



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 30 November 2022 at 4.30 pm

Present: Nick Cullimore-Davies (NC-D), Rev Lisa Wigmore (LW), Ian Childs (IC), Louisa Wilson (Ht– Headteacher), 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/ 2022 – 30 November.

Item		Action by
1	Welcome and Prayer NCD welcomed all to the meeting, following their meetings with a number of subject leads at the school. LW led Governors in prayer.	
2	Apologies for absence Apologies were received and accepted from EL and AH. KP would be joining the meeting late. Quorum status was confirmed.	
3	Declaration of Pecuniary Interests relating to agenda items No one present expressed any pecuniary or business interests in any agenda item.	
4	Staff Presentation (CONFIDENTIAL)	
5	Minutes of the last meeting, incomplete actions and matters arising The minutes of the meeting held 19 October 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. The following outstanding actions were to be addressed; <u>Governor Visits</u> – KP had provided a number of helpful documents to the Governor's drive that had been useful for today's meetings with subject leaders. NCD expressed his thanks for her efforts. <u>Collaborative Working with Venture</u> – Ht confirmed that she had added the action plan to the Governors' drive. RS will now circulate to all Governors by email. <u>SIP update</u> – Vision update re skills for success in the 21 st 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.	RS RS SLT Ht

	<p>Online Safeguarding Training – RS to investigate options</p> <p>Attendance policy – KP to review and confirm if any changes are required.</p> <p>Matters arising were as follows;</p> <p><u>LA Governor appointment</u> – RS reported that NJ’s application to become a Local Authority Governor had been approved. Governors welcomed NJ officially although she had been proposed and seconded by NCD and PC respectively at the October meeting.</p> <p><u>FGB Membership</u> – Ht advised Governors that a parent had recently expressed interest in a governance role at the school. Ht will pass their details to RS/NCD.</p> <p><i>KP joined the meeting</i></p>	<p>RS</p> <p>KP</p> <p>RS</p> <p>Ht/RS/NCD</p>
6	<p>Ht update on MATs and Inspection Data Summary Report (ISDR)</p> <p>ISDR reviewed by Governors. Some data was recorded incorrectly. This would be reviewed again once the errors are corrected. Ht to confirm when this is corrected.</p>	Ht
7	<p>Support for Year 5</p> <p>Ht updated Governors on the level of support being provided to Year 5 to bring their progress back up to speed.</p> <p>Ms Carlisle Jones and Ms Crossfield were now teaching in Year 5 and support was also being provided by the SLT. An additional TA was being employed to offer 1-1 support to a child. The Thrive team are also working hard to provide support where needed. 1 child was also in school, but not currently able to learn in class. Everyone was working hard to get them back into class. A teacher with a focus on behavior had been allocated to one class. Mentoring work was also being done for children. Governors queried if support was also available for the teachers involved. Ht noted that this was done as much as possible. NCD asked for this item to remain on the agenda as a standing item until data was showing acceptable progress.</p>	
8	<p>Review of Maintenance Plan</p> <p>KP reported that works on the roof were nearing completion. Discussions were ongoing with the South Glos regarding the subsequent internal ceiling repairs that are required.</p> <p>Following the covid disruption KP was catching up on the maintenance schedule wherever possible.</p> <p>Governors requested an update on the caretaker. He remains on medical leave and hopes to come back to work in February 2023. He would be referred to Occupational Health.</p>	
9	<p>Review of all ongoing contracts incl. LA contracts and service arrangements</p> <p>Item deferred to next meeting.</p>	
10	<p>Review of leasing arrangements (incl. charges in line with policy)</p> <p>Item deferred to next meeting.</p>	



11	<p>Budget Update</p> <p>The budget had now been signed and approved. Governors noted the inevitable massive impact of the energy price hike of 400% once the current fixed rate ends in 2023.</p>	
12	<p>Health & Safety Update</p> <p>This item was not discussed in EL's absence.</p>	
13	<p>Review of Pupil Premium spending</p> <p>This item was not discussed. Ht confirmed that she would email the necessary documents to Governors in advance of the 31st December deadline.</p>	Ht
14	<p>Review of Christian Distinctiveness</p> <p>This item was not discussed in AH's absence.</p>	
15	<p>Safeguarding Update</p> <p>IC and LW noted that they were sharing the workload which was working well for them at present. Reports on the Single Central Record were shared.</p>	
16	<p>Chair's Business (incl review of governance action plan)</p> <p>This item was not discussed.</p>	
17	<p>Training planned / completed</p> <p>NJ confirmed that she was booked onto the induction training course through her other governance role at SSIS.</p>	
15	<p>Policy Review and Ratification</p> <p>The following was discussed and endorsed by the meeting:</p> <ul style="list-style-type: none"> ECT Induction <p>The following policies were deferred to the January meeting:</p> <ul style="list-style-type: none"> Assessment Charging Special Leave of Absence Freedom of Information Premises Management <p>The following policy was deferred to March meeting:</p> <ul style="list-style-type: none"> Pay 	RS
16	<p>Any Other Business</p> <p>CSP Annual Review – Governors congratulated Ht on the great feedback from the recent visit of the challenge support partner. Ht confirmed that the school was listed as Priority 3.</p>	

	No other business was discussed. The meeting closed at 7.00pm	
17	Date of next meeting Date of next meeting confirmed as 18 January 2023 at 5.30 pm. This meeting is scheduled as a face to face meeting.	

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 January 2023



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