



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 May 2023 at 4.30 pm**

**Present:** Nick Cullimore-Davies (NC-D), Rev Lisa Wigmore (LW), Ian Childs (IC), Louisa Wilson (Ht- Headteacher), Ellie Langdon (EL), Natalie James (NJ) and Kristina Parfrey (KP)

**In Attendance:** Rachael Simeone (RS - Clerk) and Georgina Davies (GD)(for Item 4)

Note: Documents referenced as 'on file' can be found on 'Team Drives /Governors Cloud / 2022 - 2023 School Year/Meetings/Full Governing Body/ 2023 – 17 May.

Item		Action by
1	<p><b>Welcome and Prayer</b></p> <p>NCD welcomed all to the meeting. Ht joined the meeting virtually by Google Meet due to ill health. This meeting followed a planned Governor visit of the school.</p> <p>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 Lynsey Lowrie (LL).Henry Lawes (HL) was not present</p> <p>Quorum status was confirmed.</p> <p>Governors agreed to create a WhatsApp group to assist with logistics but not decision making.</p>	RS
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>Staff Presentation (Writing)</b></p> <p>Georgina Davies presented to Governors how writing is taught at SSJS (copy on file). She laid out her aspirations to see more children working at greater depth. NCD queried setting of targets and progress. GD ran through these. <b>(A1/A2/A3/A4)</b></p> <p>It was important to note that post covid catch up for years 3 and 4 was taking time with extra work required on phonics. A new writing process was now being embedded. Writing was difficult to evidence midyear; therefore data was unable to show pupils' true progress until the end of the year.</p> <p>GD noted that Year 4 was the year group showing the biggest impact from Covid. NCD asked if that would not be Year 3. GD confirmed that Year 4 lost the most phonics and spelling teaching overall.</p> <p>LW queried how SSJS compare with other schools. GD noted that evidence was</p>	

	<p>not yet from performance data, but that conversations with peers had shown both GD and Ht that the impact on Years 3 and 4 was shared by other schools.</p> <p>IC queried resources for parents to support children with their spelling. He had purchased an app called Doodle English and asked GD to consider endorsing preferred apps to allow parents to provide effective support outside of school. Ht agreed that school had a responsibility to signpost. GD would investigate options such as Doodle English</p> <p>Governors thanked GD for her presentation.</p>	GD
5	<p><b>Minutes of the last meeting, incomplete actions and matters arising</b></p> <p>The minutes of the meeting held 08 March 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>Online Safeguarding Training</u> – KP confirmed that she would send a reminder to all Governors each August to allow them to complete the online safeguarding training by September to remain compliant.</p> <p><u>Practice Ofsted inspection</u> – This was scheduled for 14<sup>th</sup> June. EL and IC confirmed that they could attend. Ht noted that this would be a 30 minute virtual meeting. NCD would love to attend but was not available on that date. Ht would contact CSP to see if there was any flexibility.</p> <p>Ht recommended that Governors review Ofsted questions at each meeting going forward in order to prepare for the next visit. This will be added as a rolling agenda item and Ht will circulate questions to Governors</p> <p><u>Prayer Corner</u> – No progress to date. HT was waiting for the feedback from the values ambassadors. Ht suggested wall art to enhance the area.</p> <p><u>Health &amp; Safety – wooden structure</u> – EL noted that this had not yet been resolved and was a H&amp;S concern. KP confirmed that her husband was due to take the full structure down in the half term break.</p> <p><u>Website</u> – Ht advised Governors that the website was being reviewed by RC who would be returning from maternity leave in term 6. RC would provide feedback at the next meeting.</p>	<p>RS</p> <p>KP</p> <p>Ht</p> <p>RS/Ht</p> <p>AH</p> <p>KP</p> <p>RC</p>
6	<p><b>Review SIP and TAP</b></p> <p>This item was deferred to the next meeting</p>	
7	<p><b>SEND Report</b></p> <p>Governors had reviewed the term 5 SEND report (copy on file). Progress of SEN children was good overall. Governors were aware that writing results did not accurately reflect the abilities of the children at this time of year. Ht highlighted once case of a child with challenging OCD and attachment issues. Governors queried how we were able to assist them to achieve progress and whether we were able to meet their needs. Ht noted that this was difficult to answer, although their needs were not complex enough to require specialist provision.</p>	

8	<p><b>Review Performance Data</b></p> <p>The Pupil Progress report (copy on file) showed a similar picture to that of the SEN data. There was good progress in both reading and maths, but progress was limited in writing. Governors hoped to be able to see the results of the new writing scheme discussed under item 4 when data is reviewed again.</p>	
9	<p><b>Ht report (incl. progress in Terms 3-4)</b></p> <p>This item was covered under item 8.</p>	
10	<p><b>Support for Year 5</b></p> <p>Progress for Year 5 was encouraging under item 8. Ht confirmed that the two classes struggling the most at present, would be led by the same teachers who they had in Year 3. Both teachers had a great working relationship with the children and would get the best from the classes as they move to Year 6. Governors were pleased with this decision and were confident of good progress for the cohort.</p>	
11	<p><b>MAT Update</b></p> <p>LW apologized for not being able to attend the last update meeting for Governors as she had hoped to. Ht updated Governors on current progress. CofE articles had been agreed as equal rather than minority, which would allow the MAT to include any VA schools.</p> <p>There would be a meeting at St Stephen's on 6<sup>th</sup> June for Head teachers. Information on further meetings for Governors would be circulated. A formal decision on moving ahead would be required from schools by 17<sup>th</sup> July. This would therefore be debated at our next meeting. If the school moves ahead with the MAT then consultations with parents would happen in September.</p>	Ht
12	<p><b>Budget Review – approve new budget</b></p> <p>Governors had reviewed the F&amp;R and I&amp;E reports as well as a budget visit overview from the SFO (copies on file). Governors were encouraged that the budget remained healthy. KP noted a large bill received regarding the temporary boiler. This was being disputed.</p> <p>NCD asked for an update on the caretaker. KP confirmed that he remained on sick leave with ongoing health concerns and treatment. School staff were concerned as he was not responding to communications and so there was no update on his current health situation.</p> <p>The updated staffing structure was noted by Governors. Governors were pleased about the new additions but concerned about the impact that the lack of a caretaker was having on the school. EL advised that the parent community were often keen to help when the need arises. She suggested making a list of tasks or help that was required so that people could offer assistance. Governors agreed that this could be a positive step while the school was without a caretaker.</p>	KP



	LW and IC gave their apologies.	
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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: 12 July 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
- 4.1 Establish protocols and policies recommended by the Education Staff Well - being charter



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