

**Minutes of St Mary & St John CE Primary School Full Governing Body Meeting  
Thursday, 11 October 2018 (Term 1), 7.00 pm, Meadow Lane**

**Governors present:**

Elizabeth Burton (LB), Headteacher  
Sarah Franklin (SF), Foundation Governor – *Chair*  
Robin Morris (RMO), Parent Governor – *Vice-Chair*  
Chimene Bateman (CB), Foundation Governor  
Beth Gibson (BG), Staff Governor  
Emily Kerr (EK), Foundation Governor  
Philip Ritchie (PR), Foundation Governor  
Jenny Worroll (JW), Foundation Governor

**In attendance:**

Chris Chamier-Williams (CCW), Associate Member  
Jane Godby (JG), Associate Member  
Jonathan Smith (JS), Clerk, OCC Governor Services

**Apologies:**

Bilqees Akhtar (BA), Parent Governor  
Sarah Blackwell (SB), Associate Member  
Sam Coleman (SC), Associate Member  
Robert Green (RG), Parent Governor  
Mary-Anne Sinclair (MAS), Foundation Governor  
Chris Warner (CW), Associate Member

The meeting opened at 7.12 pm.

**1. Welcome, apologies, quorum**

The Chair welcomed everyone to the meeting. The meeting was quorate. Apologies were received as listed above. All were accepted.

CB left, with prior apologies, during the discussion of item 11. JW arrived, with prior apologies, just after item 11 had been discussed.

**2. Declarations of any other urgent business**

SF shared two well written letters of thanks from Ash Class. Governors were pleased to receive these. No other items of additional business were declared.

**3. Declarations of business/pecuniary/other personal interest in any agenda item**

RG declared his connection with Kate Green, currently employed by the school as a specialist external teacher (part-time). JS organised the completion of outstanding 'declarations' forms. JS advises that declaration and governor attendance data is now easily available from GovernorHub.

**4. Minutes of Full Governing Body meeting, 3 July 2018 (Term 6)**

*Document circulated via dropbox: interim minutes.*

Governors noted that seven visits to school had been recorded since the previous GB meeting (p. 8). With this amendment, governors agreed that the minutes were an accurate record of the meeting and approved them, to be signed by the Chair and filed at the school.

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### 5. Matters arising from the minutes

The following actions were reported.

	Action (by Term 1 GB meeting, unless stated otherwise)	Who	Outcome
Action 1	LB to confirm requirements of Public Sector Equality Duty Statement and discuss Equality Objectives with the Leadership Team, and report at GB meeting.	LB	In progress – Term 2 <b>Action 1</b>
Action 2	MAS to sample online governor induction training available via 'The Key' and report back. * MAS booked to attend OCC governor induction training (with JW, SF), November 2018	MAS	Closed *
Action 3	Governors to review parent consultation report and send comments to SF.	All Govs	Completed (see item 10)
Action 4	CB and MAS to carry out pupil voice visits, bring report to Term 1 or Term 2 GB meeting.	CB, MAS	In progress – Term 2 <b>Action 2</b>
Action 5	SF and RMo to meet with Comper governors to discuss funding and partnership working.	SF, RMo	Completed (see item 11)
Action 6	SF to circulate last year's GB self-evaluation report; governors to review report in advance of this year's GB self-evaluation discussion, Term 0 GB meeting.	SF, All Govs	Completed

### 6. Minutes of Full Governing Body meeting, 18 September 2018 ('Term 0')

*Document circulated via dropbox: interim minutes.*

Governors agreed that the minutes were an accurate record of the meeting and approved them, to be signed by the Chair and filed at the school.

### 7. Matters arising from the minutes

The following actions were reported.

