St John and St Nicolas Schools Federation

Minutes of the 14th July 2025 FGB (Full Governing Board Meeting) at St Nics

Key: Action **Q/C** Question/Comment **R** Response For info and/or document reference on Governor Hub

Present	**Apologies:**
1. Mike Burroughs MB (Chair) (Foundation Governor) 2. Katie Blakemore KB (Staff Governor) 3. Caroline Chichester CC (Foundation Governor) 4. Santanu De SD (Parent Governor) 5. Lee-Ann Gibbons LAG (Foundation Governor) 6. Claire Hall CH (Co opted Governor) (arrived 8.24pm) 7. Keith Harvey KH (Ex Officio Governor) 8. Gabrielle McGarvey GM (Co opted Governor) 9. Julia Ward JW (Co opted Governor) 10. Duane Turner DT (Foundation Governor) 11. Sian Williams SW (Vice-Chair) (LA Governor) 12. Magdalen Wind-Mozley MWM (Foundation Governor) Chrys Healy (Clerk) ChH	13. Anna Burt AB (Parent Governor) 14. Philip Evans PE (Foundation Governor) 15. Rev Gary Collin GC (Ex-officio Foundation Governor) 16. Will Hunter Smart (Ex-officio Foundation Governor) 17. Barbara McKenzie BM (Foundation Governor) 18. Louise Thornton-Allen LTA (Associate Member) 19. James Spillings JS (Parent Governor) 20. **In attendance:** Clive Loveless CL (Associate Member), 18 governors currently in post (the quorum is 9) **Meeting was quorate. Duration of meeting:** 7.00 – 8.40pm

1.	**Welcome** MB welcomed everyone to the last meeting of the academic year meeting. **Confidentiality:** Governors were reminded that the items discussed were confidential. All documents were for public view unless stated otherwise by this meeting. **Apologies** were received and accepted from AB, PE, GC, WHS, BM, LTA, JS and MB confirmed that the meeting was quorate and everyone present introduced themselves and explained what type of governor they were and what roles they had.	
2.	**Declarations/Conflicts of interests** JS's wife works at St Johns. ChH clerks for Victoria Park Nursery School & Family Hub. AOB KH had 3 items regarding quotes for work that needed to be done	
3.	**Minutes of previous meetings** held on 19th May FGB (3 D2 FGB minutes 19.5.25) **Approved** subject to removing duplicated JW in Present list. **Matters Arising/Outstanding Actions** [1]**Governors in School Day 10.7.25** SW thanked those who had attended and asked governors to advise her if this was the best date to do this, so this could be reviewed for the next academic year. **Done** **C** MWM had attended and said it was a joy to be part of. [2]**Governor Safeguarding Training Action:** KH advised that governors were welcome to attend in person training at St Nics on 2.9.25. **Action:** KH to send information about the Safeguarding training to be held at St Nics on 2.9.25. [3]**Academisation Working Party:** Governors agreed to remove from the action list but keep an eye on the situation in the future. [4] **Governor Hub Annual Declarations.** All done except GC's, Code of Conduct Governing Board and WBC and Declarations of Interest. As it was now the end of the current academic year this would be removed. [5]**SEF** (School Self-Evaluation Form) **Action:** SW to check that the Governance Plan aligned with the SEF and the FDP. **Done** [6]**PREVENT training** Governors advised this needed to be done every 3 years as per the school staff. ChH had resent the link to all governors on 1.4.25. **Done** [8]**Spirituality training Action:** When KH receives the Spirituality Power Point presentation he would pass it on to governors. KH was still waiting for the Spirituality Power Point presentation. **Ongoing** [9]**Governor for LAC, SEND and inclusion** CC agreed with being put forward as the Named Governor for LAC/SEND and Inclusion. **Approved**	**KH** asap

