



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 18 January 2023 at 5.30 pm**

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

**In Attendance:** Rachael Simeone (RS - Clerk), Lynsey Lowrie (LL) and Henry Lawes

Note: Documents referenced as 'on file' can be found on 'Team Drives /Governors Cloud / 2022 - 2023 School Year/Meetings/Full Governing Body/ 2023 – 18 January.

Item		Action by
1	<p><b>Welcome and Prayer</b></p> <p>NCD welcomed all to the meeting. NCD also welcomed a potential new Governor to attend the meeting. Henry Lawes has a child at the school and has a background in adult education. Introductions were made by all.</p> <p>LW led Governors in prayer.</p>	
2	<p><b>Apologies for absence</b></p> <p>Apologies were received and accepted from Natalie James (NJ).</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>Staff Presentation (Oracy)</b></p> <p>Year 6 teacher Rebecca O'Sullivan was welcomed to the meeting and gave Governors a compelling presentation on oracy (<b>SIP 1.3</b>). She demonstrated how this was explicitly taught and how it was being embedded throughout the curriculum. The school was working with Voice 21 and an INSET day had been dedicated to this in September. Rebecca O'Sullivan was planning to work with Yr 6 children on their oracy skills to lead collective worship.</p> <p>Governors queried the lack of focus on what the children understand and questioned the approach for SEND children. PC asked if there were assessments and ways to monitor progress. Also, were there mechanisms to assist children with lack of understanding? Ht confirmed that there was not specific assessment but that the impact of oracy will be seen in all areas. SEND children will be placed into planned trios rather than random ones.</p> <p>Governors agreed that there was potential for a parent workshop, although there can be poor engagement from the parent community. IC suggested that communication to parents be more prescriptive.</p>	

5	<p><b>Minutes of the last meeting, incomplete actions and matters arising</b></p> <p>The minutes of the meeting held 30 November 2022 (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>SIP update</u> – Vision update re skills for success in the 21<sup>st</sup> century has not yet been completed due to capacity issues. Ht confirmed that SIP and associated action plans had been updated and would be added to the March 2023 FGB folder for Governors to review.</p> <p><u>Online Safeguarding Training</u> – RS confirmed that most online courses charged a fee. KP offered to register Governors with the National College who offer free online safeguarding course.</p> <p><u>ISDR</u> – Ht advised that the data errors had not yet been updated. Ht will follow this up.</p> <p><u>Pupil Premium</u> – Ht confirmed that the deadline for submission had been missed. This would be completed as a priority by 27 January.</p> <p>Matters arising were as follows;</p> <p><u>Meeting formats</u> – Some Governors asked if there was flexibility in the format of Governor meetings. RS suggested that for those meetings that did not include a Governor visit a virtual meeting could be held.</p>	<p>RS</p> <p>SLT/Ht</p> <p>KP</p> <p>Ht</p> <p>Ht</p>
6	<p><b>SEND Report</b></p> <p>Governors had reviewed the report (copy on file) and Governors agreed that maths and reading progress was looking positive. NCD highlighted the issues with writing progress. LL noted that writing results are looking lower than in previous years, which shows some of the impact of the Covid pandemic. Catching up on writing was very difficult. It was noted that Ofsted’s expected standard remained the same.</p>	
7	<p><b>Ht Report (to include attendance of staff and children, behavior &amp; exclusions and safeguarding)</b></p> <p>Ht presented her report (copy on file) and advised Governors about the ongoing nature of the capacity issues experienced at the school.</p> <p><u>Attendance</u> – Governors noted the target of 96%. The current attendance was 93.4%, slightly about the national average of 93%.</p> <p><u>Pupil Premium</u> attendance was 89.9%. There was no national comparison data. Specific issues re attendance were discussed along with the strategies to resolve them. KP has been assisting SSIS in the office and has been helping promote the funding to parents.</p> <p><i>LL left the meeting</i></p> <p><u>Behaviour</u> – Ht reported issues in Year 5 where the classes have continued to experience instability. A class teacher remains on long term sick leave. Governors were supportive of Ht’s plan to advertise for an experienced member of staff. This teacher should then follow the class into Year 6 to give</p>	



