

ST JOHN'S PRIMARY SCHOOL AND NURSERY, KENILWORTH
MINUTES OF THE MEETING OF THE FULL GOVERNING BODY
HELD ON MONDAY 5TH FEBRUARY 2018 AT 7.00PM

Present: Trevor Martin; Darren Barrow; Patricia Coopry; Beth Cordrey; Daryl Molyneux;
Ruth Cooper; Richard Owen; Katie Harrison

In Attendance: Margot Brown (Clerk to Governors)

1. Apologies for Absence and Declaration of Conflicts of Interest

Apologies for absence were received from Rebecca Augustus and accepted by Governors. Apologies were also received from Mary Baker who was unable to be in attendance due to illness. No conflicts of interest were declared for the meeting.

As Daryl Molyneux needed to leave before the end of the meeting, ***Governors agreed to amend the order of items on the agenda***

2. Minutes of the meeting held on 21st November 2017

The minutes of the meeting of the full Governing Body held on 21st November were approved and signed as a true record.

3. Matters arising from the previous Minutes

a) Publish a termly Governor newsletter and

b) Develop an approach to Governor-Parent Communications. Darren Barrow confirmed that information about the Governing Body had been shared in the fortnightly school newsletter. He suggested that governors would have more ideas following Wednesday night's Governor Training session on parental engagement. Beth Cordrey shared ideas she already had. Trevor Martin suggested that this area would continue to develop over time.

Action: Beth Cordrey to send submission to Darren Barrow for inclusion in the next school newsletter following the joint training on Wednesday 7th February.

c) Confidential item

Head teacher's Strategic Update:

- **Teaching School Application.** Darren Barrow reminded Governors that the school had resubmitted its application. In addition to information already supplied he had had a further telephone conversation this morning with the assessors to fill a few gaps in information. Darren is very excited about this development for St John's and feels it represents a peak on its journey over the last six years from being a 'satisfactory' school, as well as confirmation that the school's reputation is growing steadily. He reminded governors that there are very stringent criteria for being accepted as a Teaching School. Each strand the school is required to provide information for is 'rag' rated and anything

'amber' (there were no reds) formed the lines of enquiry for the recent visit. Trevor Martin had attended the visit and reported that Louise Mohacsi, head of St Nicholas C of E Primary School, Kenilworth, had been extremely supportive of St John's bid and that a head whom Darren is currently supporting in his NLE role had been very complimentary about the support Darren had provided.

Beth Cordrey: How many Teaching Schools are there in Warwickshire?

Darren confirmed that there are two primaries and seven secondaries and that there were over two hundred primaries in the county. Richard Owen commented that in that context a successful application for St John's would be a real achievement.

- **Confidential Minute 1.**

- **Children's Centre**

Darren Barrow reminded Governors of the dialogue held with the LA so far. The dialogue is continuing and options are being considered. The LA have responded positively in that they had intended to close the Children's Centre but the local community spoke passionately in its defence and the LA now recognise the need to retain the service if possible – but a suitable and cost effective model needs to be agreed. School have costed a model which replicates as many of the current services on offer as possible. The costs of this model are a lot less than the current spend but more than the LA would want to spend, however it is best to start high and work from there. Darren also reminded Governors that if the Children's Centre is ultimately closed, the school want to retain the use of the building. He is aware that the local community have concerns that if the school takes the Centre over, the 0-2 and midwifery offers would be lost but that wouldn't be the case as these two elements are part of the core offer. In short, the amount of work and level of emotion around this issue is a reminder of previous years when Barnardo's took over the Children's Centre.

However, Trevor Martin and Darren are clear that they don't want to go down the competitive tendering route again.

Darren informed Governors that Bill Basra (LA) might not be able to confirm outcomes until mid-summer as the LA are going through a similar process in 14 other Children's Centres. It is positive that the argument for the retention of a Children's Centre in Kenilworth is won; the decisions now are around how the need is met.

Daryl Molyneux: Were Barnado's offered an extension?

Trevor Martin explained that Barnado's were invited to provide an alternative solution if The Children's Centre wasn't appointed as a Family Centre. Barnado's offered a different model on a reduced budget of 23% across Warwickshire for 18 months but have not yet signed a new contract.

Action: Darren Barrow and Trevor Martin to keep Governors informed of progress re Children's Centre.

- **Admissions**

Darren Barrow referred Governors to his update. He confirmed that the school wouldn't know if they were to have two forms of entry in Reception 2018/19 until all places were allocated out. Trevor Martin confirmed it wouldn't be a problem to have an extra class as

there would be a spare classroom following the departure of Y6. Following a question from Daryl Molyneux, Darren confirmed that all the Kenilworth schools were reporting their Reception classes were likely to be full.

- **National Leader Work**

Darren Barrow reminded Governors that school received income from his NLE work.

Daryl Molyneux: does this work impinge on your work life balance, for example are you managing to fulfil your personal objective of working from home one day per fortnight?

Darren confirmed that because the school and staff were well organised, with good systems and process in place, he was able to fulfil this aim. ***Governors agreed to note that there was a lot going on which could impact on Darren's workload and well-being – Children's Centre, Academisation, Teaching School, NLE work – and that they would need to monitor this.***

4. Safeguarding

See Confidential Minute 2.