	Action (by Term 1 GB meeting, unless stated otherwise)	Who	Outcome
Action 1	LB and the leadership team to draw up the SDP for 2018/19, for discussion and approval at next GB meeting, including how impact of planned actions will be monitored.	LB	Completed (see item 10)
Action 2	Governors to submit to SF proposed points for action based on outcomes of parent consultation.	All Govs	Completed (see item 10)
Action 3	SF to circulate to all governors details of how to access 'The Key for School Governors'.	SF	Completed

### 8. Headteacher's reports

#### • Headteacher's report – short-form report

LB presented her report and highlighted the following:

- The school is almost full. It currently has five spaces (only three when the census was completed last week).
- 37 pupils on roll (Reception to Year 6) are in receipt of Pupil Premium funding (compared to 41 last year); 11% of pupils are registered as having special educational needs and/or disabilities (SEND).
- Attendance is at 96.3%. Governors confirmed that this is an improvement, up from 96.1% last term. This is in part due to a robust attitude towards holidays in term time. Families had in some cases been persuaded to reduce planned two-week holidays to one week. Continuing efforts by staff were making a significant difference in improving attendance and punctuality. *A governor asked if comparison data could be included in future reporting of attendance: in particular, comparisons with figures from the previous term's HT report and for the same period last year?* Staff governors reported that this could be done relatively easily.

**Action 3: Comparison data to be included in future reporting to GB on attendance (including comparisons with figures from the previous term and for the same period last year).**

- The school is fully staffed. There are six new members of staff, including two new class teachers. There is currently a vacancy for a PE Coordinator as a result of an internal promotion. However, LB feels that the school is in a 'strong place' with PE thanks to support from an experienced external PE specialist.
- Premises improvements planned for the summer have almost been completed and were within budget. Staff and children are pleased with the work.

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- Towards the end of the 2017/18 academic year Larkrise School was placed in Special Measures by Ofsted after a difficult inspection, and as a result will be joining the River Learning Trust in February. This is likely to affect plans for collaboration between M&J and Larkrise, but M&J governors expressed a wish to maintain their relationship with Larkrise and work together on shared projects where appropriate.

*Governors asked about the secondary school destinations of last year's Year 6 children: in particular, were staff able to confirm that all the children had made transition to another school?* LB noted this safeguarding concern and confirmed that all the children were known to have started at another school.

*A governor asked about responses to the staff questionnaire.* LB reported that she had received only two replies. The replies received had been broadly positive. Comments included operational queries (e.g. on clarity over PE kit); one comment had suggested more support for supply teachers. *Governors asked whether future staff surveys could be designed so as to encourage more responses?* LB agreed this would be something to work on this year.

Governors noted plans for a new school website and agreed that this was an operational matter, not requiring input from governors. Governors had been involved in setting up the current website because of urgent need at a time when capacity had not been available in school. Staff and governors agreed that it would be important to allow adequate time for this process.

### • Comper – report

JG and LB reported that on a recent visit to Comper they had found the children engaged and focused on their activities, and the learning environment excellent. The M&J PTA have given Comper £1,000 towards developing the outdoor learning area. Transition of the current Year 1 children from Comper to M&J had gone well. LB also reported that she understands that the Reception children will undertake a baseline test this term.

See also item 11, below.

### 9. Headline updates from committees

*Standing item to improve communication and understanding by the whole GB of recent work of each of the main committees.  
Format: brief (two minutes) verbal report from the chair of each committee. Limited time available for questions, or reference to minutes.  
Longer discussion, if required, to be scheduled for later.*

Chairs gave short updates on recent work of their committees, including pupil data headlines and budget headlines. Chairs also outlined goals and priorities for their committees for 2018/19. Full minutes will be found in the dropbox.

### 10. School development

#### • School development plan, 2017/18 – final review

LB reported significant progress in 2017/18 towards the two main aims agreed:

- **To improve mathematics attainment and achievement by July 2018**
- **To further develop a school community based on trust, empathy and mutual respect**

Governors discussed LB's evaluation report and reviewed evidence to support this view.

