

ST JOHN'S PRIMARY SCHOOL AND NURSERY, KENILWORTH

MINUTES OF THE MEETING OF THE FULL GOVERNING BODY

HELD ON TUESDAY 22nd NOVEMBER 2016 AT 7.00PM

Present: Mr Trevor Martin, Mr Darren Barrow, Mrs Anne Brough, Mrs Trisha Coopey, Mrs Beth Cordrey, Miss Katie Harrison, Mrs Rachel Killian 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 Rebecca Augustus and Mrs Sandra Kettle. No conflicts of interest were declared for the meeting.

2. MINUTES OF THE MEETING HELD ON THE 13th SEPTEMBER 2016

The minutes of the meeting of the full Governing Body held on the 13th September 2016 were approved and signed as a true record.

3. MATTERS ARISING FROM THE MINUTES OF THE PREVIOUS MEETING

Amendments to Sub-Committee Terms of Reference

The agreed amendments to the Terms of Reference for the Sub-Committees had been made and the updated document uploaded to GovernorHub.

Timetable of Pupil Progress Meetings

The timetable for the autumn term's Pupil Progress meetings had been circulated to governors. The timetable for the spring term will be updated and uploaded to GovernorHub shortly. Mr Martin requested that as many governors as possible attend Pupil Progress meetings, and noted that they were highly informative.

Nurture Facility

Mr Barrow informed governors that the work to create the nurture facility was currently out to tender. The Edwards Trust have confirmed that their last meeting for this year is on the 29th November, so ideally bids will be received in time to be considered by that meeting. Mr Barrow has sent a holding letter to the Edwards Trust, and Mr Martin has been liaising with the Local Authority in a bid to speed up the tender process. Mr Martin informed governors that as yet he had received no response to his latest communication. Mr Barrow explained that the Senior Leadership Team were considering how to get nurture up and running at St John's from January, as an interim measure until the new facility was ready.

4. GOVERNING BODY MEMBERSHIP

Mr Martin informed governors that Mrs Helen Brown has resigned from her role as parent governor. Mrs Antonia Derrick's term of office as parent governor has also come to an end. Governors expressed their thanks for Mrs Brown and Mrs Derrick's contributions and hard work during their time on the governing body.

Nominations have been sought to fill the two parent governor vacancies and two parents have volunteered: Mr Richard Owen and Ms Ruth Cooper. Subject to DBS clearance, the governing body appointed Mr Owen and Ms Cooper as parent governors. Mr Martin will arrange to meet both new governors prior to their first meeting in January.

Mrs Anne Brough has resigned from her position as co-opted governor but would like to continue her involvement with the governing body as an associate governor. Governors appointed Mrs Brough as an associate governor for the term of the 2016/17 academic year. Mrs Brough will sit on the Resources Committee and will continue to take the lead on health and safety on behalf of the Governing Body. Rev Andrew Atwood was also reappointed as an associate governor for the term of the 2016/17 academic year.

5. HEAD TEACHER'S REPORT FOR THE AUTUMN 2016 TERM

The Head Teacher's Report for the Autumn 2016 Term had been circulated to governors in advance of the meeting, and governors had raised a number of questions which are included below together with Mr Barrow's responses:

What is the 2Help nursery provision mentioned in the community section of the report?

Mr Barrow explained that the 2Help Nursery is the Government funded Nursery placements for children who are 2 years old. The Children's Centre currently has the 2Help Nursery on site. It was recently inspected and achieved a grading of good by OFSTED. The initial eligibility was targeted at families with children with additional needs and it is hoped that the provision will be rolled out to all two year olds in the near future.

How often do 'Open the Book' come in to lead assemblies? What is the ratio of their input compared to those representing other faiths? Would it be possible for governors to attend one of their assemblies?

