

## **GOVERNING BODY FOR ST JOHN'S CE PRIMARY SCHOOL N20**

### **MINUTES OF THE MEETING HELD AT THE SCHOOL ON MONDAY 18 NOVEMBER AT 18:30**

#### **MEMBERS**

##### **FOUNDATION GOVERNORS**

Imogen Hall (PCC) - Chair  
Jaime Goumal (PCC) - Vice Chair \*  
Alice Gavin-Atashkar  
(Deanery/Synod)  
Carolyn Black (LDBS)  
1 x LDBS Governor vacancy  
2 x PCC Governor Vacancy

##### **PARENT GOVERNORS**

Jeremy Brough  
Ajanta Kamal  
Ben Pullenayegum

##### **LA GOVERNOR**

Christine Richardson

##### **STAFF GOVERNOR**

1 x Vacancy

##### **EX OFFICIO HEADTEACHER**

Curtis Sweetingham

##### **EX OFFICIO PRIEST IN CHARGE**

Revd. Lynn Davidson \*

##### **ASSOCIATE MEMBER**

Catherine Mitri

##### **IN ATTENDANCE**

Lynne Evans, Clerk

#### **ACTION POINTS FROM MINUTES – PART I**

<b>Item</b>	<b>Action</b>	<b>By Whom</b>	<b>By When</b>
4.1.1	Clerk amend typos on previous minutes and upload to website	Clerk	22/11/2019
4.2 3.3.1	JG meet with prospective PCC Governor	JG	1/10/2019
4.2 3.3.3	Fill all governor vacancies by November FGB	IH	18/11/2019
4.2 4.2.8	Carry over 2 July 2019, Item 6.4, Finalise Governor Development Plan and activate training for FGB	IH/AGA	20/03/2020
9.4	HT Report – include number of 1-2-1 surgeries, X good, YZ development areas in next HT report	CS	20/03/2020
9.9	HT Report - Introduce tracking for MASH referrals for comparisons year-on-year/quarter-quarter	CS	20/03/2020
9.10.1	HT Report – move narrative on T&L activities to allow governors to connect dots	CS	20/03/2020
10.1.6	Request LD input to scripture integration to St John's daily life	CM	31/12/2019
14.1	Written Statement of Behaviour Principles - finalise and publish	Clerk	22/11/2019
14.2	Behaviour Policy – allocate to TLS with timescale	Clerk	22/11/2019
14.3	Safeguarding Policy - finalise and publish	Clerk	22/11/2019
14.4	Teachers' Pay Policy –finalise and save to file	Clerk	22/11/2019
14.5	Charging & Remissions –finalise and publish	Clerk	22/11/2019

14.6	Prevent –finalise and publish	Clerk	22/11/2019
14.6.3	Circulate links to e-learning for Prevent and FGM	Clerk	22/11/2019
14.7	Review First Aid Policy and present to next FGB	CS, CM	20/03/2020

## **MINUTES**

### **PART I**

<b>1.0</b>	<b>Welcome and apologies for absence</b>
1.1	The Chair opened the meeting at 19:11 and invited AGA to give an opening prayer.
1.2	Apologies had been received from both JG and LD due to sickness. It was RESOLVED to accept these apologies.
1.2.1	Donna Tidiman was not in attendance and Governors were advised that she had resigned as a Staff Governor and a new Staff Election would be taking place.
<b>2.0</b>	<b>Declaration of Pecuniary Interests</b>
2.1	No pecuniary interests pertaining to the agenda were declared.
<b>3.0</b>	<b>Board Membership Matters</b>
3.1	The Chair and Governors welcomed Carolyn Black to the meeting and noted the nomination from the LDBS that she be appointed as a Foundation Governor.
3.1.1	A vote was taken, and it was RESOLVED to appoint Carolyn Black as LDBS Foundation Governor for a term of 4 years.
3.2	The Chair advised that the Board are still recruiting for further governors and that one lead had been received from AGA .
3.2.1	Governors heard that AGA had given notice of resignation as a Foundation Deanery Governor at the end of her four-year term, which is the end of this academic year. She would be working with the Board of Governors to find a replacement and assist with a handover. It was possible that the individual introduced to the Chair would be an ideal replacement.
3.2.2	Governors heard that JG would also like to step down as Governor within the next year or two but had committed to remaining until after the next Ofsted inspection.
3.2.3	The Chair gave thanks to both JG and AGA for their advance warning and invited all governors to consider future candidates.