*Improve mathematics attainment and achievement.* The school's 'maths mastery' project is proving successful, supporting high quality maths teaching with an emphasis on reasoning rather than repetition of techniques. LB reminded governors that Maths Coordinator Tom Peace had led well on this. Maths data is much improved and in-school maths assessments (PUMA) had showed 91% of Years 1–6 children at the expected standard by July 2018 (SDP target was 90%). Class teachers are clearer and more confident in teaching maths and through use of the PUMA assessment three times a year they are more accountable for outcomes for all children in their class. Key Stage 2 SATs data had been better than national for pupils reaching the expected standard, but staff had been disappointed that though more pupils than last year had reached 'greater depth' this number was not as high as had been expected. LB, CCW and the new Maths Coordinator have analysed this and will be working this year to adjust the scoring of in-school assessments, aiming for more accurate prediction. There had been significant improvement in pupils' progress in maths between Key Stage 1 and Key Stage 2. A governor noted that Ofsted had concluded that the drivers were in place for further improvement in attainment and progress in maths. LB reported that overall there was no sense of complacency and development of maths teaching would continue. Curriculum Committee governors confirmed that careful monitoring of teaching and outcomes in maths would be an ongoing priority.

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*Further develop a school community based on trust, empathy and mutual respect.* Progress on this is less easy to quantify but governors were pleased to note the scope and quality of measures implemented during 2017/18. LB's report gave details on initiatives leading to greater awareness and increased capacity to support children in school, including children with complex emotional and other needs.

LB noted that within the national education agenda there is increasing emphasis on considerations of mental health. LB commented also that identifying 'developing the whole child' as a priority in school planning for the longer-term (GB strategic planning meeting, 2016) had put the school 'ahead of the game'.

### • **School development plan, 2018/19 – discussion, approval; plans for monitoring**

LB presented this document. Governors noted that the main aims for 2018/19, discussed at previous GB meetings, had been slightly reworded:

- **To enrich the English curriculum and improve outcomes for all groups of pupils**
- **To further develop a school community which fosters personal well-being**

A full discussion followed during which governors made a number of points relating to the plan.

*Enrich the English curriculum and improve outcomes for all groups of pupils.*

- LB commented that this objective will lead to improved outcomes for pupils in many areas since English is one of the 'keys to the curriculum'.
- Governors noted that the emphasis on enriched curriculum is in line with Ofsted's new 'direction of travel', towards enriched curriculum rather than more narrow focus mainly on outcomes data.
- *A governor asked if plans included extra opportunities for creative writing in school, as requested by several children in the last post-it note consultation?* LB confirmed that plans were in place for this.
- LB confirmed that SC, English Coordinator, had a key role in drafting this section of the SDP.

*Further develop a school community which fosters personal well-being*

- LB confirmed that this objective was concerned with the well-being of all members of the school community, children and adults.
- Governors discussed the initiative to trial NVR (non-violent resistance) as a different approach to restraining children who are struggling to control their behaviour. BG gave details of this approach, which avoids physical intervention. Though more usually used in the home context it had been recommended to the school by the external (local authority) educational psychologist. It is widely used in schools across Europe but M&J may currently be the only UK school using it. The leadership team have decided to trial it as an alternative to the previous 'Team Teach' approach, more conventionally used, because staff feel that Team Teach is not in line with the ethos of the school. The trial is going ahead with active and committed support from the educational psychologist, who has some expertise in this approach.
- Governors noted that the school will run 'Family Links' workshops with parents. Senior staff will be allocated to run these workshops, raising their status, and all staff involved will receive training, including on exercising sensitivity on selecting and inviting attendees.
- Governors were pleased to note the intention to develop the outdoor courtyard as a resource for children who would prefer to spend playtime in a quieter space than the main playground. LB reported that she planned to approach the PTA for funds towards this initiative.

A governor thanked LB for incorporating into the plan more detailed notes on resources expected to be required to implement objectives.

Governors approved the new school development plan, 2018/19, and agreed that a twice-yearly review of progress towards objectives would be appropriate, including reports to governors for discussion in full GB meetings. LB confirmed that the plan would be published on the school website and updated there as appropriate.

