

ST JOHN'S PRIMARY SCHOOL AND NURSERY, KENILWORTH

MINUTES OF THE MEETING OF THE FULL GOVERNING BODY

HELD ON WEDNESDAY 25TH JANUARY 2017 AT 7.00PM

Present: Mr Trevor Martin, Mr Darren Barrow, Mrs Rebecca Augustus, Ms Ruth Cooper, Mrs Trisha Coopey, Mrs Beth Cordrey, Miss Katie Harrison, Mrs Rachel Killian, Mr Daryl Molyneux and Mr Richard Owen

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

1. APOLOGIES FOR ABSENCE

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

2. MEMBERSHIP OF THE GOVERNING BODY

Mr Martin welcomed the two new parent governors, Ms Ruth Cooper and Mr Richard Owen, to their first meeting. Mr Martin informed governors that Mrs Sandra Kettle had resigned from her role as co-opted governor. Mr Martin thanked Mrs Kettle for her contribution to the work of the Governing Body over her many years as a governor. This now means that there are vacancies on the Governing Body for two co-opted governors and a Local Authority governor.

3. MINUTES OF THE MEETING HELD ON THE 22ND NOVEMBER 2016

The minutes of the meeting of the full Governing Body held on the 22nd November 2016 were approved and signed as a true record.

4. MATTERS ARISING FROM THE MINUTES OF THE PREVIOUS MEETING

Timetable of Pupil Progress Meetings

Mr Barrow confirmed that the next pupil progress meetings would be held on the 16th February, and circulated the timetable for the day to governors.

Academy Conversion

The Academy Conversion Working Group had met to look at the financial model provided by the Local Authority. This models the financial impact of three alternative academy structures:

- An empty multi academy trust consisting of just St John's initially, but with the option to invite other schools to join;
- A multi-academy trust of St John's and the potential new primary school to be built on the Thickthorn development;
- St John's and two other primary schools forming a multi-academy trust.

The model indicates that the first and third options would be financially viable over five years. The second option would not be viable in year four. Mr Molyneux is looking at the model more closely to understand the details.

The Academy Conversion Working Group will continue to evaluate the pros and cons of academy conversion. Mr Barrow noted that whilst the immediate pressure to convert had been removed it was still likely that academy conversion would become necessary at some point in the future as the support available from the Local Authority dwindles and the emphasis on school to school support increases.

Governors asked whether the position of the other Kenilworth primaries on academy conversion was known. Mr Barrow replied that St Augustine's are planning to be academy ready by the end of this academic year, and would join the diocese multi-academy trust. The position of the other primary schools is not known. Governors suggested that it would be worthwhile keeping in contact with St Augustine's in order to understand how the process went. Mr Barrow replied that this would be done via the Kenilworth Cluster. Mr Martin added that the Chair of Governors at Kenilworth School had also offered to share their experiences of academy conversion.

It was agreed that the Academy Conversion Working Group would meet in late February or early March, once Mr Molyneux has had opportunity to analyse the LA's financial model.

Teaching School Status

Mr Barrow explained that following the last meeting of the full Governing Body, he had completed the application form for Teaching School status. As a result of this exercise he had concluded that St John's was not sufficiently strong in several areas to justify applying to become a Teaching School at this point. He emphasised that although the decision had been taken not to proceed with the application, the exercise had been very useful as an audit and had highlighted the areas in which the school needed to develop. One of these was to be an outward looking school which offers training to other schools, something which St John's does not currently do.

Another area for development was to have more pro-active relationships with Universities and students undertaking teacher training. Mrs Baker noted that in the past St John's has offered placements to teacher training students from Birmingham City University but the quality of student has proved to be variable and, on occasion, the university has not filled all the placements offered. Therefore St John's is now working with Warwick University and the first student placement will be starting soon. Governors asked if the school could work with more than one university concurrently: Mrs Baker confirmed that it could but that it was important to take into account the profile of the school, for example the number of NQTs, and not overstretch the staff. The pupils' education always has to be the priority.

Prevent Training

A date for the governor Prevent training has not yet been set. Mrs Eastham will deliver the training session which will last around two hours. Governors expressed a preference for an

evening session: Mr Barrow will ask Mrs Eastham to identify some suitable dates and will circulate these to gauge governors' availability.

