

**St John & St Francis Church School  
Minutes of Full Governors Meeting  
20th September 2017 at 5.45pm**

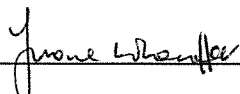
**Present:**

Yvonne Rouffet (Chair)  
 Lisa Farley (Head Teacher)  
 Hannah Dyer (Staff Governor)  
 David Durston (Vice Chair/Safeguarding Governor)  
 Samantha Onslow (Parent Governor)  
 Phillipa Warton-Browne (Parent Governor)  
 Melissa Bryant (Staff Governor)  
 Natalie Paull (MAT Appointed Governor)  
 Angela Netto (Foundation Governor)  
 Jessica Stedman (Clerk)

**In Attendance:**

Alexis Piper (Deputy Head/Observer)  
 Rachael Fraser (Observer)  
 Naomi Chandler (School Business Manager)  
 Emma Counter (SENCO)

1	Welcome & Apologies		Action
		Chair welcomed all governors and guests to the first meeting of the academic year. It was noted that the agenda running order has been adapted to accommodate election of key member of the board. Governors were informed of this change by email.	
2	Opening Prayer		Action
		YR shared a prayer.	
3	Election of Key Governors		Action
		<p>Governor nominations were processed and the following members elected for the coming academic year.</p> <p>Chair - Yvonne Rouffet            Vice chair - Natalie Paull            Safeguarding - David Durston            Health and Safety - Hannah Dyer            Pupil Premium - Samantha Onslow            SEND Angela Netto was proposed and will give due consideration to the role.</p> <p>YR welcomed Rachael Fraser, Head at BCA and prospective Governor for St John &amp; St Francis. RF said</p>	AN

Signed by Chair: 

Date: 11.10.2017

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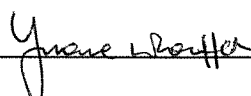
		that she sees joining our school as Governor as serving the community and strengthening the links between the two schools.	
<b>4</b>	<b>Declaration of Interests</b>		<b>Action</b>
		None. Clerk distributed the Business Interest forms for all governors to complete for the forthcoming year.	

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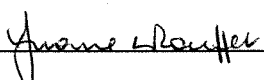
5	Management Accounts	Action
		<p>SBM invited into meeting to answer any questions regarding the Management Accounts.</p> <p>Appear to have spent a lot on agency staff, why is this? Unplanned absence due to sickness needed to be covered.</p> <p>Capital used against maintenance, do we have enough to cover? Yes, all the decorating work has been carried out during the summer break.</p> <p>Do the accounts run from September to August? Yes, the final one will be available at the end of this month.</p> <p>Chair thanked NC. NC left the meeting.</p>
6	SEN/Pupil Premium Update	Action
		<p>SENCo invited into meeting.</p> <p>Documents were circulated before the meeting. These are statutory documents which should appear on the school website so parents/carers can access them. Explains the types of support available. Accessibility Plan is new requirement for the school this year. It outlines types resources included on school site for children with difficulties/disabilities (Fair Access).</p> <p>Can you explain how pupils with needs are supported during fire/fire drill? EVAC PEEP– sets out who is responsible and what happens at each stage.</p> <p>PECS? What does this mean? Picture Exchange Communication System, a communication system for children with limited speech and communication skills.</p> <p>Any changes to the plan this year? EC not aware of any, we have no stairs on site so fair access ok. Fire drill also took place and ran smoothly. The document was proposed and accepted.</p> <p>Graduated Response Document – shows waves of support supplied. Small group of children may require some support/intervention. Even smaller group may need 1:1 support. This document outlines what the</p>

