St John and St Nicolas Schools Federation

Minutes of the 31st March 2025 Extra FGB (Full Governing Board Meeting) at St Nics

Key: Action **Q/C** - Question/Comment **R** - Response For info inc document references on Governor Hub

Present	**Apologies:**
1. Mike Burroughs MB (Chair) (Foundation Governor) 2. Anna Burt AB (Parent Governor) 3. Caroline Chichester CC (Foundation Governor) 4. Lee-Ann Gibbons LAG (Foundation Governor) 5. Keith Harvey (Ex Officio Governor) 6. Gabrielle McGarvey (Co opted Governor) 7. Barbara McKenzie BM (Foundation Governor) 8. James Spillings JS (Parent Governor) 9. Julia Ward JW (Staff Governor) 10. Duane Turner (Foundation Governor) 11. Julia Ward (Staff Governor) 12. Siân Williams SW (Vice-Chair) (LA Governor) Chrys Healy (Clerk) ChH	13. Philip Evans PE (Foundation Governor) 14. Will Hunter Smart (Ex-officio Foundation Governor) 15. Rod King RK (Foundation Governor) 16. Magdalen Wind-Mozley MWM (Foundation Governor) **Absent:** Rev Gary Collins GC 17. Rev Gary Collins (Ex-officio Foundation Governor) 18. Claire Hall CH (Co opted Governor) **In attendance** 19. Louise Thornton-Allen LTA (Associate Member) 20. Heather Whiting HW (Associate Member) 21. Clive Loveless (Associate Member) 18 governors currently in post (the quorum is 9) **Meeting was quorate. Duration of meeting:** 7.00 – 8.30pm

1.	**Welcome, Apologies and Declaration of Quoracy, Chairs discussion points** MB welcomed everyone to the meeting and thanked them all for coming to the scheduled FGB meeting. **Apologies** were received and accepted from PE, RK, WHS, MWM and MB confirmed that the meeting was quorate and introduced JS the new Parent Governor, everyone present introduced themselves and explained what type of governor they were and any roles they had. **Declarations/Conflicts of interests** JS's wife works at St Johns staff. ChH clerks for Victoria Park Nursery School & Family Hub. **Confidentiality:** Governors were reminded that the items discussed were confidential. All documents are for public view unless stated otherwise by this meeting.	
2.	**Minutes of previous meetings** held on 2nd Dec 2024 (2.1 D3 SJSN FGB minutes 2.12.24) and Extra FGB's held on 13th Jan 2025 (2.2 D1 Extra FGB minutes 13.1.25) and 24th Feb 2025 (2.3 D1 Extra FGB minutes 24.2.25) **All Approved.** **AOB** (Any Other Business) MB and KH items **Matters Arising/Outstanding Actions** **FDP** (Federation Development Plan) Action: KH to look at included some of the SIAMS (Statutory Inspection of Anglican and Methodist Schools) areas in the FDP. CC said this could also be discussed at the next SIAMS Working party meeting. **Action:** KH to check latest version and send to clerk to signpost for governors. **Governor Safeguarding Training Action:** Governors to ensure they had done their safeguarding training by December. ChH explained that currently she couldn't access combined reports of governor training on Governor Hub. **Academisation Working Party: Action:** MB to check with if other governors wanted to be involved with Academisation Working Party. **Ongoing** **Federation Development Plan Action:** KH to look at included some of the SIAMS areas in the FDP. CC to discuss at the next SIAMS Working Party meeting and pass on suggestions to KH to do for next meeting. **Governor Hub Annual Declarations Action:** Clerk to chase the 2 governors who needed to complete esigning their Annual Declaration forms and complete their DBS check info. ChH reminded GC to confirm WBC Code Conduct/Dec Interests, CH to include information re DBS check confirmation on 21.1.25. **Action:** ChH to remind both again and cc MB.	**KH/ChH** 29.4.25 S&C **CC/KH** 19.5.25 **ChH/MB** 19.5.25

