

# St John Chrysostom Federation Governing Body Meeting Minutes

**School: St John Chrysostom Federation**

**Quorum: 7 (met at this meeting – 50% of governors in post, rounded up)**

**Chair: Miranda Hall**

**Clerk: Amy Unwin**

**Date of meeting: 24 September 2024**

**Venue: St Chrysostom's school**

## Attendance

Name	Governor type	'End of Term of Office' date	(P)resent / (Ap)ologies / (A)bsent
Dr Miranda Hall	Local Authority	18/12/24	P
Dr Tayo Adebawale	Foundation (DBoE appointed)	20/06/25	P
Gareth Elswood	Exec. Headteacher (EHT)	<i>ex officio</i>	P
Joanne Cleaver	Staff	18/12/24	P
Sam McVaigh	Co-opted	09/01/25	P
Fr Lee Wood*	Foundation	<i>ex officio</i>	P
Dr Syed Murtuza Baker	Parent (St C)	18/12/24	P
Sandra Palmer	Foundation (PCC appointed)	18/12/24	P
Mohammad Zaman	Parent (St J)	18/12/24	P
Dr Imogen Durant	Co-opted	14/03/26	P
Georgina Lewis	Associate	31/09/28	P
Dr Areeha Sultana	Associate	31/09/28	P
Rosie Mason	Co-opted	07/12/25	Ap
Anna Simpson	Co-opted	07/12/25	Ap

*\*joined the meeting see item 5*

## Others present

Name	Role
Anne Burke	School Business Manager (SBM)
Jens Niedzwiedski*	Head of School (HoS), St Chrysostom's (St C)
Amy Flint	HoS, St John's (St J)
Amy Unwin	Clerk, One Education

*\*left the meeting see item 7*

## Agenda Items

<b>1</b>	<b>Welcome &amp; Apologies</b>
The Chair welcomed everyone to the meeting.	

Apologies were received and accepted from Rosie Mason and Anna Simpson.

Governors noted the resignation of Simon Taylor, who after many years of service with the St JCs GB has stepped back from his governor role. Governors wished to thank Simon for his dedication to the GB and wished him well in the future.

Governor's request that an action list is sent out following the review of the draft minutes to allow actions to be completed in a timely matter between meetings.

	<b>Actions or decisions</b>	<b>Owner</b>	<b>Timescale</b>
<b>A</b>	<ul style="list-style-type: none"> <li>Action list to be sent to all governors following meeting</li> </ul>	Clerk	Ongoing

<b>2</b>	<b>Declaration of interests</b>		
There were no 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>Appointment of Chair and Vice Chair</b>		
<u>Chair election</u> Miranda Hall was elected unanimously as Chair of the GB for one year.			
<u>Vice Chair election</u> Tayo Adebawale was elected unanimously as Vice Chair of the GB for one year.			
	<b>Actions or decisions</b>	<b>Owner</b>	<b>Timescale</b>
<b>D</b>	<ul style="list-style-type: none"> <li>Miranda Hall elected as Chair of GB</li> </ul>	GB	One year
<b>D</b>	<ul style="list-style-type: none"> <li>Tayo Adebawale elected as Vice Chair of GB</li> </ul>	GB	One year

<b>4</b>	<b>Appointment of clerking service</b>		
The appointment of One Education as clerking service to the governing body was approved for a period of one year.			
	<b>Actions or decisions</b>	<b>Owner</b>	<b>Timescale</b>
<b>D</b>	<ul style="list-style-type: none"> <li>Appointment of One Education as clerking service to the GB approved</li> </ul>	GB	One year

<b>5</b>	<b>Minutes of last meeting 25.06.24 and matters arising</b>		
The minutes of the last meeting, 25.06.24, were approved as an accurate record. A copy was signed for retention on file.			
<u>Matters arising</u> Page 1 – Governors are not clear as to what is referred in the minutes as a ‘One page summary Curriculum and Standards meeting’. The EHT suspects that this is pertaining to where sustainability and climate change should fit into the curriculum.			
Page 2 – Safeguarding training – this will be completed on Monday 31 <sup>st</sup> September with all staff, a reminder will be sent to governors with a link to training included and log in details.			
<i>Q. When was safeguarding training last completed for governors?</i>			

Last September, this must be completed annually. Governors must upload their safeguarding training certificates to Governor Hub to ensure this is logged as this is the only central platform where governor compliance information is stored.

