

St John Chrysostom Federation Governing Body Meeting Minutes

Quorum: 6 (met at this meeting)

Chair: Tayo Adebowale

Clerk: David Pearce

Date of meeting: 23 September 2020

Venue: via conference video call

Attendance

Name	Governor type	'End of Term of Office' date	(P)resent / (Ap)ologies / (A)bsent
Tayo Adebowale	Foundation	18/12/20	P
Miranda Hall ***	Local Authority	18/12/20	P
Joanne Cleaver	Staff	18/12/20	P
Sam McVaigh	Co-opted	09/01/21	P
Iqra Choudry **	Parent	18/12/20	P
Syed Murtuza Baker ****	Parent	18/12/20	P
Sandra Palmer	Foundation	18/12/20	P
Fr Ian Gomersall *	Foundation	N/A	P
Dr Hussayn Salem	Co-opted	31/03/24	P
Gareth Elswood	Exec. Headteacher (EHT)	N/A	Ap
Nazia Arfin	Co-opted	09/01/21	A
Walid Omara	Co-opted	09/01/21	A

* left the meeting early, see item 6

** left the meeting early, see item 8

*** joined the meeting late, see item 8

**** left the meeting early, see item 8

Others present

Name	Role
David Pearce	Clerk, One Education
Fran Dean	Head of School, St Chrysostom's
Juliet Francis	Head of School, St John's

Agenda Items

1	Apologies and welcome
<p>The Clerk welcomed everyone to the 'remote' FGB meeting via conference video call, as a result of Covid-19 lockdown.</p> <p>Apologies were received and accepted from Gareth Elswood. The Chair read out a message of thanks from the EHT, and wished him a speedy recovery from Covid-19.</p> <p>Governors noted that Miranda Hall would join the meeting late due to an external appointment. Governors noted that Fr Ian would need to leave the meeting early due to an external</p>	

appointment.			
	Actions or decisions	Owner	Timescale

2	Declaration of interest in an item on this agenda		
There were no pecuniary interests expressed by the governors in regard to any of the items raised on the agenda.			
	Actions or decisions	Owner	Timescale

3	Chair and Vice Chair elections		
<p>The Chair encouraged governors to consider the positions of Chair and Vice Chair both for the FGB and committees.</p> <p>A governor commented it is important, particularly in the present circumstances, for ongoing stability.</p> <p>Governors noted that the NGA and The Key guidance advises best practice is for a Chair to be in post for no longer than six years, and for good succession planning to be established.</p> <p>The Chair encouraged interested governors to consider completing the NGA Chairs training course.</p> <p><u>Chair</u> Tayo Adebawale was unanimously elected as Chair of the Governing Body for a period of 1 year.</p> <p><u>Vice Chair</u> Miranda Hall was unanimously elected as Vice Chair of the Governing Body for a period of 1 year.</p>			
	Actions or decisions	Owner	Timescale
D	<ul style="list-style-type: none"> Tayo Adebawale elected as Chair 	Governing Body	1 year
D	<ul style="list-style-type: none"> Miranda Hall elected as Vice Chair 	Governing Body	1 year

4	Appointment of Governing Body clerk		
Governors appointed One Education as clerk to the Governing Body for the next academic year.			
	Actions or decisions	Owner	Timescale
D	<ul style="list-style-type: none"> One Education appointed as clerk to the Governing Body 	Governing Body	1 year

5	Minutes of the previous meetings and matters arising		
<p><u>23.6.20 FGB</u> The minutes of the previous meeting held on 23.6.20 were approved as an accurate record of the meeting. A copy will be signed at a future date for retention on file.</p>			

Matter arising

Page 3. Impact of Covid-19 is an ongoing item.
Page 4. Curriculum development is an ongoing item.

17.7.20 Additional FGB

The minutes of the previous meeting held on 17.7.20 were approved as an accurate record of the meeting. A copy will be signed at a future date for retention on file.

Matter arising

There were no matters arising.

14.9.20 Extraordinary FGB

The minutes of the previous meeting held on 14.9.20 were approved as an accurate record of the meeting. A copy will be signed at a future date for retention on file.

Matter arising

There were no matters arising.

	Actions or decisions	Owner	Timescale
D	<ul style="list-style-type: none">Minutes of previous meeting 23.6.20 approved	Governing Body	
D	<ul style="list-style-type: none">Minutes of previous meeting 17.7.20 approved	Governing Body	
D	<ul style="list-style-type: none">Minutes of previous meeting 14.9.20 approved	Governing Body	

6 **Governing Body housekeeping**

6.1 Terms of Reference (ToR)

6.1.1 ToR GB

There have been no changes to the ToR since they were last reviewed.
Governors approved the ToR GB.

