St John and St Nicolas Schools Federation

Minutes of the 21st October 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

Re designate named governorPresent	**Apologies:**
1. Sian Williams SW (Chair) (Co opted Governor) until LA Governor re appointment complete) 2. Caroline Chichester CC (Foundation Governor) (until 8pm) 3. Santanu De SD (Parent Governor) 4. Lee-Ann Gibbons LAG (Foundation Governor) 5. Claire Hall CH (Co opted Governor) 6. Keith Harvey KH (Ex Officio Governor) 7. Barbara McKenzie BM (Foundation Governor) 8. James Spillings JS (Parent Governor) (arrived 7.11 pm) 9. Magdalen Wind-Mozley MWM (Foundation Governor) Chrys Healy (Clerk) ChH **Meeting was quorate. Duration of meeting:** 7.00 – 8.20pm	10. Rev Gary Collins GC (Ex-officio Foundation Governor) 11. Katie Blakemore KB (Staff Governor) 12. Will Hunter Smart (Ex-officio Foundation Governor) 13. Gabrielle McGarvey GM (Co opted Governor) 14. Duane Turner DT (Foundation Governor) 15. Julia Ward JW (Co opted Governor) **In attendance:** 16. Clive Loveless CL (Associate Member) 17. Lauren King LK (appointed as Associate Member) 18. Louise Thornton-Allen LTA (Associate Member) 15 governors currently in post (the quorum is 7)

1.	**Welcome** SW welcomed everyone to the meeting. **Confidentiality:** Governors were reminded that the items discussed were confidential. All documents were for public view unless stated otherwise by this meeting. Any conflicts of interest needed to be declared when the item was discussed. **Apologies** were received and accepted from GC, KB, WHS, GM, DT, JW and SW confirmed that the meeting was quorate.	
2.	**Declarations/Conflicts of interests** ChH clerks for Victoria Park Nursery School & Family Hub and SW noted that JS's wife works at St Johns. ChH advised that SW's re appointment as the LA (Local Authority) Governor was still going through the LA process and her term of office had expired. ChH proposed that the board appoint her as a Co Opted Governors until the LA process was completed. **Approved**	
3.	**Minutes of previous meetings** held on 14th July 2025 (3 D2 FGB minutes 14.7.25) **Approved** **Matters Arising/Outstanding Actions** [1] **Religious Education Curriculum V1.1 Action:** Bring forward Religious Education Curriculum V1.1 when new syllabus published. FH had been to relevant training but still awaiting publication of new information. **Ongoing** [2] **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. **Remove action** [3] **Appoint Vice Chairs for each committee** BM appointed as AC Vice Chair, FC due to meet on 11.11.25, CH appointed as S&C Vice Chair. **Done** All other actions completed.	**KH** asap
4.	**Administration 2025/26 Academic Year** **4a: Annual Declaration Forms** ChH advised that GC, SD, CL and GM still had some declarations to complete and she had advised them by email on 20.10.25 **4b: Annual Governance Statement 2024-25** (4b D6 Annual Governance Statement 2024-25) SW explained this had also gone to the AC and S&C. **Approved** **4c: Staff Governor** KH explained that nobody had come forward and advised KB had agreed to carry on as the Staff Governor from 19.5.25 – 18.5.29. **Approved** KB welcomed to the Board.	

esigned: Sian Williams	Date: 8.12.25	Signed:	Date:	Position: Chair of Governors

St John and St Nicolas Schools Federation

Minutes of the 21st October 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

