

ST JOHN'S PRIMARY SCHOOL AND NURSERY, KENILWORTH
MINUTES OF THE MEETING OF THE FULL GOVERNING BODY
HELD ON WEDNESDAY 16TH MAY 2018 AT 7.00PM

Present: Darren Barrow; Patricia Coopey; Beth Cordrey; Daryl Molyneux; Ruth Cooper;
Richard Owen; Katie Harrison; Rebecca Augustus

In Attendance: Andrea Eastham (Acting DHT); Margot Brown (Clerk to Governors)

1. Apologies for Absence and Declaration of Conflicts of Interest

Governors received and accepted apologies from Richard Owens. No declarations of conflicts were declared.

2. Minutes of the meeting held on 20th March 2018

The minutes of the meeting of the full Governing Body held on 20th March were approved and signed as a true record.

Minutes of the Extra-Ordinary Full Governing Body meeting held on 2nd May 2018 were approved and signed as a true record.

3. Matters arising from the previous Minutes

- a. **Action: Darren to email suggested date for his next performance management review. The date will need to be after the Key Stage 2 data is returned to school.**
This has been booked for 12th July with Joyce James of the Heads Support Service. Daryl, Richard and Tricia will attend.
- b. **Action: Daryl to book himself on the summer term Safer Recruitment training and Ruth to book herself on the autumn term training.**
Daryl has done so, Ruth will do so.
- c. **Action: Governors to adopt the new Local Authority Staff Absence Management Policy when it is ready.**
There have been no further updates from the LA.
- d. **Action: clerk to ensure these two documents are included on next Performance and Standards agenda ('rag' rated Spring Term Action Plan and Summer Term Action Plan)**
Both tabled at P and S 2nd May
- e. **Action: Tricia, as Acting Chair, to investigate the School Governors One-Stop Shop (SGOSS).**
Tricia had investigated. She informed governors that they needed to identify the skills they would want a new governor to have. ***Governors agreed that they would welcome fund raising and marketing skills.***
New Action: Tricia will enter this information on SGOSS and wait for responses.
- f. **Action: Ruth to put up notices in the local community highlighting vacancies.**
This action had been postponed in view of the possible reconstitution of the Governing Body following a suggestion from the Lead Inspector in the recent OFSTED inspection.
- g. **Action: Clerk to update governors training record.**
Governors agreed that they would update their own training records on Governorhub.

4. OFSTED Update

Darren informed governors that the report would be available on the OFSTED website from Monday 21st May, however parents had had the report emailed today and been provided with a hard copy. The Lead Inspector had accepted and amended all of Darren's factual accuracy challenges and overall Darren felt the report was lovely to read. He was particularly pleased with the emphasis on parental support. Daryl commented that it was a shame the report said that 'the leadership team has **maintained** the good quality of education in the school since the last inspection' as it was clear that the school has continued to improve significantly since the last inspection. **All governors around the table agreed with Daryl's comment.** Darren confirmed Beth's query that the new report replaces the last one. Beth pointed out that this meant there was no 'outstanding' grading for 'Behaviour and Safety'. Darren agreed and added that it was also disappointing that there was no EYFS grading now as this had been highlighted in the new report as a strength.

Ruth: Could parents feel as though something has been lost? Would it be worth providing an explanation of how the new report formats work?

Action: Darren will provide an explanation of the new look OFSTED reports to parents.

Governors discussed the report further, including the disappointment that they would need to wait a further four years to confirm that the school was outstanding given the glowing verbal feedback provided by the lead inspector. Ruth congratulated the staff as she repeated that the report was lovely to read. Trisha agreed and reminded everyone that the parents were unanimously positive on Parent View, which the lead inspector had specifically commented on in his verbal feedback. Beth pointed out that if there were any problems from a parent point of view, this would have reflected on Parent View.

Rebecca expressed surprise that the Lead Inspector had picked on exclusions as an initial line of enquiry. Andrea pointed out that having reviewed the school's evidence and case studies he quickly agreed that exclusions were not an issue for the school and in fact the school managed children with challenging behaviour well. Darren agreed, pointing out that exclusion is only ever used as an ultimate sanction if children are consistently proving a danger to themselves, other children or staff.

