



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 September 2023 at 5.30 pm**

**Present:** Nick Cullimore-Davies (NC-D), Ellie Langdon (EL), Kristina Parfrey (KP), Ian Childs (IC), Rev Lisa Wigmore (LW), Natalie James (NJ), Henry Lawes (HL) 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/ 2023 – 13 September.

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 Pam Cosh (PC) and Rosie Cook (RC)</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>Curriculum and Global Goals presentation</b></p> <p>Ht presented the curriculum at St Stephen's Juniors and how this fits with the school's vision. We have an enquiry-led curriculum that is developed using the UN's sustainable development goals. These are now referred to as the Global Goals. These Global Goals frame the areas in which our children can become changemakers and be engaged in their learning. 16 Global Goals are taught over the 4 years, with the more complex topics being covered in Years 5 and 6. Governors noted how science, history and geography acted as threads weaving through the enquiries and learning. <b>NCD queried how Maths and English are built into the curriculum.</b> Ht illustrated this to Governors. Governors were pleased to be able to review such clear examples of key questions for a Year 3 enquiry about Egyptians. Governors were impressed by the significant work that subject leads had put into the creation of each enquiry and the knowledge organizers for these. Governors suggested that these knowledge organizers would be of value to families online on the year group pages, as well as curriculum maps.</p> <p>Ht noted that the next Governor visit to school would be whilst an enquiry is running.</p>	Ht
5	<p><b>Appoint/Reappoint Clerk</b></p> <p>Governors voted with a show of hands to reappoint RS as Clerk to Governors.</p>	

6	<p><b>Minutes of the last meeting, incomplete actions and matters arising</b></p> <p>In advance of this meeting RS had been in contact with all those with actions from the meeting. This sped up this section of the meeting and allowed more time for other discussions. RS would add the actions list to the meetings folder for review alongside the minutes going forward.</p> <p>Following review of the minutes HT asked RS to create a more detailed record of the discussions around the MAT. Subject to this update, the minutes of the meeting held 12 July 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. Ht will chase progress with her.</p> <p><u>Prayer Corner</u> – Ht confirmed that new values ambassadors were currently being elected. They will review the prayer corner as part of their remit.</p> <p><u>Ofsted questions</u> – Ht had sent her draft document to Geraldine Tidy for approval. This will then be circulated to all Governors.</p> <p><u>Actions from staff survey</u> – Ht noted that the wellbeing team needed to meet this term and confirm the actions to be communicated.</p> <p>Matters Arising</p> <p>Ht noted that since our last meeting the school caretaker had decided to retire. A new caretaker was to be appointed. An agency caretaker was due to start at the school on 25<sup>th</sup> September with revised hours of 11am – 6pm. Governors queried the impact of this change on the school. Ht and KP noted that school staff had adjusted to opening up the school in the morning and that having a caretaker in throughout the day is anticipated to be more efficient. Governors were encouraged by this news as they had noted the very real impact on the school from this vacancy.</p>	<p>RS</p> <p>RS</p> <p>RS</p> <p>Ht</p> <p>Ht/values ambassadors</p> <p>Ht</p> <p>Ht/wellbeing team</p>
7	<p><b>Election of Vice-Chair(s) of Governors, Election of Governors, setting terms of office</b></p> <p><u>Election of Vice-Chair of Governors</u> - NCD noted correspondence with PC that implied an imminent letter of resignation. IC put himself forward for election as Vice-Chair of Governors. His application was proposed by EL and seconded by NCD. All Governors were in approval.</p> <p>Post Meeting Note: RS received a resignation from PC. Flowers were to be sent to PC</p> <p><u>Re-election of Co-opted Governor</u> - As RC had been unable to attend this meeting, appointment of her second term was deferred to the October meeting.</p>	<p>Ht</p>



8	<p><b>Review/Confirm membership types and number as defined in Instrument of Governance (School Schedule) - Identify any vacancies and recruitment strategies</b></p> <p>RS highlighted the school schedule (copy on file) and noted the co-opted vacancy and Foundation vacancy that were still to be filled. Subject to confirmation of PC's resignation there would be 2 Foundation vacancies. Recruitment was discussed and Governors would consider changes to their governor types in order to bring on any interested parties from the parent community. EL confirmed that she would approach any parents that had expressed an interest in joining the Governing Body. NJ noted her faith and confirmed that she was happy to move from LA Governor to Foundation Governor.</p> <p>Governors should advise RS of any changes to their personal details listed.</p> <p><i>EL left the meeting</i></p>	<p>EL NJ/RS</p> <p>All Governors</p>
9	<p><b>Endorsement of Panel Chairs and members and Governors with specific responsibilities including Headteacher's Performance Management Panel</b></p> <p>Governors reviewed the draft document (copy on file) listing the available committee positions and specialized roles. The following was agreed;</p> <p>HTPM – HL and LW</p> <p>Teachers' Pay Panel – EL and IC</p> <p>Pay Committee – HL, EL and IC</p> <p>Governors would retain their link roles held in 2022/3. Subject to the resignation of PC, HL would take on the role as SEN Governor.</p> <p>Governors agreed that the subject specific roles were not required for 2023/24.</p> <p>Ht noted that Zoe Edwards and Georgie Davies would like to attend FGB meetings in their new roles as Assistant Headteacher. RS confirmed that they were welcome to attend meetings as required in that capacity. There was no requirement for them to join the Governing Body as Governors. Ht should liaise with ZE and GD to agree the most appropriate meetings for them to attend.</p>	<p>Ht</p>
10	<p><b>Review/Confirm FGB Terms of Reference and delegated responsibilities to committees</b></p> <p>The Full Governing Body terms of reference and delegated responsibilities to committees (copy on file) were adopted with no changes.</p>	
11	<p><b>Adoption of Standing Orders</b></p> <p>The Standing Orders (copy on file) were adopted with no changes.</p>	
12	<p><b>Review level of financial authority delegate to Headteacher and Finance &amp; Resources Committee</b></p> <p>Appendix 4 of the Finance policy, which defines the level of spend delegation and authorization (copy on file), was reviewed. HL suggested that amounts</p>	



