

# St John Chrysostom Federation Governing Body Meeting Minutes

**Quorum: 6 (met at this meeting)**

**Chair: Tayo Adebowale**

**Clerk: David Pearce**

**Date of meeting: 23 June 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
Gareth Elswood	Exec. Headteacher (EHT)	N/A	P
Joanne Cleaver	Staff	18/12/20	P
Sam McVaigh	Co-opted	09/01/21	P
Syed Murtuza Baker **	Parent	18/12/20	P
Sandra Palmer	Foundation	18/12/20	P
Fr Ian Gomersall ***	Foundation	N/A	P
Miranda Hall * ****	Local Authority	18/12/20	P
Hussayn Salem *	Co-opted	31/03/24	P
Nazia Arfin	Co-opted	09/01/21	P
Iqra Choudry	Parent	18/12/20	Ap
Walid Omara	Co-opted	09/01/21	Ap

\* joined the meeting late, see item 5

\*\* left the meeting early, see item 5

\*\*\* joined the meeting late, see item 9

\*\*\*\* left the meeting early, see item 9

## Others present

Name	Role
Fran Dean	Head of School, St Chrysostom's (St C)
Juliet Francis	Head of School, St John's (St J)
Laura Losada	Reading; Assistant Headteacher
Kate Penny	SENDCo, Assistant Headteacher
Emily Aaron	KS2; Assistant Headteacher at St C
Anne Burke	Federation Business Manager
David Pearce	Clerk, One Education

## Agenda Items

<b>1</b>	<b>Welcome and apologies</b>
<p>The Chair 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 Iqra Choudry and Walid Omara.</p>	

	<b>Actions or decisions</b>	<b>Owner</b>	<b>Timescale</b>

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

<b>3</b>	<b>Minutes of the previous meeting 31.3.20 and matters arising</b>		
The minutes of the previous meeting held on 31.3.20 were approved as an accurate record of the meeting. A copy will be signed at a future date for retention on file.			
<u>Matters arising</u> There were no matters arising that were not included in the agenda.			
	<b>Actions or decisions</b>	<b>Owner</b>	<b>Timescale</b>
D	<ul style="list-style-type: none"> <li>Minutes of previous meeting approved</li> </ul>	Governing Body	

<b>4</b>	<b>Committee meeting minutes</b>		
<p><u>8.6.20 Finance, Premises &amp; Personnel Committee</u> Governors received and noted the minutes.</p> <p>The Analysis of Reserves, Cashflows and Budget Closedowns were approved for both schools.</p> <p>Asbestos Governors had noted that all asbestos related actions had been completed within 28 days. Over the summer holidays once the new building work is complete, a further asbestos survey will be completed. The school will send the report to the committee Chair, the H&amp;S governor and the Chair of the LGB. The report will include any recommendations for remedial work.</p> <p>Q. Has the Covid-19 pandemic had any financial impact on the schools, such as families moving away from the area? It is too early to make that assessment. Any financial impact would be in a year's time. Governors agreed to discuss this topic again at Period 6.</p> <p><u>11.6.20 Curriculum &amp; Standards Committee</u> Governors received and noted the minutes.</p> <p>Governors welcomed the work ongoing with learning. Governors discussed their deep concern for pupil welfare and the gap in pupil learning as a result of the pandemic. Governors were presented the Federation Curriculum Intent Statement, as part of the school's preparation for an expected Ofsted inspection at St C in the next academic year. Governors reviewed and approved the Safeguarding Policy Covid-19 addendum, as part of a statutory requirement to cover safeguarding during the pandemic.</p>			
	<b>Actions or decisions</b>	<b>Owner</b>	<b>Timescale</b>

A	<ul style="list-style-type: none"> <li>Impact of Covid-19 on the school's finances</li> </ul>	Governing Body	Autumn 2020
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<b>5</b>	<b>EHT Report</b>
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The EHT presented his report and the following points were raised/highlighted in discussion.

The schools continue to be open, serving the communities and providing education for key worker, and vulnerable, pupils.

Governors welcomed the news that there are no staffing or wellbeing concerns to note.

The school is preparing to be fully operational in September. Further deep cleaning will take place over the summer period. Government guidance is updated/published on a regular basis; school leaders continue to adopt the guidance.

Y1 and Y6 pupils have started to return to school, with around 8 to 10 pupils in school each day. Staff are working on a rota basis in school in support of key worker provision.