6.1.2 ToR Curriculum

There have been no changes to the ToR since they were last reviewed.
Governors approved the ToR Curriculum.

6.1.3 ToR Pay

There have been no changes to the ToR since they were last reviewed.
Governors approved the ToR Pay.

6.1.4 ToR Policy

There have been no changes to the ToR since they were last reviewed.
Governors approved the ToR Policy.

6.1.5 ToR Finance

There have been no changes to the ToR since they were last reviewed.
The ToR will be circulated to governors following the GB meeting.

Governors approved the ToR Finance.

Q. Can the ToR format be aligned across all five ToRs?

Yes, this will be done.

** Fr Ian left the meeting*

6.2 NGA Code of Conduct

Governors approved the code of conduct.

6.3 2019-20 meeting schedule

Governors received and noted the meeting schedule, which was approved at a previous FGB meeting.

6.4 Annual declaration of pecuniary interests form

Governors will complete the annual declaration of pecuniary interests form and email it to the clerk.

6.5 Annual confirmation of eligibility form

Governors will complete the eligibility form and email it to the clerk.

6.6 Governor Skills Audit

Governors will complete the latest NGA skills audit template and email it to the clerk. The consolidated 'heat map' information will be discussed at a future FGB meeting.

6.7 Governing Body committee memberships

Governors received and noted the 2019-20 Governing Body committees memberships report, which listed all governors, with their current committee memberships and link governor roles.

The following changes were made for 2020-21:

Iqra Choudry no longer a member of the Finance committee

Iqra Choudry member of the Curriculum committee

Dr Hussayn Salem member of the Finance committee

Joanne Cleaver as Attendance link governor (agreed later in the meeting, see item 8.1)

6.8 Link governors

This item was discussed during item 6.7.

6.9 Governor vacancies

Governors noted there is one Co-opted governor vacancy. The Chair is seeking advice from MCC on identifying a new governor to join the FGB.

6.10 Governor training

Governors noted they have access to governance training programme published by One Education for 2020-21.

Dr Hussayn Salem is booked on the new governor induction course.

6.11 Governor visits

Governor visits have been curtailed due to the Covid-19 pandemic. Governors will provide a verbal update as part of agenda item 9.

	Actions or decisions	Owner	Timescale
D	<ul style="list-style-type: none">ToR GB approved	Governing Body	

D	• ToR Curriculum approved	Governing Body	
D	• ToR Pay approved	Governing Body	
D	• ToR Policy approved	Governing Body	
D	• ToR Finance approved	Governing Body	
A	• Align format of all five ToRs	Clerk	1 Dec 20
D	• Code of conduct approved	Governing Body	
A	• Complete declaration of pecuniary interests form	All governors	As soon as
A	• Complete governor eligibility form	All governors	As soon as
A	• Complete Skills Audit	All governors	As soon as

7 Heads of School Report

The HoS St C and the HoS St J presented their report and the following points were raised / highlighted in discussion.

Celebrations

Every class teacher hosted a Zoom welcome session with the parents in the first full week of term

Children at both schools have settled back into the 'new normal' school life extremely well.

They have followed all new guidance, shown an enthusiasm for their learning; and behaviour has been exemplary

The new Y4 classrooms at St C have been completed and now provide bright and airy teaching zones for the children

The drainage at St J has been fixed and the quad area fully renovated to provide a large, safe outdoor learning area for Y1 pupils

Admissions

Reception children are all in school, with numbers remaining high in both schools.

St J number on roll (Reception) is 58; St C number on roll (Reception) is 59.

All Nursery children at both schools have now also been admitted and are settling in well.

Pupil information

Where FSM is Free School Meals, and EHCP is Education, Health and Care Plan

	Total pupils	FSM	EHCP
St J	473	151 (32%)	11 (2%)
St C	449	126 (28%)	10 (2%)
National		16%	2%

Staffing

Governors welcomed the news that both schools are well staffed and there are no teaching vacancies. Both schools have an additional teacher assigned to the Y6 cohort to ensure small class sizes support accelerated progress for all children. The same model has been applied in other year groups that have been identified to required additional support, forming part of the

federation's Covid catch-up strategy. Neither school has any staff on long term sickness or on performance action plans.

A permanent appointment of a KS2 AHT has been made at St J.

Ofsted

Behaviour & Attitudes are graded Good at both schools in relation to the previous inspection grades from Ofsted. There have been no permanent exclusions at either school over the last 3 years. There have been no fixed-term exclusions at either school in the last year, with no children are at risk of exclusion.