The GB self-evaluation will be deferred to the next GB meeting.  
Staff voice at StC's has now been completed.

Page 4 – DfE resource, governors are not sure as this action, it was agreed that this action would be removed.

Page 5 – The EHT has contacted the Federations QA Partner, and there seems to be three Federations in the Manchester Local Authority (LA) area.

Page 7 – Cyber security training has been completed by Fr Lee Wood and he will be the named governor with responsibility for cyber security.

Governors noted that the meeting schedule shared at the last meeting proposed the 21 November Curriculum and Standards Committee be held online to allow Simon Taylor to attend, however, following his resignation it may be prudent to change this to an in-person meeting. The EHT will contact Curriculum and Standards Committee governors separately to confirm arrangements.

The GB workshop session will be deferred to Spring 2025.

The Community liaison event will be discussed at the November Curriculum and Standards Committee meeting.

*\*Fr Lee Wood joined the meeting*

	<b>Actions or decisions</b>	<b>Owner</b>	<b>Timescale</b>
<b>D</b>	<ul style="list-style-type: none"> <li>Minutes of last meeting approved</li> </ul>	GB	
<b>A</b>	<ul style="list-style-type: none"> <li>Location of November Curriculum and Standards Committee meeting confirmed</li> </ul>	EHT	ASAP

## **6 Governing Body housekeeping**

The Chair presented the following items of Governing Body housekeeping.

### Terms of Reference (ToR) - GB and committees

There had been no amendments to the ToR.  
Governors approved the ToR for GB, Policy, FPP, C&S.

### NGA Code of Conduct (NGA 2024)

Governors adopted the code of conduct (CoC).

The CoC includes a summary of the three core functions of a GB.

### 2024/25 meeting schedule

Governors received and noted the 2024/25 meeting schedule which was approved at the June GB meeting.

#### Annual declaration of business interests form

Governors had completed the annual declaration of business interests in Governor Hub.

Action: any governors who have not yet completed the update in Governor Hub to complete by end of October.

#### Annual confirmation of eligibility form

Governors had completed the eligibility form in Governor Hub.

Action: any governors who have not yet completed the update in Governor Hub to complete by end of October.

#### 2024 Governor Skills audits

Governors were reminded of the importance of completing annual skills audits to ensure that the GB is functioning effectively, and any training/development gaps can be identified. The clerk will re-send skills audits following this meeting.

*Q. Do the associate governors need to complete skills audits?*

Yes.

Given that a governor has recently left the GB, it is an opportune time to review skills within the GB to aid governor recruitment.

#### Committee memberships

Governors received and noted the governor committee membership and link roles document.

Governors took time to discuss the committee memberships. The EHT reminded governors that all governors are welcome at each committee meeting regardless of membership. The EHT requests that when invites are sent out to committee meetings, all governors are included.

#### Curriculum and Standards Committee

Tayo Adebawale  
Gareth Elswood  
Joanne Cleaver  
Syed Murtaza Baker  
Imogen Durant  
Rosie Mason  
Fr Lee Wood  
Sandra Palmer (Chair)  
Areeha Sultana  
Georgina Lewis

#### Finance, Premises and Personnel Committee

Tayo Adebawale  
Gareth Elswood  
Miranda Hall  
Sam McVaigh (Chair)  
Mohammad Zaman  
Fr Lee Wood  
Sandra Palmer

#### Policy Committee

Gareth Elswood

Miranda Hall  
 Sam McVaigh  
 Joanne Cleaver  
 Sandra Palmer  
 Anna Simpson (Chair)

Link governors

Safeguarding – Miranda Hall (temporarily)  
 Special Educational Needs and Disabilities (SEND) – Sandra Palmer  
 Diversity – Sam McVaigh  
 Benchmarking – Anna Simpson  
 Pupil Premium/PE Grants – Syed Murtaza Baker  
 Attendance – Joanne Cleaver

*Q. Can an associate governor be a link governor?*

Not for safeguarding or SEND, but other areas are appropriate.