esigned: Sian Williams	Date: 21.10.25	Signed:	Date:	Position: Chair of Governros

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4.	**Administration 2025/26 Academic Year** The following nominations were received and approved: **4a: Meeting Dates and Committee Membership 2025/26** (4a.1 D7 Governors Meeting Dates 2025 26) **Approved** **Election of Officers** **FGB Chair of Governors** SW **FGB Vice Chair of Governors** DT MB explained that at the 7.7.25 PC and FC meetings it had been agreed to propose that the PC was no longer required as a committee as there was no longer a requirement for this committee as a result of the latest Pay and Conditions document staff would move up to the next pay grade, unless they were on the upper scale, therefore governors would no longer need to approve. The PC had agreed to propose that the PC be disbanded and its remits be transferred to the FC. **Approved** **Committee membership** **AC** CC Chair, KH, LK, GM, BM, LTA **FC** DT Chair, SD, LAG, KH, LK, JS, LTA, SW **S&C** MWM Chair, AB, KB, CH, KH, LK, CL, BM, LTA, JW **Governors Roles** **Attendance Governor** JW **H&S Governor** GM **Safeguarding Governor** MWM **SEND & Inclusion Governor** CC **Wellbeing & Mental Health** BM approached by SW after the meeting and agreed to take on the role. **HTPM** DT, SW, MWM **Working Parties** **Effective Governance** CC, DT, SW, MWM **SIAMS, Collective Worship & Vision** CC, GC, BM, JW, SW **4b: Standing Orders** (4b D1 Standing Orders SJSN FGB 2025-26 V5) **Approved** **4c: Terms of Reference** (**Folder** 4c Terms of Reference committees) **Action:** Each committee to approve a Vice Chair at their first meeting of the 2025/26 Academic year. **Approved** subject to Vice Chairs being appointed for each committee at the first committee meeting of the next academic year.	**AC/FC/ S&C** first mtg next ac yr
5.	**Governance** **a: Federation Governance Plan 2024 - 27** (5a StJStN Federation Governance Plan RAG 2024-27 V4 26.5.25) SW explained this had been to all the committees and amended to reflect the current position. The next stage was to remove the items rated green, the plan would go forward to the next academic year and the fact that it was rag rated helped. **b: Training & Monitoring GAR** (Governor Activity Reports) (5b.1 SW GAR Leadership Forum 7.7.25, 5b.3 25 BM MWM MAGT Governor Activity Report 7.7.25 v2(1) **Leadership Forum** SW explained that the Leadership Forum, organised by WBC, had included information on: • updates on governance guidance • the proposal to form two new unitary councils (2.Two councils proposal slides - Schools.pptx) and WBC would become part of the Ridgeway Council who would be supporting approximately 462,000 people., which was much larger than the current numbers. • KCSIE expecting more systematic changes to be confirmed in September 2025 • Information on Attachment & Trauma in the classroom guidance	

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	• Governor Hub changes would be in place in September • All the relevant paperwork had been included in the paperwork for this meeting (5b.2 Leadership Forum paperwork for info) • The HTPM (Head Teacher Performance Management) training had been cancelled as there had not been enough people to do the training. Governors had no questions and KH noted that next years leadership forums would be very interesting to attend. The Head Teacher, Chair of Governors and another governor could attend these sessions. MWM offered to attend the next Leadership Forum along with KH and SW. **GARs** (Governors Activity Reports) Governors thanked for following up their GARs and all the Link Governors & School Curriculum Co-ordinators roles had now been agreed as GM offered to be the link for the school council. Governors asked to leave their Link Governor meetings until the next academic year if they were still outstanding. **c: Church School Academisation** Nothing to report	
6.	**Committee/Working Party Reports** draft committee minutes are now on Governor Hub **6a: AC** (Admissions Committee) The scheduled 23.6.25 meeting hadn't been needed so it had been cancelled. KH advised there had been 2 appeals submitted but places had subsequently become available. **6b: FC** (Finance Committee) **7.7.25** DT highlighted the following from the FC: • CB couldn't make the FC evening meetings for the next academic year. FC had agreed that governors contact her if they had any questions before the meeting and KH would pass on any other relevant financial information. • **Carry Forward:** The current expected carry forward was £55,240, which was 2% of revenue and would need careful monitoring. • **Sports Premium Funding** Was going ahead for next year. • **SEND** (Special Educational Needs and Disabilities) There was currently a push towards mainstream schools covering this area more. • **Pay rises** There was a 4% teaching pay rise, which could be an issue next year. • BC & ASC Breakfast Club and After School Clubs) There was a long waiting list and latest guidance advised a 1:10 staff pupil ratio, KH felt that this should be 1:9 which would be 27 children. The St Nics BC was trialling these staff pupil ratios. • **St Nics toilets** The FC had asked KH to ask suppliers to revalidate their quotes using the same specification for the work, they hadn't agreed so the FC proposed that the school go ahead with the lowest quote from County Washrooms. • KH had supplied a very useful document regarding a deep dive into the federations funding which included comparative data with other LA schools and SJSN fell slightly below the average per pupil funding. • **St Johns nursery numbers** for the next academic year were currently 10, they were aiming for 13, KH was looking at a variety of ways to promote nursery places. **Q** Governors asked if there was any thought given to working with child minders ? **R** KH explained the problem was with the hours not covering a full working day they could look at going up to 30hrs/week but this may water down the provision. • **C** Governors noted that the numbers were quite good at the moment. **6c: S&C** (Standards & Curriculum Committee) **24.6.25** (D2 S&C minutes 24.6.25) SW explained that the end of year meeting had a lot of tasks and included; long discussions regarding testing data in the HTR (Head Teachers Report); KB's update on the vulnerable groups; governor monitoring. A number of issues were raised and are reflected in the 24.6.25 draft minutes which were included with the paperwork for this meeting.	

