



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 May 2022 at 5.30 pm

Present: Louisa Wilson (Ht– Headteacher), Pam Cosh (PC), Nick Cullimore-Davies (NCD), Ellie Langdon (EL), Hannah Phillips (HP) and Rev Lisa Wigmore (LW).

In Attendance: Rachael Simeone (RS - Clerk) Ian Childs (IC)

Note: Documents referenced as 'on file' can be found on 'Team Drives /Governors Cloud / 2021 - 2022 School Year/Meetings/Full Governing Body/ 2022 – 18 May.

| Item | | Action by |
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| 1 | <p>Welcome and Opening Prayer</p> <p>PC confirmed that she would be chairing this meeting and welcomed Governors to the meeting. PC also welcomed IC as a potential Parent Governor. He had been invited to this meeting to get a feel for the work of the Governors. LW led Governors in prayer.</p> | |
| 2 | <p>Apologies for absence</p> <p>Apologies were received and accepted from Rosie Cook (RC) and Kristina Parfrey (KP). Quorum status was confirmed.</p> | |
| 3 | <p>Presentation</p> <p>No presentation was delivered.</p> | |
| 4 | <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> | |
| 5 | <p>Minutes of the last meeting, incomplete actions and matters arising</p> <p>The minutes of the meeting held 22 March 2022 (copy on file) were agreed as a correct record and PC authorized the inclusion of her 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 have prevented much progress with this group. Ht confirmed that this was now being led by AH. A schedule of meetings should be reinstated in term 5.</p> <p>All other actions had been completed, proved not to be required or will be covered by agenda items.</p> | <p>KP</p> <p>Ht</p> <p>202022-05Ht</p> |

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| 6 | <p>Election of Vice-Chair of Governors</p> <p>The role of Vice-Chair of Governors remained unfilled. Following discussion between Governors eligible for this position, HP put herself forward for the role.</p> <ul style="list-style-type: none"> HP was proposed by NCD and seconded by PC <p>HP was duly elected as Vice-Chair of Governors. RS will confirm these appointments to Governor Services and the Bristol Diocese.</p> | RS |
| 7 | <p>Ht Update (incl. feedback from SIAMS, progress in terms 3&4)</p> <p>Ht confirmed that she was very pleased with the outcome of the SIAMS inspection on 25th March 2022. Governors agreed that the report (copy on file) was very positive. Areas for development were clear and would be added to the SSP if not already included based on the recent Ofsted inspection. PC asked where Ht could go for help with issues like the development of a definition of spirituality. Ht confirmed that the Bristol Diocese will be providing assistance.</p> <p>Ht presented data for all year groups in reading, writing and maths. Governors acknowledged a clear issue across all disciplines with the year 4 cohort. Ht confirmed that 2 of the 3 teachers in year 4 have been on long term sick leave. There was a significant impact on learning due to a lack of consistency. HP asked what the proposed plan will be to help the year 4 pupils to progress. Ht confirmed that a strong team will be appointed to rectify the problem from September. Further cover had been planned for the affected classes in term 6. Support for the returning teachers would also be available. HP queried RC's capacity as she was being mentioned under a number of initiatives in school and HP was concerned she may be being stretched too thin.</p> <p>Other year groups were making excellent progress in all areas with the exception of Year 6 writing where progress had not been as good. Ht was confident of significant improvement once final teacher judgment was due at the end of June. SATs were now completed.</p> <p>HP noted that the previous maths interventions for girls had been effective and were having a clear impact in the data. Ht advised the meeting that School Led Tutoring was progressing well. Maths interventions were currently being delivered after school to targeted pupils.</p> | |
| 8 | <p>Budget Review – approval of new budget</p> <p>Ht confirmed that a meeting had been held with the SFO on 11th May and a report was available (copy on file). Ht confirmed that the budget was in surplus with £241k carried forward from last year. The current budget (copy on file) included funding grants that the SFO was confident the school would be awarded. After review of the budget Governors were happy to approve this and congratulated Ht and KP on achieving such a healthy budget despite the current issues.</p> | |

