



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)

Tuesday 22 March 2022 at 5.30 pm

By Zoom

Present: Louisa Wilson (Ht– Headteacher), Pam Cosh (PC), Nick Cullimore-Davies (NCD), Ellie Langdon (EL), Kristina Parfrey (KP), Rosie Cook (RC), Hannah Phillips (HP) 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 – 22 March.

Item		Action by
1	<p>Welcome and Opening Prayer</p> <p>PC and NCD welcomed Governors to the meeting. This was being held virtually as RS was isolating due to Covid. LW led Governors in prayer.</p>	
2	<p>Apologies for absence</p> <p>No apologies were received. Quorum status was confirmed.</p>	
3	<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>	
4	<p>Election of Chair of Governors</p> <p>RS confirmed that following the resignation of Anita Randen-Green on 14 January 2022 a new Chair of Governors was required. Governors had met informally on 15 February supported by Maxine Winter from Governor Services. PC and NCD had agreed at the meeting to act as co-Chairs of Governors.</p> <p>PC and NCD confirmed their agreement to work together as co-Chairs and put themselves forward for election.</p> <ul style="list-style-type: none"> • PC was proposed by LW and seconded by KP • NCD was proposed by KP and seconded by HP <p>No Governors put themselves forward for the position of Vice-Chair. NCD advised that this role would need to be filled at a future meeting to ensure that succession planning as addressed.</p> <p>RS will confirm these appointments to Governor Services and the Bristol Diocese.</p>	RS
5	<p>Membership Matters: Governing Body restructure</p> <p>Governors acknowledged the resignation of Olivia Tresise as LA Governor on 15 January. The size of the Governing Body was now very small with a large number of positions to fill. RS presented a revised Instrument of Government (copy on file) with numbers reduced from 15 governors down to 12. This</p>	

	<p>illustrated a reduction of one foundation, one parent and one co-opted governor. This had been discussed with Governor Services in February due to the reduction in the size of the Governing Body. Governors approved the new draft Instrument of Government. RS would now send this to the LA and Diocese for formal approval.</p> <p>Governors confirmed their support to switch to an FGB only model of governance. With lower numbers of Governor it was now unsustainable to maintain three subcommittees in addition to the FGB. RS, PC and Ht had met to create a draft agenda planner for a model of 8 meetings per year (copy on file). This would be developed as required.</p> <p>RS noted that no Associate Members were required under the new governance model. AH was currently on sick leave, with Ht hoping to welcome him back after the Easter break. She noted that upon his return, governance would not be a priority. LW suggested making AH a co-opted member but HP stressed that the ratio of governors to staff on the board was already very high.</p> <p>Governors queried the loss of AH on Ht and the school. Ht confirmed that there was a significant impact. Members of the SLT have been covering his class, which has prevented progress on strategic work. Ht confessed that with the imminent SIAMS inspection happening on Friday, the loss of the RE lead as well as other staff members such as the Caretaker was tough.</p>	
6	<p>Minutes of the last meeting, incomplete actions and matters arising</p> <p>The minutes of the meeting held 23 November 2021 (copy on file) were agreed as a correct record and NCD authorizes 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 Visit sign in</u> – RS will liaise with KP about how Envoy can record 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><u>Inspiring Governance</u> – RS reported that she had been in touch with two individuals through this route. Unfortunately there had been no successful recruitment to date.</p> <p><u>Diversity and Inclusion Audit</u> – HT confirmed that the Ofsted inspector recommended that this was not required at this time.</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>RS</p> <p>Ht</p>