<b>4.0</b>	<b>Minutes of previous meeting dated 10 September 2019 and Matters Arising</b>
4.1	The minutes were approved as a true reflection of the meeting, signed by the Chair and provided to the Headteacher for filing.
4.1.1	Some small typos were given to the Clerk so that she could amend before placing on the school website. <b>ACTION</b>
4.2	The governing body reviewed the action points from the previous minutes and any further matters arising.
4.2.1	3.3.1 – JG meet with prospective PCC Governor. Ongoing. <b>ACTION</b>
4.2.2	3.3.3 – fill all vacancies by November. Ongoing. <b>ACTION</b>
4.2.3	3.3.4 - Chair send governor induction pack to AGA. Complete
4.2.4	3.3.5 – Governors think of potential candidates. Complete
4.2.5	3.5.13 – JB undertake learning walk by 1/1/20 – Complete
4.2.6	4.2.2 – add alleged bullying statistics to TLS agenda - Complete
4.2.7	4.2.3 – AK provide draft meeting behaviour policy for review. Not happened. Remove from list
4.2.8	4.2.8 – next stage of GovernorSpace credit. In progress and a Governor Development Plan has been created with some tweaking needed to finalise. Amend due date to next meeting. <b>ACTION</b>
4.2.9	4.2.13 – schedule evening meeting future of St John’s. Not ready to have this. Remove from list.
4.2.10	4.2.14 – CS Update SOAP. Not ready due to new Ofsted framework. Remove from list.
4.2.11	7.3.7 – extraordinary meeting to discuss future of St John’s. Complete
<b>5.0</b>	<b>TLS Committee update</b>
5.1	The Vice Chair of the TLS Committee presented the update in the absence of JG. Governors heard that the main focus for the November meeting was a deep dive on data and reviewing outcomes from the last academic year. Governors confirmed they had received and read the data reports and questions were invited.
5.1.1	<b>Q: A Governor asked for the meaning of the acronym GPS</b> A: CS replied grammar, punctuation and spelling

5.1.2	<p><b>Q: A Governor asked for the context behind the Y2 Phonics screening retake as it was noted there was a 50% pass mark.</b></p> <p>A: CS replied that there was a lot of context around the two pupils the data referred to and that there were typically 2-3 pupils to retake each year.</p>
5.1.3	<p>Governors discussed the presentation of the data with specific reference to a 50% pass mark that only referred to one or two children. It was suggested that in cases like that, it might be better to present as 28/30. Governors noted however, that the school did need to publish the reports in a certain format.</p>
5.1.4	<p><b>Q: A Governor asked why Greater Depth writing was so much lower than other results.</b></p> <p>A: CS referred to the discussions on writing that had taken place at numerous FGB meetings and that Barnet’s moderation was arguably more stringent than other boroughs. Examples were given and discussed, and it was noted that there was a high chance KS2 would receive LA (Barnet) moderation on writing this year.</p>
5.1.5	<p>Governors noted that disadvantaged pupils did well in KS2 but less so at KS1. It was noted that in a one-form entry school data is very much cohort specific, which has a large impact on data on a yearly basis. The TLS committee had reviewed a case study looking at one anonymised PP child throughout their time at St John’s showing the interventions and pastoral work.</p>
5.1.6	<p>Governors were also reminded that whilst the SLT had made excellent progress in attainment and progress over the past four years, they needed to be prepared that results may differ from year to year as it is cohort specific.</p>
5.1.7	<p>Governors were advised that the SLT were certain that the next Ofsted inspection will consist of a deep dive on writing for the more able and boys.</p>
5.1.8	<p>It was noted that for PP children, the SLT believe we have 7 disadvantaged pupils whereas Ofsted believe it’s 4. It was heard that Ofsted has not published unvalidated disadvantaged data for the first time in many years</p>
5.2	<p>Governors then heard that TLS committee talked about safeguarding, equalities and religious life in school, which is always very strong. Of particular note was the introduction of CPOMS, a new safeguarding software which the school was using and reaping the benefits of better communication and improved efficiency.</p>

