would make the slides from these available to Governors if they were interested in any of the topics. Mr Barrow explained that he was keen to obtain impartial views on the pros and cons of the various routes to becoming an academy, and at the Show he had met a contact from the National College who could speak to Governors about this. Although the requirement for all schools to convert to academy status has been reversed Mr Barrow is keeping an open mind. Kenilworth School has announced its intention to convert to academy status and form a multi-academy trust, however most of the primary schools do not want to be pressured into this unless it is the right solution for their school. He noted that it is difficult for a school to leave a multi-academy trust once it has joined. Mr Barrow commented that he would be interested to see what the Local Authority does next, given its significantly diminished role. Mr Martin added that the letter to parents issued by Kenilworth School talked about forming a multi-academy trust with local schools including primaries: Mr Whitehouse pointed out that, given that several of the Kenilworth primaries are church schools and therefore cannot form a multi-academy trust with non-church schools, there would not be a neat solution for Kenilworth.

Mr Martin informed Governors that he and Mr Barrow would be attending a session on academies run by the Local Authority on the 26<sup>th</sup> May, and Mrs Coopey and Mr Molyneux would be attending a second event on the 6<sup>th</sup> June. After these events those attending will pool information and brief governors on their findings. Mrs Coopey asked whether there was still an assumption at national level that good schools would become academies: Mr Barrow responded that it was still the preferred structure, and a key question is what will happen to schools if they don't convert. Mr Barrow emphasised that his priority is to make the right decision for St John's at the right time.

#### **5. UPDATE ON STAFFING FOR SEPTEMBER 2016**

#### **6. COMMITTEE UPDATES**

##### **Performance and Standards Committee**

The Performance and Standards Committee met on the 27<sup>th</sup> April 2016 and the minutes of the meeting have been circulated to governors. Mrs Coopey explained that governors had received the performance data for the end of the spring term in advance of the meeting, and the data appeared to show a worrying slowdown in progress. During the meeting there was an in depth discussion around what was underlying the data, including the point in the academic year, the curriculum changes and the new monitoring software. Governors left the meeting satisfied that teachers were confident

that the children were progressing. It was agreed that Mrs Baker would hold a session for Governors to explain the monitoring software, Classroom Monitor, in more detail.

Mr Barrow informed Governors that progress data as at the end of the spring 2016 term was now available, and this supported the teachers' confidence that the children were making progress. He circulated the data to Governors and explained that average progress for a year would be moving from emerging at the start of the year to secure by the end, and that this equates to 2 points' progress. He went on to explain that in Year 1 there had been a problem converting the Early Learning Goal data to the National Curriculum, and therefore the starting point for this year group was not reliable. From Year 2 upwards the data was reliable. In Years 2 to 6 progress in writing is on track or better than expected, and progress in maths is also positive with many year groups already exceeding two points progress. Progress in reading is not as positive, especially in Year 6. One explanation for this could be that the assessment tools used were too difficult and therefore the data is inaccurate, but it could also be the case that the emphasis placed on writing has led to a slowing of progress in reading.

Mrs Brown drew Governors' attention to the fact that at two thirds of the way through the academic year expected progress would be 1.3 points, and few classes were showing progress below this level. Mrs Killian asked whether the data was the average across the class and Mr Barrow confirmed that it was, and that further analysis would be carried out to look at the progress of various subgroups, for example boys and girls, pupil premium children and those with SEND. Mrs Killian expressed a concern that looking at average data could obscure issues if there was a wide range in progress. Mr Barrow explained that the school has the progress data for each individual child and that this would also be looked at, but it was probable that the RAISE Online report would focus on average data.

Mrs Coopey commented that during the Performance and Standards Committee meeting Mrs Benarous had spoken very highly about how hard the Year 6 pupils had worked towards their SATS. Mr Barrow supported this, and stated that the reading papers for both the Key Stage 1 and Key Stage 2 SATS had been very difficult. Mrs Killian asked if any parents had kept their children off school in protest against the SATS and Mr Barrow confirmed that none had.

Mr Martin informed governors that the session on Classroom Monitor would be open to all governors to attend, and that a date would be circulated in due course.

### **Out of School Club**

Mr Martin circulated a copy of the April management report and noted that Out of School Club income for April was the highest recorded. The club has a healthy financial surplus and this could be used to fund the expansion of the club.

