St John and St Nicolas Schools Federation

Minutes of the 24th February 2026 FGB (Full Governing Board Meeting) at St Johns

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

Present:	**Apologies:**
1. Sian Williams SW **Chair** (Co opted Governor) 2. Katie Blakemore KB (Staff Governor) 3. Caroline Chichester CC (Foundation Governor) 4. Rev Gary Collins GC (Ex-officio Foundation Governor) 5. Ken Dowling KD (Co opted Governor) 6. Lee-Ann Gibbons LAG (Foundation Governor) 7. Claire Hall CH (Co opted Governor) 8. Keith Harvey KH (Ex Officio Governor) 9. Will Hunter Smart (Ex-officio Foundation Governor) 10. Gabrielle McGarvey GM (Co opted Governor) 11. Barbara McKenzie BM (Foundation Governor) 12. James Spillings JS (Parent Governor) 13. Magdalen Wind-Mozley MWM (Foundation Governor) Chrys Healy (Clerk) ChH **Meeting was quorate. Duration of meeting:** 7.00 – 8.40pm	14. Duane Turner DT (Foundation Governor) 15. Julia Ward JW (Co opted Governor) 16. Heidi Nunn 17. **Absent:** Santanu De SD (Parent Governor) **In attendance:** Louise Thornton-Allen LTA (Associate Member), Lauren King LK (Associate Member), Richard Denning to observe meeting 16 governors in post (the quorum is 8)

	Opening thoughts CC noted that last week was Ash Wednesday, and it was an opportunity to gather our thoughts and asked all present pause for a moment and reflect on something to be thankful for today. 'Give thanks to the Lord, for he is good; his love endures forever' Psalm 118.	
1.	**Apologies** were received and accepted from JW. DT had tried to join the meeting online but was unable to do so and passed on his apologies. HN had also sent her apologies. SW confirmed that the meeting was quorate. **Welcome** Governors approved Ken Dowling as a Co opted Governor for a 4 year term 24.2.26 – 23.2.30. SW welcomed everyone to the meeting and asked everyone to introduce themselves and explain their roles and responsibilities on the governing board. **Declarations/Conflicts of interests** ChH clerks for Victoria Park Nursery School & Family Hub and JS's wife works at St Johns. **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.	
2.	**Minutes of previous meetings** held on 8th December 2025 (2 D2 FGB minutes 8.12.25) **Approved** subject to correction regarding GM type of governor.	
3.	**Matters Arising/Outstanding Actions** **Governor Hub Annual Declarations.** All done except GC's, Code of Conduct Governing Board and WBC and Declarations of Interest. Completed at the meeting. **Done** **Religious Education Curriculum V1.1 Action:** Bring forward Religious Education Curriculum V1.1 when new syllabus published. KH advised that this had now been published and the school had reviewed the Religious Education Curriculum and the relevant training had been completed. **Done** **Spirituality training Action:** When KH receives the Spirituality Power Point presentation he would pass it on to governors. This had still not arrived and KH didn't think it would. Governors agreed to remove from this from the Action list. All other actions were on the agenda for this meeting.	