5.3	Governors were advised that Jayne Pavlou, the school's LDBS Primary Advisory, was delighted with the school's data on Ofsted Inspection Dashboard which put St John's in the top 20% in the country and where the best results St John's has ever had. These had been achieved whilst the SLT were also supporting another school.
5.3.1	Congratulations and thanks were given to the SLT for their outstanding work and achievements.
<b>6.0</b>	<b>Personnel Committee update</b>
6.1	The Chair of Personnel Committee summarised that a meeting took place in November whereby the Chair and Vice Chair were appointed and various policies ratified with no fundamental change.
6.2	The Chair and Vice Chair reviewed an anonymised staff appraisal and were reassured that the system was robust.
6.3	A key discussion surrounded the review of the Teachers Pay Policy and the introduction of a 2.75% pay rise for the minima and maxima on pay scales. Governors heard that 2% of the pay rise was being funded by the government (for minima and maxima only) and the remaining 0.75% had to be found by schools directly.
6.3.1	LDBS have again strongly recommended all schools to apply the pay rise to all teaching staff rather than just the minima and maxima, which the committee debated vigorously due to financial pressures.
6.3.1	The outcome was that the Personnel Committee were recommending the 2.75% pay rise be applied to all teaching staff, this had been included in the revised Teachers Pay Policy and was being presented to the FGB for their approval and ratification later in this meeting. It was also noted that the school had written to the LDBS to confirm that they should follow this LDBS recommended policy despite the financial situation. This had been confirmed by the LDBS.
<b>7.0</b>	<b>Finance Committee update</b>
7.1	The Chair of the Finance & Premises Committee advised that the headline figures continued to be a concern for the school.
7.1.1	2019-20     £40,000 in-year deficit. Have a surplus from previous year so still in the black. 2020-21     £100,000 in-year deficit. £70,000 cumulative (actual) deficit. 2021-22     £220,000 cumulative (actual) deficit.
7.1.2	In 2021-22, staff costs were predicted to be over 100% of income and, if the school were a business, they would be insolvent at that

	<p>point. All financial decisions were being thoroughly scrutinized and logged to support a licenced deficit application. Governors were reassured that the committee was doing everything it possibly could at the moment and understood the financial pressures schools were under.</p>
7.2	<p>Governors heard that there were two risk areas for the finances of the school, the first being the nursery.</p>
7.2.1	<p>Nursery can take a maximum of 26 children and 22 were currently on roll due to low birth rates (discussed at FGB at previous meetings). If nursery has less than 20 pupils, the school would make a loss due to the charging structure. It is complex and a fine balance to get right.</p>
7.2.2	<p><b>Q: A Governor asked if nursery staff costs are covered from the income received for pupils attending.</b>  <b>A:</b> BP replied that breakeven for costs to be covered is around 20 and the nursery was currently just above breakeven point.</p>
7.2.3	<p>To try to counteract the financial difficulties, it had been agreed that the nursery would revert to the three entry points (admission will be the term following the child's third birthday).</p>
7.3	<p>The second financial risk for the school was the school cottage, a three-bedroom house which houses the site manager and his family. The cottage needs a lot of work, in addition to the work already conducted and money spent.</p>
7.3.1	<p>The Maintenance Fund, which comprised of voluntary contributions from parents for the school's buildings and premises, was the vessel to be used for paying for works to the school cottage. However, out of the contributions received, £6,000 per annum was paid to the LDBS for insurance purposes and £500 per year was spent on utility bills for the cottage, culminating in £6,500 per annum going straight out with little left for spending on essential maintenance.</p>
7.3.2	<p>Governors were reminded that the school was fortunate to receive approximately 70% of voluntary contributions made by parents, due to concerted efforts of both the SLT and Finance Committee, which is amongst the highest in the borough.</p>
7.4	<p>Ongoing meetings were taking place between BP and CS to discuss the priority list. The list is growing, but there are no funds to pay for work.</p>
7.5	<p>To conclude, a little adjustment in terms of income could take place via Breakfast Club, After School Club and Lettings. However, the main financial concerns are nursery and the school cottage and difficult discussions would undoubtedly need to be had on these areas.</p>

<b>8.0</b>	<b>Admissions Committee update</b>
8.1	No changes to the Admissions Policy were recommended and it would be reviewed again in September 2020.
8.2	A change to procedure was agreed at the meeting whereby the second meeting of the committee would not take place in February 2020 but instead the Chair of Committee would sit with office staff to be reassured that the Admissions criteria was being applied as per the policy.
<b>9.0</b>	<b>Headteacher Report including data</b>
9.1	The Headteacher was praised on highlighting the changed elements of the report which all Governors found incredibly helpful.
9.1.1	All Governors confirmed they had pre-read the report and the Chair invited strategic questions on the content.
9.2	Governors noted the pupil roll on Census Day and congratulated the SLT on their efforts to ensure pupils were in attendance.
9.3	<b>Q: A Governor noted the recruitment difficulty on the staffing update and recommended using all available resources including the and Facebook groups.</b> A: CS replied that he agreed Facebook would be a good tool to use for the particular staffing requirement.
9.4	<b>Q: A Governor referred to the 1-2-1 surgeries and observations and asked what the outcome and impact of those leadership activities</b> A: CS replied that he could not provide impact and outcome of the 1-2-1 surgeries as they could not be anonymized. He could advise, however, for example, that out of 8 surgeries, the standard was good and development areas were XYZ. Governors felt this would be useful for future reports. <b>ACTION</b>
9.5	<b>Q: A Governor asked for an explanation on the acronym BSIP</b> A: CS replied Barnet School Improvement Partner. The school used to have a Learning Network Inspector (LNI) but now the LA send a partner instead.
9.6	Governors discussed that the Ofsted data did not include disadvantaged data for the first time but that a new document was expected in the New Year and that would provide that data.

