



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 29 November 2023 at 4.30 pm

Present: Nick Cullimore-Davies (NC-D), Kristina Parfrey (KP), Rev Lisa Wigmore (LW), Natalie James (NJ), Rosie Cook (RC) and Louisa Wilson (Ht- Headteacher)

In Attendance: Rachael Simeone (RS - Clerk) Arthur Magill (AM) and Zoe Edwards (ZE)

Note: Documents referenced as 'on file' can be found on 'Team Drives /Governors Cloud / 2023 - 2024 School Year/Meetings/Full Governing Body/ 2023 – 29 November.

Item		Action by
1	<p>Welcome, Prayer and Introductions</p> <p>NCD welcomed all to the meeting. RS introduced Arthur Magill to the meeting. A Governor visit had been held in advance of this meeting.</p> <p>LW led Governors in prayer.</p>	
2	<p>Apologies for absence</p> <p>Apologies were received and accepted from Ian Childs (IC), and Henry Lawes (HL).</p> <p>Quorum status was confirmed.</p>	
3	<p>Declaration of Pecuniary Interests relating to agenda items</p> <p>No one present expressed any pecuniary or business interests in any agenda item.</p>	
4	<p>Minutes of the last meeting, incomplete actions and matters arising</p> <p>The minutes of the meeting held 18 October 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.</p> <p>The following outstanding actions were to be addressed;</p> <p><u>Writing apps</u> – Ht noted that Georgie Davies was still researching and costing apps.</p> <p><u>KCSIE</u> – HL to complete.</p> <p><u>Credit with suppliers</u> – KP to investigate further</p> <p><u>Classroom Cloud</u> – Governors should have all received credentials. Please advise if not</p>	<p>RS</p> <p>HL KP</p> <p>All Governors</p>
5	<p>Presentation – Results of staff wellbeing survey</p> <p>Ht ran through the results of a follow up wellbeing survey that had recently been conducted. All staff had been sent this to complete. Results showed real improvement in staff wellbeing, although Governors noted that the number of staff completing the survey was very low, with only 47% of staff members participating. This was down from 62% in the first survey. Governors hoped</p>	

	<p>that involvement would increase at the next round.</p> <p>Following some negative feedback Governors agreed that exit interviews should be conducted with any departing teachers. LW agreed to conduct an exit interview on Wednesday 13th December when she visited the school.</p> <p>Ht also presented the wellbeing action plan (copy on file) which confirmed that the school was on track with their leadership and management ambition of 'ensuring that the mental health and wellbeing of the whole team is a priority for the school'. Governors agreed this to be comprehensive. RS will add the staff wellbeing elements into the agenda planner.</p>	<p>LW</p> <p>RS</p>
6	<p>FGB membership</p> <p><u>Parent Governor</u> – RS advised Governors that Arthur Magill (AM) was the only applicant for the role of Parent Governor after the role was advertised to the parent community at the start of November. Governors approved this appointment and welcomed AM to the Governing Body. AM agreed to take on the role of Health & Safety Link Governor. AM and RS to complete and send all necessary forms to Governor Services.</p> <p><u>Co-opted Governor</u> – RC had now finished her first term of office and agreed to continue to a second term. RC and RS to complete and send all necessary forms to Governor Services.</p> <p><u>Foundation Governor</u> – RS updated NJ on her transfer from LA to Foundation Governor. The Diocese had been waiting for one reference and the relevant PCC minutes. Once these were received then the application could progress. LW would forward the PCC minutes.</p> <p><u>Governors' Skills Audit</u> – RS noted that the audit form had been sent to all Governors for completion and return by 15th December. Results would be reviewed at the January meeting.</p>	<p>AM/RS</p> <p>RC/RS</p> <p>LW</p> <p>All Governors</p>
7	<p>Discussion and approval of SDP and TAP</p> <p>Ht advised that a TAP would be developed from T3 onwards and would be reported on in T4.</p> <p>Governors agreed the new priorities (Thrive and links with St Stephen's Infants) added to the plan. School priorities would continue to be monitored during Governor visits and are listed at the end of the minutes as a reminder for all Governors.</p>	
8	<p>Preparing the SFVS</p> <p>NCD confirmed he would complete this for 2023/24. NCD asked if benchmarking data was available to assist with completion. NCD would check this with KP.</p>	NCD
	<i>KP joined the meeting</i>	
9	<p>Budget review – revised budget</p> <p>Ht presented the budget forecast. NCD noted a good financial position. There were variations in the budget due to staff sickness and supply teachers. More</p>	