5.	**Membership** SW advised that AB had resigned as a Co Opted Governor, a thank you card was being produced which governors would have the opportunity to sign. There were now vacancies for 2 Foundation Governors and 1 Co Opted Governor. Meeting discussed ways of trying to recruit new governors including; Whatsapp groups, contacting the church office, (JS joined the meeting), contacting GC & WHS, benefice office. Governors agreed that a recruitment document explaining the role of a governor ought to be produced. The current board wasn't particularly ethnically diverse so they ought to see if they could reach out to a more diverse range of people. **Action:** ChH to send SW copies of previous recruitment documents so she could produce a governor recruitment document. **Staff Governor** see item 4c **Governance Plan 2024 – 27 V5** (5a.1 FINAL StJStN Federation Governance Plan RAG 2024-27 V5 9.7.25.docx) SW explained the changes and that she was trying to tie this document in with the FDP (Federation Development Plan) and what targets it supports, she felt the FDP was a very good plan. There were differences in some areas ie finance but the aim was for the FDP and the Governance Plan to work in tandem. **Q** Governors asked if it would help to have timescales on the targets, which could help focus the mind ? **R** SW explained that prior to last year the Governance Plan ran for a year, this was discussed by governors who decided that if this was changed to 3 years it would then reflect the FDP (Federation Development Plan). This was an area governors needed to consider and it may be useful to include suggested timelines to help make it a more purposeful document and establish the priorities. **Action:** SW to go back to the Governance Plan, consider ways of adding timescales and bring back to next FGB **Governor Hub functionality update** SW did a quick presentation which highlighted how to use Governor Hub including how to access the Compliance section. There was also a new feature 'Visits' that allowed governor to list any visits they'd made. They could also record any training done on their profiles. Governor Hub would then produce a document listing any governor training done. Governors were also encouraged to send any reports of training and power point presentations to ChH to upload onto Governor Hub and signpost for governors They were also encouraged to upload any certificates if possible. GAR (Governor Activity Reports) could be sent to MWM and then be uploaded onto Governor Hub. **Q** Governors asked how to record their visits if they were in weekly ? **Action:** ChH would look if this could also be recorded on Governor Hub. **Skills Audit** We are considering whether to use the 'Effectiveness' tool to replace the Skills Audit. It was now possible to complete this on Governor Hub and it would also produce a combined document governors could possibly do in the Spring Term 2026.	**ChH/SW** asap **SW** next FGB **ChH** asap
6.	**Committee/Working Party Reports** draft committee minutes are now on Governor Hub **6a: AC** (Admissions Committee) This was held yesterday and all the Admission Policies had been approved subject to minor changes. **6b: S&C** (Standards & Curriculum Committee) **7.10.25** (6b D1 S&C minutes 7.10.25) MWM highlighted the following: • CH appointed as Vice Chair earlier in the meeting. • Governors in School day to be discussed at the 8.12.25 FGB with the possibility of it coinciding with the Federation anniversary day. • MWM to liaise with LK to access Insight. • **Learning Walks:** St Nics scheduled for 17.11.25, BM to concentrate on Writing, St Johns not scheduled yet. Governors noted that would need to be the same governor for each Learning Walk. The issue was there weren't enough governors at the 7.10.25 S&C meeting. CH and JS offered to do the St Johns Learning Walk on English, after half term. **C** LTA asked if learning walks should include a governor who had done one before ? **Action:** CH and JS to liaise with KH re organising a Learning Walk at St Johns after Half Term, possibly 17.11.25.	**CH/JS/KH** asap

esigned: Sian Williams	Date: 8.12.25	Signed:	Date:	Position: Chair of Governors

St John and St Nicolas Schools Federation

Minutes of the 21st October 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