### • **2017/18 parent consultation – points for action**

LB outlined planned measures that would address comments by parents and children, including:

- *PLUS Base* – Improving facilities and expanding the space, especially for Key Stage 2 children, is scheduled to happen in the next phase of refurbishment.

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- *More opportunities for sports in school and in after-school clubs* – Provision in school is being boosted with support from a specialist PE teacher. Premier Sports have been commissioned to support teams of boys and girls playing football, including in competitions with other schools. More after-school clubs will be provided as opportunities arise.
- *Year 1 and Year 6 children playing together during break time* – LB had been surprised to note some parents expressing anxiety about this; it had not previously been picked up as a cause for concern, and ‘buddying’ and ‘playground helper’ initiatives had been welcomed. The comments may have arisen from one or two particular cases at the time. Staff present at the meeting agreed that currently Year 1 children were not observed to be playing with the older children to a significant degree but this would be monitored.
- *Reducing sugar in school food* – LB did not recognise complaints that school lunches contains undue amounts of sugar/unhealthy desserts as menus are carefully balanced. Overall, fewer comments had been received about school food than in previous years. Menus will continue to include the extra vegetarian choice daily.

Governors thanked LB for this report.

### • **Autumn 2018 parent consultation (post-it boards) – planning**

Governors had agreed to conduct their usual post-it note survey again this year. This is generally timed to run alongside one or other of the school’s regular parent–teacher meetings (November and March) to allow governors to collect comments from as many parents as possible; it also means children can easily join in and post notes of their own. There was a discussion about timing. The advantage of a November survey is that it gives governors an opportunity to meet parents earlier in the year; a March survey would enable feedback on measures implemented as part of the school development plan. Governors discussed informal collection of views in November; agreed to run the full survey in March.

**Action 4: Governors to hold usual parent consultation (post-it boards) in March 2019, alongside Term 4 parent–teacher meetings.**

## 11. Partnership with Comper

### • **Partnership funding – report / • Future partnership working – discussion, planning**

Governors from M&J had met colleagues at Comper to discuss funding arrangements and the structure of the Comper/M&J partnership, currently and in the future. On 26 September a letter was received from Comper governors setting out a number of proposals. On 4 October the Finance, Premises & Staffing Committee had met and discussed the letter. The letter from Comper put forward a number of proposals:

- Comper has accumulated a £25,000 budget shortfall. The school currently has a unique set of circumstances, particularly in regard to staffing, that will enable it to recover £12,500 this year. Comper governors are asking M&J to contribute the remaining £12,500.
- Comper governors are also asking M&J governors to convene a working group to meet with a similar working group of Comper governors and prepare a new funding agreement, to replace the current arrangement when it expires in March 2019. Comper governors are proposing that the Comper working group will consist of the Chairs of their Resources and Teaching & Learning committees and another governor, supported by their school bursar.
- Comper governors propose that options from these discussions should be presented to the March 2019 meeting of the Comper/M&J Partnership Group.
- Comper governors recently raised the prospect of needing from M&J an extra £25,000 per year, in addition to funds transferred according to the current funding agreement between the two schools. Comper governors are committed to exploring, over the course of this school year, options to achieve a balanced budget for Reception.

Governors embarked upon a very thorough discussion of these points during which a number of issues were raised.

- The relationship between M&J and Comper is continuing to improve. For example, transition has been better again this year, and a very effective relationship is developing between the SENCOs at the two schools. Governors at M&J are concerned to avoid discord or disruption that could jeopardise this good work.
- Comper receive from M&J the full government funding pro rata for each pupil in Reception plus an additional ‘Mary & John uplift’, calculated as a percentage of the total of M&J government funding, which M&J had increased for 2018/19 from 1.25% to 1.5%. As a consequence, provision for children in Reception at Comper was funded at around £400 per head more than for children in Years 1–6 at M&J.
- PTA funds had also been transferred (£1,000).