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	PREVENT Action: All governors to do the PREVENT training. HW to supply link for ChH to resend to all governors. **H&S** (Health & Safety) **Governor Action:** GM to arrange a meeting with CB asap. GM met with CB on 11.2.25. All other actions completed.	**HW/ChH** asap
3.	**Governance** **3a: Membership** Governors confirmed AB and JW as Co opted Governors, ChH confirmed that their voting rights would remain the same, James Spillings confirmed as a Parent Governor, this would be for a 4 year term for all of them. Awaiting police checks regarding Santanu De as the other Parent Governor. **Staff Governor Elections:** No response to staff governor elections request. Governors agreed to KH approaching a possible candidate. **3b: SJSN Federation Governance Plan 15.3.25** (3b StJStN Federation Governance Plan 2024-27 V4 15.3.25) SW explained the draft, including HW's retirement, had gone to all the committees for comments and it reflected the current situation. It was now aligned with the FDP (Federation Development Plan 2024/27) and would be RAG (Red, Amber, Green rating) rated and could go to the last FGB of the academic year (14.7.25). It would also go to the next Effective Governance meeting at the start of the Summer Term 1 2025 and be reviewed in the next academic year. Governors were asked if they had anything to add. **Leadership Forum** SW and KH had attended the 5.3.25 Leadership Forum, all the relevant paperwork was on Governor Hub in Folder 7 Governor Activity Reports/Governor Activity Schedule in the Leadership Forum folder. **C** Barbara Hunter Governing Board Efficiency presentation suggested a range of things including; 2 hour long monthly meetings for all governors and FC to be the only sub committee. These recommendations were to ensure 'shared responsibility'. Governors weren't convinced about 2 hour meetings, previous Governor Services advice had been 1 ½ hour meetings. KH explained when he joined the school the meetings were 2 ½ - 3 hours long. Governors accepted they had collective responsibility but they also needed to delegate effectively. **Action:** Effective Governance group to review the current committee structure. **Governor Hub** There were changes to the Governor Hub package there would only be one option which would include governors being able to complete their skills audit on Governor Hub. There would also be access to The Key. The cost was still not known but using an alternative option would require a big block of work to manage. **3c: Governors Activity Reports** SW had sent an email to governors regarding volunteers to do EYFS (Early Years Foundation Stage) Learning Walks for Summer Term 1. The focus for the Summer Term 2 Learning Walks would be MAGT (More Able Gifted and Talented) SW was looking for governors who did these last year, which would help compare the position, as well as governors who hadn't done them before. Governors were asked to do their Link Walks in Summer Term 1 (23.4.25 – 23.5.25) as this was better for staff as there was a lot going on in Summer Term 2. **Link Governors** All the areas were covered except Computing and D&T (Design & Technology), SW to see whether JS and Santanu De (Parent Governor waiting for final checks info) may be able to cover. Governors were asked to do their visits and complete the Governor Activity forms (there was now one form for Link Visits and Governor Activity Reports) and return them to her. The blank form was on Governor Hub in Folder 7 Governor Activity Reports/Governor Activity Schedule folder. **3d: Governors Skills Audit** The signpost to the Governors Skills Audit blank had been sent via Governor Hub to all governors on 14.1.25 and again on 18.3.25, 9 had been returned. MB asked governors who hadn't completed yet to do as soon as possible as it was very useful information to allow reflection for the future.	**Effective Gov** asap