At St C, the school team has benefitted from the learning in the recent Ofsted experience at St J and is preparing for a full Ofsted inspection in the near future.

Mobility

Governors noted the mobility of the schools' children continues to present daily challenges as children arrive and leave 'in-year'. Many children start at the one of the schools and then have new accommodation allocated by the City Council; this requires them to move schools in order to be within walking distance. Mobility has continued throughout the lockdown period.

Special Educational Needs and Disabilities

Governors welcomed the news that the federation teaching teams have been provided with training and processes to enable them to accurately identify pupils with SEND and provide effective first-response support. An SEND referral procedure has now been embedded across the federation.

Standards

Governors noted that, due to the Covid-19 pandemic, statutory assessments did not take place in primary schools in the UK this year. Both schools are currently in the process of gathering baseline assessment data in order to understand the needs of the children post-lockdown. The federation has high expectations of its teaching teams and children; detailed plans are in place to provide a high quality education to support its children to catch up in line with national expectations.

Finance

From September 2020, the government has proposed an increase to teacher pay ranges (from 2.5% to 5.5% depending on the teacher scale point) for those employed under the terms of the School Teachers' Pay and Conditions Document (STPCD). This would impact on the budget from April 2021. The federation had budgeted for a 3% uplift for all staff.

Catch-up funding

As a result of the impact on children's education, due to the lockdown, the government announced catch-up funding which is allocated on the basis of £80 per pupil from Reception through to Y11. The federation expects to receive around £32,000 per school, dependent on the October 2020 census.

The Education Endowment Foundation (EEF) has published a support guide for schools with evidence-based approaches to catch up for all students.

Capital projects

At St C, there is a new Y4 learning space and a new healthy walking space.

At St J, there is a new Y1 play area; with the kitchen refurbishment and drainage works completed.

Curriculum

Intent

The federation Intent statement was reviewed by governors in the summer term; refinements are being made following feedback received.

During school lockdown, subject leaders received training and mentorship from more experienced colleagues about the 3 I's in relation to their subject areas. Core subject leaders' ability to clearly articulate the intention of their subject was quality assured by Angela Westington (LA Advisor) in a video training session in the summer term.

Implementation

During the covid catch-up period, both schools will continue to provide a broad and balanced curriculum.

Impact

Pupil outcomes remain the most important aspect of both schools' work. This is Key Priority 1 on the School Development Plans

Y2 Phonics

The schools are required to deliver the phonics screening test, which was missed in Y1 due to school closures, to Y2 pupils later this term.

Relationships & Health Education (RHE)

It is now statutory for schools to begin teaching RHE by summer term 2021. The title has been changed to reflect the fact that Sex Education is not statutory in primary schools. Consultation with parents will resume later in the autumn term.

Risk Assessment

St C was randomly chosen for a Covid safety audit as part of MCC's review of 10% of schools. Governors welcomed the news that the audit was successful and no recommendations were made.

Governors noted the five key strategies in place to make the schools safe for staff and pupils:

- Enhanced cleaning routines
- Track and trace arrangements
- Respiratory hygiene
- Hand hygiene
- Robust bubbles

Remote Home Learning

Teachers and TAs have received training on the most effective strategies for remote home learning (based on EEF guidance). The approaches have been practiced with children and parents.

Covid positive cases

Governors noted:

- St J 1 staff member tested positive
- St C 2 staff members tested positive
- 2 federation staff tested positive
- 1 pupil has tested positive

Q. What are the current implications for children?

At St C: two bubbles are shut; Y6 are shut until 28 September; Reception bubble is shut until 5 October. At St J: the Y1 bubble has now returned to school.

Governors noted the two HoS only communicate by phone and zoom calls, with no face to face meetings. Both schools are located in covid 'hot spots'.

Q. Within the staffing structures, are there two or three AHTs now?

There is an early reading AHT position for one year only, in support of covid catch-up.

Governors noted the robustness of the federation, guided by good strong leadership.

Q. How is the school assessing the impact on children in terms of access to education?

The school development plans identifies the baseline work being done now.

In terms of physical and mental wellbeing, the school launched a number of rainbow projects with children, and looked at literature that represented the colour. Assemblies have used Captain Tom Moore as an inspirational example.

Baseline assessments are taking place. There are mobility challenges, and a small number of parents have genuine concerns and are reluctant to send their children to school.

Governors noted the hard work put in by the whole staff teams across the federation.

School Development Plans (SDP) 2020-21

Governors noted the SDPs are very similar across the two schools, with slight differences such as St C also focussing on being Ofsted ready.