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7.	**EHTR** (Executive Headteachers Report) (7a HT Report Summer 2025) KH highlighted the following: **7a.1: Contextual Updates** • The contextual updates regarding; Admissions and Cohort Profiles; Complaints and Compliments; Self Evaluation Update and SEF grading were included. **Q** Governors asked to what extent was the school full ? **R** KH explained that Year 3 was 2/3 children short but Reception was full. More complaints had been received this year, one parent out of 400 had complained about the INSET day on 12th September 2025, but parents had been advised well in advance and the school needed to take the opportunity of the free training offered. There had been a safeguarding issue as a member of staff had given a message to the wrong child but this had been resolved. **7a.2 Self Evaluation Update** KH felt the data was pretty good and highlighted the following • The percentage of children achieving a good level of development was above the expected government target of 75%; • KH was very pleased with the Phonics results which showed the work and effort the staff were putting into this area. • The school was still plugging away at Year 6 Writing and the school were planning to look at how to use the Government Writing Framework which gave guidance on how to improve Writing moderation, possible use of AI to set targets, it also put a lot of emphasis on Transcription. **C** Governors noted that there had been great progress in the Year 6 results for both the advantaged and disadvantaged children it was nice to see the school were closing the gap. The way KH had done things this year had worked really well and the Summer Term Update had taken a lot of work to put together and was very much appreciated by the governors.	
	7b FDP Federation Development Plan 24/27 (7b Federation Development Plan 2024 v1.5) KH explained the priorities were colour coded; Dark Green – Priority Achieved, Light Green – Priority Mostly Achieved and highlighted the following: • Investigate how a nurture group could work at St John's • Ensure teaching and learning is of high quality and is consistent across all classes in both schools • Regular staff meetings focusing on key aspects of teaching and learning and using monitoring to check implementation • KB was trying to mirror staff meetings for TA's across both schools • Spirituality is developed across both schools **C** Governors noted the massive amount of work that was being done and credited all the staff involved. **7b.2 FDP Federation Development Plan 25/28** (7b.2 Federation Development Plan 2025 v1.1.docx) KH explained this was the proposed Federation Development Plan going forward, the priorities for the Federation's Vision (page 3), were summaries of the priorities, explaining the target, where it came from, what would be achieved going forward. Then there was more detail later in the document ie Target 5 (page 8) Behaviour explained the focus, how the target would build from the previous FDP, what needed to be done to achieve the target and what would be in place when. **Q** Governors felt that including the naming the staff helped the S&C monitor the progress and it was good to see things were in such good shape so early. Governors asked if LK (new St Johns HoS (Head of School) had any input in this document ? R KH confirmed she had. **Governors approved the FDP 25/28.**	
	7c: MAG&T (More Able Gifted & Talented) AB, LAG Learning Walk (7c.1 22 LGAB Governor Activity Report 23.6.25(1) copy.docx), (7c.2 25 BM MWM MAGT Governor Activity Report 7.7.25 v2(1), 7c.3 Challenge Learning Walk July 2025 (1)(1) SW explained that this was an area that usually went to S&C but as AB, LAG, BM and MWM had done their Learning Walks looking at this area she wanted the reports included in the paperwork for this meeting for information. LAG had a lovely morning at St Johns and highlighted; it included book reviews, there was a lot of evidence of challenge especially in Maths and a lot of CPD	

