



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 23 November 2021 at 5.30 pm

By Zoom

Present: Louisa Wilson (Ht- Headteacher), Anita Randen-Green (ARG- Chair), Nick Cullimore-Davies (NCD), Rosie Cook (RC), Olivia Tresise (OT), Hannah Phillips (HP), Anthony Hamlen (AH) and Rev Lisa Wigmore (LW).

In Attendance: Rachael Simeone (RS - Clerk) and Jodie Perrett for item 2.

Note: Documents referenced as 'on file' can be found on 'Team Drives /Governors Cloud / 2021 - 2022 School Year/Meetings/Full Governing Body/ 2021 – 23 November.

Item		Action by
1	<p>Welcome and Opening Prayer</p> <p>ARG welcomed Governors to the meeting. This was being held virtually as ARG was isolating due to Covid. LW led Governors in prayer.</p>	
2	<p>Presentation – Curriculum</p> <p>Jodie Perrett introduced herself as the Curriculum lead and spoke to Governors about how the curriculum fits with the vision and values of the school, as well as how it is designed and implemented. Governors thanked Jodie for an insightful view of the curriculum which afforded Governors a clear view of the vision of the school.</p> <p>Jodie Perrett will provide her slideshow for absent Governors</p>	Jodie Perrett
3	<p>Apologies for absence</p> <p>Apologies were received and accepted from Pam Cosh (PC). Ellie Langdon (EL) sent apologies as she was unable to join due to prolonged connection issues. Kristina Parfrey (KP) was not present. Ht confirmed that she was unwell.</p> <p>Quorum status was confirmed.</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 05 October 2021 (copy on file) were agreed as a correct record and ARG authorizes 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 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 she had put forward collaborative working of Governing Bodies to the Venture Hub and that this was now an action for this group.</p> <p><u>School Uniform</u> –HP noted new recommendations had now been received from DfE. She noted that the school's sports uniform was fully logoed and would</p>	<p>RS</p> <p>RS</p> <p>Ht</p>

	<p>need an appropriate review. Ht is due to draft a policy for review by C&E committee in February 2022. Ht will liaise with Tim Ruck at SSIS as part of the review.</p> <p><u>Voice of the Change Makers</u> – Ht confirmed that this was now being led by AH. A schedule of meetings would be drafted and ARG would be contacted to participate.</p> <p><u>Inspiring Governance</u> – ARG had registered with this tool and approached a select few individuals and was waiting for a response. ARG will discuss this further with RS.</p> <p><u>Diversity and Inclusion Audit</u> – to be completed and considered for inclusion on SIP</p> <p><u>Parent review of SIP</u> – Ht confirmed that after circulating a copy of the SIP to attendees of the PTA AGM, no comments had been received.</p> <p>All other actions had been completed, proved not to be required or will be covered by agenda items.</p>	<p>Ht</p> <p>AH</p> <p>RG/RS</p> <p>Ht/ARG</p>
6	<p>Approve revised budget</p> <p>Ht provided a brief overview of key spending and income decisions. She noted that whilst the school awaited an Ofsted inspection she would be prioritizing the school over outside projects that bring additional income.</p> <p>NCD reported that the Finance & Resources committee had reviewed the outcome of the mid-point budget review exercise (copy on file) and was recommending that the new budget (copy on file) be endorsed by the Full Governing Body. Governors endorsed this new budget.</p>	
7	<p>Annual Report on use of Pupil Premium</p> <p>Ht noted that the revised date for publishing the Pupil Premium strategy statement is now January 2022. The current three year statement on the school website illustrates how the school spends the Pupil Premium funding. Ht informed Governors how spend was allocated through Quality First Teaching. Breakfast Club and Thrive were also funded.</p>	
8	<p>Questions from/to committee chairs (C&E and A&P)</p> <p>Governors had reviewed the minutes of the most recent A&P and C&E committees (copies on file).</p> <p>Governors noted that the number of PP children was now down to 80 from 84 previously. Numbers were expected to drop further over the next 2 years. Ht confirmed that it was essential that parents were aware of their eligibility for PP/FSM funding.</p> <p>Attendance of Pupil Premium and FSM children was discussed. The gap identified at the end of last year has reduced, with many interventions offered. Where attendance is not improving then fines would soon need to be considered. ARG noted that PP funds must be spent by the end of the academic year but could not be spent on resources.</p> <p>Ht noted that 22 new Chromebooks were already being sourced with</p>	

