



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 19 October 2022 at 5.30 pm**

**Present:** Nick Cullimore-Davies (NC-D), Kristina Parfrey (KP), Ian Childs (IC), Louisa Wilson (Ht– Headteacher), Pam Cosh (PC), Natalie James (NJ) and Anthony Hamlen (AH).

**In Attendance:** Rachael Simeone (RS - Clerk), Lynsey Lowrie (LL) and Jeni Srokosz (item 6)

Note: Documents referenced as 'on file' can be found on 'Team Drives /Governors Cloud / 2022 - 2023 School Year/Meetings/Full Governing Body/ 2022 – 19 October.

Item		Action by
1	<b>Welcome and Prayer</b> NCD welcomed all to the meeting. PC led Governors in prayer.	
2	<b>Apologies for absence</b> Apologies were received and accepted from Rev Lisa Wigmore (LW) and Ellie Langdon (EL) Quorum status was confirmed.	
3	<b>Declaration of Pecuniary Interests relating to agenda items</b> No one present expressed any pecuniary or business interests in any agenda item.	
4	<b>Minutes of the last meeting, incomplete actions and matters arising</b> The minutes of the meeting held 14 September 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 developing a template with helpful questions to support Governor visits. Delayed due to high workload. Expected before the Governors' visit on 30 November. <u>Collaborative Working with Venture</u> – Ht confirmed that there was an action plan for the group that would be circulated to Governors. At present there is no plan to include Governors into the group. <u>Swimming Review</u> – Ht confirmed that a review of swimming had been conducted. Going forward the 2 weeks of swimming would now be split. The first week would now be in Year 4, with the follow up week in Year 5.	RS  KP  Ht
5	<b>Membership Matters (election of new Governor)</b> <u>LA Governor</u> – Natalie James was welcomed as our proposed candidate for LA Governor. Her appointment was proposed by NCD and seconded by PC. RS would provide Natalie with the necessary forms for completion, to be sent to	RS/NJ

	<p>the LA for their approval.</p> <p><u>Associate Members</u> – RS confirmed to AH that when changes were made to the instrument of Government and the Governing Body lost the subcommittees there was no longer a requirement for associate members. Governors asked that AH attend any meetings where Christian distinctiveness was discussed in his role as RE lead. AH confirmed his willingness to do so. RS will confirm those meetings to AH.</p>	RS
6	<p><b>Staff Presentation - Metacognition</b></p> <p>Year 6 teacher Jeni Srokosz was welcomed to the meeting and gave Governors a fascinating presentation on metacognition. Governors welcomed the concept of child led learning and NCD stated that this was a very powerful and sophisticated concept. PC said that this reminded her of TASC activities. This had already been introduced in school, with the older children embracing it. Yr 3 was taking longer to grasp the concept, which was expected. Further staff training on this approach was planned.</p> <p>Governors were keen to see this in action in the classroom and agreed that it also fits well with the school's aspirations to be good 21<sup>st</sup> century learners.</p> <p>The next presentation would be on oracy.</p>	
7	<p><b>Discussion and approval of School Development Plan (SDP) and TAP</b></p> <p>Ht advised that there was no TAP for term 1. Ht highlighted the areas of the SDP which were no longer required due to great progress in those areas.</p> <p>Governors reviewed the 3 year plan. Ht suggested that developing skills required for success in the 21<sup>st</sup> century should be part of the vision of the school. There are already elements of this woven through the curriculum, combining teamwork and oracy etc. Governors agreed the change and the SLT will produce an updated vision for agreement by Governors at the November meeting.</p> <p>No national comparison data available at this time.</p> <p>The post Ofsted action plan was reviewed. Governors still need to take action on their development. Ht suggested a working group for this.</p>	<p>SLT</p> <p>All Governors</p>
8	<p><b>SEND Report</b></p> <p>LL presented the SEND report (copy on file) to Governors. The current Yr5 cohort was a cause for concern and they were a priority along with the incoming Year 3s. Ht and LL reported that there were issues with the information being received from SSIS about childrens' progress. Progress data was not aligned with how it is recorded at SSJS. NCD asked how progress gaps were addressed. LL confirmed that maths and reading interventions were in place and reading assistants were available to the Year 3 children. Children are assessed in terms 2, 4 and 6. Due to the increased interventions NCD asked if expectation was higher for the year groups were extra interventions are taking place. LL confirmed an expectation of 4 progress points.</p> <p>PC noted that she had visited the school today to review SEN. A report would follow.</p>	