	<p>should be raised due to high inflation affecting prices.</p> <p>New amounts were agreed as follows;</p> <ul style="list-style-type: none"> <li>• Up to £2,000 (single line item) – Headteacher</li> <li>• Up to £10,000 (multiple items for single project/purchase) – Headteacher (Purchases between £6,000 &amp; £10,000 reported to FGB)</li> <li>• £10,001 - £75,000 – FGB approval</li> </ul> <p>RS will update Finance policy accordingly.</p>	RS
13	<p><b>Adoption of latest changes to ‘Keeping Children Safe in Education’</b></p> <p>RS confirmed that a link to the updated 2023 version of the document ‘Keeping Children Safe in Education’ and a declaration had been circulated to all Governors to confirm that they had read Part 1. Governors were asked to complete this if not yet reviewed.</p>	All Governors
14	<p><b>Renew declarations of pecuniary or business interest</b></p> <p>The pecuniary interest form (copy on file) was completed by all Governors present. RS to liaise with RC for an updated form.</p>	RS
15	<p><b>Renew commitment to Governors Code of Conduct</b></p> <p>All Governors present were asked to add their names to the Code of Conduct (copy on file). RS to liaise with RC for her signature.</p>	RS
16	<p><b>Head’s Report</b></p> <p>Ht presented the head’s report circulated to Governors back in July. She highlighted the data showing excellent progress. The KS2 outcomes were reviewed by Governors, with the percentage of pupils achieving the expected standard in reading, writing and maths noted above the national average. In contrast, the number of children achieving greater depth was below the national average. <b>HL queried why the national average wasn’t achieved there.</b> Ht noted the challenge that children faced in writing was their lack of ability to adapt their style of writing for different tasks. Ht planned to include writing at greater depth to this year’s SIP.</p> <p>The impact of Covid on the Year 4 data remained obvious and should be monitored this year within the SIP.</p> <p>Ht advised Governors that St Stephen’s Infants had decided not to proceed with joining the MAT as they were currently happy with the status quo as a maintained school. They would however continue to liaise with Geraldine Tidy. <b>IC asked Ht if she felt there would be any barriers introduced if one school joining the MAT and one not.</b> Ht did not feel that this needed to have any impact.</p> <p><b>Considering that the impact of covid was having on the year 4s in all areas, LW asked what support they were due to receive this year.</b> Ht confirmed that Georgie Davies was leading on this. To date, a writing group of 12 children has been established with Jeni Srokosz. Data would continue to be tracked 3 times</p>	Ht

	<p>per year.</p> <p><b>Looking at Maths data, HL asked about the gender gap with girls not making the same progress as boys.</b> Ht acknowledged the ongoing issue with girls. Interventions were in place. NCD asked that Governors get to analyze whether this gap is shrinking subject to these interventions. Ht will prepare a report for the next meeting.</p>	Ht
17	<p><b>Ofsted Preparation</b></p> <p>Governors awaited the questions prepared by Ht. These would be discussed at the next meeting.</p>	
18	<p><b>Policy Review</b></p> <p>Behaviour policy – This policy was reviewed and approved by Governors. RS to add to website.</p>	RS
19	<p><b>Any Other Business</b></p> <p><u>RAAC</u> – Governors queried the situation with RAAC concrete at the school. KP confirmed that she had received assurance from the Council that there were no issues with RAAC, although a survey had not been completed.</p> <p><u>MAT</u> – NCD advised Governors that he was due to attend a Chairs meeting of Mosaic. The consultation documentation would be sent to the parent community on 26<sup>th</sup> September with a 4 week window. Following the consultation an application would be sent to the Secretary of State. The current projected conversation date is 1<sup>st</sup> June 2024. <b>HL asked if pensions would be affected by the academisation.</b> Ht confirmed that pensions would be unaffected.</p> <p><u>Dates to note</u> - RS will re-circulate the 2023/24 meeting dates to all Governors. Ht confirmed that Geraldine Tidy would be visiting on 29<sup>th</sup> September to conduct a deep dive in Geography and Science. Dave Smith would be visiting the school on 11<sup>th</sup> October. An additional deep dive was planned for November (date TBC) in DT and Art.</p> <p>No other business was discussed. The meeting closed at 7.40pm</p>	
20	<p><b>Date of next meeting</b></p> <p>Date of next meeting confirmed as 18 October 2023 at 4.30 pm. This meeting will be planned as a face to face meeting following a Governor visit.</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: 18<sup>th</sup> October 2023



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## Summary of Priorities

### POST OFSTED ACTION PLAN

- A1:** Clarify the role and expectations of leaders of subjects
- A2:** Identify key content and knowledge and have clear vision of when this should be taught
- A3:** Develop the use of assessment in wider curriculum learning
- A4:** Develop a strong team of governors who share the same vision and understanding of how the curriculum is delivered

### SCHOOL IMPROVEMENT PLAN

- 1.1** Develop pedagogy for teaching the wider curriculum
- 1.2** Introduce Little Wandle Phonics Scheme
- 1.3** Become an Oracy driven school **(Year 2 of 2)**
- 1.4** Reorganise the maths curriculum **(Year 2 of 2)**
- 2.1** Introduce Metacogs **(Year 2 of 2)**
  - 3.1** Implement an action plan to become a recognised Mentally Healthy school
- 4.1** Establish protocols and policies recommended by the Education Staff Well - being charter



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