The SDPs key priorities (KP) are:

KP1 – outstanding teaching & learning; targeted academic support; wider strategies

KP2 – Curriculum Intent; Implementation; Impact

The KPs will feed into teacher appraisal targets.

The staff governor commented that it is a real challenge for teachers at this time. Teachers are seeking to do their absolute best for the children. Thank you that governors recognise all the hard work of the staff.

Governors thanked the Heads of School for their report, and the School Development Plans.

	Actions or decisions	Owner	Timescale

8 Policies

The Chair of the GB asked the Policy committee chair to present the policies to governors on behalf of the EHT.

Governors noted the history of why the GB had established a separate Policy committee in the first place. This has successfully allowed governors to focus at a detailed level on policies in one meeting, rather than this taking up significant time at a GB meeting; this also enabled governors to be much more strategically focussed at GB meetings.

The Policy committee chair informed governors that he was, once again, pleased with the quality of preparation completed by the schools for the Policy Committee meeting. He assured governors that detailed scrutiny had taken place with all of the policies presented.

*** Iqra Choudry left the meeting*

**** Miranda joined the meeting*

8.1 Attendance Policy

This is a new policy based on the MCC model policy.

The policy has a Covid-19 appendix:

Manchester City Council Attendance in Education Toolkit

COVID-19 School Attendance Policy Modification

Addendum to Attendance Policy for St John Chrysostom Federation

Context: This addendum is for use as children return to school in September 2020 and during the risk of COVID-19 infection.

'The school's attendance expectations are as follows:

To help keep ourselves, our friends and family safe, we:

have extended the morning routine, doors are open now from 8.30am till 9.00am

have extended the evening routine – EYFS can be collected from 3.00pm

increased cleaning routines throughout the school day

created year group bubbles to limit the children mixing with other children'

Governors noted these strategies have been shared with parents.

Governors welcomed the news that there is a steady flow of parents/carers with their children in the morning during the designated half hour.

The policy appendix has been updated, following feedback actions agreed at the Policy committee, to remove references to behaviour.

Q. The policy references the need to identify a lead governor to monitor attendance, when will we cover this?

Governors agreed to return to this question after all policies have been presented.

Governors ratified the Attendance policy.

8.2 Safeguarding Policy St C

Staff have been briefed on KCSIE (1 Sep 2020), and received training at an INSET day. The link governor for Safeguarding has also reviewed the policy with no requests for changes. The changes are ensuring the latest guidance is incorporated into the policy. Governors noted that both policies are the same except for the named DSLs and Deputy DSLs at each school.

Governors ratified both Safeguarding policies.

8.3 Safeguarding Policy St C

See item 8.2.

8.4 Data Protection & Privacy Notice (DPPN)

There have been a small number of minor, administrative and practical, changes to the policy only.

Governors ratified the DPPN.

8.5 Leave of Absence Policy (LoA)

There have been a small number of minor, administrative and practical, changes to the policy only.

Governors ratified the LoA policy.

8.6 Pay Policy

The policy has been updated with the latest published pay scales, together with administrative changes to reflect the latest academic year.

Governors ratified the Pay policy.

8.7 Health and Safety (H&S) Policy

Governors noted there have been no changes to the policy. The committee chair highlighted that the policy is working well, and is clearly a well written policy given that no changes have been required for a number of years.

Governors are encouraged to take time to re-read the H&S policy in full, as the GB has a collective responsibility for H&S.

Governors ratified the H&S policy.

8.8 Administration of Medicine and First Aid at School (AMFA) Policy

Governors noted that some wording needs updating, including some of the wording in section 9. The policy currently names a specific list of four staff who can administer; however, now all TAs have been trained first aiders and within each bubble there are at least two first aiders.

The school will make the discussed changes following this meeting.

Governors approved the AMFA policy subject to amendments.

8.9 Behaviour Policy

There were no changes to the policy, and the Behaviour policy was ratified.

8.10 Child Protection Policy (CP)

There were no changes to the policy, and the CP policy was ratified.

8.11 Charging Policy.

There were no changes to the policy, and the Charging policy was ratified.

8.12 Scheme of Financial Delegation (SFD)

There were no changes to the SFD, and the SFD was ratified.

8.13 Operational Financial Procedures (OFP)

There were no changes to the OFP, and the OFP was ratified.

8.14 Appraisal Policy

There were no changes to the policy, and the Appraisal policy was ratified.

8.15 SEND Policy

The policy has been updated with dates in relation to the updated KCSIE (1 Sep 2020).

Governors reflected on the discussion at last year's policy meeting, regarding references within the policy for SEN and for D. The FBM has checked the policy and the references are consistent throughout.