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		<p>support will look like.</p> <p>What is Switch? This is a support network supplied by Elmwood School.</p> <p>Does this have to go onto the website, if so can there be an accompanying document explaining the acronyms? Yes, EC to produce acronym document.</p> <p>The document was proposed and seconded.</p> <p>SEND Report – this sets out the 'nitty gritty' of what support the school provides. This shows the schools approach and includes training and transition arrangements etc.</p> <p>EC availability on the playground has been greatly appreciated.</p> <p>The SEN Policy runs alongside the report. Sets out the Mission Statement and MAT Mission Statement.</p> <p>When does this get reviewed? Now, and it was noted that no changes were highlighted.</p> <p>Do we need to add any links to other MAT schools? EC to check. All other MAT schools can be accessed through the Bath and Wells MAT Website.</p> <p>The policy was proposed and seconded. Chair thanked EC for attending. EC left the meeting.</p>	<p>EC</p> <p>EC</p>
<b>7</b>	<b>Minutes of Previous Meeting and Matters Arising</b>		<b>Action</b>
		<p>Item 4 – money allocated to improve pathway outside Yr 2 classrooms has provided functional access and a parent waiting area.</p> <p>BCA response to Governance at school – we are pleased to welcome RF from BCA who is currently awaiting confirmation of application approval from MAT.</p> <p>Item 6 – Did we have any Reception Intake children who did not accept their place at school? No, we currently have a waiting list of 14.</p>	

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		<p>Item 7 – is there a need for an extra Reception Class? Data shows 1<sup>st</sup> and 2<sup>nd</sup> choices at our school and the number of applications has risen. 13 have asked to remain on the waiting list. Maybe explore this possibility separately as it would need to be a 7 year programmed planned move.</p> <p>Talk of a new school? To be situated at Dunwear. The Local Authority will have facts and figures and is a good place to start. Children of all ages are set to be on the increase, with addition of development in the town (including Hinkley Point C).</p> <p>Item 5 – effectiveness of the LGB? Need to look at 20 Questions again, and in addition we are now members of the NGA (National Governance Association) which has good insight, shows us clearly where we need to be and what to focus on.</p> <p>Talk of everyone having a copy of the Ofsted File, can this be uploaded to Sharepoint? Not everyone familiar with Sharepoint. A guide was distributed by Clerk and short demonstration to take place during the meeting. Possible to upload file to Sharepoint so everyone has access to it.</p> <p>Item 8 – Safeguarding, who owns the house with the wire fencing? H&amp;S lead to speak to owner of property. Hedges looking better, Head has asked Site Manager to keep hedges tidy, and H&amp;S lead to speak to Site Manager to keep hedge ways bramble free near school entrance. SCC carry out full hedge maintenance twice a year.</p> <p>Over the summer break, a property neighbouring the school removed a section of the hedge and erected a fence. Child could, in theory, scale the fence and get out of school grounds. Safeguarding and legal department are involved. A designated member of staff stands where there is an issue during times when children are able to access this area. Area also has been risk assessed and orange netting put in place as a temporary barrier.</p> <p>The minutes were accepted.</p>	<p>HD</p>
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<b>8</b>	<b>Safeguarding – Annual Audit</b>		<b>Action</b>
		Audit was due to be launched but has been delayed by the Local Authority until September 2017. The Audit appears to be relatively unchanged and needs to be submitted by December. Head to liaise with Safeguarding lead and Senior Leadership Team. A summary will be sent to the governors. Sarah Mellor was due to run a Safeguarding training session, but has had to be postponed due to Ofsted visit. SLT meeting on Monday for Hub Level Safeguarding Training so will look at revised date for training. Head to email new date when confirmed.	Head
<b>9</b>	<b>Admissions Procedure Overview</b>		<b>Action</b>
		Panel met and reviewed policy for 2019/2020. No changes needed so agreed by Panel. Panel then reviewed school structure. Looked at staffing and needs within year group. 6 in-year applications were discussed and decisions made at panel meeting. This will be reviewed with Tim Pollack, Admissions Coordinator.	
<b>10</b>	<b>Headteacher Performance Management - Update</b>		<b>Action</b>
		Confidential.	
<b>11</b>	<b>End of Year Data</b>		<b>Action</b>
		Data was shared at the end of last year. KS1 & 2 results shared and progress celebrated.  KS1 broadly in line with National Expectations, especially Phonics which was a great success.  When do the National Results come out?  They are due out but school has not processed them yet due to Ofsted visit.  Staffing issues last year, due to sickness. Also, certain	

