



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 08 March 2023 at 4.30 pm by Google Meet

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

In Attendance: Rachael Simeone (RS - Clerk) and Lynsey Lowrie (LL)

Note: Documents referenced as 'on file' can be found on 'Team Drives /Governors Cloud / 2022 - 2023 School Year/Meetings/Full Governing Body/ 2023 – 08 March.

Item		Action by
1	<p>Welcome and Prayer</p> <p>NCD welcomed all to the meeting. Governors met virtually by Google Meet due to adverse weather conditions. The planned Governor visit was postponed until the next FGB.</p> <p>LW led Governors in prayer.</p>	
2	<p>Apologies for absence</p> <p>Apologies were received and accepted from 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>Staff Presentation (Mental Health and Wellbeing)</p> <p>LL gave Governors an update on Mental Health and Wellbeing. She detailed all steps taking place to support pupils. She would be conducting an online pupil survey by the end of term 4. In order to support pupils the school was waiting to appoint a new Educational Mental Health Practitioner. NCD queried the impact of a lack of EMHP. Ht confirmed that the role was missed and there was a real need to recruit. Governors asked if children in school were suffering more at present. LL confirmed that the current situation was the worst she had ever seen. It was sad that the school simply did not have the resources or capacity to assist all children as effectively as they would like. PC asked about the relationship with social care. Ht advised that she had joined a group whose remit was to examine the relationship with social care and expectations. Governors thanked LL for her presentation.</p>	
5	<p>Minutes of the last meeting, incomplete actions and matters arising</p> <p>The minutes of the meeting held 18 January 2023 (copy on file) were agreed as a correct record and NCD authorized the inclusion of his digital signature. Copy</p>	RS

	<p>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 had set up a link to all Governors to the safeguarding training offered by the National College. This should be completed by all Governors</p> <p><u>Safeguarding Poster</u> – Poster was still to be updated. KP requested a photo from LW as deputy Safeguarding Lead Governor.</p> <p>Matters arising were as follows;</p> <p><u>ISDR</u> – Ht confirmed that the data was now correctly listed.</p> <p><u>Pupil Premium</u> – Ht confirmed the submission had been made and was available on the school website.</p> <p><u>Dedelegation</u> – Ht noted that the decision had been made not to make a statement. Since then the school has successfully dedelegated.</p>	<p>All Governors</p> <p>LW/KP</p>
6	<p>Revisiting the school vision</p> <p>Governors revisited the school’s vision for the benefit of the newer Governors. Keywords were noted. The tagline ‘Learning to Change the World’ – ‘Act justly, love mercy and walk humbly with your God’ was displayed in each classroom as a constant reminder.</p>	
7	<p>Membership Update</p> <p>Henry Lawes was elected in his absence as Co-opted Governor by a unanimous show of hands.</p>	RS
8	<p>SFVS</p> <p>NCD agreed to complete the SFVS ahead of the deadline of 31st March. RS to send him the necessary forms. Governors would review this before submission.</p>	NCD/RS All Governors
9	<p>Ht update on revised SIP for Terms 4-6</p> <p>Ht confirmed that progress was ongoing with the current SIP (copy on file). Ht was working with curriculum consultants from Lighting Up Learning. Some enquiries were either too detailed or not specific enough and this was being resolved. There had been ongoing issues with getting supply teachers in to allow staff to work on their areas of the SIP. There had</p> <p>The Governance section had been updated by Ht, PC and RS last week (A4).</p> <p>A deep dive of Computing would be conducted on 22nd March by the CSP and other leaders.</p> <p>A practice Ofsted inspection would be held on 14th June by the CSP and Geraldine Tidy. NCD asked if there would be Governor involvement in this. Ht asked Governors to add this date to the diary if possible.</p> <p>PC advised Governors that she attended school this morning before the closure to review oracy and phonics. It had been a pleasure to see the oracy in practice. PC also felt reassured by confidence levels in phonics. She had seen a</p>	All Governors




