

St John Chrysostom Federation Governing Body Meeting Minutes

School: St John Chrysostom Federation

Quorum: 6 (met at this meeting)

Chair: Miranda Hall

Clerk: Frances Bennett

Date of meeting: 27 November 2024

Venue: remotely – via Microsoft Teams

Attendance

Name	Governor type	'End of Term of Office' date	(P)resent / (Ap)ologies / (A)bsent
Dr Miranda Hall (Chair)	Local Authority	18/12/24	P
Gareth Elswood	Exec. Headteacher (EHT)	<i>ex officio</i>	P
Joanne Cleaver**	Staff	18/12/24	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	Ap
Georgina Lewis	Associate	31/09/28	Ap
Dr Tayo Adebawale (Vice Chair)	Foundation (DBoE appointed)	20/06/25	Ap
Sam McVaigh	Co-opted	09/01/25	Ap
Dr Areeha Sultana	Associate	31/09/28	A
Fr Lee Wood	Foundation	<i>ex officio</i>	A
Rosie Mason	Co-opted	07/12/25	A
Anna Simpson	Co-opted	07/12/25	A

**joined the meeting later - see item 7

Others present

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

*left the meeting early - see item 6

Agenda Items

1	Welcome & Apologies		
<p>The Chair welcomed everyone to the meeting.</p> <p>Apologies were received and accepted from Dr Tayo Adebawale, Sam McVaigh, Georgina Lewis and Dr Imogen Durant.</p> <p>Governors requested 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.</p>			
	Actions (A) or decisions (D)	Owner	Timescale
A	<ul style="list-style-type: none"> Action list to be sent to all governors following meeting 	Clerk	Ongoing

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

3	Minutes of last meeting 25.09.24 and matters arising		
<p>The minutes of the last meeting, 25.09.24, were agreed as an accurate record. A copy will be signed for retention on file. (The meeting was not quorate at this point and the minutes were approved later when another governor joined the meeting).</p> <p><u>Matters arising</u> All actions have been completed from the action log.</p>			
	Actions (A) or decisions (D)	Owner	Timescale
D	<ul style="list-style-type: none"> Minutes of last meeting agreed 	Governing Body	

4	Committee meeting minutes		
<p><u>19.09.24 C&S - St J focus</u> The committee chair, Sandra Palmer provided a brief overview of the meeting. Pupils are making good progress and it is hoped to improve writing in order that some pupils may achieve greater depth (GD). The committee chair undertook a visit and linked her visit to the school development plan (SDP). She also reviewed how stamina was being improved in writing and briefly reviewed English and mathematics. She looked at dyslexia and how texts can help pupils. The outcome from the statutory inspection of Anglican and Methodist schools (SIAMS) was very pleasing and staff were congratulated. The HoS from St J had nothing further to add. Governors noted the contents of the minutes.</p> <p><u>21.11.24 C&S - St C focus</u> This was not discussed.</p> <p><u>14.11.24 Finance, Premises & Personnel</u> The FBM provided an update, in the absence of the committee chair. Reports were reviewed and there were no issues with the budgets for both schools.</p>			

Period 6 projected outcome St C			
Revenue Income	£ 3,063,080		
Revenue Expenditure	£ 3,143,299		
In year	£ 80,219	deficit	
Brought forward 2023/24	£ 248,495	surplus	
Carry forward 2025/26	£ 168,276	surplus	

In Year Capital:			
Capital Income	£ 9,200		
Capital Expenditure	£ 0		
In year	£ 9,200	surplus	
Brought forward 2023/24	£ 29,198	surplus	
Carry forward 2025/26	£ 38,398	surplus	

Year-end cumulative balances carried forward to 2025/26			
Revenue	£ 168,276	surplus	
Capital	£ 38,398	surplus	
Total Cumulative Balance	£ 206,674	surplus	

Period 6 projected outcome St J			
Revenue Income	£ 3,333,858		
Revenue Expenditure	£ 3,500,831		
In year	£ 166,973	deficit	
Brought forward 2023/24	£ 321,341	surplus	
Carry forward 2025/26	£ 154,368	surplus	

In Year Capital:			
Capital Income	£ 9,250		
Capital Expenditure	£ 0		
In year	£ 9,250	surplus	
Brought forward 2023/24	£ 8,071	surplus	
Carry forward 2025/26	£ 17,361	surplus	

Year-end cumulative balances carried forward to 2025/26			
Revenue	£ 154,368	surplus	
Capital	£ 17,361	surplus	
Total Cumulative Balance	£ 171,729	surplus	

The period six monitoring reports for both schools were approved and will be ratified later in this meeting when it is quorate.

The equalities policy was discussed, in detail and is on the agenda for this meeting.
The cashflow reports were reviewed and approved by the committee.
The pupil premium plans for 2024-24 for both schools were approved.
The sports premium plans for 2024-25 were approved for both schools.

