



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 05 October 2021 at 5.30 pm

Present: Louisa Wilson (Ht– Headteacher), Anita Randen-Green (AR-G- Chair), Nick Cullimore-Davies (NC-D), Pam Cosh (PC), Kristina Parfrey (KP), Anthony Hamlen (AH) 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/ 2021 – 05 October.

| Item | | Action by |
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| 1 | <p>Welcome and Opening Prayer</p> <p>ARG welcomed Governors to the meeting and back into the school building for the first time since February 2020. PC led Governors in prayer.</p> | |
| 2 | <p>Apologies for absence</p> <p>Apologies were received and accepted from Rosie Cook (RC), Olivia Tresise (OT) and Ellie Langdon (EL). Hannah Phillips (HP) was not present.</p> <p>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>Minutes of the last meeting, incomplete actions and matters arising</p> <p>The minutes of the meeting held 07 September 2021 (copy on file) were agreed as a correct record and RS will contact ARG to authorize 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>School Visit Procedure, Plan and Progress</u> - RS will look at the recommendations from previous visits and liaise with link Governors to follow up on progress and recommendations.</p> <p><u>Governor Visit sign in</u> – RS will liaise with KP about how Envoy can record Governor visits.</p> <p><u>Pay Policy</u> – Ht reward was now finalized and this policy would be reviewed at the next F&R meeting.</p> <p><u>Statutory Policies</u> – These policies were now allocated to the relevant committees for review.</p> <p><u>Vice Chairs</u> –Responsibilities of each vice-chair were still to be finalised. ARG will consider this with OT and NCD</p> <p><u>Curriculum Videos</u> – Governors thanked RC for the videos as an excellent resource. NCD asked RS to send this to him again</p> | <p>RS</p> <p>RS</p> <p>RS</p> <p>KP/RS</p> <p>ARG</p> <p>RS</p> |

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| | <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 being taken forward.</p> <p><u>Annual Governors’ Report</u> – EL had drafted an executive summary. RS to circulate to Governors for approval. This would then be sent out to parents and added to website.</p> <p><u>School Uniform</u> – Ht to draft a policy for review by C&E committee in February 2022</p> <p>All other actions had been completed, proved not to be required or will be covered by agenda items.</p> <p>Matters Arising:</p> <p><u>Resignations and recruitment</u> – Governors acknowledged the resignation of Nicola Read as Foundation Governor following the last meeting. Governors expressed their thanks and admiration at the length of her service and her support to the Governing Body. RS had already contacted Governor Services and the Bristol Diocese. Governors also noted the resignation of Philip Webb as Associate Governor. A card was circulated for Nicola Read. School was organizing flowers.</p> <p>NCD suggested contacting large employers in the area to source new Governors. RS noted ‘Inspiring Governance’ and suggested investigating them as a tool for recruitment. RS offered to prepare an advert for Foundation Governors that LW could circulate.</p> | <p>RS</p> <p>Ht</p> <p>RS</p> |
| 5 | <p>Headteacher’s Report including the School Improvement Plan (SIP) and Termly Action Plan(TAP)</p> <p>Ht presented the 2021/22 SIP to Governors. She highlighted the amendments made following the SIAMS pre-inspection meeting. Governors were supportive of these positive changes. ARG and Ht had met in July to agree the ambition and they thanked Governors for their input into this process.</p> <p>PC queried if budget was available to support staff wellbeing. Ht confirmed that costings would need to be agreed. There were currently three trained well being first aiders at school.</p> <p>Governors discussed how parent input could be sought for the SIP. Ht would approach the PTA at the upcoming AGM for feedback.</p> <p>ARG asked when the Voice of the Change Makers (previously Pupil Voice) would be convened to discuss elements of the SIP. HT agreed to advise ARG of the dates of these meetings so that she could attend.</p> <p>PC noted from the TAP that oracy training would be held on 6th October and asked to attend. Ht welcomed her participation</p> <p>Ht and ARG agreed that following an audit of diversity and inclusion there was potential to add this to the SIP if required.</p> <p>Governors were supportive of the SIP in its final form.</p> | <p>Ht</p> <p>Ht</p> <p>Ht</p> <p>PC</p> <p>Ht/ARG</p> |
| 6 | <p>Review/Confirmation of Governor’s specialised roles and committee memberships</p> | |