7	<p>Ht Update (incl. budget review and revised SDP for terms 4-6)</p> <p><u>Finance</u></p> <p>Ht reported that the outturn for the end of February had just been completed. She reported a carry forward of £238,122. This was £7,000 more than last year. Ht and KP were now drafting the budget for 2022/23. The budget for the next three years was in credit, although the fourth was currently in deficit.</p> <p>Ht confirmed that next year there would be a number of children attending who required 1-1 support. This would need to be considered in the budget. The LA would be supplying more funding but the minimum funding grant would be cut. PC congratulated Ht and KP on their work to produce a budget in credit. HP confirmed her support of the school's approach of today's budget for today's children as Governors considered that the incoming cohort of Year 3 children would not have had achieved an uninterrupted year of teaching to date due to Covid.</p> <p><u>School Development Plan (SDP)/ Post Ofsted Action Plan (Terms 4-6)</u></p> <p>Ht had revised the SDP into an action plan (copy on file) following the Ofsted inspection at the end of 2021 and presented this to Governors. A number of items had been removed to allow the school to focus on the areas for improvement from the Ofsted report.</p> <p>Item A4 covered Governor development and Ht invited Governors to input areas for improvement. PC requested that Christian distinctiveness be a focus. Governors discussed a number of objectives to allow them to investigate at greater depth, be confident in the delivery of knowledge and skills to the children, act as ambassadors for the school and use their time efficiently and to add real value to the school. Ht reassured Governors that all this would come from being able to be in the school environment now as Covid restrictions were ending.</p> <p><u>Curriculum</u></p> <p>PC advised the meeting that the curriculum presentations created last year would be of great help to Governors in reviewing the curriculum.</p> <p>Governors considered how to proceed with school visits and after discussion, settled on assigning Governors to a specific subject rather than a specific year group. Priority subjects were discussed and Governors agreed the following;</p> <ul style="list-style-type: none"> • English (PC) • Science (NCD) • History/Geography (EL) • Computing (HP) <p>LW offered to cover RE/PSHE if this was highlighted as a priority area after the SIAMS inspection.</p> <p>KP offered to develop template with helpful questions to support Governor visits. Ht confirmed that Governor visits should be resumed in Term 6. This would be discussed further at the May FGB.</p> <p>Ht presented staff training documentation (copy on file) from this academic</p>	<p>PC/NCD/EL/HP</p> <p>LW</p> <p>KP/Ht</p>
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	year for Governor consideration.	
8	<p>Formal endorsement of SFVS Return</p> <p>NCD presented the SFVS Return to Governors (copy on file) and highlighted the areas where the school differed from the national average on the self assessment dashboard (copy on file). The school was in the highest 10% of similar schools for education support staffing. Governors agreed that there was a continuing need for a higher level of funding for education support staffing post Covid. KP confirmed that these levels were sustainable. The school was in the lowest 10% of similar schools for the average teacher cost. Governors noted that there were five teachers in their first few years of teaching which affects this figure.</p> <p>After discussion this document was approved. NCD will complete the summary and submit the final document to the LA Audit Team. Ht thanked NCD for his work on this</p>	NCD
9	<p>Financial benchmarking exercise</p> <p>Financial benchmarking using the self assessment dashboard (copy on file) had been completed as part of the SFVS return (item 8).</p>	
10	<p>Health and Safety Update</p> <p>EL reported that she had conducted the last H&S visit in term 3 with KP. There were no issues to report and she would circulate the full report to all Governors.</p>	EL
11	<p>Safeguarding (report on safeguarding audit)</p> <p>KP presented the completed audit (copy on file) to Governors, highlighting the actions to be taken. Production of a child friendly anti-bullying policy and consultation with parents ahead of the next review of the Safeguarding policy were to be completed. PC suggested that adding a question to the annual parent survey about the safeguarding policy would ensure compliance. Ht will add an appropriate question on safeguarding to the parent survey.</p> <p>The Staff Behaviour policy would also be updated to ensure adherence to the required guidance.</p> <p>Completion of these actions would ensure that the school was highly effective in all areas. Governors thanked KP for her work on the audit.</p>	Ht Ht Ht/KP
12	<p>Curriculum</p> <p>This item was covered under item 7.</p>	
13	<p>Christian Distinctiveness</p> <p>Ht confirmed that a SIAMS inspection was now scheduled for Friday 25th March. PC and KP would be attending as Governor representatives. PC asked Ht if she had considered asking for a postponement of the inspection whilst staffing levels were so low. Ht confirmed that she wanted to proceed as the inspection had already been postponed from March 2020 due to Covid. Governors would await the results of the inspection and discuss the findings</p>	