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4.	**Governance** **4a: Governor Membership** Governors approved Ken Dowling (4a.1 Co-opted School Governor Application - Ken Dowling.pdf) as a Co opted Governor for a 4 year term 24.2.26 - 30.2.30 **Foundation Governor** Clerk had bought Heidi Nunn's recommendation form in for GC or WHS and SW to sign, it could then be submitted to the Diocese. Richard Denning was also in the process of completing his recommendation form which the clerk would then send to the Diocese. **4b: Governor Hub Annual Declarations** See item 3 **4c: Parent Surveys** (4c.1 Parent Survey November 2025.pdf) BM went through the responses noting that the comments were mainly positive but concerns regarding; staff absence; consistency of homework across year groups; what work was being done on a weekly basis were included in the comments. **Staff Surveys** (4c.2 Staff Survey January 2026-1.pdf) BM went through the responses noting that the comments were mainly positive but concerns regarding; staff absence; needing more PPA (Planning Preparation and Assessment) time; run down school buildings were highlighted. **Q** Governors asked what the source of questions to be asked in the Parent Surveys ? **R** KH explained they were based on the questions asked during Ofsted inspections but the school had also discussed the possibility of reviewing this. KH explained that there had been 44 responses to the Staff Survey, which was better than in the past and the responses had also been more positive. The main area noted was time pressures. The possibility of having a Pastoral Manager was also raised. Governors asked KH to pass on their appreciation to staff and staff for doing the surveys. Meeting discussed the possibility of doing the Staff Survey twice a year and the next parents Survey was due to be sent in the July 2026 this would enable a comparison of the responses. **4d: GAR** (Governor Activity Report) Folder 4d (Governor Activity Reports 24.2.26) SW thanked governors for their work in this area and explained that the slides from the 9.2.26 Leadership Forum she had attended on were on Governor Hub. ChH was due to attend the Governor Services Scheme of Delegation and Policies Management Training on 11.3.26. MWM noted that the 9.2.26 Leadership Forum had gone through a range of topics including; Restrictive Interventions Guidance Update by Jatinder Matharu. SW noted that she felt confident the school was already doing what had been recommended. **Q** Governors asked if the school needed to do anything regarding a Nurture Room area ? **R** Currently children were moved to another room if their behaviour was excessive but they were never left on their own. **Action:** BM and JW to look into producing a Physical Intervention Policy. SW highlighted the 6 GARs in the Folder 4d and asked governors if they had any further questions. **4e: FGP Federation Governance Plan** (4e Federation Governance Plan 2025 v1.4) SW explained that this had been included in the paperwork as she had included a new target as recommended by the Equalities Working Party. **Action:** SW to RAG rate the FGP and bring it back to the 23.3.26 FGB. **C** Governors asked whether the wording in Priority 4: Further develop the schools' approach to personal development, behaviour and attendance should be changed to reflect the fact that the staff surveys would go out twice an academic year ? It was agreed to make this change. **4f: Governors in School Day** KH said there were a lot of activities taking place and governors were always welcome to attend. MWM highlighted World Book Day next week and if anyone could attend to contact KH. SW explained that governors could record all visits to school on Governor Hub, when governors logged in and were taken to the Noticeboard page they could click Governing Board then Visits which would take	**KH/BM /JW** 23.3.26 **SW** 23.3.26

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	them to the page where they could record any visit and also enabled them to upload a GAR (Governor Activity Report). **Link Visits** MWM explained these were a snapshot of what was happening and only needed to be 20/30 mins and to organise them they just needed to contact the relevant member of staff or HoS(Head of School)/KH. **Q** WHS asked if they needed to record a visit if they'd come in for an assembly ? **R** SW said it would be good if they could as it could be put in as an ongoing activity.	
5.	**Committee Reports** **5a: AC** (Admissions Committee) There was a meeting scheduled for 2.3.26 AC could feedback at the 23.3.26 FGB.	
	5b.1: FC (Finance Committee) KH highlighted the following regarding the 11.2.26 FC: • FC had looked P9 and P10 figures, both showed the school was on track, the current anticipated carry forward was £48k, the projected carry forward at the end of this financial year was £75k, which was a small percentage of the overall budget. • Overspend was due to supply teacher costs, due to staff illness and not being able to appoint a HLTA (Higher Level Teaching Assistant) yet. • 3 children were accessing Alternative Provision at a cost of £150 – 200 per day per child. • IT contract was also overspent which was due to IT issues, KH hoped the recent upgrade to a Cloud based system would help in this area. • Benchmarking document showed that in most areas the schools costs were in line with similar settings, but computing costs were higher.	
	5b.2 SFVS (Schools Financial Value Statement) (5b.2 D1 Schools_financial_value _standard_ SFVS_ checklist_2025_to_2026) this has been discussed and agreed at the 11.2.26 FC and needed to be approved and signed off. **Q** Governors asked whether item 22 'Does the school consider collaboration with others for example, on sharing staff or joint purchasing, where that would improve value for money ?' and item 29 'Does the school have an accounting system that is adequate and properly run and delivers accurate reports, including the consistent financial reporting return ?'ought to include comments ? **R** KH explained that not all questions needed a response. **Governors Approved the SFVS 2025 2026.** SW to esign so it can be submitted.	
	5c.1: S&C (Standards & Curriculum Committee) (5c.1 D1 S&C minutes 27.1.26 copy) Following areas highlighted: **Learning Walks** (GAR's (Governors Activity Reports) were included in the paperwork for this meeting) the Learning Walk with the focus on Writing, in Reception, Year1 & Year2 classes, had been an extremely enjoyable and informative morning and governors were looking forward to see how this area developed across the school. Governors who hadn't done a Learning Walk yet were asked to do in the current Spring Term or Summer Term 1 but not Summer Term 2. Thanks were expressed to the governors for their Learning Walks and really good Copies of GAR's were on Governor Hub and included in the paperwork for the next relevant governor's meetings. **Attendance Aardvark scheme** Introduction of Attendance Aardvarks (who the children had named Arnold and Mr Frickles) from January 2026 was working well across both schools had been effective, the classes were really motivated to receive the Aardvark and the weekly attendance percentages were also reported in the Parents Updates and shared at the weekly assemblies. A new SENCo had been appointed.	

