

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

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

**HELD ON TUESDAY 12<sup>TH</sup> SEPTEMBER 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 and Mr Daryl Molyneux

In Attendance: Mrs Cathy Weir (Clerk to Governors)

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

**1. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Mr Richard Owen. 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 (proposer Mr Molyneux, seconder Mrs Coopey).

*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 (proposer Mrs Cordrey, seconder Mrs Augustus).

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

Governors noted that updated model terms of reference for sub-committees had been published by the Local Authority. Governors decided that the current terms of reference should be reviewed against the models: Mr Molyneux undertook to carry out a comparison and make recommendations for changes to the St John's terms of reference.

***Action: Review Terms of Reference for Subcommittees against the LA models and make recommendations (Mr Molyneux)***

It was agreed that Mrs Coopey would become a member of the Resources Committee to increase the membership. Otherwise membership of the Resources and Performance and Standards Committees would remain unchanged. The Performance and Standards Committee will be Mr Barrow, Ms Cooper, Mrs Coopey, Mrs Cordrey, Mr Martin and Miss Harrison. The Resources Committee membership will be Mr Barrow, Mrs Augustus, Mrs Coopey, Mr Owen and Mr Molyneux. The Performance Review Committee will be Mr Martin, Mr Molyneux and Mrs Coopey. Membership of the Hearings Committee and 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 (proposer Mr Barrow, seconder Mr Molyneux). Mr Molyneux was elected as Chair of the Resources Committee (proposer Mr Martin, seconder Mr Barrow).

## 6. APPOINTMENT OF ASSOCIATE GOVERNORS

It was agreed that Mrs Anne Brough and Rev Andrew Attwood be appointed as associate governors for a further year, subject to them wishing to continue in this role.

## 7. 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 and Mrs Coopey
Early Years	Ms Cooper
Child Protection and Safeguarding	Mr Martin, Mrs Augustus and Mr Owen
Health and Safety	Mrs Brough, Mr Owen
Patch Representatives	Mrs Coopey, Mrs Brough
Training Link Governor	Ms Cooper
Monitoring of the PE Grant	Miss Harrison, Mrs Brough, Mr Molyneux
Pupil Premium	Mrs Coopey and Mrs Cordrey

## 8. MINUTES OF THE MEETING HELD ON THE 11<sup>th</sup> JULY 2017

The minutes of the meeting of the full Governing Body held on the 11<sup>th</sup> July 2017 were approved and signed as a true record.

## 9. MATTERS ARISING FROM THE MINUTES OF THE PREVIOUS MEETING

### Out of School Club Memorandum of Association

Mr Martin confirmed that the revised Articles of Association for the Out of School Club had been accepted by both Companies House and the Charity Commission.

### Nurture

Mr Barrow informed governors that the school's bid to the Edwards charity for funding for the nurture facility had been declined. Notwithstanding this, nurture is continuing at St John's and is the core intervention. Mrs Cordrey asked whether there was any way of measuring the outcome of the nurture interventions: Mr Barrow replied that the measurement tool used was the Boxhall Profile which measures emotional attainment. Children were assessed against this before and on completion of nurture. He added that nurture had now been running for six

months and within the group of children attending the group there had been no exclusions and attendance had improved.

Mr Barrow informed governors that he intended to submit a bid to the Edwards charity for upgrades to the ICT suite this year.

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

This action was moved to the Resources Committee.

#### **Appointment of Out of School Club Trustees**

Correspondence had been received from OFSTED regarding governors who were registered as directors of the Out of School Club but had not completed an EY2 form, giving fourteen days to rectify the situation. The governors concerned had been notified, and had either submitted the form or were in the process of doing so.

#### **Governor Monitoring Schedule**

Mr Barrow explained the timetable for the autumn term:

- Tuesday 10<sup>th</sup> October 2017 – Diagnostic Day;
- Thursday 19<sup>th</sup> October 2017 – Phase Leader Pupil Progress Meetings – governors are not required to attend these meetings but will receive the report for the year group they monitor;
- Thursday 14<sup>th</sup> December 2017 – SLT Pupil Progress Meetings.

### **10. HEAD TEACHER PERFORMANCE REVIEW**

Mr Martin informed governors that Mr Barrow's performance review had been conducted in July: this was earlier than in previous years to allow Mr Barrow to cascade his performance objectives early in the school year. The performance review process is not yet fully complete, as some of the data required to verify performance against the objectives is not yet available.

Mr Martin circulated draft 2017/18 Head Teacher's objectives to governors. He stated that the Performance Review Committee would be meeting on Thursday 21<sup>st</sup> September to complete the review process, and asked governors to provide him with any comments on the draft objectives before this date. The recommendations of the Performance Review Committee will be circulated to Governors after the meeting on the 21<sup>st</sup>, with the intention of reaching agreement on these in advance of the November meeting of the full Governing Body. Mr Martin confirmed that final recommendations would be noted at the November meeting of the full Governing Body.

