



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 13 March 2024 at 4.30 pm**

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

**In Attendance:** Rachael Simeone (RS - Clerk), Emma Betts (EB) (Item 4 only) and Georgina Davies (GD)

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

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 Natalie James (NJ). Kristina Parfrey (KP) would be joining the meeting late as she was needed at Afterschool Club.</p> <p>Due to illness RS 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>Presentation – Thrive</b></p> <p>Emma Betts presented the Thrive approach to Governors. Thrive is based on neuroscience. She illustrated how children are profiled for targeted support. Thrive works to repair interrupted development and can be conducted in small groups or one to one. Assessments are done in terms 2,4 and 6.</p> <p>EB gave an overview of dysregulation and how this can look for different children. <b>NCD asked how to assess if children are dysregulated or just being naughty.</b> EB noted that this came from building relationships between the children and their trusted Thrive trained adults. She noted that there can be some very explosive behaviour in school. <b>HL asked if all staff on the playground are Thrive trained.</b> EB detailed which staff were specifically Thrive trained. All other staff received an annual update on Thrive. <b>IC queried how the school monitored the delivery of Thrive techniques.</b> This was monitored by the SLT and EB also monitored reflection tickets weekly. Regular dysregulation was always investigated. Complex needs were always accommodated somewhat although the behaviour policy should still be followed. Support is provided in a variety of settings within school (class, outside the classroom, in the Thrive room and the new Sensory room when it opens soon). <b>AM asked to what degree the children were aware of each other's needs.</b> Staff noted that children have significant awareness of each</p>	

	<p>other and their needs, although any diagnoses are not shared. <b>AM asked how successful the school felt they were at regulating children’s behaviour.</b> EB was confident that most behaviours could be regulated with effort from staff. She gave Governors examples of success stories.</p> <p>Governors thanked EB for an enlightening presentation.</p>	
5	<p><b>Minutes of the last meeting, incomplete actions and matters arising</b></p> <p>The minutes of the meeting held 17 January 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><u>Appointment of SENCo/Deputy Head</u> – Ht advised Governors that Karen Tyson had been seconded from another school within the Mosaic MAT to cover RC’s maternity leave. She was an experienced SENCo and had also acted as Assistant Head. Geraldine Tidy had been part of the interview process. Governors had not been required to attend the interview as this was a temporary role. Karen will join the school on a one day per week basis soon to get an effective handover of RC’s significant workload.</p> <p>The following outstanding actions were to be addressed;</p> <p><u>Writing apps</u> – GL noted that Little Wandle had released a spelling program. She would be reviewing this. IC was pleased that it linked to a program already used by the school. This would be discussed again in October.</p> <p><u>KCSIE</u> – HL to complete.</p>	<p>RS</p> <p>GD</p> <p>HL</p>
6	<p><b>Staff Wellbeing (incl. mid year review of absences and feedback on events)</b></p> <p>Ht reported on the activities held over the past term (copy on file) and the latest survey results were presented (copy on file). Governors remained concerned about the number of staff members participating in the survey. Out of 45 staff only 14 had completed this latest survey. This was down from 28 responses in May 2023 and 21 responses in November 2023. Staff should be encouraged to participate as everyone’s views are valued; and changes cannot be made unless issues are highlighted. HL asked when everyone would consider responses to be representative. 75% was agreed. This would be 33 responses.</p> <p>NCD noted communication was highlighted for improvement. Timeliness of information, reminders of key dates would be appreciated and SLT leading with positive feedback was requested. This survey would be repeated in June. Staff were to be allocated time to allow them to complete the questionnaire.</p> <p><i>KP joined the meeting</i></p>	
7	<p><b>Complaint Response</b></p> <p>NCD advised Governors of a complaint that had recently been escalated to him. It had highlighted an issue with the school’s consent management process. <b>AM queried the process.</b> KP noted that she provides the relevant information to teachers who are responsible for all images. KP noted that the process itself was not lacking but that this had been a case of human error. An internal</p>	

	<p>document had now been created showing the faces of relevant children to provide a clearer indication of whose images must not be published. All staff had been notified of the updated process. Class teachers remain responsible for images of their class. Staff will review the Social Media and Safeguarding policies to ensure consent management is referenced.</p> <p><b>Further to this complaint NCD highlighted that the complaint itself was lost in school. He suggested that the process for the receipt of formal written complaints required further clarification and that all key staff should be made aware of the policy and process. HL suggested that formal rewording of the policy was necessary. HL also recommended a checklist be added.</b> A log of complaints should also be kept and be made available to the Governing Body for monitoring purposes.</p>	<p>Ht/KP</p> <p>KP</p>
8	<p><b>HT update of revised SIP for Terms 4-6</b></p> <p>This item was deferred.</p>	
9	<p><b>MAT update</b></p> <p>Ht noted that a training session was planned for Tuesday 14<sup>th</sup> May at 6pm to cover the transition from being Governors to Community Councillors. Governors should add this date to their diaries.</p> <p>Conversion was still planned for 1<sup>st</sup> June 2024. Essential Trust personnel were now in place or being recruited. Heads meetings were underway looking at processes. Networks had also begun to help align processes. <b>HL queried increased stress for staff with these additional time pressures.</b> Ht noted that any time out of class provided additional pressure. RC noted that she had not engaged with the Senco network due to capacity issues. She already engaged with other groups. GD agreed that she has similar pressures at present preparing her class for SATS etc. HL noted that these networks should become an asset in due course. Ht advised that currently there is also issue with obtaining supply to release teachers to these networks.</p> <p>Ht noted that the SBM workload is currently very high. <b>HL suggested that administrative support should be bought in to support her.</b> Ht noted that KP would prefer to complete work herself. All transition work must be completed by April. There was also financial year end work to be done. Governors asked KP to speak up if her workload became unmanageable.</p>	<p>All Governors</p>
10	<p><b>Curriculum update - Writing</b></p> <p>Governors had been provided with a report on our approach to writing by an independent advisor (copy on file). NCD and AM had just conducted a Governor visit also with a focus on writing. Both reports would be discussed at the next meeting.</p>	
11	<p><b>Safeguarding update</b></p> <p>LW and IC confirmed that monthly meetings were being held. Reports were available to Governors in the drive.</p> <p>Ht advised Governors that a safeguarding complaint had been made by a parent to Ofsted. The matter had been managed and the LA had submitted a response to Ofsted after liaison with the school. Governors queried why the</p>	