'Open the Book' come in to lead assemblies once per week. They usually re-enact a bible story with a moral message and their assemblies typically have a Christian ethos. Mr Barrow explained that he leads assemblies on Mondays and Wednesdays and usually focuses on a moral or social theme. When there are significant multi faith festivals such as Diwali and Chinese New Year those would also be covered, and on occasion he will draw from other religions such as Buddhism for complimentary stories. Mr Barrow explained that he tries to achieve a balance in his assemblies and encourages the children to make their own minds up.

Mr Barrow highlighted that the children's Religious Education syllabus also covers multi faith awareness and includes visits to both Christian places of worship and those of other faiths. Mr

Barrow confirmed that governors would be welcome to attend any Open the Book assembly which are held on Tuesdays at 9.00am.

The progress data in the pupil progress section of the Head Teacher's Report and the attainment percentage overview do not appear to be giving a consistent message, what are the reasons for this?

Mr Barrow asked governors to treat the half term data with caution as it is early in the academic year: the December data will be more reliable. He went on to explain that points progress is always from a starting point: sometimes this can be a lower starting point and progress is measured simply from a to b. Points progress over the year should be 2.0 points for expected progress. The points progress in the Head Teacher's report is from July to October, so essentially pupils' end of year level to now. There will be a higher percentage of children below the expected attainment level as the children have not covered all of the objectives. This will diminish as the year progresses. Mr Barrow drew governors' attention to the attainment percentages which are detailed in the Learning Improvement Plan.

Mr Molyneux noted that Year 3 had not made progress in writing and also all pupils were below age related expectations. Mr Barrow confirmed that the cohort was receiving good teaching but that Year 3 is historically the year group which makes least progress. The Senior Leadership Team are looking at the transition to Year 3 to identify ways to address this. Mrs Baker added that the focus in Year 2 was more on preparation for the SATs and less on preparing the children for the move to Year 3.

A handout providing an overview of the school's approach to assessment for the 2016/17 academic year was given to all governors.

Would it be possible to have more detail on the targets set for Teachers and Teaching Assistants?

Mr Barrow clarified that all teachers are set targets related to pupil progress, usually for there to be a 2 point progress measure for all pupils together with the gap closing between disadvantaged and non-disadvantaged groups. Further targets are set in relation to adherence to whole school policies such as assessment and marking; quality of teaching; and subject leadership. Those with leadership responsibilities are given additional targets specific to their leadership role.

Mr Barrow explained that it would be inappropriate to share individual targets with Governors, but noted that the information is presented in an anonymised way at the end of each year with a report to the Chair of Governors, which then goes to the Performance Review Committee. The 2015/16 report was given to the Chair at the beginning of August.

The targets in the Learning Improvement Plan are all rated either Green or Amber, but which one(s) are the biggest cause for concern and which have the most potential to go Red?

Mr Barrow explained that all aspects of the LIP have been rated as amber or green as the school has made a good start to the year and the systems and procedures in place are being adhered to

by all staff. The areas rated amber include Nurture, Interventions, Quality of Teaching, Distribution of teacher and TA time, Assessment, Pupil Progress and Supporting Subject Leaders, and in the most case this is because the targets will be ongoing throughout the year.

Mr Barrow confirmed that the area which is of most concern to him is pupil progress. He explained that each Year 6 cohort is different and there is much to do with this Year 6 cohort. That said, staff are being well supported and Teaching Assistant support is strong. The Senior Leadership Team will start interventions after Christmas and homework will also step up a gear. The school will be organising a parent information session on SATs soon, as getting the parents on board will be key. It is a given that the children will make progress this year, but whether the challenging attainment targets (as detailed in LIP) will be achieved is a concern. Narrowing the gap between disadvantaged and non-disadvantaged pupils will also be a challenge as the non-disadvantaged group is at a low baseline.

Mrs Coopey noted that there are a number of factors which will influence the Year 6 performance which are outside the school's control, for example how the 2017 SATs tests compare to this year's. Miss Harrison noted that the 2017 tests were written and trialled at the same time as the 2016 papers so it is expected that they will be similar. Mrs Baker added that it was generally expected that the tests will be reviewed again and could change in 2018.