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	5d: SIAMS (5a 10 SIAMS WORKING PARTY NOTES FROM MEETING 02.2.26 copy) CC explained that the 2.2.26 meeting notes had been included in the paperwork for this meeting and the main focus had been looking at policies.	
	Governors asked if they had any questions regarding the committee reports. **Q** What time was Drawing Club ? **R** Governors advised to contact LK for the timetable.	
6.	**EHTR** (Executive Headteachers Report) KH highlighted the following: **6a.1 Staffing** There had a number of changes of staffing since Christmas with the following people leaving this term: • Katy Blakemore, the Inclusion Manager, will be leaving at the end of April 2026; hours currently reduced to 1 day per week • Lesley O'Rourke FSW (Family Support Worker) would be leaving at the end of this term as she was retiring • Zoe Young Class Teacher was leaving at the end of this term as she was moving abroad • Bebe Harrison After School Club staff left at end of half term as she was retiring • The school had been able to successfully recruit to a number of different roles: Laura Street SENCO 4 days per week starting after the Easter break Ellen Clinch FSW 2 days per week initially; starting date to be confirmed Amy Pattenden HLTA 2 days per week; started on Monday Sarah Hill Teaching Assistant 5 days per week at St Nic's; started on Monday Additionally, Annette Arlow had increased her hours to teach 4N (Zoe Young's class) for 3 days per week. Lorna Crowther, who was previously employed would be returning for 1 day per week to cover Annette's teaching. AA was also keen to taken on the increased hours moving forwards. There were two students currently with the schools: Miksha Patel, continued with her teacher training at St John's having successfully completed her placement at St Nic's. Rebecca Godfrey, who was placed at St Nic's for the first half of the year was undertaking her second placement in another school. Alana Roe had just started her second placement at St John's.	
	6a.2 Assessments Mock SATs had taken place for Year 6. The tests had been marked, KH was currently unable to report on the outcomes due to the computer upgrades, which meant the data was currently unavailable. KH would be able to pass on at the next S&C meeting. Assessments across all other year groups would be taking place in mid March 2026 and the reports would go out in mid April 2026 for all children, which would include assessments in all subject areas.	
	6a.3 Attendance at each school was currently: • St John's: 94.9% with 35 children persistently absent and one severely absent. • St Nic's: 95.6% with 26 children classed as persistently absent and one as severely absent. The school had a meeting with the LA (Local Authority) attendance officer yesterday to discuss children who were persistently absent and to look at ways to improve their attendance. They also discussed the percentage targets for attendance set by the DfE for the year which were: • St John's: 94.6% • St Nic's: 96.2% St Nic's was currently below the DfE expectation and St John's was above it. However, in both cases, improvement in attendance is needed. Apart from working with families, one key driver for attendance was the weekly class competition, which was already showing impact, particularly at St Nic's. The WBC Attendance officer was Jasmine Allen.	

