



ST. STEPHEN'S CHURCH OF ENGLAND JUNIOR SCHOOL

Headteacher: Louisa Wilson

Deputy Head: Rosie Cook

South Gloucestershire Council



**'Learning to change the World'**  
**'Act justly, love mercy and walk humbly with your God'**  
**Micah 6:8**

**Meeting of the Full Governing Body (FGB)**  
**Wednesday 15 May 2024 at 4.30 pm**

**Present:** Nick Cullimore-Davies (NC-D), Ian Childs (IC), Henry Lawes (HL), Rev Lisa Wigmore (LW), Arthur Magill (AM), Natalie James (NJ) and Louisa Wilson (Ht– Headteacher)

**In Attendance:** Rachael Simeone (RS - Clerk),

Note: Documents referenced as 'on file' can be found on 'Team Drives /Governors Cloud / 2023 - 2024 School Year/Meetings/Full Governing Body/ 2024 – 13 May.

Item		Action by
1	<p><b>Welcome, Prayer and Introductions</b></p> <p>NCD welcomed all to the meeting. LW led Governors in prayer.</p>	
2	<p><b>Apologies for absence</b></p> <p>Apologies were received and accepted from Rosie Cook (RC) and Kristina Parfrey (KP)</p> <p>Due to childcare issues IC joined the meeting remotely.</p> <p>Quorum status was confirmed.</p>	
3	<p><b>Declaration of Pecuniary Interests relating to agenda items</b></p> <p>No one present expressed any pecuniary or business interests in any agenda item.</p>	
4	<p><b>Minutes of the last meeting, incomplete actions and matters arising</b></p> <p>The minutes of the meeting held 13 March 2024 (copy on file) were agreed as a correct record and NCD authorized the inclusion of his digital signature. Copy to be sent to Governor Services and placed on the school website.</p> <p>The following outstanding actions were to be addressed;</p> <p><u>KCSIE</u> – HL to complete.</p> <p>Complaints log – KP to update Governors at next meeting</p> <p><u>Policies</u> – All outstanding policies should be updated as soon as possible. RS offered to update all policies. Ht will ensure that key policies have content updates as required until MAT policies may supersede them in due course.</p> <p><u>Behaviour policy</u> – IC noted that information had been shared with RC back in March for this policy to be updated. IC and NCD acknowledged that capacity was an issue with the delay in this policy being updated but NCD insisted that this was now prioritised by 7<sup>th</sup> June. Ht will request that this is completed by Karen Tyson.</p> <p><u>Parent Forum</u> – No new date had been arranged. Ht recommended launching it in September 2024. Ht to confirm a date</p>	<p>RS</p> <p>HL</p> <p>KP</p> <p>Ht/RS</p> <p>Ht</p> <p>Ht</p>