	FC due to meet on 11.11.25	
7.	**School Reports/Updates/Training** **7a: Gifts to staff Summer Term 2025** (7a.1 Gifts and Hospitality Register 3.9.25) (7a.2 Summer Term 2025 SNs Gifts (2) **Approved**	
	7b: EHTR (Executive Headteachers Report) KH highlighted the following: **Staffing** had been relatively stable, although there was likely to be a significant overspend on supply budgets due to covering for staff absence. KH would like governors to consider other methods of covering for staff absence next year as it was impacting significantly on the SLT's (Senior leadership Team) himself LTA and LK's wellbeing as they were covering lessons. Possibly consider employing an additional staff member for this, a HLTA (High Level Teaching Assistant) in the 2026/27 budget. **Assessments** Reception baseline assessments had taken place during the first half of the Autumn Term 2025. It was worth noting that the assessment system was very time consuming, half an hour/child/subject and had meant considerable resources were needed to cover classes while assessments were taking place. **Sites and Buildings** Work took place at St Nic's over the summer break to change the heating system. All installations were complete and the system was usable but not yet centralised as the builders had come across a problem with this across multiple sites. Further snagging work would be completed during half term. The St Nic's toilet project was in the process of being completed. The upper school toilets were nearly finished and the lower school toilets would be progressed after the half term break. Focus was mostly on replacing the boys' toilets, which were in a worse state than the girls'. At St John's, there were some issues with the roof and the school would put in a bid for this to be repaired with the diocese. **Attendance** This was mostly covered in KH's other report to governors. There is one child at St Nic's, who is classed as severely absent (attendance below 50%). **Behaviour** This had generally been very good across both schools. The work that LK and LTA had put into developing pedagogy had been very positive and the children's focus and attention was clearly improving because of this. There were a small number of children in each school, whose behaviour was disproportionately affecting the learning of the other children. Nursery: 0 children Reception: 2 children – working with parents to support Year 1: 0 children Year 2: 1 child – plus two others causing lesser issues Year 3: 1 child (two suspensions) Year 4: 2 children (one suspension) Year 5: 2 children (one in nurture group) Year 6: 3 children (two in nurture group – two suspensions) Although the number of children (11) causing significant issues was low (around 4% of the two schools), the impact on staff and other children was significant. It also increased the impact on KH, LTA and LK's time. **Q** Governors asked whether this was resulting in low grades for these and what strategies were the school using to address this ? **R** KH said that these children didn't have low grades and LTA explained that they had clear behaviour passports and support plans and the new Behaviour Policy clearly laid out how children should be managed. **Q** Governors asked if there was anytime when this was worse than others ? **R** Fridays and Mondays, either side of the weekend, some children suffered trauma at home and felt safer in	

esigned: Sian Williams	Date: 8.12.25	Signed:	Date:	Position: Chair of Governors

St John and St Nicolas Schools Federation

Minutes of the 21st October 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

	school. **Q** Governors asked if parents were on board with the support measures put in place ? **R** KH said some were. **Leadership and Management** LK had settled in very well but there was increasing pressure regarding the amount of time Heads of Schools had to spend covering for absent staff. **Safeguarding** **Q** Governors asked how sustainable it was for LK and LTA as the DSLs (Designated Safeguarding Leads) to cover staff absences ? **R** KH said this was difficult but the school needed to support the staff. Considering working with CB to see if the school could afford to employ a HLTA, to work across both the schools, from Jan 2026. JS suggested taking data point from this half term, KH said it was not what had been spent but what had been saved. Governors agreed it was important to support the SLT as much as possible. **Action:** SW to ask DT to discuss this area at the 11.11.25 FC. **Q** Governors asked if stress was triggering staff absence ? **R** LTA agreed this was possibly the case, some staff were working harder across both schools than in pre pandemic period. LTA and LK had delivered the Child Protection and Prevent training for staff and governors at the beginning of the Autumn Term 2025. There are currently issues with StaffSafe, which provides the SCR (Single Central Record). The school was in the process of sorting out these issues with the company, but it currently appeared as though our SCR is 62% compliant but school is now 100% compliant. It was currently also hard to add new staff.	**SW/DT** 11.11.25
	7c: FDP (Federation Development Plan) (7c Federation Development Plan 2025 v1.4) SW wanted to make sure everyone had a chance to look at this document and asked if anyone wanted to raise anything and the following areas were highlighted: Target 4 **Writing:** Improve outcomes in writing further through developing and monitoring the English curriculum to ensure that all year groups are working at depth within their Year group curriculum content. The school was working closely with the LA (Local Authority) to identify further ways to improve the quality of writing across the schools. LAG advised that the LA English advisor had been in a couple of weeks ago and she had done the training. **C** Governors noted that LA support was important and how much time the SLT were teaching. The FDP remained a live document and governors felt the July 2026 deadline was impressive.	
	7d: Ofsted KH advised that there was training on the new framework tomorrow and SW noted that the recent Leadership Forum had included an update on the new framework and would pass on power point presentation slides to KH asap.	
	7e: Sustainability this had already been mentioned.	
8.	**Attendance** (JW Attendance Governor) including policy update (8.1 Attendance Policy V1.1 2024/26) Attendance Report St Johns and St Nics to 10.10.25 (8.2 Attendance Report for Governors) KH explained the key point was attendance regarding disadvantaged and non disadvantaged pupils, in St Johns 27.3% of disadvantaged pupils had Excellent attendance and 60.4% of non disadvantaged pupils had Excellent attendance. JW had been intending to take governors through the powerpoint from the Attendance Webinar she had attended and the Governor Hub signpost to the Attendance Webinar was sent to governors on 13.10.25.	
9.	**Vulnerable Groups** (CC SEND & Inclusion Governor) KB had sent her apologies for this meeting but SW advised there was additional information from her recent report which was minuted in the 7.10.25 S&C minutes (6b D1 S&C minutes 7.10.25). CC would be meeting with KB next month.	
10.	**Safeguarding** (MWM Safeguarding & E Safety Governor) MWM advised that the KCSIE (Keeping Children Safe In Education) 2025 was available (link was on Governor Hub in documents folder 1.4 Annual	