6. ACADEMY CONVERSION

The Academy Conversion Working Group had met on the 13th October 2016 and the notes of the meeting circulated to governors. Mr Martin explained that the Working Group were in the process of gathering information and that this would take some time. Once the group are in a position to make recommendations they will bring these to the full Governing Body for discussion. Mr Barrow informed governors that the Local Authority had agreed to develop a financial model of various options for academisation at St John's, and the next step was to understand the model outputs. Mr Molyneux noted that St John's is working with the other Kenilworth primaries on academisation and there is an objective that schools will keep each other informed of their intentions. Mr Martin added that Kenilworth School was also sharing information, and their Chair of Governors had offered to share their experiences of the academy conversion process with St John's.

Mrs Cordrey asked where the three additional classrooms, which would be required in the event that St John's expanded to two form entry, would be located. Mr Barrow explained that they would be built on the small playground at the top of the KS2 corridor. Mr Martin informed governors that he had reviewed the Warwickshire Local Plan and it included one new primary school located next to the proposed new Kenilworth School site. He has queried with the Local Authority the fact that they had originally said that two new primary schools would be required in Kenilworth: they agreed that this was indeed the case but have not amended the Local Plan. Mr Martin reminded governors that expanding St John's to a two form entry school was the school's objective.

Mr Barrow and Mrs Baker left the meeting

7. HEAD TEACHER'S PERFORMANCE REVIEW

Mr Barrow and Mrs Baker rejoined the meeting

On behalf of the Governing Body, Mr Martin thanked Mr Barrow for another very good year in which he had met the numerous challenges with great positivity and determination. Governors recognise that Mr Barrow gives his all to this school and can see how the school is moving ever closer to outstanding under his leadership.

8. COMMITTEE UPDATES

The minutes of the Out of School Club Working Group meeting held on the 15th September 2016, the Performance and Standards Committee meeting held on the 21st September 2016, and the Resources Committee meeting held on the 9th November 2016 had been circulated to governors. There were no questions arising from the minutes. Mr Martin circulated the Out of School Club October 2016 financial report and noted that it had been another good month. He informed governors that the Club intended to recruit a Deputy Play Leader to strengthen the existing team of staff.

9. APPROVAL OF POLICIES

Drafts of the Charging and Remissions Policy, the Equal Opportunities Policy and the Personal Data Handling Policy had been circulated to governors. Mrs Cordrey asked whether the Charging and Remissions Policy should cover parent donations to the School Fund. Mr Barrow replied that the school did not ask parents for contributions to School Fund: the fund's income was derived from fundraising such as school photograph commission together with donations from external bodies such as the Carnival Committee, and this was why parental contributions were not covered in the policy. Mrs Cordrey noted that many schools do ask for a contribution to the school fund from parents, and asked whether this should be considered. Mr Barrow replied that it was something that could be considered but parents would need to be consulted. He added that there had been feedback from parents at the Parents' Forum that the school was giving insufficient notice of school trips and this was making it hard for parents to budget, so any proposal to ask for parental contributions would need careful handling.

Governors approved the Charging and Remissions Policy, the Equal Opportunities Policy and the Personal Data Handling Policy.

Policies for Review during 2016

Governors reviewed progress against the list of policies identified as requiring review during 2016. Those that had not yet been approved are:

- Behaviour: Mrs Derrick and Mrs Benarous have met to review the Behaviour Policy. Mr Barrow will chase with a view to the policy being approved at the January meeting of the Performance and Standards Committee;
- Special Educational Needs and Disabilities: Mrs Coopey confirmed that Mrs Eastham has reviewed and made some minor updates to the SEND policy, and has also updated the

SEND Statement on the school website. The SEND Policy will go to the January meeting of the full Governing Body for approval;

- Child Protection: this has been updated and will be included on the agenda for the January meeting of the full Governing Body.

