



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 14 September 2022 at 5.30 pm**

**Present:** Nick Cullimore-Davies (NC-D), Ellie Langdon (EL), Kristina Parfrey (KP), Ian Childs (IC) and Anthony Hamlen (AH).

**Attending by videoconference:** Louisa Wilson (Ht– Headteacher) and Pam Cosh (PC)

**In Attendance:** Rachael Simeone (RS - Clerk) Natalie James 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 – 14 September.

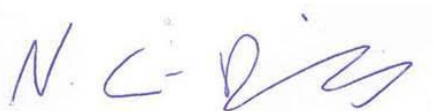
Item		Action by
1	<b>Welcome, Prayer and Introductions</b> NCD welcomed all to the meeting. Introductions were made for the benefit of Natalie James who was attending to get a feel for governance with a view to joining the Governing body. PC led Governors in prayer.	
2	<b>Appoint/Reappoint Clerk</b> Governors voted with a show of hands to reappoint RS as Clerk to Governors	
3	<b>Apologies for absence</b> Apologies were received and accepted from Rev Lisa Wigmore (LW) Quorum status was confirmed.	
4	<b>Declaration of Pecuniary Interests relating to agenda items</b> No one present expressed any pecuniary or business interests in any agenda item.	
5	<b>Minutes of the last meeting, incomplete actions and matters arising</b> The minutes of the meeting held 13 July 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 by the end of term 1. <u>Collaborative Working with Venture</u> – Ht confirmed that a meeting with Venture was scheduled for 29 <sup>th</sup> September 2022. <u>Voice of the Changemakers</u> – Ht confirmed that this would be led by Jeni Srokosz. The first meeting would be held in Term 1. AH will be leading the Values Ambassadors <u>SDP review of Governance</u> – Governors to discuss at October meeting	RS  KP  Ht  All Governors

	<u>Swimming Review</u> – Ht confirmed that a review of swimming would be done with the new PE lead Kelsey Dyke.	Ht
6	<b>Election of Chair of the Governors</b> NCD put himself forward for election as Chair of Governors. His application was proposed by EL and seconded by KP. All Governors were in approval	
7	<b>Election of Vice-Chair(s) of Governors</b> PC put herself forward for election as Vice-Chair of Governors. Her application was proposed by KP and seconded by EL. All Governors were in approval.	
8	<b>Review/Confirm membership types and number as defined in Instrument of Governance (School Schedule) - Identify any vacancies and recruitment strategies</b>  RS highlighted the school schedule (copy on file) and noted the two co-opted vacancies, one LA vacancy and one Foundation vacancy were still to be filled.  Governors should advise RS of any changes to their personal details listed.	All Governors
9	<b>Endorsement of Committee Chairs, Committee members and Governors with specific responsibilities including Headteacher's Performance Management Panel</b>  Governors reviewed the draft document (copy on file) listing the available committee positions and specialized roles. The following was suggested;  HTPM – PC and LW (TBC)  Teachers' Pay Panel – EL and IC  Pay Committee – PC, EL and IC  Ht confirmed that the HTPM had already been scheduled for 1 <sup>st</sup> December 2022.  Following the departure of Hannah Phillips, Governors agreed that it was important to continue to have two Governors in the role of Safeguarding and Child Protection Link Governor. IC agreed to take up this role alongside LW.  NCD agreed to take up a focus of Computing within the curriculum review.	
10	<b>Review/Confirm FGB Terms of Reference and delegated responsibilities to committees</b>  The Full Governing Body terms of reference and delegated responsibilities to committees (copy on file) were adopted with minor changes.	
11	<b>Adoption of Standing Orders</b>  The Standing Orders (copy on file) were adopted with minor changes.	
12	<b>Review level of financial authority delegate to Headteacher and Finance &amp; Resources Committee</b>  Appendix 4 of the Finance policy, which defines the level of spend delegation	

	and authorization (copy on file), was approved without changes.	
13	<p><b>Governor Visits</b></p> <p>A pilot of the governor visits would be happening on the afternoon of 30<sup>th</sup> November 2022. Ht would give notice to all teachers involved. A date for the first SEN visit of the year would be agreed by PC and LL in due course.</p> <p>Ht confirmed that a Safeguarding visit was already scheduled for 22<sup>nd</sup> September at 9am. IC to try to attend. Ht will forward him the dates for all scheduled meetings.</p>	IC/Ht
14	<p><b>Adoption of latest changes to ‘Keeping Children Safe in Education’</b></p> <p>RS confirmed that a link to the updated 2022 version of the document ‘Keeping Children Safe in Education’ and a declaration had been circulated to all Governors to confirm that they had read Part 1. Governors were asked to complete this if not yet reviewed.</p>	All Governors
15	<p><b>Renew declarations of pecuniary or business interest</b></p> <p>The pecuniary interest form (copy on file) is available to all Governors. RS asked Governors to complete and return a form to her at their earliest convenience</p>	All Governors
16	<p><b>Renew commitment to Governors Code of Conduct</b></p> <p>All Governors present were asked to add their names to the Code of Conduct (copy on file)</p>	All Governors
17	<p><b>Any Other Business</b></p> <p>RS queried the location of policies on the shared drive. It was agreed to put all policies into one folder now that subcommittees were no longer used. This should make them more accessible to all staff and Governors.</p> <p>No other business was discussed. The meeting closed at 6.45pm</p>	RS
18	<p><b>Date of next meeting</b></p> <p>Date of next meeting confirmed as 19 October 2022 at 5.30 pm. This meeting will be planned as a face to face meeting.</p> <p>EL gave her apologies for this meeting.</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: 19 October 2022



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