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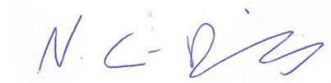
	<p>the children the stability that they deserve.</p> <p><u>Staffing</u> – LW asked about the caretaker. Ht confirmed that they were still on sick leave and had been referred to Occupational Health. The temporary caretaker also had health conditions. KP hoped that this matter could be resolved sensitively.</p>	
8	<p><b>Support for Year 5</b></p> <p>Discussed under item 7.</p>	
9	<p><b>MAT Update</b></p> <p>Ht confirmed that 21 schools had now signed up to receive their school improvement support from Geraldine Tidy and investigate forming a Multi Academy Trust (MAT). Both SSJS and SSIS had signed up. A consultation for parents would happen in September 2023. The proposed name was Mosaic. If the MAT were to be established it could accept a maximum of 30 schools.</p> <p><i>EL left the meeting</i></p> <p>Issues regarding land ownership may prevent the school joining this MAT in the first wave of schools. We would therefore join in September 2024 rather than March 2024.</p> <p>PC asked what the next key decision date would be. Ht confirmed this would be in July 2023. Ht's next meeting with Andrew Best was scheduled for 20<sup>th</sup> February.</p>	
10	<p><b>De-delegation</b></p> <p>Governors discussed de-delegation as proposed by the LA. Governors do not support de-delegation as they wish to move to an alternate provider for school improvement. An assurance statement is required by the LA where schools do not de-delegate. Ht is requesting that this be drafted by Geraldine Tidy and Andrew Best.</p>	Ht
11	<p><b>Review SIP and TAP</b></p> <p>Ht confirmed that Jodie Perrett had stepped down from her role as Curriculum lead and her place on the SLT. Extra capacity was now required. Ht confirmed that she had approached two individuals who may be suitable for an SLT role.</p> <p>LW highlighted to the FGB the tireless work of Ht and KP that she had seen, covering all aspects of school life. KP and Ht were commended.</p>	
12	<p><b>Curriculum Update</b></p> <p>Ht will provide a full curriculum map to Governors. This can be added to the website.</p> <p>Development work was ongoing on enquiries as these can go on for too long.</p> <p>PC asked if subject leaders are doing their own learning walks. Ht confirmed that this was now taking place. (A.2)</p>	Ht
13	<p><b>Review Performance Data</b></p>	

	<p>Reading – good progress was shown</p> <p>Writing – was an area for improvement. Year 5 and 6 children were progressing well, however Year 4 children having still been consolidating their Year 3 milestones and are therefore delayed in tackling those for Year 4. Governors will review again at the end of term 4.</p> <p>Maths –Governors were pleased to see positive results that show real improvement of girls (<i>SIP 1.4</i>).</p>	
14	<p><b>Budget Review – quarterly output</b></p> <p>Governors had reviewed the December outturn (copy on file) and agreed that the figures looked sensible. Governors were happy with the level of detail provided.</p>	
15	<p><b>Review website compliance and content</b></p> <p>KP confirmed that the website was checked annually in September to ensure compliance and that content was updated continuously.</p>	
16	<p><b>Chair’s Business (incl review of governance action plan)</b></p> <p>Governance action plan - Meeting re governance improvement with Ht, PC and RS was agreed for 26<sup>th</sup> January.</p> <p>Ht noted that a CSP review was planned for 14<sup>th</sup> March. She noted that the HTPM was also to be rescheduled.</p>	Ht/PC/RS
17	<p><b>Policy Review and Ratification</b></p> <p>The following policies were discussed and endorsed by the meeting:</p> <ul style="list-style-type: none"> <li>• Assessment</li> <li>• Charging</li> <li>• Special Leave of Absence</li> <li>• Pay</li> </ul> <p>RS will update the policies folder and website as appropriate</p>	RS
18	<p><b>Any Other Business</b></p> <p><u>Safeguarding poster</u> – LW noted that the safeguarding posters around the school contained old information. KP to update these. RS to forward a picture of IC to KP to update it.</p> <p><u>30 November 22 governor visits</u> – RS offered to write up her notes from the post visit meeting to provide evidence of the consultations with the subject leads. Governors will complete visit report forms for future meetings.</p> <p>No other business was discussed. The meeting closed at 7.40pm</p>	KP/RS  RS
19	<p><b>Date of next meeting</b></p> <p>Date of next meeting confirmed as 15 March 2023 at 4.30 pm. This meeting is</p>	

	<p>scheduled as a face to face meeting.</p> <p><b>POST MEETING NOTE:</b> Meeting rescheduled for <b>8<sup>th</sup> March 2023</b> due to teachers' strikes on 15<sup>th</sup> March.</p>	
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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: 08 March 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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