St John and St Nicolas Schools Federation

Minutes of the 19th May 2026 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. Sian Williams SW **Chair** (Local Authority Governor) 2. Santanu De SD (Parent Governor) 3. Richard Denning ((Foundation Governor) 4. Ken Dowling KD (Co opted Governor) 5. Katie Blakemore KB (Staff Governor) 6. Caroline Chichester CC (Foundation Governor) 7. Lee-Ann Gibbons LAG (Foundation Governor) 8. Keith Harvey KH (Ex Officio Governor) 9. Gabrielle McGarvey GM (Co opted Governor) 10. James Spillings JS (Parent Governor) 11. Duane Turner DT (Foundation Governor) 12. Julia Ward JW (Co opted Governor) 13. Magdalen Wind-Mozley MWM (Foundation Governor) Chrys Healy (Clerk) ChH	14. Gary Collins GC (Ex-officio Foundation Governor) 15. Claire Hall CH (Co opted Governor) 16. Will Hunter Smart (Ex-officio Foundation Governor) 17. Barbara McKenzie BM (Foundation Governor) **In attendance:** Louise Thornton-Allen LTA (Associate Member), Lauren King LK (Associate Member) 17 governors in post (quorum 8) the meeting was quorate **Duration of meeting:** 7.00 – 8.30pm

	Opening thoughts CC said that this Sunday was Pentecost Sunday, a celebration of the outpouring of the Holy Spirit, which changes us all and gave us the opportunity to reflect on our governance role to be agents of change for the school community for the good of all.	
1.	**Apologies** were received and accepted from GC, CH, WHS and BM. SW welcomed everyone to the meeting and confirmed that it was quorate.	
2.	**Declarations/Conflicts of interests** SW asked governors to make known any interests in the items for discussion and reminded everyone present of the need to declare any business interest and potential conflict of interest before any individual agenda item and consider whether it would be appropriate to withdraw from the meeting. All documents were for public view unless stated otherwise by this meeting. JS's wife works at St Johns, KB works for the LA (Local Authority) and ChH clerks for Victoria Park Nursery School.	
3.	**Minutes of previous meetings** held on 23rd March 2026 (3.1 D4 FGB minutes 23.3.26) and 28th April 2026 (3.2 D2 FGB minutes 28.4.26) held on 24th Feb 2026 (3 D3 FGB minutes 24.2.26) **Approved** **Matters Arising/Outstanding Actions** **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. Now known as the Physical Restraint Policy which was on the agenda for this meeting. **Done** **Staff Governor 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. KH advised that a member of staff, Emily Stock who had been a St Johns teacher for a year, had put themselves forward. Governors approved her appointment. **Action:** KH to pass on ES's contact details to ChH to start the process. **Ongoing** **Introduction to Insight Action:** Governors having difficulties logging into Insight to contact KH regarding their log in details. This would be particularly useful for the S&C (Standards & Curriculum) committee governors. No governors had contacted KH regarding problems accessing Insight. Action to be kept on the Action List. **Ongoing** **Code of Conduct for Governors and Data Retention Policy** Were on the agenda for this meeting.	**KH/ChH** asap
4.	**Governance** **4a: Membership Foundation Governor** RD's appointment as a Foundation Governor from 28.4.26 to 27.4.30 had been confirmed. KB's application to be appointed as a Foundation Governor had been submitted to the ODBE (Oxford Diocesan Board of Education) on 7.5.26.	

esigned: Sian Williams	Date: 14.7.26	Signed:	Date:	Position: Chair of Governors

St John and St Nicolas Schools Federation

Minutes of the 19th May 2026 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