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	6a.4 Behaviour across both schools continued to be good. However, it continued to be a focus, particularly at St John's where a small number of children in Reception are having a disproportionate impact on other children's learning. Suspensions in the Spring Term 2026 and across the full year so far have been: St John's Spring Term: 1 suspension ½ day. St John's Full Year: 5 suspensions a total of 4 days St Nic's Spring Term: 3 suspensions a total of 2 days. St Nic's Full Year: 10 suspensions – total of 12 days KH, LTA and LK had training in Team Teach, which supported de-escalation but also in physical intervention where needed and they would be putting together a Physical Intervention Policy for the next governors' meeting and other staff may be trained next year. **Q** Governors asked whether the schools had links with other schools for advise/guidance/support ? **R** KH said they did with the BIT (Behaviour Intervention Team) icollege had also provided training and advice, but less was being provided from The Castle school.	
	6a.5 Computer System had been upgraded during the half term break. This involved resetting all computers and moving to a cloud-based environment. The school were still at an early stage with the process and there were a lot of technical difficulties. Hopefully things would settle quickly and the changes would be positively received. **Q** Governors asked whether there was any support from the supplier ? **R** LTA confirmed that there was, each school had someone in yesterday and there was lots of support available.	
	6a.6 Sites and Buildings The school had been successful in two bids to the Diocese for St Nic's projects to take place over the 2026 Summer break. These were; a bid for £46,000 to install solar panels; a bid for £53,000 to upgrade the fencing and gates to provide additional safeguarding. Also during the Spring Term, work had been done at both schools to mend the leaks in the roofs, which would hopefully have a positive impact. KH said that the Diocese was keen that their schools could be a beacon for sustainability.	
	6a.7 Sustainability The first sustainability working party meeting was held last night to look at the climate action plan. It was really encouraging to see progress in so many areas and there was definitely a positive impact across both schools.	
	6a.8 SEND (Special educational Needs & Disabilities) **St John's** Currently 16 children on roll classed as needing SEN Support, 5 children, who we are either in the process of applying for an EHCP (Education Healthcare Plan) or will be applied for in the future. and there are 3 children on roll, who currently have an EHCP. Both children in Year 2 with EHCPs will be transferring to St Nicolas School, even though a special or specialist placement would be more appropriate for them. **St Nic's** Currently 35 children on roll at St Nic's classed as needing SEN Support, 4 are either in the process of applying for an EHCP or where we will be doing so. Additionally, there are 8 children on roll, who currently have an EHCP. There are 3 children in Year 6, who either currently have an EHCP or soon will. All of these children are currently transferring to mainstream secondaries. There were 3 children, who were currently accessing alternative provision, funded by the school: Blue Lighthouse at 4 Kingdoms for 3 days per week Reading FC alternative provision – initially for one day per week, but increasing to 3 The Nest at Ufton Court for 1 day per week. KH had visited Blue Lighthouse and The Nest to satisfy myself of the quality of the provision and support provided and will be visiting Reading FC this half term.	
	6a.9 PP (Pupil Premium) Currently 24 children at St John's and 49 children at St Nic's who are eligible for PP funding. The schools will be looking closely at their attainment in the coming half term and reporting to the next S&C committee. Governors had no further questions on the EHTR.	

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	6b: Managing Primary School Places (Folder 6b Managing School Places) KH explained that this was included in the paperwork for information and was unlikely to affect SJSN, the effect could be greater on the rural community schools. The consultation ran from 1.12.25 – 1.2.26. 2026.	
	6c: FDP (Federation Development Plan) (6c Federation Development Plan 2025 v1.5) KH asked if governors had any questions. SW explained that governors had seen the document before but it was now RAG rated. **Q** Governors asked whether the schools should match the priorities across the FDP (Federation Development Plan) and the FGP (Federation Governance Plan) ? **R** SW explained that both plans were work in progress and were currently not completely aligned, but this may be more possible in the future. She alos asked governors to keep passing on their thoughts.	
7.	**Staffing** this had been discussed in item 6a the EHTR. KH confirmed that school would be doing a card for LOR. **SENCo** this had been discussed in item 6a Staffing in the EHTR	
8.	**8a: Equalities Working Party** (8a D6 Equality Policy SJN038 V1.3) SW explained why this Working Party had been set up again to review the objectives and check the Equalities Policy. The objectives for 2022 - 2026 and 2026 - 2029 had also been included in the paperwork for this meeting. **8b.1: Equalities Objectives 2022 - 26** (8b.1 Equality Information and Objectives 2023 v5 July 2025 Review.docx) SW explained how this had been reviewed and she thought that all the objectives had been achieved. **8b.2: Equalities Objectives 2026 - 29** (D1 CHv Equality Information and Objectives 2026 v1) SW highlighted the latest equality objectives: • Narrow the gap between children considered more disadvantaged and others • Improving provision for children with additional educational needs • Supporting children new to English - use of Young Interpreter Scheme The meeting discussed the objectives and LK explained that the Young Interpreter Scheme had been launched in Hampshire and provided good tools for supporting EAL (English as an Additional Language) children and she was currently doing the training. **C** Governors felt they were ambitious objectives and it would be good to align them with the SDP, note the recent government white paper on this area and keep track of the progress. **Action:** ChH to include Equalities Objectives on the agenda for the Spring Term for the next academic year and look at this area on an annual basis.	**ChH** Spring Term 2027
9.	**Vulnerable Groups** KB said that information regarding this area had been included in item 6a.8 the EHTR, she was trying to keep things ticking over and thanked LK and LTA for their support and all the staff for what they were doing as it was working for the children. Thinking ahead areas that the school needed to review; new guidance from government white paper on SEND provision; assessment and planning; producing an action plan. Meeting also discussed seeing how the white paper may affect the schools and the fact that there had been an increase in the amount of children with extreme needs that the school had to support as they'd been placed with them by the LA and they would need to be creative in how they managed to offer the support needed and this may be shared with alternative provision providers. **Q** Governors asked if this was included in the mainstream Fund ? **R** KH explained that it would be split between schools and approximately £4k had been allocated to primary schools.	
10.	**Safeguarding** MWM confirmed she had checked the last SCR (Single Central Record) she had done found it compliant but she had not checked now information was Cloud based. There would be revisions to the	

