

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

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

**HELD ON TUESDAY 13<sup>TH</sup> SEPTEMBER 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 and Mr Daryl Molyneux

In Attendance: Mrs Cathy Weir (Clerk to Governors), Mrs Mary Baker (Deputy Head)

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

**1. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Mrs Anne Brough, Mrs Sandra Kettle and Mrs Rachel Killian. 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 Brown, seconded Mrs Derrick).

*Mr Martin took the chair*

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

Mrs Trisha Coopey was elected as Vice-Chair of Governors for a further year (proposed Mrs Brown, seconded Mrs Cordrey).

**4. TERMS AND REFERENCE AND MEMBERSHIP OF SUBCOMMITTEES**

Governors discussed whether a subcommittee on Academy Conversion was required, and concluded that initially a working group would be the appropriate body to consider this. Mrs Coopey noted that the school's Complaints Procedure allows for the right of appeal against a decision made by the Hearings Committee, and therefore this should be included in the Terms of Reference for the Appeals Committee. She also noted that the Terms of Reference for the Hearings Committee refer to the 'Curriculum Complaints Procedure'. As the school does not have a policy specifically dealing with curriculum complaints, with any such complaints being dealt with under the general Complaints Procedure, she suggested that this reference be removed. Governors agreed with these suggestions.

***Action: Update Terms of Reference for Subcommittees (Mrs Weir)***

It was agreed that the membership of the Resources and Performance and Standards Committees would remain unchanged. The Performance and Standards Committee will be Mrs Augustus, Mr Barrow, Mrs Coopey, Mrs Cordrey, Mrs Derrick, Mr Martin and Miss Harrison. The

Resources Committee membership will be Mr Barrow, Mrs Kettle, Mrs Brough, Mrs Brown, Mrs Killian and Mr Molyneux plus a vacancy. The Performance Review Committee will be Mr Martin, Mr Molyneux and Mrs Coopey. The Performance Review Committee will meet at 1.00pm on the 1<sup>st</sup> November. The Hearings Committee will any three governors from Mrs Coopey, Mrs Brough, Mr Molyneux 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

Mrs Coopey was re-elected as Chair of the Performance and Standards Committee (proposed Mr Barrow, seconded Mr Molyneux). Mr Molyneux was elected as Chair of the Resources Committee (proposed Mr Martin, seconded Mr Barrow).

## 6. APPOINTMENT OF NAMED GOVERNORS

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

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

**Post meeting note:** It was subsequently agreed that Mrs. Coopey and Mrs. Cordrey would take joint responsibility for SEND and Pupil Premium.

Governors were allocated to Year Groups for monitoring and liaison purposes as follows:

Nursery	Mr Martin
Reception	Mrs Brown
Year 1	Mrs Cordrey
Year 2	Mrs Killian
Year 3	Mrs Augustus
Year 4	Mrs Brough
Year 5	Mrs Coopey
Year 6	Mr Molyneux

Governors noted that the next Pupil Progress Meetings will be held on the 20<sup>th</sup> October. Mr Barrow undertook to circulate the timetable for the day so that Governors will know when their

year group is scheduled to be discussed, and explained that the timetable could be amended to accommodate governors' availability if necessary.

***Action: Circulate timetable of Pupil Progress Meetings (Mr Barrow)***

## **7. MINUTES OF THE MEETING HELD ON THE 13<sup>th</sup> JULY 2016**

The minutes of the meeting of the full Governing Body held on the 13<sup>th</sup> July 2016 were approved and signed as a true record.

## **8. MATTERS ARISING FROM THE MINUTES OF THE PREVIOUS MEETING**

### **Bid for Nurture Facility Funding**

Mr Barrow explained that the Edwards Educational Charity had agreed in principle to make a significant contribution to the cost of creating a nurture facility in the current Out of School Club room. The next step is for the Local Authority surveyor to put the work out to tender, with three quotes being required for the Edwards Trust to agree funding. Mr Barrow noted that the Edwards trustees will undoubtedly ask what the school can contribute financially to the project and, given the school's very limited capital budget, suggested that the Out of School Club might be able to contribute as it will also benefit from the improvements. Governors supported this suggestion in principle and the matter will be considered in depth at the next meeting of the Out of School Club working group.

### **Academy Conversion**

Mr Martin confirmed that all the information from the events on academy conversion attended by governors was now available on GovernorHub. Mr Barrow explained that Mandeep Benning, the school's former Finance Officer, has taken on the role of a Local Authority specialist on academy conversion and has contacted Mr Barrow to ask for a meeting to discuss academy conversion with a view to developing a training package for schools. Mr Barrow invited any interested Governors to join him in this meeting. Mr Molyneux suggested that Ms Benning be invited to the scheduled academy conversion working group meeting scheduled for the 13<sup>th</sup> October and Mr Barrow agreed find out if this would be possible.

***Action: Invite Ms Mandeep Benning to the Academy Conversion working group meeting on the 13<sup>th</sup> October at 1.15pm (Mr Barrow)***

## **9. LEARNING IMPROVEMENT PLAN AND SELF EVALUATION FORM**

The Learning Improvement Plan and school Self Evaluation Form had been updated during the summer break and were circulated to Governors in advance of the meeting. Mrs Coopey commented that she found the documents to be clear and well set out. Mr Martin stated that he was pleased to see that the Reading Rapid Action Plan had been added to the Learning Improvement Plan. He noted that the objective was stated to be to close the gap in reading and asked how big that gap was. Mr Barrow responded that the gap was most significant towards the top end of the school and in particular Year 6. The recent SATs tests had highlighted that the children were not being exposed to a sufficient breadth of language and vocabulary. He added that all year groups had made less progress in reading than in writing and maths, and this was

the gap that the school was looking to close. Mr Martin stated that it would be helpful to define, and ideally quantify, the gap in reading in the Learning Improvement Plan (LIP).