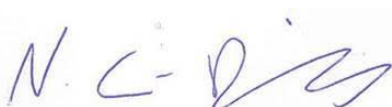
	<p>1-1 support had been necessary. Ht confirmed that a new Thrive practitioner had been employed using PP funding. NCD clarified that the current projections did not account for MAT conversation.</p> <p><u>Funding for projects ahead of academisation</u> – Ht noted that as part of other works on the school the cupboards next to the Thrive room had been removed to create more usable space. She hoped that Governors would be supportive of her plan to create a multi-sensory room for SEN children. The full estimate was around £20k although school would visit other successful settings to see what works well. Governors were very supportive of this work, although NCD expressed concern that work for this had already started ahead of Governor approval. It was discussed that phase 1 of the work was technically under the limit required for Governor approval, but the point was noted by Ht. Ht will take the Thrive development forward.</p> <p>A significant amount of general maintenance remained outstanding and funds should be used here. AM asked if the MAT could overrule these financial commitments. Ht did not think that this would be a problem if planned projects were sensible. NCD asked for further project ideas to be tabled at the January meeting.</p>	<p>Ht</p> <p>Ht/KP</p>
10	<p>Pupil Premium Strategy Statement</p> <p>Ht defined PP for AM. Governors had reviewed the statement (copy on file) and NCD commented on the marked improvement of outcomes. He congratulated Ht.</p> <p>NCD asked if support would remain the same for the coming year. Ht noted that it would. The HLTA providing Maths support had now left. Teaching staff would continue to provide this support in class. Ht hoped that the need for additional phonics support would reduce as the impact from Covid lessens.</p> <p>Governors approved the PP Strategy Statement for publication on the website.</p>	<p>Ht</p>
11	<p>New Website</p> <p>Ht reported that capacity issues had prevented any progress on the new website. She confirmed that a company had been chosen and that they were waiting for content from the school. NCD asked if the new website had already been included in the budget. Ht noted that build costs were not included.</p>	
12	<p>Review of Maintenance Plan</p> <p>KP highlighted in the 5 year refurbishment and redecoration plan (copy on file) that Covid had put the school behind schedule. KP presented the ongoing and new maintenance issues (copy on file). The appointment of a new caretaker would mean that redecoration work could be handled in-house over the Christmas break. Work on the Year 5 and 6 toilets would be expensive. Quotes would be sought. LW asked when this work would likely be completed. KP noted that it would probably be 2024/25. NCD asked if this was down to the availability of builders or the impact of the work on school life. KP confirmed that it was both. There has already been a huge impact from the work installing the heat pumps. Builders are currently booking up a year in advance.</p> <p>Work to convert the cupboards next to the Thrive room had been started by Lionel Saunders in conjunction with their work on the boiler and pipe work.</p>	

	<p>This would create a more usable space. KP was pleased to hear that Governors had approved the proposed sensory room for Thrive.</p> <p>KP confirmed that plans for refurbishment of the school kitchen were now back on track and scheduled for February thanks to a grant from SGC. The kitchens would therefore be closed the week before the February break. LW asked if meals could be brought in for the children or if St Stephen's Infant School could help. Ht confirmed that SSIS did not have capacity to assist. She would be taking steps to minimize the impact on the more vulnerable children.</p>	
13	<p>Review of Christian Distinctiveness</p> <p>This item was not discussed due to capacity issues. This would be included in the January Ht report.</p>	
14	<p>Safeguarding Update</p> <p>LW had submitted a report from her visit to school on 9th November (copy on file). She noted a real need that the children had for care. Ht confirmed that one of her LAC children had been relocated which had been traumatic for everyone involved. She confirmed that there was a rota of staff members calling the child on a daily basis .NJ asked if there was anything that could be done to support this child. Ht confirmed that they did not want for anything materially. It was emotional support that they were lacking. Governors hoped that this could be resolved asap.</p> <p><u>Single Central Record</u> – LW confirmed that checks were required 3 times per year. IC had been doing this at each visit. LW suggested that he should continue to do this and that she would focus on other areas.</p>	
15	<p>Chair's Business</p> <p><u>Annual Governance Statement</u> – NCD had drafted the Annual Governance Statement (copy on file). As it was a later addition to the documentation NCD asked Governors to review and provide feedback as necessary by the end of the week. RS will then send out to parents and add to the website.</p>	All Governors RS
16	<p>Policy Review</p> <p>The following policies were approved by Governors and would be added to the website where appropriate;</p> <ul style="list-style-type: none"> • Attendance • Safeguarding and Child Protection • ECT Induction • Collective Worship • Child on Child Abuse • Professional Growth • Accessibility <p>NCD noted differences in the Attendance policy regarding how lateness was managed. Governors agreed to continue with a joint policy for this academic</p>	RS

	<p>year although this may need to change following academisation.</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"> Managing Medical Needs <p>Governors noted that some of the policies in the folder did not look to have been updated. The current practice was for RS to add a copy of the current policy to the folder where updates could be made by Ht or KP as necessary. Going forward staff members will update policies in the Active Policies folder and then forward a copy of the revised policy to RS for inclusion in the meeting and review by Governors.</p>	Ht/KP
17	<p>Any Other Business</p> <p>Ht noted staffing updates. Two Year 5 teachers would be leaving the school at the end of term. One new teacher had been appointed and ZE would take on the other class. Other staff would cover as appropriate. A Year 3 teacher would also be leaving at the end of term 3. Interviews were taking place. One of our long standing TAs Claire March will also be leaving at the end of this term.</p> <p>Ht noted that the children would be having their Christmas lunch on Wednesday 13th December. Governors were welcome to attend.</p> <p>No other business was discussed. The meeting closed at 6.50pm</p>	
18	<p>Date of next meeting</p> <p>Date of next meeting confirmed as 17 January 2023 at 4.30 pm.</p> <p>This meeting has a revised start time of 4.30pm although it does not follow a Governor visit.</p> <p><u>Governor visit revised timetable</u> – These would now take place ahead of the March and May meetings. RS will circulate a revised timetable.</p>	RS

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: 17 January 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

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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