5	<p><b>Ht Report</b></p> <p><u>Attendance</u> – Governors reviewed the figures, noting the drop in overall attendance was now due to parents taking children on unauthorised holidays. Persistent absence was falling slightly. LW noted that this was down to 54 children. <b>NCD queried if fines were being issued.</b> Ht noted that fines were issued when the sixth consecutive day of absence was reached. Whilst this penalised breaks for holidays it did not work for families where a significant number of individual days were lost. These could only be monitored by the EWO. Governors were also provided with a brief background on the 9 children whose attendance has dropped below 70%.</p> <p><u>Behaviour</u> - <b>NCD asked if there were any children currently at risk of permanent exclusion.</b> Ht confirmed that there was one pupil in Year 3. Parents were aware. <b>HL queried the criteria for permanent exclusion.</b> Ht advised that this was either a total of 45 days of exclusion or a serious incident. <b>NJ asked if parents were aware of the systems in place to allow them to have perspective.</b> RS noted that the school has SEN coffee mornings in place to allow parents of SEN children to speak to key staff members and other SEN parents for support and signposting. <b>AM queried how school was signposting to meetings and groups.</b> A variety of ways were noted.</p> <p><u>Performance</u> – Reading results were looking strong. NCD queried Maths information. If 80% of children were working at the expected standard, he asked how Governors could review how far below the expected standard the remaining 20% were. Ht was able to show Governors data on attainment over time which showed progression. This information would now be available to Governors going forward. Governors noted that Yr4 writing was still below the expected standard but was improving. The school continued to work with Amy Garroch and Vicky Gordon to support writing. <b>HL asked for clarification about the poor progress of Year 4.</b> Ht noted that the quality of teaching had been affecting the children. This was now being addressed. 5SJ was also now showing better progress under their new teacher.</p> <p><u>Staffing</u> – Ht confirmed that staff absences were down significantly. <b>HL queried the progress of the member of staff diagnosed with Parkinsons.</b> Ht confirmed they were back to work with adaptations, and all was going well. Several staff members were either about to go on maternity leave or return from it. There was also one returning member of staff back on a part time basis. They would be joining year 6. Recruitment was underway for teaching staff for September to cover maternity leaves.</p> <p><u>Budget</u> – The budget (copy on file) was discussed. £110k of cuts were required. This would need to come from staffing cuts. The training budget would also need to be slashed. NCD noted that following the training received yesterday on the new MAT that there was a desire to balance the budget annually rather than over 3 years. He did not feel that this was realistic. Ht was unsure on how this would progress. <b>HL asked if Ht felt that the 3% pay award that had been included in the budget would be enough to prevent industrial action.</b> Ht</p>	Ht

	<p>noted that this was difficult to foresee. The upcoming general election would also be a factor.</p> <p>Ht noted that the cost of school meals and the wrap around care clubs would be increasing as from 1<sup>st</sup> June. <b>HL asked if the costs increases were reflective of the school's increased costs.</b> Ht confirmed that this was the case. <b>AM queried the last increase to the price of a school dinner.</b> Ht confirmed that prices had been held for the last 4 years.</p> <p><u>Wellbeing</u> – Governors had reviewed the wellbeing action plan (copy on file). HL asked what the current concerns were among staff. Ht noted that there were some teachers who were unhappy to be asked to attend the PTA Summer Fayre this year as this involved them giving up their time on a Saturday. Ht remained supportive of teacher involvement at school fayres but would be approaching the PTA to suggest running the summer fayre on a Friday evening so that the impact on staff was lessened. In the meantime, Ht had asked the PTA to cancel the Spring Disco to lessen the impact on teachers. Teacher attendance was not compulsory but was requested. This was starting to create some resentment as some staff were happy to participate in these events, but the chronic absence of others was noticeable.</p>	
6	<p><b>Review SIP</b></p> <p>This item was not discussed. The SIP (copy on file) had been made available to Governors giving a colour coded update on the progress of each item of the improvement plan.</p>	
7	<p><b>MAT update</b></p> <p>Governors had just attended a session on the new Mosaic Partnership Trust. A copy of the new governance framework and scheme of delegation were now available on the drive. Further details and training opportunities for the new academy community councillors would be available in due course.</p> <p>Conversion would be happening on 1<sup>st</sup> June 2024.</p>	
8	<p><b>Curriculum update - Writing</b></p> <p>This was discussed within item 5.</p>	
9	<p><b>Approve school fund audited accounts</b></p> <p>This was not discussed in KP's absence.</p>	
10	<p><b>Review school fund – appropriate use of and delegated authority limits</b></p> <p><b>NCD queried the school fund.</b> Ht noted that it was a holding account.</p>	
11	<p><b>Christian Distinctiveness</b></p> <p>A visit report from LW's last visit was on file. There were no questions from Governors.</p>	
12	<p><b>Safeguarding update</b></p> <p>Visit reports were on file for all safeguarding visits. LW highlighted to Governors the high level of need and the care being provided.</p>	