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	KCSIE (Keeping Children Safe In Education), a long consultation document had gone out and possible areas of review included; child on child abuse; mental health, online safety, risk of harm, serious violence. MWM felt that some areas would be in the news as they were emotive subjects. All staff were expected to read Part 1 of the current KCSIE document. Governors had no questions.	
11.	**H&S** (Health & Safety) GM (H&S Governor) GB explained she was hoping to do a H&S walk round the schools with CB (SBM School Business Manager) before easter.	
12.	**Policies Information/Approval/Ratification** Folder 12 Policies Approval/Information/Review ChH explained that the main changes to the policies were updating version number and dates. D1 Allegations of Abuse Against Staff SJN016 V1.4 **Approved** D1 Curriculum Statement SJN003 V1.2BMKH.docx **Approved** D1 Equality Information and Objectives 2026 v1 **Approved** D1 Persistent Complaints Policy SJN028 V1.2 **Approved** D2 British Values Statement Jan 26 **Approved** D2 Confidential Reporting Code SJN020 V1.2BM **Approved** D2 SJSN Mission Statement **Approved** D2 Spiritual, Moral, Social & Cultural Education SJN082 V1.1BM **Approved** **D1 Data Protection Policy SJN021 V1.2** meeting discussed a range of areas including whether a Cloud based system had an affect on GDPR. Bring forward latest draft to 19.5.26 FGB **D1 Marking & Feedback Policy SJN045 V1.3** check version included SW changes. **D1 More Able Gifted and Talented Policy 2024 SJN036 V1.3** review subject to discussion. **D1 Relationships & Sex Education Policy SJN027 V1.3BM** GM noted that a recent survey highlighted that over 90% of children experiencing sex abuse was by people they knew and they should consider including something in the policy regarding this area. There were also a few other areas that may need to be included. KH explained schools were also waiting for the latest government guidance. **Action:** Include something in the Relationships & Sex Education Policy regarding children experiencing sex abuse was mainly by people they knew. GM to advise KH of other areas and other areas that may need to be included.	**GM/KH** 23.3.36
13.	**AOB** (Any Other Business) **None** **Co opted governor** KB appointed as Co opted governor until a Staff Governor appointed. Term 24.2.26 – 23.2.30 **Governor Hub Effectiveness** When all new governors appointed all governors to use the Governor Hub Effectiveness tool to establish governors skills set. **Term dates 2026 – 2027** KH suggested that governors adopt the WBC term dates for the 2026 - 2027 academic year, the school didn't have to as they were a VA (Voluntary Aided) church school but if they didn't they my not align with term dates for the other schools in the area. **Approved** **Residential Visits** Year 5 two nights at Grittleton House Wiltshire at the beginning of May 2026 **Approved** Year 6 4 nights late March 2026 Scurn Lodge Appledore North Devon. **Approved** **Academisation** KH explained that there was a possibility that in the future all schools would have to become part of an academy, there may be a variety of options for the school; LA Academy Trust; Approach St Barts re forming a single academy trust; Oxford Diocese Schools Trust this may be in 2035. Governors reviewed this area 2 years ago but would need to think about again and find an option that worked best for the school. **Sabatical** WHS would be on sabbatical from March 2026 to July 2026. The meeting ended at 8.40pm	
	Date of next FGB: Tuesday 23rd March 2026 7pm in person at St Nics	

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