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| | <p>The budget had been depleted by lower pupil numbers. There were 343 pupils on the roll to date. There were no signs of improvement in pupil numbers, with an intake of only 65 out of a potential 90 places taken in the Reception year at SSIS this September.</p> <p>Ht confirmed that RC's maternity leave would start in September. Lynsey Lowrie would step up to act as acting Deputy Head and deputy DSL. She would become full time to accommodate this. Staffing would be discussed in greater depth at the next meeting.</p> <p>Teacher recruitment was in progress but was more difficult than previous years with only 7 candidates for jobs that would have received around 90 applications in previous years. IC advised the meeting of his background in recruitment and queried the school's USP in terms of teacher recruitment. Ht agreed that the school need to conduct work in this area, although recruitment of high quality teachers was a universal problem at present.</p> <p>Ht to provide a hard copy of the budget for the Chairs to sign</p> <p>Post Meeting Note: Ht advised Governors by email of an update to the budget following the meeting. The 17% carryforward listed needed to be reduced to below 15% to ensure that the funds were not reallocated by the LA. Significant spending on the maintenance programme would bring that back up to speed. In addition Ht planned to employ reading assistants for a fixed period, increasing the budget for books to replenish the depleted enquiry and class books. Further funding would be released to bring forward the employment of a new teacher starting in September to term 6 to allow them to get up to speed with school approaches ahead of the start of the 2022/23 year. There would also be budget allocated to allow a TA to conduct reading assessment across the year.</p> <p>Governors agreed that these updates were sensible.</p> | Ht |
| 9 | <p>Approval of School Fund and Audited Accounts and Review of School Fund</p> <p>This item was deferred to the next meeting due to KP's absence.</p> | |
| 10 | <p>Review Performance Data</p> <p>Data review covered in item 7.</p> | |
| 11 | <p>Review SSP and TAP</p> <p>Ht confirmed that the SSP had been narrowed down to focus on the curriculum following the Ofsted visit in December 2021. There were significant changes happening. The curriculum had previously been designed around the global goals but changes were being made to ensure that a child's learning journey through the school was smoother, some goals would be lost. History would now be taught in chronological order. These changes would be completed by the end of the school year.</p> <p>Deep dives had been completed in History and Geography. A deep dive in Science would be conducted in June. Ht confirmed that she had found it a</p> | |




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| | <p>positive experience.</p> <p>NCD asked to be able to review the SSP again. PC confirmed that the school should celebrate the achievements of this year, despite the challenges faced. Governors felt that good progress was being made.</p> | Ht |
| 12 | <p>Health & Safety update</p> <p>EL confirmed that a visit had been conducted in November 2021. Issues remained outstanding from the June 2021 inspection and some remain outstanding. Much of this work was to be completed by the caretaker who was absent through sickness. PC queried the status of the caretaker. Ht confirmed that he remained off sick and that it had been difficult to secure a temporary caretaker in his absence. A temp had been employed on reduced hours. IC suggested that outsourcing to a company may be an effective solution to the growing list of outstanding work. EL will arrange a further visit before the end of the academic year.</p> | EL |
| 13 | <p>Safeguarding update</p> <p>HP confirmed that she was no longer able to attend the monthly safeguarding meetings with the DSL, acting as the Safeguarding Governor and that LW would take on this responsibility.</p> <p>LW confirmed that she had attended school today to review the register. The documentation in school highlighting the key safeguarding team will be updated.</p> <p>Governors discussed current safeguarding issues impacting the school.</p> | KP |
| 14 | <p>Curriculum</p> <p>Curriculum covered in item 11.</p> | |
| 15 | <p>Chair's update</p> <p>PC noted that she had received contact details for a potential Governor from Governor Services. She was waiting for a response and would update Governors in due course.</p> | PC |
| 16 | <p>Governor Visits</p> <p>NCD confirmed that he had attended the recent parents' evening which had been a positive visit. There was some great feedback which NCD had asked to be forwarded to the relevant staff. Communications was an area for discussion. LW queried where capacity for any improvements would come from. It was agreed that it would be discussed further at the next meeting once the results of the recent surveys had been compiled.</p> | |
| 17 | <p>Endorsement of Policies</p> <p>The following were discussed and endorsed by the meeting:</p> <ul style="list-style-type: none"> Allegations of Abuse Against Staff | |

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| | <ul style="list-style-type: none"> • Finance • Flexible Working • Management of Alcohol, Drug and Substance Abuse • Online Safety • Pupil Acceptable Use • Parent Acceptable Use • Staff and Volunteer Acceptable Use • Presentation <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 7.30pm</p> | |
| 19 | <p>Date of next meeting</p> <p>Date of next meeting confirmed as 29 June 2022 at 5.30 pm. This meeting is planned as a face to face meeting.</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: 13 July 2022



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