In his absence, Richard had submitted a written question about the OFSTED report for which Darren had provided an answer:

The Ofsted inspector noted that an area we need to progress is in challenging the more able children. How does the school propose they achieve this aim? Will it be part of pupil progress or a separate entity?

- This will be the focus of next year's school improvement plan. We will track more able pupils as a group in addition to the other groups we track and monitor. Development for staff will focus on challenge for all, not just the more able.

5. Teaching School Update

Darren informed governors that he was delighted to hear on 11th May that the school had received Teaching School status. In this round of applications St John's was one out of only four other successful primary school bids in the West Midlands. There are only four primary Teaching Schools throughout Coventry, Solihull and Warwickshire. Following a question from Ruth, Darren confirmed that the staff are delighted; this provided opportunities for them and for the school to be outward facing and was generally a real privilege for the school. Beth asked about the income the school would receive; Darren confirmed that in the first year the school would receive £60,000, in the second £50,000 and in the third £40,000. In return for this income there are three Key Performance Indicators (KPIs) the school has to meet: improving Initial Teacher Training (ITT); leading continuing professional development (cpd) both in the consortium and beyond; and, providing school to school support. Rebecca wondered if this would mean there would be more teaching students in school. Darren said that there would be broader opportunities including retraining staff who were changing phases or returning to work. He informed governor that his proposals for this strand of the bid had been picked up as unique. Following a question from Beth, Darren confirmed that school could charge for services provided and that the initial income was 'seed funding'. Darren concluded that the awarding of Teaching School status was the best news for the school.

Daryl asked when the work would start. Darren informed governors that SLT were holding a meeting on 16th May to draw up a plan and he would also be meeting with the head of the other Warwickshire primary Teaching School to agree a way of working collaboratively. An action plan demonstrating how St. John's would meet the Key Performance Indicators will be submitted to the Regional School's Council.

Beth: Is there a cap on what what obligations the school is expected to meet?

Darren confirmed that school would need to submit an audit on the use of the bursary and its impact but the school would deliver what it had the capacity to manage within the context of the three KPIs.

Rebecca: Will cpd be delivered through our staff only?

Darren informed governors that he could also use external providers, giving the example of using Stonewall and No More Outsiders as part of a diversity and inclusion focus.

Tricia pointed out that governors would want to be mindful of Darren's worklife balance and varied roles. Darren reassured governors that he would continue to distribute the leadership of the various initiatives as he does now, for example he was going to assign three different experienced staff to each of the KPIs. Andrea confirmed that staff welcomed this and had embraced the news, recognising it as a very exciting opportunity. Following a question from Ruth, Darren confirmed that he would be able to use some money to 'backfill' for himself or other staff who may be out of school.

Daryl: What level of accountability is there to the Governing Body?

Darren confirmed that he would be reporting to the Governing Body on delivery and finance.

6. Reconstitution

Daryl reminded governors that this was an agenda item following the Lead Inspector recommending that if the current Governing Body was functioning efficiently despite the vacancies it would be useful to reconstitute to a smaller number.

Beth: If the Governing Body is smaller are there things we wouldn't be able to achieve?

Darren didn't believe this was the case and felt that the Governing Body shouldn't become large and ineffective. Beth felt that the board needed to be large enough to provide flexibility of role and Tricia reminded Governors that there needed to be enough members to sit on panels and appeals panels should the need arise. There would also be some panels that parents should not sit on which could be an issue if further governors who were parents were appointed. Tricia wondered if there was really a need to reconstitute or whether the board could continue with vacancies; Ruth reminded governors that with the current numbers there could sometimes be an issue with quoracy. Daryl pointed out that with the appointment of a new LA Governor from September, there were now four vacancies. Beth suggested that it would be useful to have two more governors. Daryl agreed that two more coopted governors would add to the current board's scope and expertise.

Governors agreed to reconstitute St John's Governing Body to:

6 Coopted Governors

1 HT Governor

1 Staff Governor

1 LA Governor

2 Parent Governors

So eleven governors in total.