Terms of Office

There are several governors whose terms of office are ending that will require either re-appointment or elections completing. The EHT will be contacting all those concerned to ascertain if they wish to continue as a governor on the GB, where possible.

Governor training

The training programme for governors provided by One Education was made available in advance of the meeting. All governors are requested to complete the annual safeguarding training by end October and update their completed training in Governor Hub.

	<b>Actions or decisions</b>	<b>Owner</b>	<b>Timescale</b>
D	• ToR GB and committees approved	GB	One year
D	• Code of Conduct adopted	GB	
A	• Skills audit proforma shared	Clerk	ASAP
D	• Committee memberships approved	GB	
A	• All governors to be sent committee meeting invites	Clerk	Ongoing
A	• Complete annual safeguarding training	Each gov	Oct 2024

**7** **EHT Report**

The EHT presented his report, and the following points were raised / highlighted in discussion.

Governors received and noted the EHT report.

The EHT thanked governors for their ongoing support.

StJC's will continue to support CESTR over the forthcoming academic year, with the EHT currently acting as Head of School (HoS).

Governors noted and welcomed the new HoS of StC's and congratulated him on a successful SIAMS inspection at the start of term.

School buildings

The boilers are yet to be replaced at StC's, instead there have been repairs completed with the intent to replace next academic year.

### Pupil numbers

School	All	PP	EHC Plan
St J	485	204	12
St C	463	135	12
Totals	948	339	24

### Pupils on the SEND register

School	EHC Plan	SEN support	EHC pending
St J	15	52	14
St C	12	60	10

### KS2 Results 2024

The EHT explained that the KS2 and KS1 results will be scrutinised in detail at both upcoming C&S committee meetings.

School	Area	Result	GD	NA
St J	SPaG	64%	39%	72%
St C	SPaG	78%	35%	
St J	Reading	69%	27%	74%
St C	Reading	66%	24%	
St J	Writing	69%	0%	72%
St C	Writing	69%	0%	
St J	Maths	77%	34%	73%
St C	Maths	83%	31%	
St J	RWM combined	61%	0%	61%
St C	RWM combined	60%	0%	

The Manchester Integrated Dataset is not yet available to schools.

*Q. Is there a specific reason why the Reading attainment at StCs is below NA?*

Mostly, cohort specific, there are a number of pupils in the class with SEND. There was also a member of staff on Maternity leave mid-year which meant the teaching was less consistent. The greater depth attainment for the same cohort is in-line with NA which evidences that more able pupils are supported to achieve.

Governors congratulated both schools on their results, acknowledging the updates and predictions presented during the previous academic year.

Governors asked the EHT to pass on their thanks to staff.

### Attendance

Attendance is currently around 93.8% at StJs, with persistent absence (PA) at 19.9%. Attendance compared to this period last academic year has increased by 0.6%, and PA has reduced by 5%. Attendance is currently around 94.1% at StCs, with PA at 14.8%.

*Q. Were there any particularly effective interventions which improved the attendance of pupils?*  
Yes, tracking, monitoring and analysis of data enabled the identification of pupils and families where attendance is an issue. Identification of barriers has enabled the implementation of targeted support.

*Q. Could the EHT provide an example?*

For some families there are issues with distance from their home to school/transport, this enabled the referral of one family to Early Help Assessment (EHA). One pupil was struggling with anxiety, following a discussion with their family, pastoral support was put in place to improve transition times.

*\*Jens Niedzwiedski*

### School Development Plan (SDP) 2024-25

The EHT reminded governors that the C&S Committee will review the SDP in detail at the forthcoming meeting. The EHT highlighted the eleven priority areas to the GB.