	Actions (A) or decisions (D)	Owner	Timescale

5 | EHT's report

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

This is a short report as a number of governor meetings have already been held this term. The LA fund a three hour visit from a quality assurance professional (QAP). St J's has received a visit and the report has been uploaded to GovernorHub. The SIAMS report was very positive and team at St C were very good.

Governors recognised all the work undertaken for the SIAMS inspection. There were some joyful and uplifting comments in the feedback.

The federation pays for balance bikes for pupils and a contractor is employed to help with this. He brings the bikes and helmets for pupils. Reception pupils at both schools are using the bikes and Y6 are going to take part in bike ability next year.

Staff have been allowed three hours, out of class, per week, for development. Some staff are undertaking national professional qualifications. Staff have also been trained in coaching. There is a capable team in place and they carry out training for other staff.

The HoS at St J's stated that schools are successful due to teams around them including senior leaders. Positive feedback has been received on coaching.

Pupil numbers

St J's

478 pupils on roll with 204 pupils entitled to pupil premium (PP). 17 pupils have an educational health and care plan (EHCP).

St C's

438 pupils on roll with 135 pupils entitled to PP. 14 pupils have an EHCP.

Some pupils from St C have returned to their home country such as Dubai, Australia and India due to their parents contracts of work ending in the UK. They may return if new contracts are awarded.

Q. Is this the usual number of pupils?

It is higher than usual, although the school will probably have international new arrivals (INAs) by January 2025.

A governor commented that the law has changed and families will not be allowed to accompany their parent on an English contract for a number of occupations.

Safeguarding

The C&S committee chair, Sandra Palmer attended the safeguarding conference along with the designated safeguarding leads (DSL). Four people joined the conference from the federation. The committee chair stated that the conference was powerful and there are some areas she wants to explore further. She is going to arrange a meeting with the Chair to discuss further.

English as an Additional Language (EAL)

Staff undertake a lot of work with EAL pupils on a daily basis. It does impact, academically on some pupils as they do not understand the language.

The HoS at St J's has worked on this and produced a new process to follow. This refers to guidelines for INAs and EAL pupils to ensure a consistent approach from their start date and consistent sharing of information. There is also a checklist for staff. Pupils needs can be focused. The guidelines have been uploaded to GovernorHub.

Q. Is there an update on attendance?

The QAP report for St J's states attendance was 93.5% and persistent absence (PA) was 21.4% for 2023-24. Disadvantaged pupil attendance was 93.3% compared to non-disadvantaged 93.6%.

The HoS commented that she was pleased with the way the school is handling attendance. They look at the root cause of absences. Governors can evidence actions that have been taken.

The EHT stated that the three-school system is working well and pupils are responding to healthy competition. They participate in Art and a visit to a pantomime in addition to undertaking sport together. 90 staff have learnt how to use an epi pen, in a training session held this evening. This cost £1k instead of the £3k it would have cost if schools had undertaken the training individually.

Equality Policy

This was discussed, in detail at the last Finance Committee meeting and is on the agenda for this meeting .

	Actions (A) or decisions (D)	Owner	Timescale
A	<ul style="list-style-type: none"> Arrange meeting to discuss safeguarding with the Chair 	Sandra Palmer	

6 IT – filtering and monitoring

The HoS at St J's provided an update on this item. This was introduced in KCSIE in 2023. This has been discussed and refresher training carried out. It is a big part of safeguarding and governors need to have an overview.

Regular reports are received from Sophos. There have been no blocked attempts for St J's. 161 violations have been recorded from Senso, however, all of these have been classed as false positives. They included the words 'gunpowder' and 'guns'. A class was learning about the gunpowder plot which prompted the use for these words. Other words that were highlighted included typing errors or parts of a word.

The situation is very similar at St C's. 156 violations reports by Senso were all false positives. The filtering and monitoring systems are working well. A link governor visit will be arranged for next term.

Q. Is there anything to report on cyber security?

The FBM and EHT met with the providers. They also had to complete a questionnaire. The federation is going to work with One Education and a service level agreement (SLA) has been agreed.

Amy Flint and Jens Niedzwiedski were thanked for their excellent work and input to this meeting.

**The HoS for St C's and St J's left the meeting*

	Actions or decisions	Owner	Timescale
A	<ul style="list-style-type: none"> Arrange a visit to review IT filtering and monitoring 	Safeguarding link governor	Spring term

Governors took a break for ten minutes.