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- There is no spare capacity in the 2018/19 M&J revenue budget. The additional £12,500 requested would have to be taken from planned spending which would have a direct impact on teaching and learning at M&J.
- Comper currently has 60 children on roll in Reception, compared to 57 last year. This full roll will have a positive impact on income for Comper next year.
- Similarly, M&J has an increased number of children on roll this year, which will result in extra benefit to Comper via the usual M&J uplift.
- The 'tapered' transition to the new national schools funding formula will result in M&J receiving slightly increased income over the next two years, which will also result in extra funds for Comper via the M&J uplift.
- M&J governors are committed to supporting the partnership with Comper. However, it was important to be aware that significant changes in government funding for nursery education, anticipated in the next few years, may affect the viability of the Comper setting as a whole as currently organised and make restructuring essential.

FPS governors had not been able to find any further ways to offer an increase in revenue funding without introducing an undue burden on provision for Y1–Y6 children, but presented an alternative proposal of a one-off transfer of an additional *capital sum* to Comper. The proposal was to transfer to Comper a sum equivalent to applying the 1.5% of the 2018/19 M&J uplift to the net proceeds to M&J of the sale of the Irving Building. This capital funding could be used by Comper to offset the cost of capital works carried out during the summer or planned for the future, thereby releasing out of the gift that Comper had received from the PCC a corresponding sum, previously allocated to capital, to income for other purposes. This would amount to transfer of the sum of around £16,000 (i.e. more than the £12,500 requested), as a *one-time additional measure, for capital spending*.

After careful consideration, governors agreed to accept the consequent detriment to planned capital works at Meadow Lane and endorse this proposal, on grounds of continuing commitment to supporting the partnership with Comper, and the need to protect the interests of YR children now and in the future. A governor noted that for accounting purposes it would be advisable to ask Comper for an outline account of capital works undertaken up to the amount of this £16,000 transferred.

Governors expressed concern that despite transitional extra funding agreed in 2016 Comper had not been able to restructure costs to match the available budget. There is little realistic prospect of M&J finding additional sums for future years at the level so far requested as this would be prejudicial to Y1–Y6 provision. Governors agreed with the proposal that a working group of M&J governors should be formed to look at future options in more detail, in collaboration with Comper's corresponding group. Governors agreed that the group should involve as many governors as possible with understanding and experience of the Comper partnership arrangements. Governors agreed that discussion of YR funding needs to be informed by considerations of quality of approach to teaching and learning and agreed therefore to mirror the model proposed by Comper and include in this working group governors from FPS and Curriculum Committee, with support from Kristy Bailey (School Business Manager). Governors agreed also that it was not necessary for Chairs of either or both GBs to be involved in these working group discussions though did not share the view expressed by Comper that such involvement would be inappropriate.

Finally, governors agreed with the suggested timetable, that initial proposals from the two working groups be presented to the March 2019 meeting of the Comper/M&J Partnership Group.

**Action 5: SF to communicate to the relevant governors at Comper the responses of the M&J GB to their recent letter on structure and funding of the Comper/M&J partnership.**

**Action 6: SF/RMo to convene a working group of M&J governors to liaise with Comper governors on plans for Reception funding and future Comper and M&J partnership working, and report at the next GB meeting.**

### 12. Pupil Premium annual statement – approval

Governors considered this statement, revised for 2018/19, which had been circulated prior to the meeting. Curriculum Committee governors confirmed that outcomes for children in receipt of Pupil Premium had been reviewed at the most recent CC meeting.

*A governor asked about support for encouraging attendance of PP children.* LB confirmed that the school has support from the local authority Attendance Officer.

Governors thanked CCW and LB for updating this statement and approved it, to be posted shortly on the school website.

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**13. Looked After Children annual report to Governing Body**

LB and BG outlined monitoring and support for Looked After Children in school. Individual Education Plans for LAC children are reviewed three times a year and outcomes data for these children are reviewed termly as part of regular analysis of vulnerable groups of pupils, with reporting three times a year to Curriculum Committee. Governors thanked LB and BG for this report.

