



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 17 January 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), Rosie Cook (RC) and Louisa Wilson (Ht- Headteacher)

**In Attendance:** Rachael Simeone (RS - Clerk) 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 – 17 January.

Item		Action by
1	<b>Welcome, Prayer and Introductions</b> NCD welcomed all to the meeting. LW led Governors in prayer.	
2	<b>Apologies for absence</b> Apologies were received and accepted from Kristina Parfrey (KP). Quorum status was confirmed.	
3	<b>Declaration of Pecuniary Interests relating to agenda items</b> No one present expressed any pecuniary or business interests in any agenda item.	
4	<b>Presentation – Thrive</b> This item was deferred to the next meeting due to capacity issues.	
5	<b>Minutes of the last meeting, incomplete actions and matters arising</b> The minutes of the meeting held 29 November 2023 (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. The following outstanding actions were to be addressed; <u>Writing apps</u> – Governors clarified their requirements for GD to help her investigate apps to enhance children’s learning for those parents who may want to provide additional support using apps. <u>KCSIE</u> – HL to complete. <u>Thrive Area</u> – Ht confirmed that equipment had been ordered and the room was under development. The wall was being reinforced to support the equipment and the choice of lighting would be important. Ht planned to approach the PTA to request funding for this equipment. Ht noted that the additional Thrive support brought in on an agency basis had now been made permanent.	RS  GD  HL  Ht
6	<b>Ht Report (to include attendance of staff and children, behaviour and exclusions and safeguarding)</b> Ht thanked Governors for their patience with the late arrival of these reports.	

	<p>She noted the recent parent deaths and the impact that had been felt in the school.</p> <p><u>Attendance</u> - Governors reviewed attendance noting the small percentage of pupils causing the impact on overall attendance. LW asked if there had been any progress with any of these pupils. Ht confirmed some engagement recently with the child with high anxiety. It was hoped that the pupil living out of county in a children's home could return to school.</p> <p>Governors discussed one Yr4 child who was at risk of permanent exclusion. <b>HL questioned the need for detailed discussion by Governors.</b> IC and NCD noted that following a recent permanent exclusion it was important for Governors to ensure that the school had taken all reasonable measures to prevent any exclusions.</p> <p><u>Reflection tickets</u> – Numbers had risen. Some staff sickness may have been related to the increase, but there was a clear increase in one class whose teacher has now left. LW noted that she had conducted an exit interview for this teacher. She had noted some disconnect and lack of confidence. <b>AM asked if Governor conducted exit interviews were considered of value to the school.</b> Ht confirmed her support of these impartial meetings.</p> <p><u>Year 4</u> – Governors voiced concern with the poor progress scores of Year 4 in both maths and writing. Ht agreed with these concerns and highlighted additional data showing a more detailed breakdown of this cohort. Further support to the affected classes would be given. HL queried how maths progress was supported for pupil premium children. Ht noted that differentiated support was provided using tutoring funding.</p> <p>GD acknowledged the issues with writing. She had spent time in all the classes and confirmed that whilst planning and materials were good, there were issues with delivery in two classes. Governors asked for an update on this group at the next meeting.</p> <p><u>Writing</u> - IC noted that Year 5 writing data was also concerning. GD acknowledged that teaching and learning of the now departed teachers had been identified as an issue. Ht confirmed that the new ECT would be monitored weekly. NCD noted his concern that the points improvement was not higher post Covid. GD advised Governors that writing progress scores were always lower at the mid-year point, as children were yet to submit work that could evidence fully the development of the writing skills. HT acknowledged that there was a reduction in monitoring and support of teachers due to SLT members increasing their teaching commitments, leaving less capacity for support. The school was looking to buy in support. GD was also working with Vicky Gordon.</p> <p><u>Christian Distinctiveness</u> – Ht noted that she had just presented to the Bristol Diocese about the benefits of the Mosaic MAT and the impact that church schools can have within it. The Diocese was supportive of the new MAT. Tom Monks was now the RE lead. LW offered to get in touch with him. RS will advise him of the relevant FGB meetings to attend.</p> <p><u>Staffing Update</u> – Staff absences were down from last year. Details were on file. 2 staff members were currently on a phased return. <b>HL asked if staff</b></p>	<p>GD/Ht</p> <p>LW/RS</p>
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	<p><b>members experiencing high absences last year were among those affected this year.</b> Ht confirmed that their attendance was improved this year.</p> <p>Congratulations were offered to RC and GD who had recently announced their pregnancies. Ht confirmed that she was working with Geraldine Tidy to advertise the role of Senco/Deputy Head. There was interest within Mosaic but we may need to look further afield. The deadline for applications was 20<sup>th</sup> February. Representation from the Governing Body was requested.</p>	All Governors
7	<p><b>SEND Report</b></p> <p>Governors reviewed the SEN report in its new format. <b>RS queried that while the percentage of children with SEN support was above the national average, the percentage of children in receipt of an EHCP was well below the national average.</b> RC noted that work on a further five plans was in hand. This would bring us closer to the national average. RC outlined the processes required to obtain an EHCP. It was essential for Educational Psychology involvement. The school has a contract for 36 hours of their time per year. This only equates to assistance for 6 children. <b>RS asked if this would change under the new MAT.</b> This was not the case. Governors agreed that early intervention was essential to help the affected children due to the long wait times for diagnosis etc. Governors suggested further liaison with SSIS to gather the necessary evidence as soon as possible to ensure that children with the most complex needs can be better supported sooner.</p> <p><b>NCD noted an increase in SEN children. He asked if children came off the SEN register at all.</b> RC confirmed that two Year 6 children had now been removed.</p> <p>Progress data for SEN children was in line with data seen for the whole school.</p>	RC
8	<p><b>Review SDP and TAP</b></p> <p>This item was deferred.</p>	
9	<p><b>Curriculum update</b></p> <p>This item was not discussed.</p>	
10	<p><b>Review Performance Data (Terms 1-2)</b></p> <p>This item was discussed under item 6.</p>	
11	<p><b>Budget Review – Quarterly Output</b></p> <p>The December figures (copy on file) were reviewed. Ht noted that 1-1 support is an unsustainable drain on the budget. 1-1 requirements had a big impact on general TA support available. <b>NCD asked for clarification regarding the legal requirements with 1-1s and EHCPs.</b> RC advised that a child with an EHCP must have their needs met. 1-1 support should be provided if stated with an EHCP. <b>AM asked how we compare to other schools.</b> Ht noted that schools were aware that they needed to move away from 1-1 support due to the costs involved. This level of support was also rare at secondary level and it was school's responsibility to prepare children for this next stage.</p>	
12	<p><b>Review website compliance and content</b></p> <p>All work on the school website was deferred to Term 5.</p>	