** Joanne Cleaver joined the meeting to ensure quoracy.

7 Items for approval/ratification			
The following items were presented for approval ratification			
<u>Minutes of the last meeting 25.9.24 (item 3)</u> No issues were raised and the minutes were approved as a true record.			
<u>Period 6 monitoring (item 4)</u> Period 6 monitoring for both schools was ratified			
	Actions (A) or decisions (D)	Owner	Timescale
D	<ul style="list-style-type: none"> Minutes 25.9.24 approved 	Governing Body	
D	<ul style="list-style-type: none"> Period 6 monitoring for both schools ratified 	Governing Body	

8 Pupil Premium (PP) and Sports premium statements 2024-25			
TH EHT presented the following items for ratification. They were approved at the recent finance committee meeting.			
PP Strategy for 2024-25 for St C. No issues were raised and the PP strategy was ratified.			
PP Strategy for 2024-25 for St J. No issues were raised and the PP strategy was ratified.			
Sports Premium report 2024-25 for St C. No issues were raised and the report was ratified.			
Sports Premium report 2024-25 for St J. No issues were raised and the report was ratified.			
Dr Syed Murtuza Baker agreed to be the link governor.			
	Actions (A) or decisions (D)	Owner	Timescale
D	<ul style="list-style-type: none"> PP strategy for 2024-25 for both schools ratified. 	Governing Body	
D	<ul style="list-style-type: none"> Sports premium report for 2024-25 for both schools ratified. 	Governing Body	

9 Policies			
<u>Equality Policy</u> This had been discussed in the recent Finance Committee meeting. No issues were raised and the policy was approved.			
	Actions (A) or decisions (D)	Owner	Timescale
D	<ul style="list-style-type: none"> Equality Policy approved 	Governing Body	

10	Governing Body housekeeping.
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The Chair introduced the following items for review.

Link governor visits

These have been discussed in items above.

Governor vacancies update.

A number of governors terms of office are ending soon.

Sam McVaigh was reappointed as co-opted governors for four years.

Sandra Palmer was re-appointed as a foundation governor for four years, subject to the Parochial Church Council (PCC) approval.

Dr Syed Murtuza Baker's term of office as a parent governor ends on 18 December 2024. He has been a governor for a long time. He is a link governor and has links with the university. There is a co-opted vacancy following a resignation.

Governors approved his appointment as a co-opted governor as from 19 December for period of four years.

Joanne Cleaver's term of office as staff governor ends on 18 December and elections will be held in January 2025. She was thanked for her great contribution and it is hoped she will continue.

Mohammad Zama's term of office as a parent governor ends on 18 December 2024 and elections will be held in January 2025. Mohammed could continue as an associate if not re-elected. His input is valuable and he is close to the community.

The EHT stated that Dr Miranda Hall's term of office as a LA governor ends on 18 December 2024. The LA are satisfied for her to be re-appointed. No issues were raised and the governing body re-appointed Miranda Hall for a period of four years.

All governor positions may change if the re-federation takes place.

	Actions (A) or decisions (D)	Owner	Timescale
D	<ul style="list-style-type: none"> Sam McVaigh reappointed as co-opted governor 	Governing Body	Four years
D	<ul style="list-style-type: none"> Sandra Palmer re-appointed as foundation governor 	Governing Body	Four years
D	<ul style="list-style-type: none"> Dr Syed Murtuzu Baker appointed as co-opted governor 	Governing Body	Four years
D	<ul style="list-style-type: none"> Dr Miranda Hall reappointed as LA governor 	Governing Body	Four years
A	<ul style="list-style-type: none"> Staff and parent elections to be held 	EHT	Jan 2025

11	Federation working group update.
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The Chair provided an update for governors and the following points were raised.

The first meeting was held and the group reviewed the first format of the new federation proposal. Work was carried out on the vision and the new name for the federation. The time line may be impacted by legalities and contracts across the federation. The differences in governance are being reviewed between voluntary aided and voluntary controlled schools.

The FBM advised governors that vacancies are reviewed along with the challenges on recruitment whilst re-federating. No permanent appointments are being made at this time. Staff are being employed on fixed term contracts.

The Chair agreed that this was a sensible approach.

The next meeting is scheduled for 9 December. This is to update on progress, the vision and values, new name and legalities around two types of schools in the federation (voluntary controlled and voluntary aided).

There are only elements of the proposal to share with governors, at the moment.

Q. When the schools federated originally, staff stayed on the same contracts. Will staff remain on these contracts?

The federation has asked advice from HR and is awaiting a response. There is no plan for a staffing restructure and there is no plan for changes to job descriptions or make redundancies. Some roles will need to be reviewed such as the business manager, EHT and HoSs.

The Chair commented that it is more complicated with staff on voluntary controlled and voluntary aided contracts. He confirmed that he would share any relevant information that arose from the meeting on 9 December.

	Actions or decisions	Owner	Timescale

12	Any other business		
	There were no items for AOB.		
	The Chair thanked everyone for their joining the meeting today.		
	It is hoped that the visit to the mosque will be a regular occurrence. It was a positive experience for pupils. The Chair said it would be good to invite governors, next time.		
	Actions or decisions	Owner	Timescale

Date and time of next meeting:	Tuesday 19 March 2025 at 4.30pm at St Chrysostom's
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Action List

Agenda item	Action	Owner	Timescale
1	Action list to be sent to all governors following meeting	Clerk	Ongoing
5	Arrange meeting to discuss safeguarding with the Chair	Sandra Palmer	
6	Arrange a visit to review IT filtering and monitoring	Safeguarding link governor	Spring term
10	Staff and parent elections to be held	EHT	Jan 2025