**14. Child Protection & Safeguarding**

• **Child Protection & Safeguarding policy – approval**

Governors reviewed this document which is based on the local authority model policy, revised for 2018, and confirmed that it includes the usual statement clarifying that the GB and staff of Comper are responsible for the safeguarding of all children in Reception even though they are on the roll of M&J. Governors noted the importance of commonality between M&J and Comper safeguarding documentation and procedures to ensure protection for all children on roll and approved the policy, with one amendment, giving the name of Comper in full as 'Comper Foundation Stage School'.

**15. Provision for children with special educational needs/disabilities (SEND)**

• **SEND annual report to Governing Body**

BG presented this report, advised of a recent amendment, and highlighted a number of points:

- Though 'the gap' had increased there had been remarkable increases in the attainment of SEND pupils in school in 2017/18.
- M&J monitor to ensure that being 'summer born' is not a factor when placing a children on the SEND register, which can happen in cases where children have not developed age-specific skills, particularly in the early years; similarly, that having EAL is not a factor in this regard. Progress of these children is carefully tracked.
- In-school records for tracking of attainment and progress may now include a note of a child's 'birth story' (including experience of difficult or premature birth) as this can have an impact on development.

A governor congratulated BG on the policy of regular updates to staff training on 'anticipatory duty'. BG confirmed that this training had had a major impact especially on planning of trips and visits and reported that staff are now thinking more deeply about whether trips are fully inclusive and are making changes if needed. The school is aware that it is important to keep on top of this, and staff training on this will be revisited annually at the start of each academic year as part of whole-school commitment to inclusion.

Governors approved the report and thanked BG and MAS for their work on it.

• **SEND parent questionnaire – report**

Governors considered this report. Responses were uniformly positive about the school but the response rate was low (5/43 respondents). A governor queried whether the conclusion could reasonably be drawn that parents of SEND pupils were happy with the school. BG reported that parents had actively been sought out and asked to respond, and commented that the low response rate may reflect the fact that parents of SEND children are in frequent contact with staff about specific needs of their children and may not feel the need to give additional feedback via a questionnaire.

**16. Admissions for 2020/21, draft policy – short report**

EK reported that the Diocese had approved the revised policy, with one minor amendment, and it can now be published for consultation.

**17. Schools partnership and academy options – update**

Standing item – deferred to Term 2.

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### 18. General Data Protection Regulation – update

Standing item – deferred to Term 2.

LB reported that the new local authority model policy on data protection and the GDPR will be available shortly. Governors agreed that this should be discussed at the next GB meeting.

### 19. Visits to school by governors *(since Term 6 meeting, 3 July 2018)*

Governors had recorded 18 visits to school since the Term 6 GB meeting; other visits had also been made during this time. SF thanked governors for their visits and reminded everyone to record visits in the file at school reception.

### 17. Training undertaken by governors *(since Term 6 meeting, 3 July 2018)*

No training had been attended since the Term 6 GB meeting.

Three governors have booked to attend induction training in November. Curriculum Committee governors have booked to attend data training in March.

Governors will undertake other training as necessary in 2018/19. JS will maintain training records on GovernorHub.

### 21. Reports from committees/other groups

*Not for further discussion at this meeting. Notice only, of minutes circulated via the dropbox, or to be circulated.*

- Curriculum Committee – meeting 1 October 2018
- Finance, Premises & Staffing Committee – meeting 4 October 2018

Minutes were noted without comment (except as indicated in items above).

- Parent-Teacher Association – meeting 24 September 2018  
SF, RG and JW had attended this meeting. Staff members present included LB, JG and SC.

### 22. Dates of meetings for governors, 2018/19

Governors noted changes to dates as shown in the updated document.

### 23. Any other urgent business

SF asked governors to check the year plan for 'Term 0' reminders including confirming access to the dropbox, governor gmail and the *Key for School Governors*. The updated year plan is available in the dropbox ('Year plan of key Mary & John Governing Body tasks and dates, 2018/19', under 'Basic Information', 'Current Year').

JW and RG confirmed that she and RG would be attending the AGM of the PTA on 8 October 2018 and governors thanked them for this.