***Action: comment on draft Head Teacher's performance objectives by 20<sup>th</sup> September (All)***

## 11. SAFEGUARDING AUDIT

Mr Barrow explained that it was a statutory requirement for the school to complete an annual safeguarding return and submit this to the Local Authority. The return had been completed in July and had highlighted several actions which are now being addressed. One of these is to ensure that the Governing Body is familiar with the Ofsted guidance “Inspecting Safeguarding in Early Years, Education and Skills Settings” and considers paragraphs 10-30 of this document when assessing the effectiveness of the school’s safeguarding arrangements.

To assist governors Mr Barrow circulated a document summarising the inspection criteria from the “Inspecting Safeguarding” guidance, and explained that governors needed to satisfy themselves that these criteria were being met by the school and evidence how they had reached this conclusion. It was agreed that the nominated safeguarding governors would complete this exercise and then share this with the rest of the governing body.

***Action: complete action for governors arising from the safeguarding review and report back to governing body (Mr Martin, Mrs Augustus, Mr Owen)***

## 12. LEARNING IMPROVEMENT PLAN AND SELF EVALUATION FORM

A combined Learning Improvement Plan and school Self Evaluation document had been circulated to governors. Mr Barrow explained that this had been fully reviewed and updated over the summer and each of the assessment areas now has its own rapid action plan. The plan has been discussed with staff and the next step is to firm up timescales and specific responsibilities.

Mr Martin commented that he liked the format of the merged document as there was less cross-referencing required. He was also pleased to see safeguarding continuing to be the school’s number one priority. Mr Molyneux queried whether a column for governor’s actions would be helpful: it was agreed that nominating specific governors to support each area of the plan was sufficient.

Mrs Coopey noted that there was a target to improve pupil attendance by 0.5%, and asked what good attendance was. Mr Barrow confirmed that St John’s has attendance that is above the national average. Mrs Augustus queried what the lunchtime club was: Mr Barrow explained that originally it had been a club for children who were experiencing social or emotional difficulties with spending lunchtime outside with the majority of the pupils. The club provided indoor activities and aimed to develop the children’s social skills. This year the club will provide lunchtime nurture provision for targeted children, with a view to reintegrating them into the wider school lunchtime provision. There will be emergency places for children who require the support.

Mrs Coopey noted that pupil progress meetings were now termly, and commented that it was a measure of the school’s success that Mr Barrow felt that this was appropriate. Mr Martin added that the involvement of Phase Leaders in leading pupil progress meetings this year was also positive and would facilitate development of the wider leadership team.

### **13. CHILD PROTECTION AND SAFEGUARDING POLICY**

A draft Child Protection and Safeguarding Policy had been circulated to governors. Mr Barrow explained that this closely followed the Local Authority model policy. Mrs Coopey had raised some editing issues and these had now all been addressed. It was noted that Mr Owen needed to be added to the list of safeguarding governors.

Governors approved the Child Protection and Safeguarding Policy subject to this amendment.

### **14. CHILDREN'S CENTRE UPDATE**

Mr Martin reminded governors that the Local Authority is proposing to close 27 of the 39 Children's Centres in Warwickshire, including both in Kenilworth. There had been a consultation on the proposal which closed on the 8<sup>th</sup> September. Mr Martin stated that he felt the school had done everything it could to argue the case for the St John's Children's Centre staying open. A meeting had been held with Alan Cockburn, the County Councillor for St John's ward and his support had been secured; and Mr Martin had presented to the Town Council who had debated the issue, and both County Councillors on the Town Council were supportive. A meeting had also been held with Jeff Morgan, the Local Authority portfolio holder and Bill Basra, the Lead Officer for the LA where the case for keeping the Children's Centre open had been put forward.

Mr Martin had also designed his own short questionnaire seeking feedback on the proposal to close the St John's Children's Centre. This had received 102 responses which had been submitted to the Local Authority as part of the consultation process. Mr Martin thanked Mrs Condillac, Children's Centre Manager, for her support in promoting the survey.

Mr Martin explained that the next stage of the process is a meeting of the Warwickshire County Council Scrutiny Committee in October, at which the outcomes of the consultation will be discussed. The WCC Cabinet will then make the final decision in early November. The meeting of the Scrutiny Committee is open to the public and questions can be submitted in advance. A number of governors expressed a wish to attend. Ms Cooper suggested that there would be greater impact if governor representatives from all the Kenilworth schools attended the meeting: Mr Barrow undertook to raise this at the next meeting of the Kenilworth Head Teachers.

Mr Barrow informed Governors that he had been invited to sit on a working group for the WCC Children's Services Transformation Project.

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

The next meeting of the full Governing Body will be held on Tuesday 21<sup>st</sup> November 2017, commencing 7pm at the school.