



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 12 July 2023 at 5.30 pm

Present: Nick Cullimore-Davies (NC-D), Louisa Wilson (Ht– Headteacher), Rosie Cook (RC), Henry Lawes (HL), Ellie Langdon (EL), Natalie James (NJ), Pam Cosh (PC) and Kristina Parfrey (KP)

In Attendance: Rachael Simeone (RS - Clerk)

Note: Documents referenced as 'on file' can be found on 'Team Drives /Governors Cloud / 2022 - 2023 School Year/Meetings/Full Governing Body/ 2023 – 12 July.

Item		Action by
1	<p>Welcome and Prayer</p> <p>NCD welcomed all to the meeting. RC was welcomed back to school following her maternity leave.</p> <p>PC led Governors in prayer.</p>	
2	<p>Apologies for absence</p> <p>Apologies were received and accepted from Rev Lisa Wigmore (LW), Ian Childs (IC) and Anthony Hamlen (AH).</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>Election of Chair of Governors</p> <p>NCD put himself forward for election as Chair of Governors. His application was proposed by EL and seconded by KP. All Governors were in approval.</p>	
5	<p>Election of Vice-Chair of Governors</p> <p>PC advised Governors that she wasn't able to commit to this role going forward. This election would therefore be deferred to the September meeting. All eligible governors should consider this role as a vice-chair must be in place.</p>	All Governors
6	<p>Minutes of the last meeting, incomplete actions and matters arising</p> <p>The minutes of the meeting held 17 May 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 will chase information on suitable apps to support children's learning</p> <p><u>Online Safeguarding Training</u> – KP confirmed that she would send a reminder</p>	<p>RS</p> <p>Ht</p>

	<p>to all Governors each August to allow them to complete the online safeguarding training by September to remain compliant.</p> <p>Prayer Corner – No progress to date. Ht waiting for feedback from the values ambassadors. Ht suggested wall art to enhance the area</p> <p><u>Website</u> – Ht confirmed that a new provider had been sourced. Governors asked about the timeline for this project. Ht hoped to have this completed by October. This would be added to the October agenda for discussion.</p> <p><u>Staffing and maintenance tasks</u> – Governors queried the impact of the caretaker’s absence. Ht confirmed that the impact was escalating. Recruitment was proving impossible. HL suggested other routes to recruitment, avoiding agencies and will happily signpost. Ht will put together a job advert that can be circulated using alternative medias. Ht confirmed that she had visited the caretaker to get a health and wellbeing update. An official meeting would take place next week. KP confirmed that she had not made a list of maintenance tasks for the parent community and would continue to request assistance from her husband. Governors did not consider this a sustainable option and urged her to reconsider.</p> <p>Post Meeting Note: The caretaker has agreed that it is time to retire. A permanent position can now be advertised.</p>	<p>KP</p> <p>Ht</p> <p>RS</p> <p>Ht/HL</p>
7	<p>Mosaic MAT update – decision to consult</p> <p>Governors had reviewed all documentation and NCD and Ht had met prior to this meeting to discuss the MAT in more detail. Governors started by discussing the vision which they were very supportive of. NCD queried what was meant by ‘staff doing fewer things in greater depth’. Ht confirmed that this was a reduction in workload. Finance dominated discussions as the school has worked hard to keep a healthy budget. NCD asked Ht if she felt that the MAT offered good value for money. Ht and KP confirmed that as they already give a similar percentage of their budget to the LA then there was no financial issue. Governors queried the safeguards in place to stop rogue schools overspending. The financial strategy should stop this.</p> <p>Governors considered the risks versus the benefits of joining a new MAT. The key strategic leads were already known to the school and governing body. Governors queried the power of the MAT. What if we disagree with the Trust? Ht noted that each level of governance had its own key role and focus. The Governing Body would become an Academy Community Council. The key role of this local governance was education. PC was pleased to note the majority church articles. She could be confident that the school could continue to have strong Christian values.</p> <p>Governors were supportive of Ht’s wish to be a driving force in the creation of the MAT rather than trying to fit in at a later date. Staff had been consulted and had seen the move as a positive one, with focus on people, staff development and best practice. Governors agreed that this should help with staff retention and recruitment. There may be an issue with church land, however this was not certain and could only be looked at after a decision had been made to move forward.</p> <p>Governors agreed to proceed to the next stage of the process. This would</p>	