SF asked that future Full GB meetings start punctually at 7.00 pm.

### Future agenda items

- **GB** Annual Safeguarding report to Governing Body (Term 2)
- **GB** Summer 2018 pupil voice visits – report (Term 2)
- **GB** Governor training needs – review, plans for 2018/19 (Term 2)
- **GB** School development plan, 2018/19 – first review (Term 3)
- **GB** School Improvement System Leader visit, including Early Years – report of visit (2018/19)
- **GB** Schools partnership and academy options – update (standing item)
- **GB** General Data Protection Regulation – update (standing item)
- **A&A Committee, GB** Admissions policy, 2020/21 – consultation, approval (Terms 1–3)
- See also *Year plan of key Mary & John Governing Body tasks and dates, 2018/19*

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### Dates of next meetings

- PTA – Monday, 5 November 2018, 7.30 pm
- Comper/M&J Partnership Group – Thursday, 8 November 2018, 6.00 pm
- Curriculum Committee – Monday, 19 November 2018, 6.00 pm
- Finance, Premises & Staffing Committee – Thursday, 29 November 2018, 6.00 pm
- Full Governing Body (Term 2) – Monday, 3 December 2018, 7.00 pm

The meeting finished at 9.10 pm.

### Actions from meeting

	Action (by Term 2 GB meeting, unless stated otherwise)	Who	Outcome
Action 1	LB to confirm requirements of Public Sector Equality Duty Statement and discuss Equality Objectives with the Leadership Team, and report at GB meeting.	LB	
Action 2	CB and MAS to carry out pupil voice visits, bring report to Term 1 or Term 2 GB meeting.	CB, MAS	
Action 3	Comparison data to be included in future reporting to GB on attendance (including comparisons with figures from the previous term and for the same period last year).	LB, CCW	
Action 4	Governors to hold usual parent consultation (post-it boards) in March 2019, alongside Term 4 parent-teacher meetings.	All non-staff governors	
Action 5	SF to communicate to the relevant governors at Comper the responses of the M&J GB to their recent letter on structure and funding of the Comper/M&J partnership.	SF	
Action 6	SF/RMo to convene a working group of M&J governors to liaise with Comper governors on plans for Reception funding and future Comper and M&J partnership working, and report at the next GB meeting.	SF, RMo	

### Appendices – Documents presented/discussed

Agenda, Full GB meeting, 11 October 2018 (Term 1 meeting)
Full GB meeting, 3 July 2018 (Term 6 meeting) – minutes (interim)
Full GB meeting, 18 September 2018 ('Term 0' meeting) – minutes (interim)
Headteacher's short report: school context – September 2018
Evaluation of School Development Plan, 2017–2018 – Evaluation Point 3, July 2018
St Mary & St John CE Primary School, School Development Plan, September 2018–2019 – updated October 2018
Autumn 2018 parent consultation (post-it boards) – planning notes, 8 October 2018
Notes from meeting to discuss structure and funding of the Comper/M&J partnership, 10 September 2018
YR Funding – email from Ben Cairns, 26 September 2018
Funding for YR – letter from Ben Cairns, Heather Hamill – 26 September 2018
YR Funding – email from SF, 8 October 2018
Summary of discussion [of Comper funding] at Finance, Premises & Staffing Committee meeting, 4 October 2018
Summary of discussion [of Comper funding] at Finance, Premises & Staffing committee meeting, 4 October 2018 – figures corrected
Notes from meeting to discuss Comper funding transfer 2016–17, 25 April 2016 – CONFIDENTIAL
Pupil Premium strategy statement for St Mary & St John Primary School – September 2018
Child Protection & Safeguarding Policy for St Mary & St John Primary School – September 2018
St Mary & St John Primary School, SEND annual report to Governing Body – September 2018
St Mary & St John CE Primary School, Annual survey of parents of children with SEND – 2017/18
SDQ Scores 2017–18 – Assessment Point 3
Dates of meetings for Mary & John Governing Body, 2018/19 – updated 8 October 2018