	Staff Governor had been discussed in item 3.	
	4b: Code of Conduct (4b D4 Governance Code of Conduct 2026(BM) **Approved**	
	4c: Governor Activity/Training Reports (4c.1 CC Governor Activity Report Meeting with SENCo 27.04.26 v2) CC's report on her meeting with the new SENCo (Special Educational Needs Co Ordinator) would be discussed under item 9. SW wanted to thank the staff for their meeting (4c.2 SW EngPhonics LinkGov 13.5.26 V2) looking at English and Phonics, which had been longer than usual, but it had been a very useful to have the opportunity to sit down with staff. **C** Governors were glad to see the report mentioned the effectiveness of the Drawing Club scheme which was based on the work of Greg Bottrill ('Can I Go and Play Now'). It also highlighted the Library Assistant position, they were initially intended to be compensated for by £700 for library software, to be used to manage book loans and returns. This had now been cancelled and staff had reverted to a labour intensive paper based system so that the money could be used for books. However the expenditure reduction from £700 to £200 hadn't made much of an impact with outdated Library stock. SW would send an updated version of the report to ChH. **Done**	
	4d: Federation Governance Plan V8 (4d StJStN Federation Governance Plan 2025-27 V8 6.5.26) SW explained that this was included for information and she would do the final RAG (Red Amber Green) for the 14.7.26 FGB and use it to establish what needed to be done in the 2026/27 Academic Year. and asked if governors had any questions.	
	4e: Governor Appraisal (4e Governor Appraisal 202526 V6) SW explained that in previous years governors had completed their Governors Skills Audit forms which ChH produced as a combined document. There was now a Governors Effectiveness Survey on Governor Hub, SW would send information on how to access to all governors. This could then be reviewed at the next FGB. **Action:** All governors to complete the Governance Effectiveness Survey on Governor Hub for the 14.7.26 FGB. One of the questions in the Governance Effectiveness Survey asked whether governors would like further training. SW explained that currently governors bought into a package with the LA (Local Authority) that provided training credits for the year, if governors wanted to do training they had to advise SW who then had to contact HL (Hannah Lee LA Governor Services). The NGA (National Governance Association) learning link was being revamped and SW would look at what online training was available to possibly use in the future as it was free. **Action:** SW to look into the NGA learning link for governor training and report back to governors at the 14.7.26 FGB. Meeting agreed that all governors should look at the questions in the Governor Appraisal document (4e Governor Appraisal 202526 V6) included in the paperwork. The committee chairs; CC, MWM, DT and SW would then divide the governors between them and get in touch to discuss their responses to the Governor Appraisal document which would then help the board to allocate the range of governor roles effectively moving forward. The division is as follows: SW = CH, CC, MWM, DT CC = LA-G, JS, SD, KD MWM = GC, GM, KB, RD DT = CH, BM, JW, WHS	**All govs** 14.7.26 **SW** 14.7.26
5.	**Committee Reports** **5a: AC** (Admissions Committee) (5a.1 D1 AC Mins 2.3.26) verbal update 22.4.26 AC. CC advised that no further meetings were needed at the moment.	
	5b: FC (Finance Committee) (5b.1 D2 FC Mins 22.4.26) (5b.2 Budget 2026.2027 inc notes) DT (FC Chair) highlighted the following:	

esigned: Sian Williams	Date: 14.7.26	Signed:	Date:	Position: Chair of Governors

St John and St Nicolas Schools Federation

Minutes of the 19th May 2026 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