### Quality of Education

- Develop and improve the provision and teaching of writing to support the most able pupils in year four, five and six.
- Develop a mastery approach to the teaching of mathematics, with a specific focus on reasoning and solving problems in year four, five and six and how teachers plan for those pupils who need to catch-up with their peers.
- Evaluate and refine the teaching of phonics in KS1 in order to ensure the vast majority of pupils leave Year 2 able to phonetically decode at an age-appropriate level.
- Develop and refine the adaptive teaching approach of reading to ensure that all children make good or better progress.

### Behaviour and Attitudes

- Embed new approaches to improving attendance and monitor attendance data and implement strategies in order to improve overall attendance and decrease the number of persistent absentees

### Personal Development

- Continue to develop children's understanding of what it means to be a Rights Respecting global citizen, supporting them to be informed about the world so that they are critical thinkers. Children are empowered to enjoy and exercise their rights and to promote the rights of others locally and globally.

### Leadership and Management

- Develop 'coaching and mentoring' expertise within the wider leadership team so that techniques are embedded within the Federation culture.
- Subject leaders continue to manage, monitor and review individual foundation subjects to ensure that within the curriculum, there are sufficient opportunities planned to revisit previously learned knowledge, concepts and procedures; allowing flexibility in curriculum planning so that the school can address identified gaps

### Early Years

- Narrow the gap between disadvantaged pupils and non-disadvantaged pupils achievement in Communication, Language and Literacy by the end of EYFS

### Inclusion

- Enhance the SEND approach of the school to ensure that pupils' outcomes are improving as a result of any different or additional provision.

This covers outcomes in:

- o communication and interaction
- o cognition and learning
- o physical health and development
- o social, emotional and mental health
- Consider the approach to supporting and including children with EAL in core subject lessons.

Governors approved the 2024-25 SDP.

#### School day – statutory guidance

The Statutory hours for schools was updated by the Department for Education (DfE) early this year, having reviewed the guidance it has become apparent that both schools will need to increase the school day by 15 minutes.

Consultation with parents and staff has been completed and the C&S Committee have discussed details of the school day at length.

The EHT is therefore proposing that the school day will start at 8.50am and end at 3.20pm (currently the school day is 9.00am to 3.15pm). Staff overwhelmingly responded that an earlier start would be more beneficial to the learning of the pupils. However, pupils that are historically late may need targeted support to ensure punctual arrival. There were no strong objections from parents during consultation.

*Q. Does the addition of 15 minutes change any of the staffing contracts?*

No, but there is less time for preparation, there may be some adjustment after a trial period. The EHT has ensured that teachers are within their contracted hours, terms and conditions. There will be no issue with Unions as this is a national directive from the DfE.

*Q. Will there be any issues for pupils using public transport to attend school?*

The majority of pupils walk to school, only a small minority use public transport.

*Q. When will the new school day times be implemented?*

After October half term. Parents will be informed following this meeting.

Governors approved the changes to the school day.

#### Safeguarding

The Safeguarding link governor has recently completed a visit, meeting with the Designated Safeguarding Lead (DSL), recent updates were noted regarding the reporting required at GB, which must now include filtering and monitoring data. The EHT advised caution to governors when reviewing filtering and monitoring data, as there are often false triggers due to inference of vocabulary. Filtering and monitoring were discussed during the link meeting in detail and the safeguarding link governor was able to see that there are no alerts of concern.

In addition, Single Central Record (SCR) log checks were completed at both schools.

*Q. Is there a standard software that is used for filtering and monitoring?*

Yes, both schools use a DfE recommended software package, which also keeps a record of incidents.

The DSL, HoS's and Safeguarding link governor have discussed identified pupils, interventions to enable further support and one-to-one staff contact with pupils.



Governors thanked the EHT for his report.

	<b>Actions or decisions</b>	<b>Owner</b>	<b>Timescale</b>
<b>D</b>	<ul style="list-style-type: none"> <li>2024-25 SDP approved</li> </ul>	GB	
<b>D</b>	<ul style="list-style-type: none"> <li>Changes to school day approved</li> </ul>	GB	

## **8 School to school support**

This item is contained within a confidential appendix, not for release into the public domain.

