

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

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

**HELD ON WEDNESDAY 17<sup>TH</sup> MAY 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 and Mr Richard Owen

In Attendance: Mrs Cathy Weir (Clerk to Governors)

**1. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Mr Daryl Molyneux. No conflicts of interest were declared for the meeting.

**2. MINUTES OF THE MEETING HELD ON THE 21<sup>ST</sup> MARCH AND 6<sup>TH</sup> APRIL 2017**

The minutes of the meetings of the full Governing Body held on 21<sup>st</sup> March and 6<sup>th</sup> April 2017 were approved and signed as a true record, subject to correction of the date on the minutes of 21<sup>st</sup> March.

**3. GOVERNING BODY MEMBERSHIP**

Mr Martin informed Governors that regretfully Mrs Killian would be stepping down from her role as co-opted Governor at the end of the academic year due to work commitments. Mr Martin thanked Mrs Killian for all her hard work during her time on the governing body, and informed governors that Mrs Killian had kindly agreed to help facilitate the governor self-assessment session before her departure.

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

**Circulation of information from the Prevent training**

Mr Barrow undertook to upload the information on to GovernorHub this week.

**Staff Absence and Punctuality**

Mr Barrow confirmed that he had met with the Teaching Assistants to discuss attendance and punctuality. The meeting had covered the impact of staff absence and the ripple effect on other staff together with the cost implications. Attendance and punctuality has improved since the meeting but has started to slide again this week, although Mr Barrow acknowledged that it was the week after SATS when staff had worked very hard. Mr Barrow stated that he felt the message would need to be continuously reinforced to maintain standards.

### **Governor self-assessment session**

Mr Martin and Mrs Killian will be meeting to plan the governor self-assessment session. Governors agreed that the session would be held on Tuesday 11<sup>th</sup> July at 6pm, immediately preceding the full Governing Body meeting.

### **Quotes for CCTV and alarm system upgrade**

Mr Barrow informed governors that he had obtained a quote from the school's current alarm provider, Integra, to install three CCTV cameras on site: one at the front of the school and two at the rear entrances, together with an LED monitor in the school office. The quote was £1779 plus VAT for installation, and there would also be a charge for ongoing maintenance of the system. The installation cost could be met from the capital budget. Governors discussed whether there would be any issues around recording children's images, and concluded that as these would not be published and would only be retained for a short period this was unlikely. Governors asked whether the intention was to use the system all the time or just out of hours: it was concluded that the system should be operational all the time to be most effective. Governors were supportive of the installation of CCTV cameras, subject to clarification of the ongoing maintenance costs.

Mr Barrow explained that upgrading the existing alarm system would be more difficult and costly. However, there is an alarm in the school office which sounds different to the fire alarm and could be operated manually in the event of a non-fire emergency.

### **Reconciliation of Nursery Income**

Mr Martin and Mr Molyneux are still working towards a reconciliation of the school's nursery income. Mr Martin explained that it had come to light that £24k had been deducted from the school's nursery income by the Local Authority in 2016/17 but it was not clear why this had happened. Mr Martin has also been unable to clarify how the nursery payments are determined. The Local Authority has agreed to respond to the questions raised.

### **Central funding of LA SEN services**

Mr Molyneux is investigating this and the action is ongoing.

## **5. 3 YEAR BUDGET UPDATE**

Mr Barrow reminded governors that at their last meeting on the 6<sup>th</sup> April the budget was showing a healthy surplus for the first three years. However, there were a number of staffing adjustments that still needed to be reflected in the figures, including additional teaching and PPA cover to ensure that all the classes had the appropriate support.

All the staffing changes have now been reflected in the budget and Mr Barrow is confident that the salaries budgets are now correct. There have been no changes to other expenditure budgets. The forecast budget surplus now stands at £26.056k in 2017/18, £51.855k in 2018/19 and £2.566k in 2019/20. There is a forecast budget overspend of £94.757k in 2020/21 but Mr Barrow reminded governors that there are many variables which could change this figure.

Governors approved the budget and Mr Barrow and Mr Martin will submit the signed budget summary to the Local Authority.

## 6. SAFEGUARDING REPORT

Mr Barrow explained that he had been asked to provide a regular safeguarding report to the Governing Body, and that it was his intention to alternate between a Safeguarding and Head Teacher's report. He had found the process of compiling the first safeguarding report a useful exercise which had identified a number of actions. Mr Barrow informed governors that Michelle Pickering, the school's Local Authority Learning Improvement Officer, had visited that week and had found that the school was following best practice in safeguarding. She had also commented that Mr Barrow's report was very comprehensive.

Most of the actions identified were around staff training and providing information to volunteers and these could be easily and quickly addressed. Other actions were to investigate a Recruitment and Selection Policy and summarise the Behaviour and Anti-Bullying Policies into child friendly language, something Mr Barrow has done in previous schools.

Mr Barrow drew governors' attention to a potential further action, which would be to involve a wider range of stakeholders in the review of the school's Safeguarding Policy. Mr Barrow explained that the school follows the LA model policy for safeguarding, and that he would not be comfortable in deviating significantly from this. Also the policy review process could take a lot longer if a wider range of stakeholders were involved. Governors debated this and concluded that the governing body has opportunity to input to the policy, and it could also be taken to the Parents' Forum to allow parents to comment. Governors felt that this was adequate involvement of stakeholders and were happy with the process.

Governors raised some questions on the content of the safeguarding report:

- *Has Mrs Baker attended Prevent Training?*

Mr Barrow confirmed that Mrs Baker has attended Prevent training and that this was an omission from the report that would be corrected.