	• Governors had received a comprehensive update at the 28.4.26 FGB which had been held to approve the 2026/27 budget. • The Private Funds for St Johns was approximately £20k and approximately £30k for St Nics levels they were usually at. • There was an issue with payments for school trips as some parents couldn't afford to pay and some didn't feel they ought to pay, the effect had been a reduction in the number of trips. • SD had done a great job reviewing the Risk Register and this would be reviewed every 6 months. • There was a need to promote the school to increase pupil numbers, possibly advise parents via the parents' newsletters that there were spaces available. The meeting discussed various ways of promoting the school in the wider community including; via St Johns, St Nics and St Georges; Educafe; Penny Post. Governors agreed this was an ongoing issue. **Q** Governors asked if fact that there were spaces available was on the school website ? **R** KH said it wasn't. Governors suggested information going to the benefice office for St Georges, St Nics and Enbourne and doctors surgeries and agreed producing a flyer would be useful. **Action:** ChH to produce a draft flyer promoting the schools using KH wording. • Governors also noted there had been a lovely picture in the NWN (Newbury Weekly News) regarding the International Evening and if they could get a copy it could be added to the SIAMS folder.	**ChH** asap
	5c: S&C (Standards & Curriculum Committee) (5c D2 S&C minutes 5.5.26) MWM (S&C Chair) highlighted the following: • Focusing on PP (Pupil Premium) was a big national drive and the next academic years Learning Walks would be focussing on this area. • DT and SR would be doing a deep dive into the website • JS, MWM and BM would be doing another Learning Walk on Writing to enable comparison with the one they did on 6.2.26. • Sustainability Week would be held in June. • MWM had contacted all governors regarding their Link Governor roles and there were currently vacancies for Music and PE Link Governors. SW asked governors to consider the possibility of taking these areas on for the next academic year and to contact MWM if they could. • If possible all governors visits, not just Link Governor visits, needed to be uploaded on to Governor Hub. **Q** Governors noted there wasn't a Governors in School Day this year and he would like to come in and join a Learning Walk, how should they organise this ? **R** MWM would contact DT with possibilities in the future giving a couple of months notice if possible. • LTA/LK said that the school needed adults to help walk children to the church for the Pentecost services. There were also upcoming trips; Year 3 were going to Greenham Common and Year 2 were going to Snelsmore Common. SW suggested that if governors wanted to do a learning walk to discuss this when they were having a Link Governor conversation with staff. • MWM had attended a recent 'Understanding the new Ofsted framework' training put on by the LA and led by and Ofsted Inspector who highlighted; inspectors would look at FGB minutes not committee meeting minutes and would ask governors how they challenged information supplied by the school. MWM would pass on the Powerpoint presentation slides when she got them.	
	5d: SIAMS KH was working on the SIAMS SEF (Self Evaluation Form) and the school was definitely due an inspection in the next academic year. **Action:** CC to organise a SIAMS working party meeting by the end of term.	**CC** 21.7.26
6.	**School Reports/Updates/Training** **6a: EHTR** (Executive Headteachers Report) KH highlighted the following: **6a.1: Staffing** KB, the school's inclusion lead, had left this term and moved on to another role working for the LA. A new SENCO LS (Lisa Street) started at the beginning of the Summer Term 2026. There was also a	

esigned: Sian Williams	Date: 14.7.26	Signed:	Date:	Position: Chair of Governors

St John and St Nicolas Schools Federation

Minutes of the 19th May 2026 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

new FSW Family Support Worker, EC (Ellen Clinch). A member of the kitchen staff would be leaving at the end of this half term and the school had recruited internally on a temporary basis.

6a.2: Organisation for next year Information was sent out to class teacher's last week regarding which teachers would be based in which year groups for the next academic year. There would be no movement at St John's and the class teachers would remain the same. There would be limited movement of teaching staff at St Nic's, this was to ensure that less experienced staff had opportunities within different year groups.

The school would be making final decisions on whether or not to mix classes in the next couple of weeks and the plan was to communicate this to parents of affected classes, asking parents to provide 3 names of children that they would like their child to be with (the school would be able to put them with at least one of these three).

The organisation for teaching assistants was a little more complex, with certainty needed about which higher needs children would be remaining with the school/joining the school. The last academic year had 150 children EHCP (Education Health and Care Plan) for the whole year, this academic year that level had already been reached.

Once the school had this certainty, they would put together an organisation plan for the next academic year. The school was also currently consulting staff on reductions to weekly teaching assistant hours from September 2026, which may have an impact on those support staff with temporary hours.

3: Behaviour The school currently had three children attending alternative provisions – Blue Lighthouse, The Nest and Reading FC. Visits to all three had been completed and the school was assured by the procedures in place at all provisions. The three children attended their alternative provisions for one day per week. There had been no suspensions at St Nic's and there had been one at St Johns.

4: Attendance Attendance at St Nic's was currently 95.6%. Attendance for pupil premium children was currently 91.5%. However, there were two children within this group, whose attendance was very low for different reasons. With these children taken off, the attendance for pupil premium children would be closer to 94.6%.

Attendance at St John's was currently 95.1% for children of statutory school age and 93.7% when all children (including Nursery) are included. Attendance of pupil premium children was currently 89.0%, which was significantly lower than the school wanted and they were currently working to improve this.
Q Governors asked if there was a national target for attendance figures ? **R** KH explained that St Nics attendance was slightly above the national average and St Johns slightly below the national average.
C Governors noted that recent LA Attendance Training suggested monitoring mid range attendance to stop it developing into poor attendance.