Signed by Chair: Joanne WainwrightDate: 11.10.2017

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		<p>SEN needs prevent children achieving specific scores. Every cohort is unique, therefore our figures reflect this.</p> <p>KS2 have made good progress. Maths showed positive progress so processes used here will be used in wider schooling. Also, children achieving greater depth has increased.</p> <p>Reading is the focus for moving forward this year. Boundaries were moved from 15/16 and many children missed the target by 1 mark. School Captains LF and YR carried out a Reading learning walk at the start of term.</p> <p>AP to meet with staff for target setting, specifically identifying children who have not made appropriate progress. Tracey Trood, Year 4, taken lead on Pupil Premium, unpicking gaps. TT to be invited to November Governors Meeting to discuss findings.</p> <p>SPTO is useful tool – shows where gaps are and can identify what it was that enabled other children to make greater progress.</p> <p>Pupil Progress meeting each term. Each child discussed individually. SPTO to be shown to governors.</p> <p>Writing has fallen from 15/16 to 16/17, why is this when other subjects have risen?</p> <p>The cohort makes a difference, it has been good all round this year – last year there were several exceptional writers.</p>	Clerk
12	Training Update		Action
		Monitoring Programme distributed to all governors,	

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		<p>which outlines training/organised visit planned throughout the year. Some governors unable to access shared document so Head to send email with attached document. The document will be added to as we move through the year. Governors to inform Clerk of intended attendance.</p> <p>November 3<sup>rd</sup> - Governors invited to INSET day, Vision and Values event.</p> <p>All diary dates are available on our website, see Clerk if experiencing problems accessing this.</p> <p>Sharepoint demonstration given by Head. Documents now shared with Governor/School by MAT. The Governor section supplied by the MAT is no longer available on school website.</p>	
<b>13</b>	<b>Behaviour Policy &amp; Home/School Agreement</b>		<b>Action</b>
		<p>Reviewed annually, bespoke information put in for school as policy is MAT devised.</p> <p>Appendix 1 – is this written for teachers or parents?</p> <p>If parent/carer needs to question, then policy is there to show why and what expected actions were taken. It is more of a procedure and explains why teaching staff are not expected to leave the classroom for child who has left room. A message is put out from the office over tannoy system if child leaves classroom/school building.</p> <p>The Behaviour Policy was accepted by the governors.</p> <p>Home School Agreement – has this been used before at school?</p> <p>Yes since LF arrived. Time to review content. Given out when child joins school.</p>	

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		<p>Home/School Diaries have been distributed. We have received good feedback following distribution. Head talked governors through Home/School diary content. It has been made clear that if diary is lost, a fee will be charge for a replacement.</p> <p>In order for children to know which page of diary they are currently using, could next years batch include a perforated tear off corner?</p> <p>This to be looked at next time.</p> <p>Can the Flock Code be incorporated into the Home/School Agreement?</p> <p>Yes, we can include it at the end of the document.</p> <p>Take pride in appearance – who is this aimed at?</p> <p>ALL members of the school should take pride in their appearance.</p> <p>Expectations made in document that parents/carers should attend parents evenings, workshops, meetings etc.</p> <p>Says 10 minutes of reading each day. Is this correct?</p> <p>Could change this to AT LEAST 10 minutes each day.</p> <p>The Home School Agreement was accepted by the governors.</p>	
<b>14</b>	<b>AOB</b>		<b>Action</b>
		Staff governors expressed their thanks to the Chair and other governors who were able to attend school while Ofsted inspection took place. Thank you for support shown.	

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		Governors were humbled at time spent by Head/SLT/Staff during inspection and the good grace of everyone concerned. Privileged to see strengths of the school.  The meeting ended at 8.00pm	
15	Date of next meeting	11 <sup>th</sup> October 2017 at 5.45pm	

Signed by Chair: *Jane Walker*

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