9.7	<p><b>Q: A Governor referred to the Erasmus Project reported on and mention of a blog; noting that it would be nice for Governors to see.</b></p> <p>A: CS replied that it was available on the website and showed Governors where to find it.</p>
9.8	<p><b>Q: A Governor noted that there were a lot of sporty KS2 extra-curricular activities and asked whether any were not now happening due to a member of staff assisting in After School Club.</b></p> <p>A: CS replied that they were all still running and any that the member of staff was running had been removed from the list presented to Governors. Fortunately, the provision was very strong and could cope with less activities from time to time.</p>
9.9	A Governor asked whether tracking could be introduced for the MASH referrals so that comparisons could be made against previous quarter or year. <b>ACTION</b>
9.9.1	<p><b>Q: A Governor noted that the SLT had reported an increase in safeguarding issues but did not see that coming through in the table presented.</b></p> <p>A: CS replies that the table only reported issues in the period September – November.</p>
9.10	<p><b>Q: A Governor asked why the table on Teaching &amp; Learning grading was no longer included in the report.</b></p> <p>A: CS replied that he felt it was not fair on the staff as the size of the school meant it was easy to work out who was being referred to if there were issues. Governors just need to know the general standard of teaching and what the SLT are doing to ensure it is good or outstanding.</p>
9.10.1	<p><b>Q: A Governor challenged that the Board needed to know the impact of the Teaching &amp; Learning activities</b></p> <p>A: CS replied that it was covered in the narrative within the report. Governors agreed and asked that the narrative be moved within the report to allow “connecting the dots.” <b>ACTION</b></p>
<b>10.0</b>	<b>Vision and Mission Statement</b>
10.1	Governors heard that under the new SIAMS framework the school was required to have a scripture verse included in their mission statement.
10.1.1	After a review of the current vision and mission statement it was felt that it was still suitable and encompassed the values of the school but just needed the scripture added.

10.1.2	The scripture suggested to the Governors was ' <b><i>I can do all things through Christ who strengthens me' Philipians 4:13</i></b>
10.1.3	Governors were presented with an explanation of why the SLT were proposing this scripture, together with array of ideas of how the scripture could be incorporated into daily activities at the school by way of a "brainstorm" by the SLT.
10.1.4	Ideas were discussed for gaining involvement on what the scripture means within the community or at least advising parents once the ideas could be communicated clearly and effectively.
10.1.5	Input from Governors included: <ul style="list-style-type: none"> <li>- Include female based stories when linking scripture and values to make relatable to children</li> <li>- Try to link as much as possible to existing values but also new Ofsted framework (cultural capital)</li> <li>- How will this scripture relate to or affect the one-third of pupils at the school from a different religion or none? It would be good to include stories from other religions to be as inclusive as we can.</li> <li>- Scripture links to the emphasis on mental health incorporating contentment and resilience.</li> </ul>
10.1.6	Governors APPROVED the scripture and asked that Revd. Lynn take a look and offer further ideas on how to integrate within daily life of the school. <b>ACTION</b>
<b>11.0</b>	<b>Curriculum Development</b>
11.1	Governors heard about the SLT's plans for curriculum development to ensure there are <u>evident</u> links to the vision and mission statement and so it supports the new Ofsted framework.
11.2	A subject leader role for Creative Curriculum had been created and given to a member of staff who was a good middle leader and on the next stage of their professional journey.
11.2.1	The member of staff now works with the SLT in further developing the broad and balanced curriculum.
11.2.2	<b>Q: A Governor asked for an example</b> A: CS replied that for example, in Art, the pupils might study Banksy – or another London artist, as opposed to Van Gogh.
11.3	Governors were reminded that the school already embeds cultural capital into the curriculum, but they want to look at little closer and ensure it is evident throughout all areas. An example was given of making Rakhi bracelets in DT lessons as the school had a number of