13	<p><b>Chair's Business</b></p> <p>LW noted that she had met with Ht to discuss her welfare and progress towards her wellbeing targets. Not all goals had been met to date, but Ht hoped that these could be met from September onwards. Most importantly Ht felt heard, and her anxiety had reduced. They would meet again in term 6.</p>	
14	<p><b>Governor Training Feedback</b></p> <p>AM had completed National College training on Cyber Security. Ongoing training opportunities would be clarified once we joined the MAT.</p>	
15	<p><b>Policy Review</b></p> <p>The following policies had not yet been reviewed and would be deferred to the next meeting;</p> <ul style="list-style-type: none"> <li>• Managing Medical Needs</li> <li>• Management of Drug and Substance Abuse</li> <li>• Flexible Working</li> <li>• Allegations of Abuse against Staff</li> <li>• Financial Policies</li> <li>• Parent Acceptable Use</li> <li>• Pupil Acceptable Use</li> <li>• Staff Acceptable Use</li> <li>• Literacy Difficulties</li> <li>• Freedom of Information</li> <li>• School Uniform</li> </ul> <p>KP noted that the school was currently waiting to hear which policies will be replaced by new MAT versions. She will advise Governors in due course.</p>	KP
16	<p><b>Any Other Business</b></p> <p><u>Governor visit (Thrive)</u> – NCD, IC, LW and AM had visited the school earlier today and had met with three Thrive practitioners. IC noted that there was some concern among the Thrive practitioners that despite their in-depth knowledge of the children that they work with, they had little opportunity to put forward ideas to more senior staff. Ht noted that two of these practitioners needed additional training and confirmed that regular Thrive meetings were in place to disseminate information. She was aware that Thrive practitioners were needing to firefight at present as some teachers weren't seeing them as a last resort and were calling on them earlier than was necessary. The school would be losing two of their Thrive practitioners in in September. Thrive principles were now being taught in class. The workload was huge for Thrive practitioners and the Thrive Lead. <b>AM asked if the jobs of the Thrive team were safe.</b> Ht confirmed that these staff members had permanent contracts. <b>HL queried whether were these staff members to leave, would they be replaced.</b> Ht</p>	



	would like that to be the case, but it would be budget dependent. Governors all agreed the huge value of Thrive to support the children.  A report from the Governors would follow.  No other business was discussed. The meeting closed at 6.40pm	IC/NCD/LW/AM
21	<b>Date of next meeting</b>  Date of next meeting confirmed as 10 July 2024 at 5.30 pm.	

These minutes have been agreed as an accurate account of the meeting of the Full Governing Body of Stephen's Church of England Junior School.

Signed:

Date: 10<sup>th</sup> July 2024



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## **SCHOOL IMPROVEMENT PLAN PRIORITIES**

### **CURRICULUM DESIGN**

1.1 Implement the designed curriculum

### **ENGAGEMENT IN WIDER CURRICULUM SUBJECTS**

1.2a Develop pedagogy for teaching the wider curriculum

1.2b Re-establish lesson design observations

### **WORKING AT GREATER DEPTH IN READING AND WRITING**

1.3a Implement the non-statutory guidance for reading

1.3b Continue to implement the new writing sequence supported by Vicky Gordon

### **IMPROVE SPOKEN COMMUNICATION**

1.4a Write a progression document with regards to our approach to oracy

1.4b Introduce oracy assemblies

### **GIRLS MATHS**

1.5 Introduce Rekenreks

### **ASSESSMENT SYSTEMS FOR WIDER CURRICULUM SUBJECTS**

1.6 Implement designed systems for assessing pupil progress in wider curriculum

### **METACOGNITION SKILLS**

2.1 Introduce Metacogs (Year 2 of 2)

### **THRIVE SUPPORT**

3.1a Create a sensory space

3.1b Redesign Thrive space

3.1c Upskill our Thrive team

### **DEVELOPMENT OF MIDDLE LEADERS**

4.1a Signpost staff to relevant National Professional Qualifications

4.1b Attend subject leadership groups established in the Mosaic Partnership Trust

### **MENTAL HEALTH AND WELL-BEING**

4.2a Train a Mental Health Lead

4.2b Create a team of mental health specialists

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4.2c Meet the accreditation to be a Mentally Healthy School

**LINKS WITH INFANT SCHOOL**

4.3a Introduce new transition activities with SSIS

4.3b Develop links with subject leaders at SSIS

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