	parent had not voiced their concerns to the school directly. HL noted that this indicates a lack of trust in the institution. He recommended that the school should be as transparent as possible about how complaints should be managed and the policy be promoted to the parent community. RS recommended handling this as part of the Parent Forum. A new date should be agreed. The previous meeting on 6 <sup>th</sup> November 2023 had been unsuccessful with only one attendee.	Ht
12	<b>Health &amp; Safety update</b> Deferred to the next meeting.	
13	<b>SFVS – approve final form for submission</b> Governors thanked NCD for his completion of the draft SFVS. NCD had liaised with Ht and KP to produce this. Governors approved the SFVS. RS will submit the document to the LA Audit Team ahead of the 31 <sup>st</sup> March deadline. NCD queried the audit of voluntary funds. He asked for Governors to review this when received.	RS KP
14	<b>Budget review – Feb outturn and estimates for year end. Set new financial year budget</b> Deferred to the next meeting.	
15	<b>Financial benchmarking exercise</b> Financial benchmarking using the self-assessment dashboard had been completed as part of the SFVS return.	
16	<b>Review impact of Equality Objectives and update equality information</b> Deferred to the next meeting.	
17	<b>Chair’s Business (incl. mobile phone policy)</b> Discussion of a mobile phone policy was deferred to the next meeting due to time constraints.	
18	<b>Review of HTPM progress</b> HT and other staff members were asked to leave the meeting for this item. The HTPM panel had met ahead of this meeting. The panel presented a recommendation based on the mid-year review. All Governors voted to accept this recommendation.	
19	<b>Policy Review</b> The following policies had not yet been reviewed and would be deferred to the next meeting; <ul style="list-style-type: none"> <li>• Managing Medical Needs</li> <li>• Management of Drug and Substance Abuse</li> <li>• Flexible Working</li> </ul>	KP

	<ul style="list-style-type: none"> <li>• Allegations of Abuse against Staff</li> <li>• Financial Policies</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>	
20	<p><b>Any Other Business</b></p> <p><u>Behaviour policy</u> – IC asked to discuss the amendments communicated to parents last week. He noted that there was no mention of SEND children and any necessary adaptations for them. He asked for the Thrive approach to be mentioned within the policy and for the Equality Act to be considered. RC noted that the escalation of low-level behaviour problems at the school had prompted this update. Certain children were aware that poor behaviour on a Friday afternoon could go unchallenged. He noted that our SEN children were not involved in this. He acknowledged that the current policy was not the best example of a Thrive school.</p> <p><b>NCD noted that there was a failure in process for Governors not to be consulted about a change to this policy.</b> IC reminded staff that any urgent matters can always be brought to Governors by email and an emergency meeting can be organised. HL asked if staff were making these changes based on an emotional response. He acknowledged that behaviour of the year 6 children was currently a real concern. HL confirmed that Governor intervention at these points was essential due to their impartiality.</p> <p>RC would review the Behaviour policy to include reference to SEN children and Thrive. IC offered signposting to some good policy examples.</p> <p><u>Foundation Governor</u> – RS reported that the Bristol Diocese had approved Natalie James as a Foundation Governor. She was previously our LA Governor. Moving into the MAT our composition would be reviewed.</p> <p>No other business was discussed. The meeting closed at 6.40pm</p>	RC IC
21	<p><b>Date of next meeting</b></p> <p>Date of next meeting confirmed as 15 May 2024 at 4.30 pm.</p>	

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: 15 May 2024



Lansdown Road, Kingswood, Bristol. BS15 1XD  
 Email: [office@ststephensjuniors.org.uk](mailto:office@ststephensjuniors.org.uk)  
 Website: [ststephensjun.org.uk](http://ststephensjun.org.uk)  
 Tel: 01454 867175

## **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

Lansdown Road, Kingswood, Bristol. BS15 1XD  
Email: [office@ststephensjuniors.org.uk](mailto:office@ststephensjuniors.org.uk)  
Website: [ststephensjun.org.uk](http://ststephensjun.org.uk)  
Tel: 01454 867175



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

Lansdown Road, Kingswood, Bristol. BS15 1XD  
Email: [office@ststephensjuniors.org.uk](mailto:office@ststephensjuniors.org.uk)  
Website: [ststephensjun.org.uk](http://ststephensjun.org.uk)  
Tel: 01454 867175

