



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 13 July 2022 at 5.30 pm

Present: Louisa Wilson (Ht– Headteacher), Nick Cullimore-Davies (NCD), Ellie Langdon (EL), Hannah Phillips (HP) Rosie Cook (RC), Kristina Parfrey (KP) and Rev Lisa Wigmore (LW).

In Attendance: Rachael Simeone (RS - Clerk)

Note: Documents referenced as 'on file' can be found on 'Team Drives /Governors Cloud / 2021 - 2022 School Year/Meetings/Full Governing Body/ 2022 – 13 July.

Item		Action by
1	<p>Welcome and Opening Prayer</p> <p>NCD welcomed Governors to the last meeting of the academic year. LW led Governors in prayer.</p>	
	<p>Apologies for absence</p> <p>Apologies were received and accepted from Pam Cosh (PC) and Ian Childs (IC). Quorum status was confirmed.</p>	
2	<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>	
3	<p>Minutes of the last meeting, incomplete actions and matters arising</p> <p>The minutes of the meeting held 18 May 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>Governor Visits</u> – KP offered to develop a template with helpful questions to support Governor visits</p> <p><u>Collaborative Working</u> – Ht confirmed that collaborative working of Governing Bodies in the Venture Hub would be revisited in September 2022 following the resignation of the head of St Mary's and St Helen's.</p> <p><u>Voice of the Change Makers</u> – Capacity issues continued to prevent progress with this group. Ht confirmed that this was now being led by AH. A schedule of meetings would be reviewed next term .</p> <p>All other actions had been completed, proved not to be required or will be covered by agenda items.</p>	<p>RS</p> <p>KP</p> <p>Ht</p> <p>Ht</p>
4	<p>Membership Matters</p> <p><u>Instrument of Government</u> – RS confirmed that the instrument of government with reduced numbers had now been approved by the Bristol Diocese and LA. Numbers of Parent, Foundation and Co-opted Governors had been reduced by</p>	

	<p>one.</p> <p><u>Parent Governor</u> – HP confirmed that as her term of office as Parent Governor was ending on 04 September 2022, this would now be her last meeting. Governors thanked HP for all her valuable input over the last 4 years and presented her with some flowers.</p> <p>Ian Childs has been elected unopposed into the now vacant role. His appointment was proposed in his absence by HP and seconded by NCD. He was duly elected as Parent Governor. RS will send him the necessary forms.</p> <p>NCD confirmed that he was due to speak to another potential Governor later this week. They would have a child at SSJS from September. Whilst there were now only 2 Parent Governor positions available, this candidate could be co-opted if appropriate or proposed as our LA Governor.</p> <p><u>Associate Members</u> – RS noted that the new format of governance had no requirement for Associate Members. It was agreed to revisit this at the October meeting.</p> <p><u>Annual Governance Statement</u> – NCD would produce a short statement by 20th July. Once approved by the Governing Body it would be circulated to parents with the final newsletter and be made available on the website.</p> <p><u>2022/23 Meeting Schedule</u> – RS presented a draft schedule of 7 meetings as per the new format. These were revised as necessary. Governors discussed Ht’s suggestion of all Governors attending for Governor visits in their various specialties followed by the FGB. This should simplify the process for Governors and make planning easier for the school. Governors agreed to trial this at the 30 November meeting. The meeting schedule was approved.</p>	<p>RS</p> <p>RS</p> <p>NCD</p> <p>NCD/RS</p>
5	<p>Ht Report (incl. staffing structure, data analysis, budget update and progress in terms 5&6)</p> <p>Ht apologized for the late arrival of this report. Governors were encouraged by the improvement in the scores for the multiplication tables checks.</p> <p>Ht ran through the achievements from the SDP. Governors were pleased with this progress as they were aware that staff capacity issues had impacted some work on the SDP. The difficult situation of long term sickness was discussed and there was no easy resolution for all involved.</p> <p>NCD asked for clarification on Flash 4 questions.</p> <p>Ht confirmed the staffing structure for 2022/23 now that teachers had been allocated their classes. RS asked that staff names were added to the document to clarify the subject leads. HP asked if the Maths lead should also be taking on Computing as her understanding was that a core subject was enough of a workload. Ht confirmed that the Maths lead had an excellent track record and had led Computing previously.</p> <p>Governors were pleased that the ‘Little Wandle’ phonics scheme being adopted by the school had also been chosen by the Infant school. RS asked if the approach to Maths teaching had also been aligned. Ht confirmed that this was not the case.</p> <p>Ht highlighted that Spanish would be taught to all year groups in the coming</p>	<p>Ht</p>

