



**MINUTES OF THE MEETING OF THE  
FULL GOVERNING BOARD  
OF ST JOHN'S C OF E PRIMARY  
SCHOOL HELD AT THE SCHOOL  
ON 15<sup>TH</sup> November 2022**



**Governors Present:**

Rob Whittle	RW	Headteacher
Jennifer Cox	JC	Chair
Steph Norbury-Dean	SND	
Stephen Parker-Aiken	SPA	
Tim Clarke	TC	
Margaret Cruxton	MC	
Ben Cruse	BC	
Justine Clack	JCK	

**Also present:**

Hilary Cummings	Senior Clerk to Governors
Angela Richardson	Clerk to Governors

**Apologies:**

Martin Hyde	MH
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**PART ONE – NON-CONFIDENTIAL BUSINESS**

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*The meeting commenced at 4:00 pm.*

Item		Person:
1.	<b>Apologies and AOB</b> Governors agreed to accept the apologies received from Martin Hyde Governors agreed to discuss the AOB item under Part 2.	
2.	<b>Declarations of Interest and confirmations</b> a) There were no conflicts of interest declared with the business to be discussed during the meeting. b) The Board were asked by the Senior Clerk to go on to GovernorHub to refresh their DOIs, which must be completed annually. c) The Board were also reminded to go onto GovernorHub and refresh that they had read the latest 2022 version of Keeping Children Safe In Education. The Clerk will send a reminder on points b) and c) above.	<b>Clerk</b>
3.	<b>Approval of the Minutes of the previous meeting</b> The Part One minutes of the previous board of governors' meeting held on 21 <sup>st</sup> June 2022 were approved as a true and accurate record, the Chair would sign a copy of the minutes when next in school.	
4.	<b>Matters Arising from the Minutes</b> Governors reviewed the Action Log and agreed the actions that had been completed since the last meeting and carried forward actions to be	

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	completed. It was noted that <i>Governor Monitoring visits would be completed in Spring 2023</i>	
<b>5.</b>	<b>Chair's Action</b> The Chair confirmed there were no Chairs Actions to discuss.	
<b>6.</b>	<p>a) There were no changes to the membership of the board to note.</p> <p>b) Governors noted that there were 3 Foundation governor vacancies. It was hoped that a new Vicar would be appointed to St John's Church very soon, and that they would take up an ex-officio post. Another person had also expressed an interest, and RW would follow-up with them.</p> <p>c) There were no terms of office due to expire before the next meeting in December, but JC confirmed her intention to step down from the board at the end of the school year, and it was noted that MH's term of office was due to expire in March 2023. Elections for Chair and Vice Chair would take place at the next meeting, and it was agreed that if JC was elected as Chair, then whoever was elected as Vice Chair should shadow the Chair's role with a view to taking over at the end of the year if elected.</p> <p>d) Governors confirmed that the school was responsible for carrying out DBS and section 128 checks as necessary.</p> <p>e) Governors confirmed that GIAS was up to date.</p> <p>f) No Associate members were appointed.</p>	
<b>7.</b>	<p><b>Committees and Nominated Governors</b></p> <p>a) It was discussed that of the Committees on the agenda, only the Pay Committee and Head Teachers Performance Management Committees needed nominated Governors to be appointed at this time. The other committees should appoint members at the time that they are convened, taking into consideration any conflicts of interest arising and availability to attend at that time.</p> <p>It was agreed that JC and TC would form the Head Teachers Performance Management Committee, to be held on 22-11-22 and produce a report to go to the Pay Committee.</p> <p>JCK, SPA and BC would form the Pay Committee (date to be confirmed no later than one week following 22-11-22) so that any appeals processes would be dealt with by different Governors. The Senior Clerk advised that a set of minutes should be produced at the Pay Committee for retention.</p> <p>b) The functions delegated to individuals by the Governing Board were confirmed as follows:-</p> <ul style="list-style-type: none"> <li>• SEND Governor - SPA</li> <li>• Safeguarding Governor - SPA</li> <li>• Health and Safety Governor - MH</li> </ul> <p>c) The Governor Monitoring Schedule was discussed. Currently there are Governors appointed for the Curriculum subjects as follows:-</p> <ul style="list-style-type: none"> <li>• English - MC</li> <li>• Science - BC</li> <li>• Maths – MH</li> </ul>	

