St John and St Nicolas Schools Federation

Minutes of the 23rd March 2026 FGB (Full Governing Board Meeting) at St Nics

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Present:	**Apologies:**
1. Sian Williams SW **Chair** (Co opted Governor) 2. Katie Blakemore KB (Staff Governor) 3. Caroline Chichester CC (Foundation Governor) 4. Lee-Ann Gibbons LAG (Foundation Governor) 5. Keith Harvey KH (Ex Officio Governor) 6. Barbara McKenzie BM (Foundation Governor) 7. James Spillings JS (Parent Governor) arrived at 7.30 8. Duane Turner DT (Foundation Governor) 9. Julia Ward JW (Co opted Governor) 10. Magdalen Wind-Mozley MWM (Foundation Governor) Chrys Healy (Clerk) ChH **Duration of meeting:** 7.00 – 8.40pm	11. Santanu De SD (Parent Governor) 12. Ken Dowling KD (Co opted Governor) 13. Will Hunter Smart (Ex-officio Foundation Governor) 14. Heidi Nunn (resigned as governor) **Absent:** Gary Collins GC (Ex-officio Foundation Governor), Claire Hall CH (Co opted Governor), Gabrielle McGarvey GM (Co opted Governor) **In attendance:** Louise Thornton-Allen LTA (Associate Member), Lauren King LK (Associate Member), Richard Denning 16 governors in post (quorum 8) the meeting was quorate

	Opening thoughts CC noted that whilst it was the anniversary of the first lockdown it was also coming up to Easter, a message of hope and passed on a story where people had offered someone in need a lot of unexpected help in a variety of ways. Psalm 25 'Guide me in your truth and teach me for you are God my saviour'	
1.	**Apologies** were received and accepted from SD, KD, WHS. HN had also sent her apologies and resigned. SW confirmed that the meeting was quorate. **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.	**Declarations/Conflicts of interests** JS's wife works at St Johns, KB works for the LA (Local Authority) and ChH clerks for Victoria Park Nursery School & Family Hub.	
3.	**Minutes of previous meetings** held on 24th Feb 2026 (3 D3 FGB minutes 24.2.26) **Approved** **Matters Arising/Outstanding Actions** **Religious Education Curriculum** Action Point 1 **Action:** Bring forward Religious Education Curriculum V1.1 when new syllabus published. Governors noted that the agenda's Action Point 1 regarding Religious Education Curriculum V1.1 FH and IS had been to relevant training not LTA. **Physical Intervention Policy** **Action:** BM and JW to look into producing a Physical Intervention Policy. KH had made a start on this item to be brought forward to the 19.5.26 FGB **Ongoing**	
4.	**Governance** **4a: Governor Membership** **Co Opted Governor** KD had been approved as a Co Opted Governor. **Foundation Governor** Heidi Nunn had been appointed as a Foundation Governor, but due to personal circumstances had to resign. RD application to be appointed as a Foundation Governor had been submitted and the Diocesan meeting to approve the application was due on 28.4.26. KB put herself forward to be considered as a Foundation Governor. **Action:** ChH to send KB the ODBE (Oxford Diocesan Board of Education) nomination form. **Staff Governor** Nobody had come forward to take on this role, KB was happy to continue serving as the Staff Governor until the end of the academic year and a new Staff Governor was appointed as she was still	**ChH** asap