	good strategy and great progress (A4/SIP1.2/SIP1.3) .	
10	<p>Support for Year 5</p> <p>HT confirmed that a Yr5 teacher was having a staged return to work. Lots of support was provided. In class there remained individuals requiring significant support in order for all children to learn effectively. NCD asked if Ht felt that the returning teacher was ready for her return and able to provide the stability that they need. EL queried the recruitment for an experienced new teacher that was reported at the last meeting. Ht confirmed that she had recruited a teacher; however they were unable to start until September.</p>	
11	<p>MAT Update</p> <p>Ht updated Governors on current progress. The trust would be named Mosaic. The vision was being drafted and would incorporate Christian elements. Trustees had been recruited with backgrounds in education and equalities. A meeting was scheduled at Frenchay Primary School for the morning of Friday 17th March. PC confirmed that she was able to attend the start of this session. A further meeting involving Chairs of Governors would be held on 16th June (venue TBC) and a Governor information session was planned for 10th May. A decision on whether to move ahead would need to be made in July. Consultations would be done in September, with the first batch of schools to join officially in April 2024. Remaining schools would join in September 2024. NCD queried the potential issue regarding some of the grounds being owned by the Bristol Diocese. KP noted that it was hard to know if this would be problematic although there was good communication with the Bristol Diocese.</p>	
12	<p>Curriculum update</p> <p>Discussed under item 9.</p>	
13	<p>Review of Christian Distinctiveness</p> <p>AH gave Governors an update on Christian Distinctiveness (copy on file). AH noted that his time out of the classroom had enabled him to keep a presence around the school and work with children to deliver their own assemblies (SIP1.3). He praised the great links with the church and thanked LW and Regan for their involvement with the school. Year 4 children continued to lead church services. An RE day was planned for 21st June, with each year group focusing on a different religion.</p> <p>Governors noted the visit report by LW.</p> <p>EL requested that work be done to enhance the prayer corner. AH advised that he would put this request to the value ambassadors. Ht confirmed that there was potential to use the courtyard as a reflection area.</p>	AH
14	<p>Budget Review</p> <p>NCD noted that the documentation provided (copy on file) looked positive. School sales were well up due to the success of the breakfast and after school</p>	

	clubs. Governors supported Ht's proposal of new one year contracts for 2023/24. Governors also noted various staffing changes necessary due to a number of teachers leaving the profession. All changes had been budgeted for in the forecast. Two teachers had just been hired into the SLT in order to build capacity.	
15	Financial benchmarking exercise This item was not discussed.	
16	Health & Safety update EL reported that she was due to gain a new qualification in H&S as part of her job. She queried whether it was necessary to conduct the walk arounds with the SBM. KP confirmed that this was a statutory requirement 3 times per year. The school must complete a H&S form annually to confirm that this has taken place. KP to share this information with EL. EL noted that the H&S and Premises policies were due for review. These would be reviewed at the May meeting. EL noted concern about the wooden structure at the top of the playground. It was in a state of disrepair and was while she had been advised that it was due to be removed, she had on a number of occasions needed to speak to children who were climbing on it as the tape put round it was no longer effective. HT confirmed that this would be taken forward by KP and herself.	RS KP/Ht
17	Review impact of Equality Objectives and update equality information Due to capacity issues this item was deferred to the May meeting.	
18	Review of HTPM progress A revised meeting date was agreed as Friday 21 st April 2023 at 10.30am.	HT/PC/LW
19	Chair's Business (incl review of governance action plan) <u>Website</u> – NCD noted that upon review of the website there was missing or incorrect content. Ht advised that capacity issues prevented content update as often as she would like. She advised Governors of her intention to revamp the website soon. EL advised that the school requires a good quality website that was easily adaptable. She suggested reaching out to the school community to find a web developer at a reasonable price. <u>Papers for review</u> - NCD requested that Governors receive documentation as early as possible to allow for effective review and discussion. RS confirmed that the draft agenda for the next meeting can be sent to NCD, Ht and KP asap after each meeting for agreement. This will ensure that all documentation will be available to Governors with a full week to review information.	RS
20	Policy Review and Ratification Due to capacity issues these policies were deferred to the May meeting.	
21	Any Other Business Energy contracts – Governors had reviewed the correspondence received from	

	<p>the LA (copy on file) and agreed to opt for the Brown Gas and Green Electric options. KP advised Governors that the school kitchen would be updated to electric in the summer break and that a heat pump would be installed.</p> <p>No other business was discussed. The meeting closed at 6.51pm</p>	
22	<p>Date of next meeting</p> <p>Date of next meeting confirmed as 17 May 2023 at 4.30 pm. This meeting is scheduled as a face to face meeting.</p> <p>PC and IC gave their apologies.</p> <p>A Governor visit was scheduled at 1pm ahead of the meeting, focusing on oracy, metacognition and thrive.</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: 17 May 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)**



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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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