	<b>Actions or decisions</b>	<b>Owner</b>	<b>Timescale</b>
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## **9 Committee meetings**

The Chair presented the following updates pertaining to committee meetings.

### 9.1 Policy Committee (10.09.24)

The Policy committee chair explained the role of the committee and confirmed that all of the policies under review had been thoroughly discussed.

Governors noted the list of policies on the agenda, listed by category (full discussion; statutory updates; 3-year review with no changes; annual review with no changes).

The minutes of the meeting were provided to governors for information.

The chair thanked the FBM for all of the work done in preparation for the Policy meeting.

All governors were encouraged to, at least, read the safeguarding policies.

Governors noted that all of the policies presented at the Policy committee meeting had been approved; some with approval following agreed amendments.

### Policies presented for ratification

Child-on-child Policy

Flexible working Policy

Leave of absence Policy

Attendance Policy

Supporting children with medical needs Policy

Charging and Remissions (C&R) Policy

Operational Financial Procedures Manual (OFPM) Policy

Scheme of Financial Delegation (SoFD)

Staff, Governor and Visitor Subsistence (SG&VS) Policy

Pay Policy

Safeguarding and Child Protection (S&CP) Policy St C

S&CP Policy St J

Administration of Medicine and First Aid in School (AMFA) Policy

Anti-bullying policy approved Policy

Appraisal Policy

Attendance management (staff) Policy

Behaviour Policy

Capability of staff Policy

Code of conduct Policy  
 Complaints Policy  
 Discipline and Dismissal Policy  
 Early Career Teacher (ECT) Policy  
 Health and Safety Policy  
 Relationship and Health Policy  
 Special Educational Needs and Disabilities (SEND) Policy

Governors ratified all of the policies.

**9.2 Curriculum and Standards Committee (19.09.24) - StJs focus**

Governors noted the minutes from the 19.09.24 Curriculum and Standards Committee meeting.

	<b>Actions or decisions</b>	<b>Owner</b>	<b>Timescale</b>
D	• Child-on-child policy ratified	GB	
D	• Equality Policy ratified	GB	
D	• Flexible working Policy ratified	GB	
D	• Leave of absence Policy ratified	GB	
D	• Attendance Policy ratified	GB	
D	• Data Protection policy ratified	GB	
D	• Supporting children with medical needs Policy ratified	GB	
D	• C&R Policy ratified	GB	
D	• OFPM Policy ratified	GB	
D	• SoFD ratified	GB	
D	• SG&VS Policy ratified	GB	
D	• Pay Policy ratified	GB	
D	• S&CP StJ Policy ratified	GB	
D	• S&CP StC Policy ratified	GB	
D	• AMFA Policy ratified	GB	
D	• Anti-Bullying Policy ratified	GB	
D	• Appraisal Policy ratified	GB	
D	• Behaviour Policy ratified	GB	
D	• Attendance of staff Policy ratified	GB	
D	• Capability of staff Policy ratified	GB	
D	• Code of Conduct ratified	GB	
D	• Complaints Policy ratified	GB	
D	• Discipline and Dismissal Policy ratified	GB	
D	• ECT Policy ratified	GB	
D	• Health and Safety Policy ratified	GB	
D	• SEND Policy ratified	GB	

**10 Any other business**

There was no AOB.

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

**Date and time of next meeting:**

**Wednesday 27 November 2024  
at 4.30pm via Teams**

## Action List

Agenda item	Action	Owner	Timescale
1	Action list to be sent to all governors following meeting	Clerk	Ongoing
5	Location of November Curriculum and Standards Committee meeting confirmed	EHT	ASAP
6	Skills audit proforma shared	Clerk	ASAP
6	All governors to be sent committee meeting invites	Clerk	Ongoing
6	Complete annual safeguarding training	Each gov	Oct 2024