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	coming into school. **Action:** SW to arrange to come in the Summer Term and meet staff to explain what the role involved and information to be included in the staff bulletins. **4b: Introduction to Insight** MWM shared a power point presentation explaining how governors could access Insight and the range of areas that could be looked at, it was a useful source if they wanted to double check of filter information. **Q** Was it possible to access earlier information ? **R** MWM said it was and KH noted that governors wouldn't be able to see children's names just the data, but it was a good tool and tutorials were available as well. MWM suggested governors having problems could meet and access together if they wanted. Governors discussed various issues that some had with accessing Insight, SW advised there was also a power point presentation available on accessing Insight. **Action:** Governors having difficulties logging into Insight to contact KH regarding their log in details. **4c: Federation Governance Plan** (StJStN Federation Governance Plan 2025-27 V6 10.3.26) SW explained that she reviewed and updated regularly and asked if governors had any questions, issues to raise. **Q** Governors asked if it was a burden for SW to do alongside her other responsibilities ? **R** SW said it was a useful tracking tool and she was happy to take any suggestions/notes/corrections from governors. **Q** What was the next stage after the 2025 target dates for completion of actions were reached ? **R** SW explained that currently it was aligned with the FDP (Federation Development Plan, both plans were RAG (Red Amber Green) rated, at the end of the academic year the 2025 achieved targets would come out. **Priority 2: Set a clear vision for the schools' curriculums, enabling curiosity and creativity to thrive across all groups, with high expectations and clear outcomes** CC advised she had met the RE Co ordinators for both St Johns and St Nics. SW to amend Governance Plan accordingly. **Priority 3: Ensure the learning needs of all children are met through high expectations and high quality provision across both schools** **Q** CC had met with KB in her Inclusion Manager role and asked how was this area going to be managed once she left ? **R** KH explained that new SENCo would also take on the Inclusion Manager role, this had been explained in the SENCo Rationale for Governors document (7a SENCo Rationale for Governors.docx) that had been discussed and approved by governors at the 8.12.25 FGB and the situation would be reviewed at the end of the current academic year. **d: Code of Conduct for Governors** SJSN version (4d D2 Governancecodeofconductdoc2026) ChH advised that governors had asked that it be applicable to all governors not just Foundation Governors so the title had been changed to reflect this, there were also some changes that BM had proposed. Governors discussed whether 2 codes of conduct; the LA version, which governors signed at the beginning of each academic year, and the school's version were needed and whether it would be best to combine both. They decided both were needed. **Action:** ChH to send BM the latest version of the school governors Code of Conduct for suggestions which would then be discussed at the19.5.26 FGB. **e: GARs** (Governors Activity Reports) MWM's report regarding her conversation with Ruth Wardrop regarding the Science curriculum at St Johns was included with the paperwork for the meeting (4c MWM Science Link Governor Activity Report 23.2.26) CC's report on the Data Retention Training and the link to the power point presentation (4e.1 CC Report on Data Retention training by Judicium 18.3.26), (4e.2 Reports and Assessment 2026.pptx) were included with the paperwork for this meeting. JS joined the meeting. KH advised that schools were still waiting for the model WBC Data Protection Policy and the school may also need to discuss and produce a Data Retention Policy, KH and CB to look at this area. **Q** Governors asked if it would be possible for CB to attend the 19.5.26 FGB to discuss this area ? **R** KH explained this wouldn't be possible but KH would be able to update governors. **Action:** Data Retention to be included on the agenda for the 19.5.26 FGB.	**SW/KH** Sum Term 26 **ChH** 19.5.26 **ChH** 19.5.26
5.	**5a: AC** (Admissions Committee) (5a D1 AC Mins 2.3.26) CC (AC Chair) noted that the draft minutes had been included in the paperwork for this meeting and highlighted the Year 3 intake was low, there had been	

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	61 applicants, last year there had been 63, the low birth rate in that year group continued to have an effect. CC thanked for the update.	
	5b: Explanation of governors' financial management responsibilities SD had been appointed as the FC Vice Chair. DT (FC Chair) shared a presentation explaining the governors' financial management responsibilities outlining the finance basics; outlining the revenue streams from; the government, the LA, the Diocese and expenditure ie Pay, Utilities, Bought in Professional Services like IT Support, Insurance, Catering. Capital Funding was mainly from the Diocese and both schools had private funds that were used to pay for things like school trips. **FC** (Finance Committee) 17.3.26 **Finance update** DT explained the position for the following funds currently was approximately: **Fund 08** PPG (Pupil Premium Grant) £113k **Fund 13** Sports Premium £32k **Fund 99** Out of Hours Club £111k **Fund 22 MSB** (Main School Budget) was based on the national funding formula which was decided by the government. **Q** The current budget figures showed an 83% of budget expenditure would be on staff costs would this be the case at the end of the current financial year ? **R** It was expected that this would be 89% for the next financial year. **Q** Was the money from the Diocese on a project by project basis ? **R** All schools got the same an annual amount that wasn't very much and schools didn't get less government funding if they were church schools. **Budget Forecast** The current budget forecast for 2025/26 was a £75,999 carry forward, the projected figure for 2026/27 was a £84,493 deficit and the subsequent 4 years were also predicting deficit budgets. There would be an 8% increase in staff costs and the increases in other costs were not clear. KH advised that he had sent an email to School's Accountancy for deficit support and the school would put together a Deficit Recovery Plan. SW advised the 28.4.26 FGB's sole purpose was to approve the 2026/27 budget. DT explained that CB was looking at possible areas to make savings and the FC governors would be able to review this at the 22.4.26 meeting this would then go to the 28.4.26 FGB. The 2026/27 budget had to be submitted by the 1.5.26. **Q** Governors asked if the school was looking at possible redundancies ? **R** KH explained they were doing everything they could to avoid this and DT said that the projected revenue position in September 2026 was better than last year. **Q** Governors asked if the school could get money from other sources like the Friends of the School ? **R** KH explained these were relatively small amounts and the school had already used funds they'd raised for a range of things. KB explained they had raised funds for white boards and unfortunately the funding for vulnerable children had also dried up. **Q** Governors asked could this years projected surplus offset next years projected deficit ? **R** KH explained this had already been included in the calculations and the problem was not the funding levels but the costs rising. **C** Governors noted there were a lot of unknown quantities like utility costs R KH said that the installation of solar panels at St Nics would help in this area. **Q** Governors asked who received any money generated from excess electricity generated by the solar panels ? **R** The school did. DT said the nursery numbers were looking good for the next academic year and he had asked for an update on both schools Private Funds for the next FC meeting. DT thanked for the update.	
	5c: S&C (Standards & Curriculum Committee) (5c D1 S&C minutes 10.3.26) MWM (S&C Chair) Noted the Year 6 mock SATs results had been excellent, there was further information in the S&C meeting minutes but she highlighted the following: • Pedagogy was a focus and being monitored by their Learning Walks. Her most recent at St Johns had shown how enthusiastic the children were about writing.	