LA and LK are currently working with the LA's attendance officer on a termly basis to work to improve attendance across the schools. Letters have been sent out to parents where attendance was below 90% and some families were being more specifically targeted.

5: Curriculum and Pedagogy No specific changes to curriculum have taken place this term. LA and LK had continued to work with staff on developing Pedagogy. This had been further developed this term with the introduction of Sprints (deliberate practice to pick, focus and embed) and also through providing support and training for teaching assistants.

6: Statutory Assessments Year 6 SATs took place last week. KH expressed his thanks to the governors, who were able to support the school with this. The children showed excellent behaviour and determination and

esigned: Sian Williams	Date: 14.7.26	Signed:	Date:	Position: Chair of Governors

St John and St Nicolas Schools Federation

Minutes of the 19th May 2026 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

	all statutory processes were followed and the tests had been sent and the headteacher's declaration completed. Still to come this term were Early Years data, Year 1 Phonics tests, Year 4 Multiplication checks and Year 6 teacher assessments as well as internal data collection. **7: Trips and Residentials** The Year 5 residential trip to Grittleton House trip took place in late April 2026 and was very successful. The Year 6 Osmington Bay trip would take place in mid June 2026 and there were 53 children going. Governors needed to approve the schools residential trips for the next academic year: Grittleton House for Year 5 and UAC in Devon for Year 6, the pre-visits had taken place. **Governors approved.** **8: Health and Safety** The schools had a H&S (Health and Safety) audit, which took place at St Nic's on 14.5.26. This was the first of a rolling programme of H&S audits, which would be carried out every 4 years. The outcome was good for both schools. **9: Building Projects S**olar panels would be fitted at St Nic's over the summer break. There would also potentially be solar panels being fitted at St John's but this may not be over the summer. Additionally, the Diocese were looking at the possibility of LED lights being installed at St Nic's. There would also be a new fence and gates built at St Nic's over the next few weeks allowing controlled entry and exit to the school. **10: Vulnerable Children** The school had been putting a big focus on the pupil premium children in the past weeks. This will become a major part of next year's FDP (Federation Development Plan) as it is essential that the school met the needs of their most vulnerable groups. Key to this will be attendance and attainment of the children and the school was working hard to close the gaps. LS had recently started in her role as the SENCO (Special educational Needs co Ordinator) and was working hard to get to know the children and staff across the federation. Her impact has been positive so far and she is gaining the trust of staff, parents and children. Over the course of this term, she will be evaluating our current provision and looking at ways that we can develop further moving forwards. **Q** Governors asked what the process would be for implementing the reduction in weekly TA hours discussed at the last FGB ? **R** KH explained that he had just asked the staff regarding a reduction in their hours, once he had their responses he would look at how to manage. Governors noted it was also difficult to do until the school knew their pupil numbers and the budget had been set. **Q** Governors asked what was the time frame ? **R** KH had asked staff to respond to him by Friday 22.5.26. Governors had no further questions and thanked KH for his report which had lots of positives.	
	6b: FDP (Federation Development Plan) (6b Federation Development Plan 2025 v1.5 (2)) KH explained there had been no big changes and a final evaluation would be possible once he had the final evaluations in. **C** Governors noted it was worth highlighting that the current Year 6 had been a challenging cohort in the past and it was good to hear they were now doing well. The following areas were highlighted: **Item 4.3: Develop the use of AI to identify next steps for children in writing Q** Governors asked if this was the next step ? **R** KH this had been looked at but he wasn't sure it was accurate enough. **Target 10 Assessment Q** How would the school manage assessment across the school ? **R** KH said the school would work towards ensuring that there was a robust assessment system in place for all curriculum subject areas. DT was also meeting the relevant staff to discuss English and Maths assessments. JW left the meeting at 8pm **Surveys** The next parent survey would go out on the next parents' evenings for both schools in July 2026. Governors had no further questions.	
7.	**Staffing** this had been covered in item 6a.1.	