	<i>LL left the meeting</i>	
9	<b>LAC Report</b> Ht gave a verbal update on the five looked after children within the school.	
10	<b>Online Safety Report</b> Governors reviewed the online safety report (copy on file) and noted the issues. NCD asked Ht if she felt there were any issues that required attention at Governor level. Ht confirmed that all issues listed were in hand. Zoe Bishop was now responsible for online safety.	
11	<b>Safeguarding Update (incl. review of Governors' training)</b> IC confirmed that he had met with Ht ahead of today's meeting. He felt that school continued to be vigilant about all safeguarding matters. Further meeting dates would be finalized soon. RS confirmed that all Governors were required to have safeguarding training. There were a number of online training options and RS will investigate this to ensure the Governing Body remains compliant. <i>NJ left the meeting</i>	RS
12	<b>GDPR Update</b> Nothing to report.	
13	<b>Chair's Business</b> This item was not required.	
14	<b>Training planned/completed</b> IC confirmed that he had attended the introduction to safeguarding training run by Integra. This had been a good session although he would be keen to look at alternative training methods to supplement Integra. RS encouraged members to contact her regarding booking Integra training.	All Governors
15	<b>Policy Review and Ratification</b> The following was discussed and endorsed by the meeting: <ul style="list-style-type: none"> <li>• Safeguarding and Child Protection</li> <li>• RSE</li> <li>• SEND</li> <li>• Mentally Healthy School</li> <li>• Designated Teacher for LAC</li> </ul> RS will update the school records and website where appropriate.	RS

	<p><u>Pay</u> – KP noted that this policy could not be updated until the Government has finalised key information. This would be deferred to the November meeting.</p> <p><u>Accessibility Plan</u> – This policy was deferred to the next meeting.</p> <p><u>Attendance</u> – This joint policy had been received from SSIS on the day of the meeting. There had been no amendments by SSIS. KP to review the attendance policy ahead of the next meeting. Governors were happy to approve this policy renewal if there were no updates required.</p>	<p>RS</p> <p>KP</p>
16	<p><b>Any Other Business</b></p> <p><u>Budget Review</u> – KP noted that she and Ht had met on 17 October 2022 with the School Financial Officer (SFO) where amendments had been made to the budget. The key points were highlighted in the visit report (copy on file). The full budget was also available for review (copy on file). NCD advised Governors that he has been into school to review the budget in detail and is very clear on the situation. He requested that a 3 year projection be obtained from the SFO.</p> <p>NCD confirmed he was happy to sign off the budget at this stage. Governors were supportive of his work with the budget. The budget would be discussed in greater detail at the next meeting.</p> <p><u>Teachers' Pay Panel</u> – IC reported that the panel had met recently to review the pay awards for all teachers.</p> <p><u>Staffing</u> – Ht gave Governors a brief update on staffing. 4 members of staff were moving on. The caretaker remained on long term sick leave.</p> <p>No other business was discussed. The meeting closed at 7.30pm</p>	Ht /KP
17	<p><b>Date of next meeting</b></p> <p>Date of next meeting confirmed as 30 November 2022 at 5.30 pm. This meeting will be planned as a face to face meeting.</p> <p><u>Governor visits</u> – Ahead of the next meeting Governors will meet at school at 1pm for a briefing and will then observe lessons and meet with the relevant subject leads.</p> <p><i>Post Meeting Note:</i> Visit to have a focus on Year 5 progress. Governors' observations would be accompanied by a member of staff which would mean that only half the subjects could be covered on this visit due to staff availability.</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: 30 November 2022



Lansdown Road, Kingswood, Bristol. BS15 1XD  
 Email: [office@ststephensjuniors.org.uk](mailto:office@ststephensjuniors.org.uk)  
 Website: [ststephensjun.org.uk](http://ststephensjun.org.uk)  
 Tel: 01454 867175