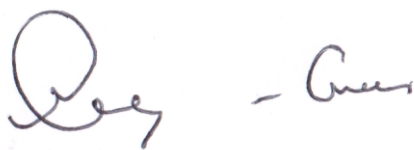


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| | <p>Governors reviewed the draft document (copy on file) listing the available committee positions and specialized roles further to NR's resignation. Chairs were to be agreed Ht Performance Management, Pay and Teacher's Pay panels.</p> <p><u>Review Panels</u> - The following was agreed;</p> <p>NCD will become Chair of the HTPM panel</p> <p>ARG and PC will join the HTPM panel</p> <p>Ht confirmed that she was happy with the final panel.</p> <p>RS will draft remits for the HTPM panel, Pay committee and Teachers' Pay panel</p> <p>The following would be requested of absent Governors;</p> <p>ARG to contact EL regarding the position of Chair of Teachers' Pay Panel</p> <p>ARG to contact HP regarding the position of Chair of Pay Committee</p> <p>Ht noted that the HTPM panel will meet on Monday 8th November. HTPM members should have this in their diaries.</p> <p><u>Committees</u> – The following was agreed;</p> <p>ARG will become Vice-Chair of Finance & Resources</p> <p><u>Link roles</u> – The following would be requested of absent Governors;</p> <p>ARG to contact OT regarding a switch from Data Protection to Curriculum which will be more in line with her A&P role. NCD would then take on the Data Protection link role.</p> | <p>RS</p> <p>ARG ARG</p> <p>ARG/PC/ NCD/HP</p> <p>ARG/OT</p> |
| 7 | <p>Safeguarding Update</p> <p>Ht gave Governors an overview of pupils the various levels of social care involvement/concern.</p> <p>Governors discussed CPOMS categorizations and its limitations. Exclusions and how they are recorded on both Arbor and CPOMS in order to transfer data to secondary schools. KP was investigating how to simplify this process.</p> | |
| 8 | <p>GDPR Update</p> <p>KP confirmed that an audit was being conducted with the new GDPR company. KP confirmed that the school was compliant and that she was happy with their services. Governors had been asked to complete online GDPR training. OT/NCD were still to complete this.</p> | OT/NCD |
| 9 | <p>School Visit Planning</p> <p>RS confirmed that she held a log of registered visits. Visit topics were being agreed by committees as they met and Link visits could now be scheduled with Ht.</p> | |
| 10 | <p>Ofsted Preparation</p> <p>Governors discussed the strengths of the school and the areas for improvement. PC had just conducted a Governor visit and advised that the</p> | |

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| | <p>curriculum should be celebrated, where the global goals fit well with the school's Christian values. Reading continued to be an area for improvement.</p> <p>LW noted that the school has an excellent vision and will enable our pupils to leave the school with confidence and a desire to change the world and make a difference. AH confirmed that the Christian distinctiveness of the school was developing well.</p> <p>Ht confirmed that Thrive was a unique selling point of the school, with a strong focus on the strategies and resources required to provide the best support to our children.</p> <p>Ht recommended that Governors should review each section of the SIP to ensure that they are clear on the current priorities of the school.</p> | |
| | <i>LW and AH left the meeting</i> | |
| 11 | <p>Review of Online Safety Report</p> <p>Governors had reviewed the online safety report that had been prepared by Mark Stinchcombe (copy on file). There were no questions from Governors.</p> | |
| 12 | <p>Chair's Business</p> <p>ARG noted that Governor Services had requested the completion of a self evaluation form. She would complete this using information from the self evaluation previously completed by the FGB.</p> | ARG |
| 13 | <p>Training planned/completed</p> <p>RS confirmed that various training course had been attended or where booked for October and November. Anyone wishing to obtain further information in various subjects should contact her to arrange this.</p> | All Governors |
| 17 | <p>Any Other Business</p> <p><u>Scheduling of emails within working hours</u> – Ht noted that she had asked staff to restrict the sending of emails to within standard working hours to avoid them feeling pressure to immediately respond to communications or think about workout of hours which will negatively affect well being and work life balance. Governors agreed that wherever possible they will schedule all emails to staff and Ht. RS noted that instructions on scheduling were available (copy on file). Governors would continue to email each other without restrictions due to the out of hours nature of their role.</p> <p>No other business was discussed. The meeting closed at 7.00pm</p> | |
| 18 | <p>Date of next meeting</p> <p>Date of next meeting confirmed as 23 November 2021 at 5.30 pm. This meeting will be planned as a face to face meeting.</p> <p>PC offered 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: 23 November 2021



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