esigned: Sian Williams	Date: 8.12.25	Signed:	Date:	Position: Chair of Governors

St John and St Nicolas Schools Federation

Minutes of the 21st October 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

	Declaration Forms inc KCSIE) the main changes included; the DfE's Working together to improve school attendance was now statutory guidance; changes to the list of content risks under online safety, adding in disinformation, misinformation and conspiracy theories; more information on the DfE guidance on generative AI (Artificial Intelligence). KH explained that the school IT (Information Technology) provider had a system in place to alert the school through a filtering system if AI was being used. Governors noted that there was a risk to children through AI which could be quite dangerous. (CC left the meeting at 8pm) **SCR** (Single Central Record) MWM advised she had done the training which had covered a range of areas including; cyber choices; identifying children getting involved in cyber crime; getting into a position to nurture abilities. It was delivered by a very enthusiastic LA team and MWM said there were only 14 people present but would share her notes and presentation slides with SW.	
11.	**H&S** (Health & Safety) (GM H&S Governor) GM had sent her apologies for this meeting. KH said there were no particular issues in this area. Schools were waiting for an updated model policy from the LA so KH advised governors not to approve the H&S policy until this had been received.	
12.	**Policies Information/Approval/Updates** Folder 12 Policies SW thanked BM, JW, KH and ChH for all their work in this area. It was 4 years since the schools became a federation and policies had been reviewed annually/bi annually, clearly changes were needed in how policy review was managed and how it related to meetings. KH had sent all governors an email to all governors on 17.10.25 highlighting which policies were just version number and date updates and asking for any comments before the meeting. ChH explained that any changes to policies had been highlighted in red on the draft versions and once the policies were approved, they would be updated. **12.1: Information** **Intimate Care Policy SJN048 V1.1** (D2 Intimate Care Policy SJN048 V1.1) ChH explained that this policy was for information only **12.2: Approval** **D1 Lone Working Policy SJN065 V1.2** (D1 Lone Working Policy SJN065 V1.2) **Approved** **D2 E-Safety Policy SJN076 V1.1** (D2 E-Safety Policy SJN076 V1.1) **Approved** **D2 Social Networking Policy SJN042 V1.3 (**D2 Social Networking Policy SJN042 V1.3) **Approved** **D2 Fire Safety at St John's Policy SJN071 V1.2** (D2 Fire Safety at St John's Policy SJN071 V1.2) **Approved** **D2 Fire Safety at St Nic's Policy SJN071 V1.2** (D2 Fire Safety at St Nic's Policy SJN071 V1.2) **Approved** **D2 First Aid & Meds Procedure St Nics SJN069 V1.3** (D2 First Aid & Medicines Procedure for St John's School SJN070 V1.4) **Approved** **D2 First Aid & Meds Procedure St Nics SJN069 V1.3** (D2 First Aid & Meds Procedure St Nics SJN069 V1.3) **Approved** **D2 Mental Health and Wellbeing Policy SJN081 V1.1** (D2 Mental Health and Wellbeing Policy SJN081 V1.1) **Approved** **D2 Relational Behaviour Policy Framework June 2025** (D2 Relational Behaviour Policy Framework June 2025) **Approved** **Staff Code of Conduct** (SJN025 V1.3.docx D2 Staff Code of Conduct SJN025 V1.3.docx) KH advised this was an LA policy and could not be changed. **Approved** **D3 Pay Policy 24 25 SJN007 V1.5** (D3 Pay Policy 24 25 SJN007 V1.5) KH explained that the changes were in line with changes to teachers pay amounts. **Approved** **D4 Medical Conditions Policy SJN034 V1.3** (D4 Medical Conditions Policy SJN034 V1.3) **Approved** **Discussed and approved at the 7.10.25 S&C** **Child Protection and Safeguarding Policy Sept 2025 v2.1** (D2 Child Protection and Safeguarding Policy Sept 2025 v2.1) **Approved**	