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	(Continuing Professional Development) in Pedagogy, a couple of children liked the challenging tasks in the library but these didn't happen often enough. **Vulnerable Groups** KH explained that the government focus was on improving the results for lower achievers but the school also wanted to stretch the MAG&T children. Target 1 in the FDP was looking to 'Develop the pedagogical skills of staff across the federation to improve provision and outcomes for children's learning'. **Q** Governors noted that the assumption was sometimes that children who weren't struggling could look after themselves, so staff needed to focus on the children who were struggling which wasn't completely fair to the more able children. Governors discussed this area and noted that in some areas it was easier to address, more able children could read to themselves so sometimes didn't get the questioning about the book the less able children would get. KH advised that children in every class read with an adult and were offered opportunity to challenge. Governors noted that Year 6 greater depth results for Reading and Maths were pleasing and asking them questions to aid focus in an area were very important. Governors also noted it was lovely to have more resources to support children in this area. **Q** MWM asked if there was there a member of staff looking at the Insight system, as she may be misinterpreting the data ? **R** KH and LAG to look at this area. SW said the S&C would focus on this area in the next academic year. MWM felt it was brilliant that governors were able to have an Insight log in. All thanked for their time in producing their reports.	
	7d.1 - d.3: **7d.1 Behaviour Policy** KH explained this was a new draft in 3 parts; the Behaviour Policy (7d.2 Behaviour Policy Update V3), the Expectations and Routines (7d.2 Expectations and Routines (1).docx) and the Relational Behaviour Policy (7d.3 Relational Behaviour Policy June 2025.docx). KB and IS had worked on the Behaviour Policy with the LA (Local Authority) and it followed what KH thought was important, the policy was created from the principles of relational practice in the West Berkshire Relational Behaviour Policy, which set the aims and principles for behaviour in our schools. KH highlighted item 3 The Aims which focussed on a relational way of working. It had been adapted to provide a clear process for consequences as had been requested by the staff, some staff could find this area difficult as they were only with the children for a few hours a week ie the lunchtime staff. It may be possible to include consequences on the staff lanyards, the most important thing was consistency of approach across all the staff. KB explained that a small number of children across both schools had challenging behaviours due to personal circumstances and these children had passports to enable all staff to access the relevant information on how to support these children. The Relational Behaviour Framework listed in the Relational Behaviour Policy was clear about the need for empathy and belonging, if children felt safe small steps can be put in place to achieve the desired outcomes. **Q** Governors noted that scripted language wasn't included in Appendix 3 **R** KH said this would be included. KB said that it was key for children to have restorative conversations. **C** Governors suggested that a parent was asked to read the policy before governors approved, the flowcharts were clear and useful but may need to include relationships. **7d.2 Expectations and Routines** (7d.2 Expectations and Routines (1).docx) This document had gone to staff for their input, the intent was to make the schools environment consistent, clear and calm. C Governors noted that in Classroom Expectations section in the Quality of work section 'Children should keep their books in good order – no drawing on covers' and asked if some children might need to do ? **R** KB explained that staff had old notebooks to give out if needed. **Action:** The Behaviour Policy Update V3, Expectations and Routines and the Relational Behaviour Policy Framework to go to the 21.10.25 FGB.	**KH** 21.10.25