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4.	**Committee/Working Party Reports** draft committee minutes on Governor Hub **4a: AC** (Admissions Committee) (D2 AC Mins 3 3 25) CC advised that this meeting had been to approve the initial allocations for St Johns Reception and St Nics Year 3 for the 2025/26 academic year. The first choice applications had reduced from last year, there had been 50 for St Johns and 62 for St Nics Year 3. **4b: FC** (Finance Committee) (D2 FC Mins 10.3.25 PE) DT explained that the forecast year end carry forward figure was better than expected, the current projected figure was a possible £35k surplus which was an incredible achievement. KH explained that this may not be the case for the future as the in year deficit could rise to £130k as he felt we were heading into a period of austerity. The budget for the next financial year would need to be approved before the end of May 2025 when it had to be submitted. It could be approved at the 12.5.25 FC and ratified at the 19.5.25 FGB. DT and PE would meet with CB before these meetings. CB had also been asked to continue to produce the BMF (Budget Monitoring Forecast) review document which was a good summary of the financial position for all governors. **4c: S&C** (Standards & Curriculum Committee) (4 D3 S&C mins 25.2.25) SW explained they had covered the usual standing items and the 29.4.25 S&C would look at Progress, review Governor Monitoring and the IDSR's (Inspection Data Summary Report) for both schools. CC had also done an extraordinary amount of work in the SIAMS area. **d: SIAMS** CC advised that a meeting would be organised soon to look at ways of hearing staff feedback from meetings with the Diocese and help develop a shared understanding in this area.	
5.	**School Reports/Updates/Training** **5a EHTR** (Executive Headteachers Report) (5a HT Report Spring 2025) KH said it was lovely to be able to include the comments in the St Johns Ofsted Report. KH highlighted the following: • **EAL** (English as an Additional Language) and **FSM** (Free School Meal) numbers were similar to those in the last EHTR. • **Exclusions** figures were lower than last year particularly at St Nics, this was due to the implementation of the Nurture Group system. • **Racists Incidents** There had been a small number of racist incidents at St Nics, none at St Johns, these were always dealt with. **Q** Governors asked whether there was a requirement to report these to WBC (West Berkshire Council) ? **R** This was no longer required. **Q** Governors asked if this was pupil to pupil ? **R** These weren't aimed at another child it was in conversations, the children and their parents had been spoken to. This area also included homophobic comments. **Q** Governors asked who had picked up these incidents ? **R** The lunchtime controller and other children. **Q** Governors asked if bullying incidents had increased ? **R** This was dependent on how an incident was recorded on CPOMS (Safeguarding and Wellbeing reporting system for schools). KH wasn't concerned about this area. • **Persistent Absence** KH explained there were 39 children, some were not of statutory school age and 10 were disadvantaged children which was a concern. **Q** Governors how the school managed this area ? **R** KH explained the school came down hard on persistent absentees, meeting parents, highlighting the issue in the newsletters. The LA would highlight absences of more than 15 days. Governors noted that parents didn't always read the newsletters. JW explained that the school had made it clear to the OfSted inspectors that the school had a consistent approach, parents were called daily and the Attendance Officer Champion (formerly EWO - Education Welfare Officer) were also involved when needed. KH explained that this area could be flagged up with the LA (Local Authority) and it was a national priority but available LA resources had been reduced. If the school was concerned about a child they would follow it up until it was addressed. • Mock SAT's results were from November 2024. **Q** Did children in Alternative Provision do SAT's ? **R** No. • **The Attachment Aware and Trauma Informed Mental Health Project** being attended by KB and IS continued to be a positive driver across the schools. The LA had a 1 million pound grant for High Needs Funding – Deliver Better Value to go into putting systems in place to support the increasing number of high needs children in mainstream schools. KH explained that the federation was part of the 10 pilot	

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	schools who were putting procedures in place to support children. **Q** Governors asked who were the staff leads ? **R** Katy Blakemore and Isabel Stewart and it linked in to the Nurture Group provision. • SATs were looking good for the Spring term. **Q** Had there been an improvement in the outcomes for disadvantaged children ? **R** KH explained that this had plateaued. **5b: Federation Development Plan** – verbal update **Target 1: Improve phonics and reading provision across both schools** was on track and the school was seeing the impact of the systems they had put in place. **Target 2: Ensure the curriculum offer at both schools is of consistently high quality** Ofsted praised this area, all credit to the teams involved in this area. **Target 3: Improve identified support provided to children with specific needs across both schools** The Nurture Group provision was working well at St Nics, the school needed to look at introducing it at St Johns once the behavioural needs had been identified. At St Nics an unqualified teacher was supporting this area and KH and HW were covering their teaching commitments. Governors noted that it was worth doing at St Nics and the impact could be seen in the school community. **Target 4: Ensure teaching and learning is of high quality and is consistent across all classes in both schools** Progress was fairly good doing the pedagogy course was feeding into the wider curriculum but KH was not able to monitor this area as much as he would like. **Q** Governors asked how Phonics was evaluated ? **R** Through Phonics tests. **Target 5: Ensure that the new Maths subject leader is provided with the support and opportunities as needed to allow them to lead the subject effectively across the two schools** This was going well. **Target 6: Develop a focus on staff wellbeing across both schools** Post Ofsted there had been positive feedback, KH was aware that staff had responded positively to the inspection. The staff survey would be done again in the Summer Term 2025. **Target 7: Maintain the federation's focus on its Church foundation through ensuring that the federation vision is lived out across both schools** There were 2 areas to complete. **Q** At the last Extra FGB governors had discussed staffing arrangements after HW left, what was in place ? **R** The proposed staffing structure had been discussed with HR, the proposal was that KB and IS would take on the DHT (Deputy Head Teacher) 0.5 in their current roles, 0.5 in the DHT role. The initial route the school wanted to follow wasn't possible from a legal perspective as the schools had to have a DHT. The FC had agreed an amount to manage this area and this change in framework had been approved subject to HR guidance. KH to offer to the staff as career development and parents would be advised by the beginning of the Summer Term 2025. **Governors approved.**	
6.	**a: Ofsted** (6 D2 Ofsted Meetings 12.3.25) The distilled report reflected what had happened. KH would feedback to Ofsted regarding the inspection. Governors had experienced two different types of inspections. KH noted that reports for both schools were similar but didn't match the inspectors management of the inspection. It was also worth reflecting, that whilst St Johns data was judged as poor, on how they were judged as 'Good'. GM said she had heard that the inspection things hadn't been good but the feedback was. The final report would be out soon. CL asked if the staff be able to give feedback on the inspection as he felt it would have been better if the inspectors had spoken in a less negative way, KH explained he would feedback staffs concerns. HW said that other schools had a similar experience and it hadn't been conducted in the same way as the St Nics inspection. It was fortunate that everyone had rallied round and it was a positive outcome in the end, SW was persuaded that this was due to the schools response to the inspectors and passed on huge thanks and congratulations to HW. **Q** Governors asked how long would it be before the next inspection ? **R** In 4 years, after 3 years the schools would begin to review what might be needed.	
7.	**Safeguarding** (8 Safeguarding in education Action Plan 17-11-2023.pdf) There were no issues to report but there had been an increase in CP (Child Protection) cases in both. Schools, KH explained this may be due to community reasons.	