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	• English, was also a focus, currently on Writing. The GAR's were included in the paperwork for this meeting. • There was lots of sport being taught and there was also a focus on sustainability with a sustainability week to be arranged. • The Aardvark and Hippo were continuing to be very popular. • The KCSIE webinar she had attended stressed the proposed changes, there were more details in the S&C minutes. • The Summer Term Learning Walks would be on Writing again and enable governors to monitor the progress. There would also be a deep dive into the school website before the end of the academic, actioning the things coming out of this may be a challenge but breaking into different areas would be useful. MWM thanked for the update.	
	5d: Reminder re Link Gov visits and keeping records on Governor Hub Governors reminded to upload any reports onto Governor Hub in the Visits section. **5e: Link Governors** The Link Governors and School Curriculum Subject Co-ordinators document (Link Governors + School Curriculum Subject Co-ordinators 2025-26 V3.docx) was included with the paperwork and there still some Link Governors needed for PE and Music, if anyone could cover this area they should contact MWM. **5f: SIAMS** (5f SIAMS WORKING PARTY NOTES FROM MEETING 02.2.26) CC advised the notes had been included with the paperwork for this meeting.	
6.	**School Reports/Updates/Training** **6a: EHTR** (Executive Headteachers Report) (6a Headteacher Report to Governors Spring 2026) KH said having the Contextual Update information had been useful and highlighted the following: • Fixed Term Exclusions had been fairly high, 11 children at St Nics and 5 at St Johns. • Complaints were higher than previous years all complaints have been resolved, although not all to parents' satisfaction and there has been a notable increase in written complaints this term. **C** MWM had attended a webinar on Complaints and would pass on the notes if possible. • A new SENCo had been appointed. The LAC (Looked After Children) role would be taken on by KH and the overarching PP (Pupil Premium) area would be taken on between the SLT (Senior Leadership Team) • KH has taken on the role of designated teacher for looked after children. • Curriculum had been discussed at the 10.3.26 S&C. **Q** Governors asked how the moderation exercise with Falkland Primary School had gone ? **R** KH was fairly encouraged by the schools Writing and that the schools were tackling the same issues. • Mock SATs had been discussed at the 10.3.26 S&C. • Government focus was on Attendance figures, the school was strongly supporting this area but may need to look at doing more. The attendance target at St Nics was 96.2%, they were currently slightly below this target and St Johns attendance target was 95%, they were currently slightly above this target. There were only 2 children with very bad attendance records. **Q** If children weren't attending were there home visits ? **R** KH explained this depended on the situation. The Attendance Aardvark scheme continued to work well. • There had been 1 suspension at St John's for physical assault on another child. 5 Suspensions at St Nic's involving 3 children. One for physical assault and the other four for persistent disruptive behaviour. Two of these suspensions were for difficult/dangerous behaviour outside of school premises at an alternative provision. The school was working closely with the LA. • Drawing club has started this term, which focused on developing children's writing ability over time. • LK (new Head of School) has started at St John's this term and had settled really well into the role.	