Tricia pointed out that new members may come forth from SGOSS.

Action: Ruth to advertise at Warwick University

Beth wondered if it would be worth appealing to parents again. Daryl said that he had no objection in principle to having more parent governors on the board but felt that it would be better to try the other two approaches first.

Action: Clerk to determine any formal processes for reconstitution.

7. Terms of Reference

Daryl reminded governors that following reconstitution it would be timely to review the meeting structure, with one proposal being to disband the committees and replace their meetings with more regular Full Governing Body meetings. He suggested that governors gave this some thought for full discussion at the July meeting, reminding them that there were various issues to consider, such as Performance and Standards meetings taking part during the day.

Action: Darren to talk to Liz Bradbury head of Park Hill and Thorns to discover more about those schools' meetings as they have adopted this model.

Initial thoughts were that Darren, although he has no strong views either way, appreciates the contribution to his worklife balance that having Performance and Standards meetings during the day supports; Beth pointed out that it was useful having Phase Leaders to report on phase performance during the school day and this may not be possible in the evenings, with Daryl agreeing that this model contributed to the distributed leadership model referred to in the

Teaching School discussion and Ruth commented that she enjoyed coming into school during the working day.

Action: Governors to reflect on a changed pattern of meetings ready for discussion at the FGB meeting in July

Action: Clerk to ensure this is an item agenda at the next meeting

8. HT's Safeguarding Report Spring 2018

As he couldn't attend the meeting, Richard had submitted some questions and Darren had supplied the answers. **See Confidential Minutes for one question and answer.**

Are there any requirements for refresher prevent training?

- As far as I am aware, Prevent training for the trainer should be undertaken every 3 years. Andrea Eastham is our designated trainer. As a school we revisit the principles of Prevent annually in terms of the curriculum and staff awareness.

Re the safeguarding report, can you explain what 'Core Groups attended' means please?

- Core groups are meetings of professionals that take place roughly every 6 weeks. These meetings support families who have targets to meet for their Child in Need Plan or Child Protection Plan. Designated Safeguarding Leads attend these meetings and give updates on the children concerned.

Re the 360 report, have governors attended the online safety training?

- Trevor Martin attended the online safety training. A Governor will need to attend this at some point in the future.

Is there a date set to deliver GDPR training to staff?

- Staff have been briefed on the principles of GDPR and we now have procedures in place in preparation for this such as clear desk policies, not using school equipment with children's data on outside of school etc. It will form a proportion of our training day in September.

Rebecca pointed out that Trevor Martin was still named governor to check the SCR. She has agreed with Richard that they will share the SCR duties, doing alternative terms.

Daryl: When should the Governing Body next receive refresher Prevent training?

Andrea confirmed that this was due for the staff in 2019 and governors would therefore received their training in 2020.

9. Children's Centre Update

Darren reported that there was currently no news as Bill Basra of the LA had postponed the meeting that had been due on 21st; this would now be held on 24th May. This was frustrating as there was a need for forward planning. Darren informed governors that from the end of July one manager would be employed by Barnardo's to oversee three family hubs and there would be no onsite manager. Daryl pointed out that the current manager is a Safeguarding Lead and queried if there was a need for another. Darren reminded governors that he, Andrea, Adam and Mary are all safeguarding leads so the site was well served. It was Barnardo's responsibility to ensure safeguarding requirements were met. Daryl asked if having staff out fulfilling Teaching School obligations would cause difficulties with cover and Darren confirmed that he would not have all the leads out at the same time – each week in school is planned in advance and this is a vital

element to include in planning. Lucy is extremely efficient and aware and would immediately call staff who are out of school if there was a need.

Rebecca asked if local schools could delegate for one another. Darren informed governors that this was rare but he had agreed to be at the end of the phone for one local deputy when the head had been on a residential trip.

Andrea pointed out that information that has been provided to the school by the Children's Centre about children and families before they start has been invaluable and this would be missed.

Tricia informed governors that a local community member had called a further meeting about the Children's Centre. Darren will not be attending the meeting in order to maintain neutrality but has offered to meet the person concerned to give some feedback after his meeting with Bill Basra.