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	e: IT provision (7e ASK ITprovisionquote.pdf) KH explained that the servers in both schools were old, St Nics would need to be replaced next year followed by St Johns soon after. The cost for St Nics was approximately £26k and then £3k/year. The cloud based option would cost £79,270 but long term the servers wouldn't need to be replaced and it was more energy efficient. KH would continue to investigate options and was in conversation with the provider. There may need to be an extra FC or FGB to approve this expenditure.	
8.	**8a: Sports Premium Reports St Johns** (8a Sports Premium Report 2024 2025 St John the Evangelist School) **8b: Sports Premium Reports St Nics** (8b St Nicolas Sports Premium Report September 2025) ChH advised that the latest guidance said these had to be signed off by governors once approved. **Both were Approved and signed off.**	
9.	**Vulnerable Groups** This area had already been discussed. **Safeguarding** Andrew Hall (Safeguarding in Schools) latest briefing highlighted; latest government information; generative AI (CH arrived 8.24pm) MWM had gone through the latest guidance and noted there were currently not a lot of changes. **Action:** Bring forward Safeguarding guidance to the 21.10.25 FGB.	**ChH**[21.10.25]
10.	**Safeguarding** No issues to report	
11.	**H&S** (Health & Safety) GM had visited both St Johns and St Nics and looked at a lot of paperwork and done an external tour, issues raised included dippy pathways at St Nics, which would be a Diocesan issue. The radiator repair and heat pump issues were highlighted by CB during GM's last visit alongside; hot water in the staff kitchen; trip hazards; effects of rain on the conservatory area as guttering ineffective. GM said CB was on top of these issues.	
12.	**Policies Information/Approval/Ratification** Folder 12 Policies **12a D4 Early Career Teachers Induction SJN023 V1.3** (12a D4 Early Career Teachers Induction SJN023 V1.3) **Approved** **12c: D2 Looked After Children & Previously Looked After Children Policy SJN035 V1.3** (12c D2 Looked After Children & Previously Looked After Children Policy SJN035 V1.3) **Approved** **12k D1 Staff Absence Policy SJN074 V1.2** (12k D1 Staff Absence Policy SJN074 V1.2) **Approved** **12l D2 Induction Policy SJN064 V1.1** (12l D2 Induction Policy SJN064 V1.1) **Approved** **Action:** GM, BM and JW to review: the Medical Conditions Policy, First Aid & Medicines Procedures for both schools, The Fire Safety policies for both schools alongside the Health & Safety Policy & Procedures as H&S Governor and bring to 21.10.25 FGB. **12d: D2 Medical Conditions Policy** (12d D2 Medical Conditions Policy SJN034 V1.3) **12e: D2 Health & Safety Policy & Procedures** (12e D2 Health and Safety Policy & Procedures 2025 V1.3) **12g D2 First Aid & Medicines Procedure for St John's School SJN070 V1.4** (12g D2 First Aid & Medicines Procedure for St John's School SJN070 V1.4) **12h D2 First Aid & Meds Procedure St Nics School SJN069 V1.2** (12h D2 First Aid & Meds Procedure St Nics School SJN069 V1.2) **12i D1 Fire Safety at St John's Policy SJN071 V1.2** (12i D1 Fire Safety at St John's Policy SJN071 V1.2) **12j D1 Fire Safety at St Nic's Policy SJN071 V1.2** (12j D1 Fire Safety at St Nic's Policy SJN071 V1.2) **12b.1: D4 Equality Policy SJN038 V1.3** (12b.1 D4 Equality Policy SJN038 V1.3) Approved at 24.6.25 S&C, KH advised that objectives 22 – 24 were not out of date. There would be new objectives next year. **C** Should this policy reflect the SDP and GDP ? **Approved** **Action:** Review next academic year in line with the SDP and GDP.	**GM/BM/ JW** [21.10.25] **BM/JW** 24.2.26

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	12b.2 D2 Equality Information and Objectives 2022 – 2026 (12b.2 D2 Equality Information and Objectives 2023 v5 July 2025(1) **Action:** Bring forward to 21.10.25 FGB. **C** Governors noted that policies were usually not read unless they were needed.	**ChH** 21.10.25
13.	**AOB** (Any Other Business) **St Nics Washroom and Toilets** This had been approved at the 7.7.25 FC and proposal was to be completed during the October 2025 half term. **Approved** **BC&ASC** KH advised there was a significant waiting list for St Johns ASC and explained that the staff children ratios were 1:8, the new guidance was 1:10 but this wasn't feasible at St Johns because of the space available and the numbers of reception children. He proposed the school increase the numbers by 3 children on Monday to Thursdays which would be a 1:9 ratio which would decrease the waiting list but was realistic and safe for the school. If needed KH was covering staffing for the ASC, there were enough staff in place but no cover if there was staff illness. **Q** Governors asked if it possible to offer more places at St Nics ? **R** The problem was having enough staff to get the children from St Johns to St Nics. What tended to happen was the waiting list decreased at the end of term. **Q** Governors asked if parents ought to include a declaration of interests on the waiting list, Some parents moved into the area to coincide when children were due to start school. **R** KH explained that more people had to return to work and childminders were expensive. **C** Were more parents were split across both schools ? Governors discussed the situation and noted the 1:9 ratio wasn't ideal and some parents wouldn't be happy with it but the school couldn't please everybody. Governors suggested suggested that an explanation regarding allocations may help parents better understand the situation. **Declaration of gifts** Staff needed to declare any gifts over the value of £25 at the end of term. Governors wanted to express their thanks to PE for being a governor, he would be standing down at the end of the current academic year and to MB who would be retiring at the end of his current term in October 2025, his steady, calm, collected and incisive support had been very much appreciated and valued by the school community, this was celebrated with a round of applause. MB thanked everyone and said it had been a pleasure and he hadn't thought he'd be a governor for this long. All thanked for attending the meeting and encouraged to enjoy the summer break. The meeting ended at 8.40pm.	
	Date of next FGB: Tuesday 21st October 2025 7pm in person at St Nics	

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