The school is posting lots of information via its twitter accounts including celebrations of childrens work.

Federation pupil information as of 27 February 2020

St J	Year group	All pupils	PP	EHCP
	All	494	143	12
St C	Year group	All pupils	PP	EHCP
	All	472	152	11

Pupils continue to have access to online learning, work packs or attend school if required. Work is uploaded to the school website each day.

#### Safeguarding

All vulnerable pupils (child protection and children in need) have been RAG rated in CPOMS, with individual risk assessments completed for all vulnerable pupils and pupils with EHC plans. Pupils with EHC plans have one to one online sessions on a weekly or twice weekly basis.

Teaching staff make regular welfare calls to the families to keep in touch.

The school is in regular contact with social workers where a need is identified. All safeguarding processes and systems continue on a robust basis.

The school is also assisting a number of the most vulnerable families with food provisions.

End of year reports have been completed and sent to parents.

#### Capital Buildings update

##### St J - Commercial Kitchen refit

The first phase has seen new windows fitted and an external door. New plastic hygiene surfaces are now partially installed in side the kitchen and dining hall.

##### St C - Classroom project

The project is well underway and due for completion in August 2020 ready for September opening.

## Curriculum

Governors received and noted the Curriculum Intent Statement (CIS), which was presented at the last Curriculum meeting.

The Federation team has worked collaboratively to create a text-led creative curriculum that is bespoke to its context. The curriculum is ambitious, and is designed to give all learners the knowledge and cultural capital they need to succeed in life; it is coherently planned and sequenced to cumulatively provide sufficient knowledge and skills for future learning and employment. Pupils study the full National Curriculum (2014) as a basic entitlement, and the schools creative approach provides enrichment beyond this; a broad and balanced, aspirational and exciting curriculum.

The curriculum is underpinned by four themes, being

- Communication, language & literacy
- City living
- Aspirations
- Celebrating diversity

Governors were reminded of the importance of being fully informed of the CIS as this will form part of key conversations with Ofsted inspectors.

Governors agreed to have Curriculum development as a standing item at future GB meetings.

Governors thanked the EHT for his report.

*\* Dr Hussayn Salem joined the meeting*

*\*\* Syed Baker left the meeting*

Q. What are the key challenges in being ready for September?

One of the challenges has been the national guidance being published on a piecemeal basis which is taking a lot of time to work through. The school expects it will take time for all children to return to school, in terms of attendance figures. The school is ready from a staffing and resources perspective. The school will communicate further with parents closer to September. A key challenge will be the curriculum catch up programme.

A governor thanked the school for their regular and timely communications with families.

Q. Is there enough space available for all pupils to return to school, even if 1 metre social distancing?

It is not feasible to welcome all pupils back to school and social distance. The school footprints don't have the additional space available. Additional measures in relation to additional cleaning, hand sanitiser, PPE and clear signage are in place.

Q. Is antibody testing part of any requirements for specific individuals?

There is no specific testing place for schools, only the established national testing. The nearest centre is the Etihad stadium. The guidance is to get tested if you are showing any of the identified symptoms.

	<b>Actions or decisions</b>	<b>Owner</b>	<b>Timescale</b>
A	<ul style="list-style-type: none"><li>• Curriculum development as agenda item</li></ul>	Clerk/EHT	Ongoing

## 6 Budget planning

Governors reviewed the budget information that had been presented and approved at the Finance Committee meeting. The summary information is set out below.

St John's (St J) and St Chrysostom's (St C) Year End 2019-20.

### Revenue (£)

	St J	St C
Surplus b/f	278,872	316,131
Revenue budget	2,583,166	2,537,603
In year expenditure	2,743,160	2,708,829
Surplus c/f	118,878	144,905

### Capital (£)

	St J	St C
Surplus b/f	18,764	26,279
Capital budget	259,715	268,656
In year expenditure	271,711	291,163
Surplus c/f	6,768	3,772

Governors ratified the 2019/20 Budget closedown for St J.

Governors ratified the 2019/20 Budget closedown for St C.

Governors ratified the Analysis of Reserves (AoR) for St J.

Governors ratified the AoR for St C.

Governors ratified the cashflow forecast for St J.

Governors ratified the cashflow forecast for St C.

### 3 Year budget projections

Governors noted that the budgets support 2 form entry, and 3 class teachers in Y6 which facilitates better class sizes.