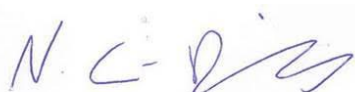


	<p>year. Enrichment afternoons would replace Club Fridays, which had been unable to run over the last few years due to Covid. Governors were very supportive of these additions.</p> <p>Budget adjustments were highlighted and governors were supportive of the updates. KP confirmed that the Yr3/4 toilets would be renovated during the summer holidays as school began to catch up on work delayed by Covid.</p> <p>Provisional year 6 SATs data was reviewed. Results were agreed to be good.</p> <p><i>EL left the meeting</i></p> <p>Data was presented showing progress for years 3-5. Data showed positive progress for year 3 and year 4. The impact of staffing issues for year 4 was still apparent from the data.</p> <p>Oracy was seen to have a positive impact on the writing data. Ht and Governors agreed that focus on the improvement of SEN writing was required for next year.</p> <p>NCD highlighted the gap in Maths performance between boys and girls. Governors noted that there was improvement in girls after support, although there was improvement in boys without the necessary support. This would continue to be a focus for next year.</p> <p>HP asked Ht to confirm the plan regarding ECTs in 2022/23. Experienced staff were being allocated to PPA. Ht would be leading teaching and learning. She admitted that there ongoing issues with supply teachers. Governors acknowledged that significant pressure was likely to remain on the SLT into 2022/23 due to staffing.</p>	
6	<p>Preparation/Review of SDP for next academic year</p> <p>Governors would need to agree their plan for their own development as part of the SDP as soon as possible.</p>	All Governors
7	<p>Review of Sports Premium (impact of previous year/plan for coming year)</p> <p>Governors reviewed the Sport Premium document (copy on file). They noted the high cost of using Sporting Chance as an outside provider. The final of this should be added to the document. Governors discussed the timing of swimming lessons as they are currently conducted in Yr5. There was scope for further investigation into the best time to hold these lessons to ensure they are most effective and yield the best results. Currently children have their first set of lessons in Yr2. Ht to investigate further the reason for Yr5 being chosen.</p> <p>The document was approved by Governors.</p>	Ht Ht
8	<p>Chair's Update</p> <p>This item was not required.</p>	
9	<p>Safeguarding update</p> <p>Ht confirmed that a meeting was planned for next week. LW would be acting Safeguarding Link Governor following HP's departure.</p>	

10	<p>Curriculum update</p> <p>This item was not discussed.</p>	
11	<p>Governor Visits</p> <p>Governors noted the visits conducted by LW. No follow up was required.</p>	
12	<p>Endorsement of Policies</p> <p>The following was discussed and endorsed by the meeting:</p> <ul style="list-style-type: none"> • Behaviour <p>RS will update the school records and website where appropriate.</p>	RS
18	<p>Any Other Business</p> <p>No other business was discussed. The meeting closed at 7.40pm</p>	
19	<p>Date of next meeting</p> <p>Date of next meeting confirmed as 14 September 2022 at 5.30 pm. This meeting is planned as a face to face 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: 14 September 2022



Lansdown Road, Kingswood, Bristol. BS15 1XD
 Email: office@ststephensjuniors.org.uk
 Website: ststephensjun.org.uk
 Tel: 01454 867175