	<p>Government funding.</p> <p>Maths interventions for girls were discussed. The school was having success with 'Maths on the Move'. This strategy had been successful in term 1 and had been extended into term 2. A maths workshop for parents was planned although this had to be postponed due to covid developments.</p> <p>Ht offered an update on School Led Tutoring. To date there were 5 members of staff happy to consider tutoring. The process of how to do this should be considered.</p> <p>ARG queried if a response had yet been received from DfE about issues experienced with the maths assessments. Ht confirmed that no response had been received.</p> <p>HP and ARG queried if an additional teacher had been sourced to support the Yr3 pupils. Ht confirmed that a teacher had been engaged to work two days per week to support those children still working at EYFS level, providing extra support in phonics. Yr3 pupils were being streamed until Christmas. They could then be supported through School Led Tutoring where possible.</p> <p>ARG queried staff wellbeing progress. Ht confirmed that an update would be provided to Governors in term 3. One staff member was currently receiving support with wellbeing issues.</p>	
9	<p>Chair's Business</p> <p>ARG advised Governors about a proposed session with Governor Services to provide further guidance on key areas of governance and strategic leadership. The date proposed was 8th December. HP asked if this was a voluntary activity. ARG confirmed that this was voluntary but that she would urge Governors to participate if possible to help with engagement and understanding of the role. RS would email all Governors about this session</p> <p>ARG advised the meeting that she would be standing down as Chair of Governors at the end of this academic year and urged Governors to work with her on succession planning for the following year.</p> <p>ARG reminded Governors to consider the Ofsted questions (copy on file) that she had previously circulated.</p>	<p>RS</p> <p>All Governors</p> <p>All Governors</p>
10	<p>Safeguarding</p> <p>HP confirmed that the school had recently experienced a safeguarding incident. She had discussed this in detail with RC. HP and LW had also visited the school on 18th November to review the Single Central Record and they had reviewed the safeguarding report from the incident. Questions and comments following their visit would be sent to Ht.</p> <p>LW had recently attended safeguarding training. She noted that there was a great deal of content to be covered.</p>	<p>HP/LW</p>
11	<p>GDPR</p> <p>Update deferred due to absence of KP.</p>	

12	<p>Review reports from School Visits</p> <p>Governors acknowledged a visit report on Curriculum from ARG.</p>	
13	<p>Review and Feedback from Governors' Training and Development</p> <p>RS confirmed that various training course had been attended or booked for November. Anyone wishing to obtain further information in various subjects should contact her to arrange this.</p> <p>HP recommended the Ofsted Update course after attending this. RS confirmed that slides were available for Governors until the next course runs.</p>	All Governors
	<i>OT left the meeting</i>	
14	<p>Review / Endorsement of Policies</p> <p>The following were endorsed by the meeting:</p> <ul style="list-style-type: none"> • Pupil Premium – proposed by A&P Committee • Attendance – proposed by SSJS/SSIS working group and C&E Committee • Managing Medical Needs – proposed by C&E Committee • Designated Teacher for LAC – proposed by C&E Committee • Pay – proposed by F&R Committee • ECT Induction – proposed by F&R Committee • Professional Growth – proposed by F&R Committee <p>RS will update the school records and website where appropriate</p>	RS
15	<p>Any Other Business</p> <p><u>Covid Update:</u> Ht reported that one member of staff was currently sick with covid. There had been an outbreak in a Yr6 class, with 17/29 infected. School had been in contact with the LA and PHE. Advice from PHE had at times been contradictory and they not been as responsive as the situation required but school had instigated remote learning. A Yr 5 class now had two cases confirmed by PCR, with five further children receiving a positive lateral flow test and now waiting for PCR results. Governors agreed that school had worked well to contain these cases, deal with sometimes conflicting information and keep the school running well.</p> <p><i>AH left the meeting</i></p> <p>Ht confirmed that further restrictions had returned to the school, with Collective Worship reverting to remote operation and children eating packed lunches eating separately from their peers with school dinners. The PTA Christmas Fayre had also been cancelled due to the increased covid risk. RS queried Governor attendance at the children's Christmas dinner. Ht confirmed that this would not be possible this year to remain covid safe.</p>	

	LW noted that Nicola Read had not received the flowers that had been sent from Governors. HT would arrange for a second bunch to be sent. No other business was discussed. The meeting closed at 7.35pm	Ht
16	Date of next meeting Date of next meeting confirmed as 15 March 2022 at 5.30 pm. This meeting will be planned provisionally as a face to face meeting.	

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: 22nd March 2022



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