Reflecting on the discussion at the previous meeting, it was agreed that the committee should ask the SEND link governor to give some thought and provide assurance around how clarity and guidance is provided to parents of children with a disability.

Governors ratified the SEND policy.

The Chair thanked the Policy committee chair for his diligence and leading on the presentation of the policies.

The staff governor offered to take on the role of link governor for attendance. This will work especially well at the present time, where lockdown prevents other governors to come in to school.

The HoS St C explained how the role would work with the Heads of School on a day-to-basis.

Governors agreed that an attendance update, from the newly approved link governor for attendance, will be provided at future FGB meetings.

Q. How is children attendance reported where they are in quarantine?

There is a new code X for attendance to designate when a child is in quarantine due to Covid-19. The Heads of School receive daily reports on attendance every day, for review and identifying subsequent actions.

Q. Given the numbers of staff that are either ill or self isolating, is there any anxiety amongst parents about Covid-19?

Remarkably, no not at the moment. Initially, when the Y6 class was sent home, there was initially lower attendance but this has now gradually risen back up.

A parent governor echoed what the Hos had explained. Initially parents in the community were concerned but now accept that this is now part of life. Parents are happy with all the steps that the school is taking to minimise the risks for everyone.

**** *Syed Baker left the meeting*

	Actions or decisions	Owner	Timescale
D	<ul style="list-style-type: none"> Attendance policy ratified 	Governing Body	
D	<ul style="list-style-type: none"> Safeguarding policy St J ratified 	Governing Body	
D	<ul style="list-style-type: none"> Safeguarding policy St C ratified 	Governing Body	
D	<ul style="list-style-type: none"> DPPN ratified 	Governing Body	
D	<ul style="list-style-type: none"> LoA policy ratified 	Governing Body	
D	<ul style="list-style-type: none"> Pay policy ratified 	Governing Body	

D	<ul style="list-style-type: none"> H&S policy ratified 	Governing Body
D	<ul style="list-style-type: none"> AMFA approved subject to amendments 	Governing Body
D	<ul style="list-style-type: none"> Behaviour policy ratified 	Governing Body
D	<ul style="list-style-type: none"> CP policy ratified 	Governing Body
D	<ul style="list-style-type: none"> Charging policy ratified 	Governing Body
D	<ul style="list-style-type: none"> SFD ratified 	Governing Body
D	<ul style="list-style-type: none"> OFP ratified 	Governing Body
D	<ul style="list-style-type: none"> Appraisal policy ratified 	Governing Body
D	<ul style="list-style-type: none"> SEND policy ratified 	Governing Body

9	Link governor updates		
<p><u>Link governor for SEND</u> Governors noted that the governor has met with the Federation SENCo. As the governor had to leave this meeting early, a verbal update will be given at the next meeting.</p> <p><u>Link governor Capital works</u> Governors noted the Capital works meeting has been held and there are no areas of concern to highlight. Tayo, Miranda and Sam had met with the EHT.</p> <p><u>Link governor for Curriculum (Y1)</u> The link governor had a (with mask) brief school visit to Y1 area, when no children were in school. Governors welcomed the news that the new arrangements for Y1 have been done in line with the policy.</p> <p>Governors noted that MCC policy is for no onsite school visits at the present time, but that governors complete visits where practical online.</p>			
	Actions or decisions	Owner	Timescale
A	<ul style="list-style-type: none"> SEND link governor update as agenda item 	Clerk / Chair	1 Dec 20
A	<ul style="list-style-type: none"> Online governor visits as action item 	Clerk / Chair	1 Dec 20

10	Any other business		
<p>H&S will be included as an item for further discussion at the next FGB meeting.</p> <p>The Chair thanked the whole staff for all their hard work and dedication at this challenging time; and thanked governors for their continuing commitment.</p>			
	Actions or decisions	Owner	Timescale
A	<ul style="list-style-type: none"> H&S discussion as agenda item 	Clerk / Chair	1 Dec 20

Date and time of next meeting:

1 December, 2020 at 6.00pm at St Chrysostom's

Actions List

Agenda item	Action	Owner	Timescale
6	Align format of all five ToRs	Clerk	1 Dec 20
6	Complete declaration of pecuniary interests form	All governors	As soon as
6	Complete governor eligibility form	All governors	As soon as
6	Complete Skills Audit	All governors	As soon as
9	SEND link governor update as agenda item	Clerk / Chair	1 Dec 20
9	Online governor visits as action item	Clerk / Chair	1 Dec 20
10	H&S discussion as agenda item	Clerk / Chair	1 Dec 20