	involve consultation with the parent community in September/October. The next milestone in the process would be at the end of 2023.	Ht
8	Ht report (incl staffing structure, behavior, performance data, progress in terms 5&6) The report (copy on file) was not discussed due to time constraints.	
9	Preparation/review of SIP for next academic year The SIP (copy on file) was not discussed due to time constraints.	
10	Ofsted Preparation Ht confirmed that the planned mock Ofsted had been rescheduled for Wednesday 11 th October due to capacity issues. Governors agreed that the best time for their contribution would be 5pm. A full Ofsted inspection is expected before the end of term 2. Ht would be revisiting an Ofsted preparation document with pertinent questions. She would circulate this to Governors during the summer break.	All Governors Ht
11	Opportunity for staff to provide feedback to Governors Not discussed.	
12	Review of Sports Premium (impact of previous year/plan for coming year) Sports Premium had been reviewed and there was some confusion around the percentage of lessons taught through Sporting Chance. A target was also requested for swimming. Ht would make the necessary updates before submission.	Ht
13	Safeguarding update Ht confirmed that formal meetings had been difficult to hold in term 6. Governor commitments had made them problematic to reschedule. Any emergent issues had been dealt with and there were no child protection issues. Ht and RC were taking higher level child protection training. KCSIE had now been updated for 2023. This would be on the September agenda.	
14	Support for Year 5 Not discussed.	
15	Review outcomes of parent/pupil/staff surveys Governors had reviewed both the parent and staff surveys. Governors noted that not many staff completed the survey but that this was well designed and thanks should be passed to those who put this together. Ht acknowledged that there were definite actions within the survey around recognition and wellbeing. HL confirmed that he could provide some support around wellbeing. Ht would be focusing on mental health and wellbeing going forward. Actions would be relayed to all staff and a follow up survey would be conducted in term 2 keeping the same questions for comparable data. The parent survey also had clear actions to be implemented in the new	Ht

	academic year around the wider personal development of children and clubs/activities.	
16	Review of Christian Distinctiveness Not discussed.	
17	Chair's Business (incl. review of governance action plan) Not discussed.	
18	<p>Policy Review and Ratification</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"> • Literacy Difficulties • Online Safety • Presentation • Spelling • Handwriting • Concerns and Complaints • Cyber Security • Data Breach • Data Protection • Freedom of Information • Health and Safety 1 • Health and Safety 2 • Infection Control • Information Security • Parent Acceptable Use • Pupil Acceptable Use • Premises Management • Risk Management • Social Media • Staff Induction • Privacy Notice Staff • Privacy Notice Job Applicants 	RS
19	<p>Any Other Business</p> <p><u>Thanks to departing staff</u> - Governors thanked Lynsey Lowrie and Anthony Hamlen for their input to the Governing Body during their time at St Stephens</p>	

	<p>and wished them well in their new roles.</p> <p><u>Review of minutes</u> - Governors felt that the review of minutes was taking up valuable meeting time. RS and NCD would liaise ahead of each meeting to confirm that all actions had been completed. RS would therefore be requesting confirmation that actions are completed. Please contact RS as necessary.</p> <p>No other business was discussed. The meeting closed at 7.45pm</p>	RS/NCD
20	<p>Date of next meeting</p> <p>Date of next meeting confirmed as 13 September 2023 at 5.30 pm. This meeting is scheduled as a face to face meeting and there would not be a Governor visit in advance of the meeting.</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: 13th September 2023

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



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4.1 Establish protocols and policies recommended by the Education Staff Well - being charter



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