10. SAFEGUARDING

A safeguarding update is included in the Head Teacher's Report. Safeguarding training for staff is up to date and refresher training for all staff will be organised towards the end of the academic year. Mr Barrow noted that online safety is the current focus for the school: Mr Lee is leading on this and as part of his role he will be attending training to become a Designated Safeguarding Lead as this is good practice. Mr Martin added that he had attended one of Mr Lee's meetings with the pupil E-Safety Representatives and thought that the session was very good, with serious content that was well delivered.

11. NURSERY MARKETING PLAN

Mr Martin thanked Mrs Killian for her work on developing a marketing plan for the Nursery. Mr Barrow echoed this, and said that the plan included very clear actions which he was in the process of implementing.

12. FORMAT OF FULL GOVERNING BODY MEETINGS

Mr Martin suggested that having an opportunity for governors to meet informally prior to meetings of the full Governing Body would have the dual benefit of allowing governors to catch up and network whilst helping to ensure that the school was vacated promptly at the end of the meeting. Governors supported this suggestion and therefore future meetings of the full Governing Body will include half an hour from 6.30pm for governors to meet informally prior to the formal meeting which will start at 7.00pm.

13. PROPOSAL TO BID FOR TEACHING SCHOOL STATUS

Mr Barrow explained that a Teaching School is one which provides school to school support on a formal basis. Initially schools had to be rated Outstanding to be able to become a Teaching School, but due to a shortage the criteria has been relaxed to include Good schools with strong leadership. Mr Barrow had attended a meeting organised by the Local Authority for Heads of schools which met this criteria. Based on the information provided Mr Barrow has concluded that Teaching Schools are a sustainable model for providing support and driving improvement, and becoming one would enable St John's to help other schools whilst providing personal development opportunities for teachers and the Senior Leadership Team. There is also additional funding available for Teaching Schools, starting at £60k for the first year and declining by £10k each year for the subsequent two years. This additional funding could be used to recruit additional staff to facilitate the release of existing staff to support other schools. No other local schools had attended the meeting.

Mr Barrow informed Governors that he would like to put in a bid for St John's to become a Teaching School. The deadline for submission of bids for this round is 11th December and

Governing Body approval is required to submit the bid. Mr Barrow explained that if the bid was not successful this time it would be useful preparation for the next round and would also be a good audit for the school. Mr Barrow provided Governors with documents giving some background information on Teaching Schools and details of the eligibility criteria.

Governors stated that it would be useful for them to better understand the implications for St John's and suggested that Mr Barrow shared his thoughts on this with governors as he developed the bid. Mr Molyneux asked when the scheme would start: Mr Barrow stated that he believed it would be April 2017, but even if the bid was successful there would be the option to opt out if it was not felt to be the right move for St John's. Mr Martin noted that if successful the criteria required the Head Teacher to commit to the school for a two year period. He suggested that Mr Barrow should also consult with the teaching team. Mrs Cordrey asked whether it would be feasible to produce a bid in the timescale: Mr Barrow stated that he would like to try and much of the evidence required was readily available. Governors asked who decided on which bids would be successful and when the outcome would be known: Mr Barrow responded that the National College for Teaching and Leadership would assess the bids and he thought the results would be known in January.

Governors supported the proposal to submit a bid for St John's to become a Teaching School.

14. PREVENT TRAINING

Mr Barrow informed governors that there was now a requirement for all governors to attend Prevent training. Mr Barrow will email governors to identify a suitable date for the training.

Action: Email governors to agree a date for Prevent training (Mr Barrow)

15. DATE AND TIME OF NEXT MEETING

The next meeting of the full Governing Body will be held on Wednesday 25th January 2017, commencing 7.00pm at the school with governors welcome to arrive from 6.30pm for a drink and informal chat.