	Hindu pupils. The lessons also linked to friendship and anti-bullying week, together with being interwoven in school values and the Mission Statement.
11.4	One INSET had already taken place on this subject and another was planned for 19/11/19. All staff were updating their own curriculum with the Subject Leader overseeing and helping drive the change.
11.4.1	<p><b>Q: A Governor asked if Subject Leaders will be bringing their work to the INSET</b></p> <p>A: CS replied not yet, but they will. The focus at the moment was agreeing the curriculum and planning.</p>
11.5	Governors heard that a friend of a parent from the Jewish faith had visited the school and delivered a wonderful RE lesson in Y1 – making sure that the children understand that they live in a diverse environment.
11.5.1	<p><b>Q: A Governor asked if the inspirational assemblies were still taking place.</b></p> <p>A: CS replied that they were. Wall Ball took place the previous week and a speaker from Greenpeace was due to attend on 19/11/19.</p>
11.5.2	<p><b>Q: A Governor asked if Ministers from other religions could come to the school.</b></p> <p>A: CM replied absolutely yes and that trips also took place to other religious establishments such as a Mosque, Sikh Temple, Buddhis Monks had come to school before and also Monks had visited from Westminster Abbey. The children have ample opportunities to celebrate differences, other cultures and religions</p>
11.6	<p><b>Q: A Governor asked if there were any plans to adapt the curriculum on science and the environment.</b></p> <p>A: CS replied that the school have the Bronze Eco Award and are always looking for areas to develop and improve – particularly in areas such as the environment, which the children find important.</p>
11.6.1	<p><b>Q: A Governor asked how brainstorming the creative curriculum with staff was conducted.</b></p> <p>A: CM replied that the Big Voice proved really helpful for this and that the environment and homelessness were of great importance to the children at St John's</p>
11.6.2	The SLT shared with Governors recent responses from the Big Voice and advised that the document is shared with all staff and contributes to what staff try to achieve in their lessons.

11.6.3	Governors were invited to the next Big Voice at 1.30pm on Friday 22/11
<b>12.0</b>	<b>Chairs Action</b>
12.1	No actions to report.
<b>13.0</b>	<b>Safeguarding Update</b>
13.1	CPOMS noted as working well and the transfer of paper documents online was almost complete.
13.2	More regular Team around the Child meetings were taking place and more referrals were coming in.
13.3	Some minor updates to the Keeping Children Safe in Education 2019 legislation and this had been reflected in the new Safeguarding Policy, with the exception of "upskirting".
13.3.1	Governors discussed the "upskirting" change to legislation and AGREED that this was not particularly relevant to St John's as children were not allowed mobile phones or cameras in school.
13.3.2	Discussion took place around spending money with Andrew Hall to obtain his safeguarding policies which were generally thought to be excellent.
<b>14.0</b>	<b>Policy Review</b>
14.1	Written Statement of Behaviour Principles - RATIFIED. Clerk to finalise and publish. <b>ACTION</b>
14.2	Behaviour Policy. Agreed did not have to be ratified at FGB according to new DfE legislation and the policy was delegates back to TLS for discussion at their next meeting. <b>ACTION</b>
14.3	Safeguarding Policy - RATIFIED. Clerk to finalise and publish. <b>ACTION</b>
14.4	Teachers' Pay Policy – RATIFIED. Clerk to finalise and save to file. <b>ACTION</b>
14.5	Charging & Remissions – RATIFIED. Clerk to finalise and publish. <b>ACTION</b>
14.6	Prevent – RATIFIED. Clerk to finalise and publish. <b>ACTION</b>
14.6.1	Discussion took place surrounding Prevent training and it was RESOLVED that ALL Governors should undertake the e-learning again.

14.6.2	Discussion also took place on FGM training and it was RESOLVED that all Governors should undertake this e-learning too.
14.6.3	Clerk to circulate links to training. <b>ACTION</b>
14.7	First Aid policy. Not presented. Agreed for SLT to review in line with new statutory guidance and reissue for consideration at next FGB. <b>ACTION</b>
<b>15.0</b>	<b>Any Other Business</b>
15.1	The Chair advised all Governors that the next Drop-In for Parents would take place on 6/12/19 at 08:50 and invited all to join, outlining that the focus for discussion would be the SIP.
15.2	The Chair also advised that at the Chairs Strategy Meeting, the idea was mooted of doing something with the staff in the spring term to support them and show solidarity, as well as understanding of workload and mental health. A date for end of April will be circulated in due course.
<b>16.0</b>	<b>Any Other Confidential Business</b>
16.1	No other confidential business was declared.
<b>17.0</b>	<b>Date of Next Meeting</b>
17.1	The date of the next meeting was confirmed as Thursday 26 March 2020

The Chair thanked all for attending and invited AGA to close the meeting with a prayer at 21:00