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	• The changes to the IT system would have positive outcomes, but had led to an unsettled few weeks, where staff had found that some resources had moved or couldn't be accessed but things were now beginning to work. • **C** Governors noted that the results of the Staff Wellbeing survey and the Parents Survey had been positive. **R** The Parents Survey would be done again after the next Parents Evenings and the Staff Survey in the Summer Term. Governors had no further questions and thanked KH for his report.	
7.	**Policies Working Party** **OAP** (Our Approach to Policies) (D4 Our Approach to Policies BM v2KH.docx) (V1 Policy Review Register SJSN 27.2.26) (V1 Policy Review Register SJSN 27.2.26) SW thanked JW, BM, KH and ChH for their work on this area. Policies were the collective responsibility for all the governors and an essential part of their work. All the policies were on Governor Hub and the relevant ones were also on the school website. When the schools federated the policies needed to be aligned and a lot had been done since federation and it was now time to review the time spent updating policies and if they truly reflected the schools' approach. **Current process** ChH updated and monitored the Policy Review Register, advised KH, BM and JW what was due for review. The initial draft policies were sent to KH, who would share with relevant staff, if necessary, they then went back to ChH, to re check the formatting, and they were then passed on to BM and JW for their input, they were then signposted for governors for the next available governors meeting. If new policies were needed the school would see if the LA had any model policies that could be used. Sometimes policies would also need urgent changes. Governors were asked if they had any thoughts on the OAP document. There were a large number of policies and governors were needed to respond at different stages of the process. Governors discussed whether a Policy Working Party needed to be set up again and agreed that it didn't as the current process was working well at the moment. **C** Some policies were statutory and 50/50 of the policies on the school website were model polices. SW wanted the governors to adopt the OAP process until the end of the current academic year and then review it, governors needed to shift their attention from policy review to establish if the policies were fit for purpose. **C** BM said they needed governors and committees feedback as to whether the policies included 3 main elements; Purpose, Procedure and Performance. JS noted that the key line that stood out was 'fit for purpose' in the Procedure section. Should this be KH's role or the relative committee ? The meeting discussed this and considered whether there ought to be a minor review board and a major review board and decided to see how the proposed process went and review it at the end of the current academic year.	
8.	**Safeguarding** **SCR** (Single Central Record) MWM (Safeguarding Governor) confirmed she had checked the SCR and it was fine and she would check again next term. **KCSIE** (Keeping Children Safe In Education) The new document had more changes than before and it was over 200 pages long, at a recent webinar, that MWM had attended, 66% of the participants felt it was too long, 25% felt it was about right, however there was also a possible problem with the voting functionality. MWM was also concerned that the consultation wasn't designed to engage all stakeholders and she had contacted the DfE to express her concerns. The KCSIE Consultation guide to changes documented had been signposted, on Governor Hub, for governors on 23.3.26, MWM encouraged everyone to read and respond to it. KH felt it had been deliberately designed to avoid people completing the consultation document. **Restrictive Intervention** MWM had attended a webinar on 5.2.26. MWM thanked for her update.	

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9.	**H&S** (Health & Safety) GM (H&S Governor) KH advised that GB had done a H&S walk round the schools with CB (SBM School Business Manager) last week.	
10.	**Policies Information/Approval/Ratification** **Folder 10 Policies** ChH explained that all changes version number and dates, numbering items unless noted. D1 Charging & Remissions Policy SJN084 V1.3 **Approved** D2 Governor Allowances & Expenses Policy SJN006 V1.4 - wording changes Travel & Subsistence **Approved** subject to changes being made D2 Marking & Feedback Policy 26 V2 **Approved** D1 Menopause Policy SJN080 V1.1 **Approved** D3 More Able Gifted and Talented Policy 2024 SJN036 V1.3BM-1 update copy items 3, 5 and 6 **Approved** subject to changes being made D3 St John's Wraparound Care Procedures SJN060 V1.4 Mar 26 update copy item 17 and date Appendix 1 item g. **Approved** subject to changes being made D1 St Nic's Wraparound Care Procedures SJN060 V1.4 Mar 26 update copy item 17 **Approved** subject to changes being made D1 Staff Absence Policy SJN074 V1.2 V2 Changed additional leave to pro-rata item 4 **Approved** subject to changes being made **Folder WBC model policies** D1 Paternity Leave Policy March 2026 **Approved** D1 Shared Parental Leave March 2026 **Approved** D1 Whistleblowing Policy March 2026 **Approved** **Policies Approved at 10.3.26 S&C** to FGB for info D1 Assessment Policy SJN001 V1.2 **Approved** D1 Complaints Policy & Procedure SJN019 V1.4 **Approved** D1 Disciplinary Procedure SJN015 V1.4 **Approved** D1 Early Years Foundation Stage Policy SJN022 V1.4 **Approved** D1 Looked After Children & Previously Looked After Children Policy SJN035 V1.4 **Approved** D2 Volunteer Policy 2026 SJN031 V1.3 **Approved**	
11.	**AOB** (Any Other Business) There were no AOB items, SW thanked everyone for attending the meeting and wished them all a Happy Easter. The meeting ended at 8.40pm	
	Date of next FGB: Tuesday 28th April 2026 7pm Virtual	

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