esigned: Sian Williams	Date: 8.12.25	Signed:	Date:	Position: Chair of Governors

St John and St Nicolas Schools Federation

Minutes of the 21st October 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

	12.3: Updates **D3 Health and Safety Policy & Procedures 2025 V1.3** (D3 Health and Safety Policy & Procedures 2025 V1.3) KH explained schools were waiting for the latest model policy from the LA. **12.4: D2 Behaviour Policy v2.2 KH Sept 2025** (D2 Behaviour Policy v2.2 KH Sept 2025) Head Teachers had a statutory responsibility regarding discipline and KH, LK and LTA wanted the school to be nurturing, strict, and have high expectations. Governors noted that it was good to see the clarity in the consequences and information on where to go if help was needed. The Relational Behaviour Policy Framework June 2025 (D2 Relational Behaviour Policy Framework June 2025) was a useful LA document. KH felt it was good to acknowledge children's difficulties. **Q** Governors asked if the school had sight of the secondary schools behaviour policies to help with transition ? **R** KH explained that St Barts and Park House had very different approaches also a pupils age and how issues were dealt with at secondary schools made a big difference. There could also be additional challenges when they reached puberty. **Q** Was the Behaviour Policy shared with parents ? **R** KH confirmed it was. **Q** Governors asked if Appendix 1 (page 6 Behaviour Management Procedures – Consequences - Classroom Consequences – to be displayed in classrooms) item 4 Further loss of break or lunch should include 'lunchtime' and whether there out to be a metric regarding the time a child spends with staff ? **R** KH felt the second suggestion may not be useful. **D6 Equality Policy SJN038 V1.3** (D6 Equality Policy SJN038 V1.3) **Q** Governors noted that the Page 5 item 6 Roles and Responsibilities The responsibilities of the Governing Board ("To designate a named governor, or collective group of governors by virtue of their membership of the Equality Working Party, with responsibility in this area to ensure that the federation eliminates unlawful discrimination and promotes equality of opportunity"). There hadn't been an Equality Working Party for a while, it had been lost when the Federation was formed and there wasn't a named Equality governor ? Governors discussed the options and KH said he couldn't think of a single discriminatory incident across either school. **Action:** SW to review the wording and bring forward to the 8.12.25 FGB. Governors had no further questions.	**SW** 8.12.25
13.	**AOB** (Any Other Business) **Policy Management** MWM explained that the S&C had discussed this area and governors had asked for clarification about policies, particularly the length of them, plus repetition and duplication which could put people off using them. KH explained that some policies were statutory and either LA or DfE model policies were used and some policies needed updating because of legal changes, some needed rewriting like the Behaviour Policy and needed more time to do. **C** Governors asked whether it would be useful to use AI to combine digestible documents ? **R** Some governors weren't happy with this approach. SW explained that a massive amount of work had gone into pulling together the policies when the schools federated. SW proposed that every committee should look at any policies due for review in advance and make suggestions to KH or ChH allowing enough time to make the changes. It would be useful if policies were sent out in advance. Governors agreed that if policies due for review were highlighted for BM and JW, who would then use KH as a gateway to get responses from relevant governors. The meeting ended at 8.25pm.	
	Date of next FGB: Monday 8th December 2025 7pm in person at St Johns	

esigned: Sian Williams	Date: 8.12.25	Signed:	Date:	Position: Chair of Governors