13	<p><b>Chair's Business (incl. Review of skills audit)</b></p> <p><u>Governor Skills Audit</u> – RS had reviewed all submissions and was pleased with the results. The board scored highly regarding people, structures and compliance despite being new to governance. RS will arrange appropriate training for individual Governors based on the scores provided.</p> <p><u>Governor Hub</u> – RS noted that some Governors had yet to sign up to Governor Hub. An email had been resent to those still to sign up.</p> <p><i>LW left the meeting</i></p> <p><u>Governor Visits</u> - 13<sup>th</sup> March: Governors discussed options regarding the next Governor visit. NCD, AM and IC agreed it appropriate to attend school between 8.30-10.30am. This visit will focus on writing. 15<sup>th</sup> May: This visit should focus on Thrive. HL and AM to attend. NJ and LW to be approached about availability.</p>	RS  IC/RC/NJ/Ht  NCD/AM/IC  LW/NJ
14	<p><b>Policy Review</b></p> <p>Subject to minor changes, the following policy was approved by Governors and would be added to the website where appropriate;</p> <ul style="list-style-type: none"> <li>• Pay</li> </ul> <p>The following policy 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> </ul>	RS    KP
15	<p><b>Any Other Business</b></p> <p>MAT Update - Ht noted that the conversion date for the MAT was 1<sup>st</sup> June. Our academy order has been issued and funding will now follow to start conversion.</p> <p>No other business was discussed. The meeting closed at 6.25pm</p>	
16	<p><b>Date of next meeting</b></p> <p>Date of next meeting confirmed as 13 March 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:

13/03/2024



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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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