Action: email possible dates for Prevent training to governors (Mr Barrow)

5. NURTURE

Mr Barrow reminded governors that nurture is an intervention based on developing children's emotional and social resilience, and stated that he believed it to be the most valuable intervention the school could offer. The plan is to refurbish the current Out of School Club room and adjacent kitchen area into a nurture facility. An application for funding made to the Edwards Trust has received positive feedback and a decision is expected at the end of next month. If approved, the funding from the Edwards Trust should cover the full costs of the project. It is hoped that the work will take place early in the summer holiday.

In the meantime the school has converted a small room into a nurture environment as a temporary measure to allow the intervention to get underway. Eight children have been identified as most likely to benefit from nurture, and have been attending the nurture group each afternoon for the past three weeks. The group is being run by two teaching assistants who have started a three day training course covering the theory and practice of nurture. The nurture sessions replace curriculum time but will benefit the children by helping them to be ready to learn. Mr Barrow stated that so far he is feeling very positive about the way it is going.

Governors asked what age group was being targeted for the nurture intervention. Mr Barrow replied that nurture is appropriate for all age groups, although the current group consists of children from years 1 to 4. Other social interventions have been put in place for children in years 5 and 6.

6. HEAD TEACHER'S 2016/17 PERFORMANCE OBJECTIVES

Mr Martin reminded governors that draft 2016/17 objectives for Mr Barrow had been presented at the November meeting of the full Governing Body and two amendments had been suggested by governors, relating to the Pupil Progress and Personal and Professional objectives.

Previously, governors had noted that the target to reduce the gap between the attainment of non-disadvantaged and disadvantaged children to no more than 6.5 percentage points in core subjects by the end of KS2, whilst maintaining or improving current progress for all children was extremely challenging and questioned whether it was achievable. Governors had suggested that this could be retained as a 'stretch' target with a more achievable base target being set.

Mr Martin reported that the Performance Review Committee has now re-visited this objective and concluded that it was too narrow. It is now proposed to change the objective and a realistic target has been developed in consultation with Mr Barrow and Mrs Baker. The new proposed performance objective is that *"85% of disadvantaged children across the whole school will make at least two points progress in the academic year in all core subjects, and 15% of disadvantaged children will achieve accelerated progress in at least one core subject."*

In relation to the Personal and Professional target, the original proposal was that Mr Barrow should work off-site for half a day each week. Governors had suggested that a day a fortnight would be more efficient and this is now the proposed target.

Governors approved both of the amended performance objectives. Mr Martin undertook to notify Joyce James, the school's external consultant, of the changes. Mr Martin went on to inform governors that it was intended to move Mr Barrow's performance appraisal forward from November to July or early August, to allow performance objectives to be set which can then be cascaded to the rest of the staff early in the new academic year.

7. MEMBERSHIP OF SUBCOMMITTEES

It was noted that Mrs Augustus had joined the Resources Committee as it was no longer possible for her to attend day time meetings. Ms Cooper will join the Performance and Standards Committee and Mr Owen the Resources Committee. This means that the membership of the Performance and Standards Committee is Mrs Coopey, Mr Barrow, Miss Harrison, Mrs Cordrey, Mr Martin and Ms Cooper. The Resources Committee membership is Mr Molyneux, Mr Barrow, Mrs Killian, Mrs Augustus and Mr Owen.

8. COMMITTEE UPDATES

The minutes of Performance and Standards Committee meeting held on the 11th January 2017 had been circulated to governors. There were no questions arising from the minutes. Mrs Coopey noted that the progress data for the year to date looks very positive.

9. APPROVAL OF POLICIES

Child Protection and Safeguarding Policy

The draft Child Protection and Safeguarding Policy had been reviewed by the Performance and Standards Committee who recommended it for approval. Mr Martin suggested that Mrs Augustus should be included as a designated governor for safeguarding and governors agreed with this amendment. Governors asked in what way the wider school community were involved in developing the school's safeguarding arrangements and policy, as stated in the policy objectives. Mrs Baker replied that the school had a range of initiatives to inform the wider school community about safeguarding, such as new parent induction meetings and the website, but that the draft policy was based on the Warwickshire model. Mr Barrow suggested that the policy be presented at the next Parents' Forum. A section would also be included in the newsletter to inform parents that the new policy was available on the school website.

Governors approved the Child Protection and Safeguarding Policy subject to the inclusion of Mrs Augustus as a designated safeguarding governor.

Special Educational Needs and Disabilities Inclusion Policy

The draft Special Educational Needs and Disabilities Inclusion Policy had been reviewed by the Performance and Standards Committee who recommended it for approval. Governors approved the policy.