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8.	**H&S –** GM had met with CB on 19.3.25, they had done a H&S (Health & Safety) walk with KH, focussing on the outside areas. GM had looked at the COSHH (Control of Substances Hazardous to Health) folders. There were a couple of issues CB would raise with the Diocese, including drains and a sinking pavement. KH noted that GM's experience in this area was really helpful.	
9.	**Policies Information/Approval/Ratification** **10a: D2 Religious Education Curriculum V1.1** CC advised after the meeting that they were awaiting publication of new syllabus **Action:** Bring forward Religious Education Curriculum V1.1 when new syllabus published. **10b: D4 Pay Policy 24 25 SJN007 V1.4** (10b D4 Pay Policy 24 25 SJN007 V1.4) **Ratified** **10c: D3 SEND Policy V1.3 2024 25** (10c D3 SEND Policy SJN005 V1.3 24 25) **Ratified** **10d: D3 Year 3 Admissions (St Nicolas) Policy SJN079 V1.2 (**10d D3 Year 3 Admissions (St Nicolas) Policy SJN079 V1.2) **Ratified** **10e: D3 Complaints Policy & Procedure V1.3 2024/25 Update approval ratified** **10f: D3 Updated Behaviour Policy SJN032 V1.3 Feb 2025.docx** (10f D3 Updated Behaviour Policy SJN032 V1.3 Feb 2025 copy.docx) **Update approval ratified** **10g: D1 Freedom of Information Publication Scheme SJN024 V1.3** (10g D1 Freedom of Information Publication Scheme SJN024 V1.3) **Approved** **10h: D1 Governor Allowances & Expenses Policy SJN006 V1.3** (10h D1 Governor Allowances & Expenses Policy SJN006 V1.3) **Approved** **10i: D1 Arson Policy SJN061 V1.1** (10i D1 Arson Policy SJN061 V1.1) **Approved subject** to including the vision statement.	**KH** 14.7.25 FGB
10.	**Wraparound Care Procedures** **11.1: D1 St N Wraparound Care Procedures SJN060 V1.3 Feb 25** (11.1 D1 St N Wraparound Care Procedures SJN060 V1.3 Feb 25) **11.2: D1 St J Wraparound Care Procedure SJN059 V1.3 Feb 25** (11.2 D1 St J Wraparound Care Procedure SJN059 V1.3 Feb 25) **Q** Why were PP (Pupil Premium) children not funded to attend the BASCs (Breakfast/After School Club) ? **R** If PP funding was used here it couldn't be used elsewhere. PP children were able to go to St Nics Breakfast/After School clubs but not St Johns as the pupil staff ratio was higher and cost more and it was only possible when relevant to the child. Currently charging £3.50/session for 8 – 8.45am Breakfast Club, government paid 0.64p/session. There were 20 children/day accessing Wraparound Care at St Nics as of 1.4.25. **Both St Nics and St Johns Wraparound Care Procedures V1.3 were Approved**	
11.	**AOB** (Any Other Business) MB advised that KH's HTPM (Head Teacher Performance Management) had taken place. MB wanted to express a huge thank you to HW both personally and on behalf of all the governors, her dedication to the school was acknowledged and very much appreciated and she would be sorely missed by everyone. He also reminded governors that there would be afternoon tea on 2.4.25 at 4pm to celebrate her time with the school community. MB thanked everyone for attending the meeting and wished them all a fantastic Easter break. The meeting closed at 8.30pm	
	Date of next FGB: Monday 19th May 2025 7pm in person at St Johns	

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