Mrs Coopey noted that specific performance targets were included in the Learning Improvement plan but did not include specific targets for reading. Mrs Brown asked why the LIP only included targets for certain year groups. Mr Barrow responded that all year groups have a target for progress, but attainment targets had only been set for those year groups who will be subject to external assessment, as these are how the school will be evaluated.

Mrs Brown noted that the LIP priority which addresses safeguarding includes an action to involve governors more proactively in this area, and asked Mr Barrow what he would like to do differently. Mr Barrow explained that half termly safeguarding checks were now required and Mr Martin would be conducting these, and it would be the responsibility of the wider Governing Body gain assurance that these were being carried out adequately.

Mrs Cordrey noted that the Self Evaluation Form states that 'cooking takes place throughout the school' and questioned whether this happens in practice. Mrs Baker confirmed that all year groups had cooked at least twice during the previous academic year, and explained that the aim was for all children to cook at least once each half term this year. Mrs Cordrey asked for clarification on the school's approach to providing swimming lessons. Mr Barrow explained that children in years 3, 4 and 5 had swimming lessons for around half a term each year at Abbey Fields swimming pool. Mrs Cordrey asked why lessons were limited to half a term: Mr Barrow stated that it was partly due to financial constraints and also that he questioned the value of undertaking more swimming. Mrs Baker added that the quality of teaching at Abbey Fields is very high, and the school will consider the feasibility of providing further lessons in Year 6 for children who are not proficient swimmers.

Mrs Brown noted that the LIP Priority on creativity states that teachers will 'ensure the learning theme books showcase all the curriculum non-negotiables: knowledge harvest, sparkly start, cross curricular opportunities and fabulous finish', and asked how this will be achieved. Mrs Baker explained that teachers will take photographs at each stage and these will be included in each child's learning theme book.

Mr Molyneux asked whether it was intended to assign specific governors to monitor each of the priorities identified in the LIP. Governors discussed this and decided that it would be too complex in addition to monitoring specific year groups. Governors did agree to assign specific Governors to monitor the Reading Rapid Action plan, with Mrs Cordrey focussing on Key Stage 1 and Mr Molyneux on Key Stage 2.

## **10. COMMITTEE UPDATES**

### **Out of School Club**

Mr Martin explained that the meeting of the Out of School Club Working Group had been postponed to Thursday 15<sup>th</sup> September. The September management report had been

circulated to Governors and shows that the Club's healthy financial performance continues. Mrs Brown commented that feedback from parents on the summer playscheme had been positive.

## 11. REVIEW OF POLICIES

### Charging and Remissions Policy

It was agreed that Mr Molyneux, Mr Barrow and Mrs Weir would meet in the next few weeks to finalise the Charging and Remissions Policy.

### Policies for Review during 2016

Governors reviewed progress against the list of policies identified as requiring review during 2016:

- Behaviour: Mrs Derrick will be contacting Mrs Benarous to start this review;
- Charging and Remissions: as above;
- Child Protection: Mr Barrow confirmed that this is ready to go to the next meeting of the Performance and Standards Committee for approval;
- Data Protection: to be reviewed this term;
- Equal Opportunities: to be reviewed this term;
- Marking: Mrs Baker believed this to be largely still applicable, but will carry out a quick review this term;
- Pay/Teacher Appraisal: Minor updates had been made and the policies were approved at the June Resources Committee meeting;
- Special Educational Needs and Disabilities: to be reviewed this term;
- Fire and Evacuation: this requires a redraft in line with the latest Warwickshire template;
- Health and Safety: this was approved at the June Resources Committee.

## 12. GOVERNOR MONITORING

Mrs Baker explained that this academic year the monitoring of reading, writing and maths will be carried out separately, with Miss Eggleton taking the lead on reading, Mrs Baker on maths and Mrs Benarous on writing. The three areas will then be pulled together in a diagnostic day. A calendar of monitoring activities has been compiled and Mrs Baker will upload this on to GovernorHub together with the general school calendar. Governors are invited to attend monitoring events for their own year group or others depending on their availability: Mr Barrow requested that Governors email him with the sessions that they would like to attend.

***Action: Upload calendar onto GovernorHub (Mrs Baker) and sign up for monitoring activities by emailing Mr Barrow (All)***

## 13. SAFEGUARDING UPDATE

Mr Martin noted that both he and Mrs Augustus will act as Safeguarding Governors this year. A safeguarding audit is planned for Thursday 15<sup>th</sup> September and Mr Martin will conduct this. Mr Martin went on to remind Governors that DBS checks are now mandatory for Governors, and

asked that any Governor who does not have DBS clearance, or whose certificate is more than three years old, complete a DBS application as soon as possible.

#### **14. PROCEDURE FOR RAISING QUESTIONS AND COMMENTING ON DOCUMENTS**

Mr Barrow requested that Governors email any questions they may have on the detail of documents to him in advance of meetings, to give him time to prepare an answer. Mr Barrow believes that this will speed up meetings and result in a more considered and comprehensive answer. Governors agreed with this suggestion.

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

The next meeting of the full Governing Body will be held on Tuesday 22<sup>nd</sup> November 2016, commencing 7pm at the school.