Policies for Review during 2017

A list of policies to be reviewed during the year had been compiled and circulated. Mr Barrow had suggested governor and school staff leads for each policy. Governors were happy with the proposed allocation of policies, and Mr Martin requested that Governors make contact with the nominated staff leads at the appropriate point in the year to initiate the review process.

10. GOVERNOR MONITORING

As previously noted, the next pupil progress meetings will be held on the 16th February 2017. Mrs Baker informed governors that pupil progress meetings are usually held on the last Thursday of each half term. The two remaining diagnostic days for this academic year will be held on the 4th April and the 27th June, and the format of the days are drop-in lesson observations from 9.15am to 10.30am, book trawls for the rest of the morning and pupil interviews in the afternoon. The calendar on GovernorHub will be updated with these events.

Mr Martin encouraged governors to attend the pupil progress meetings and diagnostic days if possible, and reminded governors that their role is to observe the process and conclude if it is working satisfactorily. Questions can be asked in between sessions and governors are asked to complete a governor monitoring form after their observation. It was agreed that completed governor monitoring forms would be uploaded on to GovernorHub going forwards. Mr Martin undertook to send example monitoring forms to Mr Molyneux, Ms Cooper and Mr Owen.

Action: send example of the governor monitoring form to Mr Molyneux, Ms Cooper and Mr Owen (Mr Martin)

The assignment of governors to specific year groups for monitoring purposes was revised to accommodate the new governors, as follows:

Nursery	Mr Martin
Reception	Ms Cooper
Year 1	Mrs Cordrey
Year 2	Mr Owen
Year 3	Mrs Augustus
Year 4	Mrs Killian
Year 5	Mrs Coopey
Year 6	Mr Molyneux

11. SAFEGUARDING

Mr Barrow noted that the Child Protection and Safeguarding Policy had been reviewed and approved earlier in the meeting. He informed governors that weekly meetings specifically focussing on safeguarding matters had been initiated, attended by the senior leadership team and the Children's Centre manager. Responsibility for monitoring and working with the twelve most vulnerable families in the school had been split equally between Mr Barrow, Mrs Baker and Mrs Eastham. A further ten families with the potential to become higher profile were also being

monitored. Mr Barrow noted that this was a high proportion of families for a school the size of St John's and was diverting a significant amount of senior leadership team time and attention. Mr Barrow explained that he is hoping to recruit a part time family support worker to take on some of this load, and is liaising with the Children's Centre to develop a person specification and job description for the role. Governors asked whether it was intended that the family support worker be a short term contract: Mr Barrow replied that ideally it would be a twelve month appointment as this would give time to evaluate the impact of the role. However, this would be dependent on the financial position. Governors asked how many hours the role would involve and Mr Barrow responded that he was looking for fifteen hours per week initially. It had been identified that getting the high profile children into school earlier would be beneficial, so he was proposing that the family support worker work 8.00am to 11.00am daily and run a separate nurture based breakfast club for the vulnerable children.

Mr Martin commented that the current level of need was the highest that Mr Barrow had experienced in his career, and was indicative of the reduced support available from Local Authority social services. Mr Barrow noted that nurture was pivotal in addressing the issues being faced, with five of the eight children currently participating in the nurture intervention coming from the twelve vulnerable families. Governors asked whether other Kenilworth schools were facing a similar level of need: Mr Barrow felt that they were not. Governors asked whether the family support worker needed social work experience. Mr Barrow explained that the role would be to work with families to find solutions, signpost them to other services, provide nurture support and work with parents on parenting programmes to give them strategies to use in the home. Social work experience could be beneficial but not essential. Mr Martin noted that the school was potentially vulnerable to receiving applications for school places from other high profile families which if they transferred would only exacerbate the current situation, and reassured governors that it was possible for the school to turn these down.

12. SIGNATORIES ON SCHOOL FUND AND DINNER MONEY ACCOUNTS

Governors approved the addition of Mrs Mary Baker as a signatory on the school fund and dinner money bank accounts, and the removal of Mrs Helen Benarous as a signatory on these accounts. This means that the approved signatories are Mr Darren Barrow, Mrs Fiona Thomas and Mrs Mary Baker.

13. DATE AND TIME OF NEXT MEETING

The next meeting of the full Governing Body will be held on Tuesday 21st March 2017, commencing 7.00pm at the school with governors welcome to arrive from 6.30pm for a drink and informal chat.