	<p>The Chair proposed that JCK and TC take on Foundation subject monitoring. RW proposed a different subject monitoring focus per half term commencing initially with TC monitoring History and JCK monitoring Music. JCK to arrange a visit at the end of autumn term</p> <p>JCK and TC to email record of History and Music visits to RW to upload to GovernorHub as evidence for the SIP.</p> <p>.</p>	<p><b>JCK</b></p> <p><b>JCK, TC &amp; RW</b></p>
<b>8.</b>	<p><b>Headteachers Performance Management and Appointment of advisor for 2022/2023</b></p> <p>It was confirmed that Mike Dixon would continue to act as the SIP.</p>	
<b>9.</b>	<p><b>Governor Code of Practice</b></p> <p>The Senior Clerk advised that the Code of Practice must be re-adopted every year and each Governor must read and approve it on GovernorHub. The Clerk will signpost the Board to the relevant section of GovernorHub to complete this</p>	<b>Clerk</b>
<b>10.</b>	<p><b>School Policies requiring approval</b></p> <p>Governors approved the following policies:</p> <ul style="list-style-type: none"> <li>• Safeguarding – (contact details updated)</li> <li>• Attendance and Admissions (updated to include latest DfE guidance regarding the after effects of covid, together with weekly monitoring requirements, updates to communicating with parents and new flow charts).</li> </ul> <p><b>Q: Has attendance been better this year?</b>  <b>R :</b> Yes. The school is on an upward journey - up to last week % attendance was 92.43% (National average 95%) RW is working with the LA on the process for parent criminal prosecutions.</p>	
<b>11.</b>	<p><b>Confirm term dates 2023-2024</b></p> <p>Holiday dates for 2023-2024 were approved at the FGB meeting on the 12th May 2022.</p>	
<b>12.</b>	<p><b>Meetings</b></p> <p>Governors confirmed the following dates for FGB meetings, all to be held at 4pm, for the school year 2022-23:-</p> <ul style="list-style-type: none"> <li>• Wednesday 14th December 2022 4.p.m – governors to note change in date</li> <li>• Thursday 26th January 2023</li> <li>• Tuesday 21st March 2023</li> <li>• Thursday 18th May 2023</li> <li>• Tuesday 20th June 2023</li> </ul>	

13.	<p><b>Any other business</b></p> <p><b>School Development Plan</b> RW noted the key priorities of the SDP as follows:</p> <ul style="list-style-type: none"> <li>• <b>Early Years</b> – Phonics and the wider curriculum</li> <li>• <b>Attendance</b> – A number of actions had already been implemented to improve on last year's figure of 89%.</li> <li>• <b>Writing</b> – Attainment was felt to be low, and the school was looking to improve.</li> <li>• <b>Christian Distinctiveness</b> – The new SIAMS framework placed greater emphasis on this and a new RE Subject Lead had been appointed. It was therefore a good time to review the scheme of work and examine ways to improve this area. The next SIAMS inspection was expected next year.</li> </ul> <p><b>Q: Is there anything Foundation Governors can do to support the new Subject Lead?</b> <b>R:</b> It would be helpful to have a SIAMS link governor as currently there is little opportunity for engagement with the church, until the new Vicar is in place.</p> <p>SPA agreed to take on the role and to hold a meeting with RW and the RE Lead to consider engaging methods to bring the Christian Distinctiveness of the School into RE.</p> <p>A further AOB item to be discussed in <b>Part 2</b></p>	RW/SPA
14.	<p><b>Impact Statement</b></p> <p>Governors helped to move the school forward in this meeting by:</p> <ul style="list-style-type: none"> <li>• Forward planning for changes to the Board</li> <li>• Agreeing HT Performance and Pay meeting structures</li> <li>• Agreeing link roles and monitoring priorities.</li> <li>• Querying progress with the school's attendance figures and procedures.</li> <li>• Supporting the new RE Lead re Christian Distinctiveness of the School.</li> </ul>	

*Although normally SND would leave the meeting at the end of Part 1 it was agreed that SND would stay for the discussion on the MAT in Part 2.*

The meeting moved to the part two agenda.

Chair.....

Dated.....