10. Academisation

Darren felt that this was no longer high up on the school/ political agenda. He gave an update of where other local schools were in relation to this issue. He felt that the issue should be put on hold for St John's as there is no financial gain. He suggested that the focus should instead be on the development of the Teaching School as this would provide a model of collaborative working and inclusivity. Tricia wondered what support would be available from the LA if the school didn't pursue the academy route. Darren replied that the Teaching School model was ideal for collaboration and support although there was still a role for the LA. He felt that academisation would give no gain for the children or their education and Beth agreed that it could actually be a distraction and therefore possibly to the detriment of the children. Darren had felt that he would rather lead than be pushed which is why he encouraged governors to set up the working party, to be 'academy ready' if needed. Daryl felt it would now be more advantageous to work on being a two form entry school and asked if there was any update on whether or not there would need to be a second reception class in September. Darren informed governors that there were 13 children on the waiting list but a second round of offers had just been made across Warwickshire after which parents have 10 days to respond so it wouldn't be until this cut off that it would become clear whether or not there needed to be a second class. This could make staffing a problem but it should be possible to appoint a NQT if necessary. Rebecca pointed out that there had been two strong candidates for the post recently advertised but Darren informed governors that the candidate who had not been appointed had now gained a post elsewhere. Ruth wondered if any other schools in the consortium had places. Darren confirmed that technically there are enough places across Kenilworth for all four year olds, however people can forget to register and move into the area.

11a Questions Arising from P and S Committee

Darren confirmed that Lydia had amended the Y2 data figures to reflect the correct average. There were no questions.

11b Questions Arising from Resources Committee

There were no questions

12 Policies to Approve

Governor Visits

Beth informed Governors that this policy was very 'user friendly' and Rebecca felt it was very clear for all to use. There being no further discussion, **governors approved the Governor Visits Policy**

Social Networking

Tricia pointed out that some of the advice in this policy conflicts with the content of the policy for online use, with the Social Networking policy being more straightforward to use. Darren suggested that governors adopt this policy and use it as a basis for reviewing the E-Safety Policy Following a question from Daryl, Darren confirmed that the yellow highlight in the policy denoted a change that had been made by the LA as this was a model policy. **Governors adopted the Social Networking Policy.**

13. Any Other Business Previously Notified to the Chair

- Children not taking KS1 SATS – see Confidential Minute
- Teacher letters – Daryl informed Governors that he had received a resignation letter from Niamh Smith. **Governors agreed to place on record their thanks to her for her services to the school.** Daryl informed Governors that he had received a request for flexible working from Claire Tennant which Darren would administer according to the Flexible Working Policy
- Appointment of new clerk – as the current clerk is becoming the LA Governor, it had been necessary to recruit a new clerk. There had been two strong candidates. Dawn Ellis was appointed and will start in September although there will be a transition period before then: **Action: Darren and Daryl liaise with Dawn re induction and training.**
- SLA with another Warwickshire school. Darren informed governors that within his role as NLE and within the Teaching School KPI of school to school support, he had a Service Level Agreement in place with the LA to support another Warwickshire primary school for five days before the end of term. Tricia asked what Darren would be doing with the school and he informed governors that there were a variety of outcomes for him to deliver. Rebecca pointed out that there seemed a lot to achieve within 5 days but Darren said there is a headteacher in place so this is achievable. He informed governors that he had supported other schools albeit without a SLA in place as the schools concerned had requested help rather than have it put in place by the LA
- Out of School Club – Governors were asked to note that Trevor Martin, Anne Brough, Toni Derrick and Helen Brown have resigned as governors and, as such, have also resigned as trustees and directors of the Out of School Club. The school will inform Companies House and the Charities Commission of these resignations. Darren will put together a business case over the summer into whether the Out of School Club should be taken back 'in house' for governors views at the September meeting.

14. Publication of Documents

Governors agreed that one matter under item 8 and one matter under item 13 should be recorded as Confidential Minutes.

15. Date and Time of Next Full Governors Meeting: 10th July 2018 @ 7pm

DRAFT