- *The pupil safety survey indicated that 5% of children do not feel safe in school – has there been any follow up on this?*

Some of the concerns raised by the children were around the fire alarm and this has been discussed in assembly. Another concern was intimidation by older children from the secondary school: St John's liaises closely with Kenilworth School and the local police if there are any incidents of older children hanging around the school.

- *There have been 23 green concern forms submitted this academic year – is it possible to have a high level breakdown of what these were?*

Mr Barrow explained that some of the forms were concerns about parent wellbeing; some were ongoing disclosures from children who were the subject of open child protection cases; and one was related to attendance. Mr Barrow agreed to split the analysis of green forms into those that

related to existing child protection cases and those which related to new families in future reports.

Governors thanked Mr Barrow for producing the safeguarding report.

## **7. NURTURE UPDATE**

Mr Barrow updated governors on the proposed nurture facility. The school's bid for funding had been considered by the Edwards Educational Charity at their meeting on the 12<sup>th</sup> May but the school had yet to be notified of the outcome of this. Mr Barrow will follow this up with the Edwards Charity this week.

## **8. PERFORMANCE AND STANDARDS COMMITTEE UPDATE**

The draft minutes of the Performance and Standards Committee meeting held on Wednesday 3<sup>rd</sup> May 2017 had been circulated to governors. It was noted that Ms Cooper had been omitted from the list of attendees.

Mrs Coopey stated that the latest progress data had been reviewed in the meeting and it was clear that good progress was being made across the school. The meeting had also highlighted that the 2017 Reception intake would have a higher than usual number of special needs children. Mr Barrow explained that there will be three pupils with significant physical needs and as a result the school will need to make a number of adjustments to its facilities such as the toilets. There will also be a requirement to train the Reception staff, for example in Makaton. These will be a cost to the school. Mrs Augustus asked whether the all pupils in Reception would be taught Makaton, and Mr Barrow confirmed that this would be the case. Mrs Cordrey questioned whether the school would receive any support in identifying what adaptations were required: Mr Barrow replied that the Local Authority would provide advice.

Mr Martin reminded governors that pupil progress was one of Mr Barrow's performance objectives for this year. The pupil data had also been assessed during Mr Barrow's mid-year review and it was evident that progress was being made throughout the school. This was very encouraging and Mr Barrow is on track to achieve his objective.

## **9. GOVERNOR MONITORING**

The next Governor monitoring event is the Pupil Progress meeting to be held on Thursday 25<sup>th</sup> May. Mr Barrow explained the schedule for the day, as follows.

Year Group	Time of Meeting(s)	Assigned Governor
6	8.30am	Mr Molyneux
5	9.00am & 9.30am	Mrs Coopey
4	10.00am & 10.30am	Mrs Killian
3	11.00am	Mrs Augustus
1	11.30am & 1.30pm	Mrs Cordrey
2	12.00pm & 1.00pm	Mr Owen
Nursery	2.00pm	Mr Martin
Reception	3.15pm	Ms Cooper

Mr Barrow reassured governors that, if they were unable to make their allocated session, they would be provided with the notes of the meeting.

#### 10. OUT OF SCHOOL CLUB UPDATE

Mr Martin presented the April 2017 Out of School Club accounts. The assets of the club are £87,951 and the daily income is averaging around £360, which is almost double the level it has been in the past. Mr. Martin thanked Mr. Barrow for his strong leadership of an excellent team lead by Mrs. Sharon Pryke.

It was noted that those governors who had recently joined the governing body had not yet been appointed as trustees of the OOSC. Mr Martin asked those governors to let Mrs Weir know if they were prepared to act as trustees, and then Mrs Weir will explain the process for registering with OFSTED, Companies House and the Charity Commission.

***Action: Notify Mrs Weir of willingness/ability to act as a trustee of the OOSC (Mr Owen, Ms Cooper)***

#### 11. AMENDMENT TO THE OUT OF SCHOOL CLUB MEMORANDUM OF ASSOCIATION

The Out of School Club Working Group has been considering how to invest the financial surplus held by the Club. The OOSC Memorandum of Association specifies the charity's objects as:

- To provide the necessary facilities for the day care, recreation and education of children during out of school hours and school holidays;
- To advance the education and training of persons in the provision of such care, education and recreation facilities.

There is a limit to the amount that can be invested in the OOSC under these objects. The Working Group would like to utilise the surplus to invest in other projects which would benefit the St John's children, for example funding a family support worker. However, the current Memorandum of Association is an obstacle to achieving this; therefore it is proposed that a third

object is added. Governors debated the wording of an additional object and unanimously agreed the following:

*The Trustees of St. John's Out of School Club, a charitable company limited by guarantee (Company number 6088743, Registered Charity number 1120392), resolve to amend the Memorandum of Association. The charity's objects will be:*

- a) To provide the necessary facilities for the day care, recreation and education of children during out of school hours and school holidays;*
- b) To advance the education and training of persons in the provision of such care, education and recreation facilities;*
- c) To advance the welfare of children of St John's Primary School and Nursery.*

Mr Martin undertook to make the necessary change to the OOSC Memorandum of Association and register this with Companies House and the Charity Commission.

***Action: Notify Companies House and the Charity Commission of the revised objects of the Out of School Club (Mr Martin)***

## **12. SCHOOL BANK ACCOUNT**

Mrs Weir explained that currently the main school bank account is held with Yorkshire Bank. The nearest branch, in Leamington, is due to close shortly so it is proposed that the bank account be transferred to a bank with a branch in Kenilworth. The school's preference is HSBC as the school fund and dinner money accounts are already held there.

Governors approved the proposal to transfer the school's bank account to HSBC.

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

The next scheduled meeting of the full Governing Body will be held on Tuesday 11<sup>th</sup> July 2017, commencing 7.00pm at the school.

The meeting closed at 8.09pm.