Governors Safeguarding Functions: Trevor Martin informed Governors that he and Rebecca Augustus had produced this paper with the aim for it to go on the Safeguarding board in the school's entrance corridor. Following a suggestion from Ruth Cooper, ***Governors agreed that the title of the paper should be changed to 'How do we know our children are safe?', thus making it clear that the information was for parents.***

5. Children's Centre.

This item was dealt with under item 3

6. Terms of Reference

Action: Patricia Coopey ***agreed to work with Cathy Weir to complete the review of the Governing Body Terms of Reference.***

7. Approval of Y6 Visit to Swanage, March 2018

Darren Barrow tabled the presentation slides from the information session for parents and the school's risk assessments for the residential trip. Darren explained that the trip was in March this year and he felt this would provide a refreshing change for Y6 at an appropriate time in their school year. The residential centres also have their own risk assessments, the centre staff lead the activities and are closely involved with the children's supervision, however the school staff always participate fully and do not go to bed themselves until they are sure every child is asleep. Swanage is a very safe town for children.

Richard Owen: Were there any issues on the last trip?

There had been no issues but Darren had been surprised at the number of children who needed to take medication: the staff have modified arrangements this year to speed up the process.

Richard Owen: Do all 49 children do the same activity at the same time? Darren confirmed that children are organised into activity groups.

Beth Cordrey: Who is the lead member of staff?

Leah Eggleton, who has been on the trip before.

Following this discussion, **Governors approved the Y6 residential trip to Swanage March 2018.**

8. Questions Arising from Committee Meetings

None had been received.

9. Governor Training Policies

Darren Barrow reminded Governors that there was a joint consortium training session on Wednesday evening. As there had been such poor attendance on the joint sessions he proposed that the school takes out a single membership with Warwickshire Governor Support Services in the new financial year so that they can tailor make the free Governor training sessions to this Governing Body's needs.

Beth Cordrey had attended training for SEND Governors. the course had reinforced the notion of nominal funding where the first £6000 for a child's SEND needs is allegedly in the school budget and therefore has to be met by the school. Beth was told that for St John's, this amount is £116,000. Beth hadn't realised that £6000 was an annual contribution from the school for each child with SEND.

Trevor Martin: Is this a national policy? Daryl Molyneux confirmed that this is so but that the new national funding formula may help.

Beth also received information about which school SEND policies should be on the website. The course organisers had audited the website and there were a lot of greens for the school – and were the school with the most green highlights.

Action: Beth will use her next meeting with Andrea Eastham (SENDCO) to focus on ensuring all appropriate SEND paperwork is on the school website.

Rebecca Augustus, Richard Owen and Beth Cordrey had attended 'Closing the Gap' governor training.

Beth Cordrey and Trevor Martin are due to attend 'Quality of Teaching' training.

Action: Patricia Coopey to book herself onto the Quality of Teaching training

Action: Clerk to update Governor Training Record

10. Approval of Policies

SRE Policy: Darren Barrow reported that there were no changes to this policy. **Governors agreed to ratify the SRE Policy.**

Sickness Absence Management Policy: Trevor reported that the model policy from the LA had been reviewed and was out for consultation. A key feature was that the policy has been reduced from nineteen to seven pages. Trigger points for the number of staff absences have also been reduced. **Governors agreed to carry this item forward until the new policy is available for ratification.**

Educational Visits Policy: Darren Barrow reported that Cathy Weir is the new Educational Visits Coordinator. The staff have been trained on the new system to record trips and have been

successfully using it since November. He is happy that the policy is in order. **Governors approved the Educational Visits Policy.**

11. Any Other Business (previously noted to the Clerk)

Trevor Martin informed Governors that he had received a request from a member of public to join this evening's meeting as an observer. A request such as this has not been received before. Trevor consulted the School Governance (Procedures) Regulations 2003, which states that four categories of person are entitled to attend a meeting: Governors; Associate Governors; the Head Teacher where they are not a governor and the Clerk. Beyond this, attendance from anyone else is at the discretion of the Governing Board. Trevor also sought advice from Vince Quayle, Manager, Governor Services & Leadership Development at Warwickshire County Council, who had not come across such a request before.

Trevor had explained to the member of public that such a request would need to be approved by the Full Governing Board and this would require an extraordinary meeting which he was not prepared to request. The meetings are minuted and the minutes made public, although Trevor pointed out that two of the items the member of public had expressed an interest in were confidential matters. Trevor did offer to meet with the person concerned after work to address any concerns and answer questions. However, the person has not been in contact.

Trevor recommended to the Governing Board that there should be a presumption that governors meetings are not open to the public and in future governors should consider such requests on a case by case basis. Where a request is made with short notice then Governors will permit the Chair or Vice Chair to deal with it as they deem appropriate.

Governors agreed that the above should become an additional Standing Order.

12. DATE AND TIME OF NEXT MEETING

The next meeting of the full Governing Body will be held on Tuesday 20th March 2018, commencing 7.00pm at the school

Daryl Molyneux left the meeting at 7.45.

Richard Owen left the meeting at 8.30pm

The meeting closed at 8.35 pm.