#### St J (£)

	2020-21	2021-22	2022-23
Surplus/(Deficit) b/f	118,879	18,696	76,947
In year Income	2,665,692	2,693,204	2,670,421
In year Expenditure	2,765,875	2,634,953	2,704,769
In year Surplus/(Deficit)	(100,183)	58,251	(34,348)
Surplus/(Deficit) c/f	18,696	76,947	42,599

#### St C (£)

	2020-21	2021-22	2022-23
Surplus/(Deficit) b/f	144,905	30,717	224,375
In year Income	2,550,735	2,586,179	2,568,054
In year Expenditure	2,664,923	2,392,520	2,474,142
In year Surplus/(Deficit)	(114,189)	193,658	93,912
Surplus/(Deficit) c/f	30,717	224,375	318,287

Governors approved the 3 Year budget projection for St J.

Governors approved the 3 Year budget projection for St C.

	<b>Actions or decisions</b>	<b>Owner</b>	<b>Timescale</b>
D	<ul style="list-style-type: none"> <li>2019-20 Budget closedown for St J ratified</li> </ul>	Governing Body	
D	<ul style="list-style-type: none"> <li>2019-20 Budget closedown for St C ratified</li> </ul>	Governing Body	
D	<ul style="list-style-type: none"> <li>2019-20 AoR for St John's ratified</li> </ul>	Governing Body	
D	<ul style="list-style-type: none"> <li>2019-20 AoR for St C ratified</li> </ul>	Governing Body	
D	<ul style="list-style-type: none"> <li>Cashflow forecast for St J ratified</li> </ul>	Governing Body	
D	<ul style="list-style-type: none"> <li>Cashflow forecast for St C ratified</li> </ul>	Governing Body	
D	<ul style="list-style-type: none"> <li>3 Year budget projection for St J approved</li> </ul>	Governing Body	
D	<ul style="list-style-type: none"> <li>3 Year budget projection for St C approved</li> </ul>	Governing Body	

<b>7</b>	<b>Staffing structure 2020-21</b>		
<p>Governors received and noted the Federation staffing structure 2020-21, which is fully supported by the submitted budgets.</p> <p>Governors approved the Federation staffing structure 2020-21.</p>			
	<b>Actions or decisions</b>	<b>Owner</b>	<b>Timescale</b>
D	<ul style="list-style-type: none"> <li>Staffing structure 2020-21 approved</li> </ul>	Governing Body	

<b>8</b>	<b>Policies</b>		
<p><u>Safeguarding Policy Covid-19 addendum</u>  Governors received and noted the Safeguarding policy Covid-19 addendum. The addendum had been reviewed and approved at the Curriculum meeting.</p> <p>Governors ratified the Safeguarding policy Covid-19 addendum.</p>			
	<b>Actions or decisions</b>	<b>Owner</b>	<b>Timescale</b>
D	<ul style="list-style-type: none"> <li>Safeguarding policy Covid-19 addendum ratified</li> </ul>	Governing Body	

<b>9</b>	<b>Governing Body housekeeping</b>		
<p>The Chair welcomed Dr Hussayn Salem as a new co-opted governor on the Governing Body, and thanked the H&amp;S governor for having taken on the role as the new governor 'buddy' at Dr Hussayn's recent governor induction meeting.</p> <p><i>** Fr Ian joined the meeting</i></p> <p><u>2020-21 Governing Body meeting schedule</u>  Governors received and noted the 2020-21 meeting schedule.</p> <p>Governors approved the 2020-21 meeting schedule.</p>			

\*\*\* *Miranda Hall left the meeting*

Link Governor visits

Literacy

The Literacy link governor has completed an online school visit using zoom. The governor met with subject leaders and had a productive meeting. A school visit report will be provided at a future meeting.

Safeguarding

Governors received and noted the St J school visit report from the Safeguarding link governor. No issues were raised, and the visit included a review of the school's single central record (SCR).

	<b>Actions or decisions</b>	<b>Owner</b>	<b>Timescale</b>
D	<ul style="list-style-type: none"><li>2020-21 Governing Body meeting schedule approved</li></ul>	Governing Body	

**10 Any other business**

The Chair's concluding remarks included thanks to the whole staff team and governors.

	<b>Actions or decisions</b>	<b>Owner</b>	<b>Timescale</b>

**Date and time of next meeting:**

**Wednesday 23 September 2020 at 4.00pm  
via Zoom**