## **7. REVIEW OF POLICIES**

### **Approval of the Educational Visits Policy**

The draft Educational Visits Policy had been circulated to governors for review. Mrs Weir explained that whether to issue children with wristbands when they were away from school was still being evaluated: other options such as tabards might be more appropriate for Early Years and Key Stage 1. Mr Whitehouse asked for clarification of the circumstances under which volunteers would or would not have DBS clearance. Mr Barrow explained that most volunteers would be encouraged to get DBS clearance as this could now be obtained very quickly. On occasion volunteers without DBS might be used to ensure adequate supervision ratios and if this was the case then the volunteer would never be left alone with the children. Mrs Cordrey suggested that any means of identification such as wristbands should carry the main school telephone number as well as the school mobile, in case the mobile was out of range. Mrs Brown asked for clarification on the A/B/C categorisation of school visits and Mrs Weir explained this, emphasising that most trips other than residential fall into category A.

Governors approved the Educational Visits Policy subject to the amendments above.

### **Policies for Review during 2016**

Governors reviewed progress on those policies due to be updated this year, and noted that a draft Charging and Remissions Policy had been produced by Mr Molyneux and circulated to Mr Barrow, Mr Whitehouse and Mrs Weir for comment. The aim is to take this policy to the June meeting of the Resources Committee.

## **8. SAFEGUARDING UPDATE**

Mr Barrow provided Governors with a safeguarding update. At St John's there are seven families under a Common Assessment Framework; one Child in Need; and two pupils under Child Protection. There are three Looked After Children. Mrs Killian asked whether some of these categories included the same children: Mr Barrow confirmed that Common Assessment Framework, Child in Need and Child Protection were all mutually exclusive, but Looked After Children could be included within these categories. There have been thirteen safeguarding concerns logged since March: Mr Barrow explained that these were completed 'green forms'. Of these two were new concerns whereas the others related to open safeguarding cases.

Mrs Eastham has attended PREVENT training and has disseminated this to the rest of the staff. A key learning point is that emotionally vulnerable children are those who are most susceptible to extremism as they want to feel part of a group. Safeguarding training will form part of the induction of new staff in September. The Central Staff Register is being continually updated, and the Safeguarding Policy will be reviewed in the autumn term.

## **9. APPROVAL OF RESIDENTIAL TRIP TO SWANAGE**

Details of the forthcoming Year 5 and 6 visit to Swanage from the 6<sup>th</sup> to the 10<sup>th</sup> June 2016 had been previously circulated to Governors, and no concerns had been raised. Mr Barrow confirmed that all the risk assessments had been completed and the required paperwork submitted to the Local Authority. Fifty four children are attending the trip with six accompanying adults, namely Mr Barrow, Mrs Benarous, Miss Eggleton, Miss Harrison and Mrs Hoare from the staff at St John's, plus Mr Langdon, a Year 6 parent. Mrs Benarous has led visits to the Allnatt Centre in Swanage previously and is familiar with the area. Governors approved the Year 5 and 6 residential visit to Swanage.

## **10. GOVERNOR MONITORING**

Mrs Killian raised a concern that she had not visited school as frequently this academic year as previously. Mr Barrow noted that this was in part due to the move to diagnostic days, and emphasised that Governors are welcome to attend part of the diagnostic day or pupil progress meetings if this fitted better around their commitments. Mrs Brown commented that the diagnostic days were subject to changes of date, and this made it difficult to plan attendance. Mr Barrow confirmed that the next pupil progress meetings would be held on the 12<sup>th</sup> July and the Parent Forum would be on the 16<sup>th</sup> June at 5.30pm. The date for the diagnostic day had not been finalised as it was dependant on availability of data, but it would be held on a Tuesday and he would confirm the date as soon as possible. Mr Barrow went on to state that Governors were always welcome to come to school to visit the year groups that they were responsible for monitoring and that Governors did not need to wait for the diagnostic days and pupil progress meetings.

***Action: Confirm date of next Diagnostic Day with Governors (Mr Barrow)***

## **11. CORRESPONDENCE**

An update on the Children's Centre had been provided by Mrs Condillac, Children's Centre Manager.

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

The next meeting of the full Governing Body will be held on Wednesday 13<sup>th</sup> July 2016, commencing 7pm at the school.