esigned: Sian Williams	Date: 14.7.26	Signed:	Date:	Position: Chair of Governors

St John and St Nicolas Schools Federation

Minutes of the 19th May 2026 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

8.	**Data Protection/GDPR** update (D2 Data Protection Policy SJN021 V1.2) KH had updated as advised and was happy with the latest version C SW noted that it was a very hefty document asked KH to check the name of the current LA Data Protection officer and the index and thanked everyone for their input. **Action:** KH to update the Data Protection Policy, send the latest draft to ChH it could then go to the 23.6.26 S&C meeting for approval. **Data Retention** CC had attended the online Data Retention seminar run by Judicium Education on 13.3.26. **Action:** ChH to check if CC's report had been received and was uploaded onto Governor Hub. It had been received and was on Governor Hub. Currently there wasn't a separate Data Retention Policy. **Action:** KH would be looking at producing a Data Retention Policy.	**KH/ChH** 23.6.26 **KH** 23.6.26
9.	**Vulnerable Groups** CC had met with the SENC and the GAR was included with the paperwork for this meeting. (4c.1 CC Governor Activity Report Meeting with SENCo 27.04.26 v2) Governors had no questions.	
10.	**Safeguarding -** Safeguarding Governor Report inc update on latest guidance	
11.	**H&S** H&S Governor Report **11a: Business Continuity/Contingency Plan** (a Business_continuity_plan_template_and_checklist) KH had the template but still not had time to produce an initial draft. **Action:** Bring forward producing a draft Business Continuity/Contingency Plan to the 14.7.26 FGB. **11b: Health and Safety Audit** (b Health and Safety Audit) GM (H&S Governor) said she was very pleased with the visits how things were picked up and acted on.	**KH** 14.7.26
12.	**Policies Information/Approval/Ratification Folder 12** Policies 19.5.26 FGB KH advised the majority of the changes were just version number and dates **D1 Physical Restraint Policy 8.5.26** This was a new policy, KH had gone for government policy following government guidelines rather than the model LA version. **D1 Remote Learning Policy SJN066 V1.2** This was no longer necessary governors agreed to remove from the policy register and re instate in the future if required. Governors had no further questions and approved all the other policies. D4 Accessibility Plan SJN083 V2.1 **Approved** D2 Allegations of Abuse Against Staff SJN016 V1.4 **Approved** D2 Drugs Policy & Procedures SJN043 V1.3 **Approved** D1 Freedom of Information Publication Scheme SJN024 V1.4 **Approved** D1 GB Scheme of Delegation SJN067 V1.3 **Approved** D1 Grievance Procedure SJN029 V1.4 **Approved** D2 1265 Hours Policy SJN046 V1.3 **Approved** D1 Recruitment Policy SJN051 V1.2 **Approved** **Policies Approved at 5.5.26 S&C** to FGB for info D1 Capability Issues due to ill health SJN014 V1.4 D1 Continuing Professional Development Policy SJN053 V1.2 D1 Cover Policy SJN040 V1.2 D1 English as an Additional Language Policy 24 26 SJN041 V1.2 D3 Intimate Care Policy SJN048 V1.1 D1 Learning Outside the Classroom Policy SJN049 V1.2 D2 Sports Selection Policy SJN044 V1.1 D1 Uniform Policy SJN038 V1.2 **C** Governors expressed their thanks to everyone who had been involved in reviewing the policies.	

esigned: Sian Williams	Date: 14.7.26	Signed:	Date:	Position: Chair of Governors

St John and St Nicolas Schools Federation

Minutes of the 19th May 2026 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

13.	**AOB** (Any Other Business) **Q** Governors asked when was the staff survey was due to go out ? **R** The Parent Survey was due to in the second week after half term and the Staff Survey would go out in July 2026. LTA advised that both schools would be celebrating Pentecost at church on the first Thursday after half term, 4.6.26 and both schools would welcome help from governors to accompany them; St Johns would be leaving at 10.30am and St Nics children would be leaving at 1pm. SW thanked everyone for attending the meeting which ended at 8.30pm	
	Date of next FGB: Tuesday 14th July 2026 7pm at St Nics	

esigned: Sian Williams	Date: 14.7.26	Signed:	Date:	Position: Chair of Governors