



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 07 September 2021 at 5.30 pm**

**By Zoom videoconference**

**Present:** Louisa Wilson (Ht– Headteacher), Rosie Cook (RC), Nick Cullimore-Davies (NC-D), Pam Cosh (PC), Ellie Langdon (EL), Kristina Parfrey (KP), Hannah Phillips (HP), Nicola Read (NR), Rev Lisa Wigmore (LW) and Olivia Tresise (OT).

**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 – 07 September.

Item		Action by
1	<p><b>Welcome and Opening Prayer</b></p> <p>Due to the continuing Covid-19 restrictions this meeting was conducted by video conference using Zoom. NCD will lead this meeting in his capacity as Vice-Chair of Governors as ARG is unable to attend.</p> <p>NCD welcomed all to the meeting. LW led Governors in prayer.</p>	
2	<p><b>Appoint/Reappoint Clerk</b></p> <p>Governors voted with a show of hands to reappoint RS as Clerk to Governors</p>	
3	<p><b>Apologies for absence</b></p> <p>Apologies were received and accepted from Anita Randen-Green (AR-G- Chair), Philip Webb (PW) and Anthony Hamlen (AH).</p> <p>Quorum status was confirmed.</p>	
	<p><i>OT joined the meeting</i></p>	
4	<p><b>Declaration of Pecuniary Interests relating to agenda items</b></p> <p>No one present expressed any pecuniary or business interests in any agenda item.</p>	
5	<p><b>Minutes of the last meeting, incomplete actions and matters arising</b></p> <p>The minutes of the meeting held 13 July 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</p>	<p>RS</p> <p>RS</p> <p>RS</p>

	<p>Governor visits.</p> <p><u>Pay Policy</u> – KP had drafted a revised policy which needed confirmation regarding how the Headteacher is rewarded. This was still being discussed by the Ht Performance Review Panel. Ht asked that a decision be made on this as soon as possible.</p> <p><u>Statutory Policies</u> – Ht to draft policies on NQTs and Designated teacher for looked after and previously looked after children. Ht and KP to investigate whether ‘Children with health needs who cannot attend school’ can be incorporated into our existing ‘Managing Medical Needs’ policy. And if ‘School Exclusions’ can be included within the ‘Behaviour’ policy. These policies will be drafted for approval at the FGB in October 2021.</p> <p><u>Self-evaluation and Governance Improvement Plan</u> – ARG confirmed that these items would be deferred until after the SSP priorities can be managed.</p> <p><u>Vice Chairs</u> – ARG had now sent job description to subcommittee chairs. Responsibilities of each vice-chair were still to be finalised.</p> <p><u>Videos</u> – RC has made all the videos and has saved links to them in the drive. RS will circulate these to all Governors to view at their leisure to increase their knowledge of the curriculum and teaching.</p> <p><u>Strategic Plan</u> – Ht confirmed that this had been developed and will be discussed at the FGB on 5<sup>th</sup> October.</p> <p><u>Collaborative Working</u> – Ht confirmed that she would be meeting with the Venture group at the end of the week. She would be discussing greater links between the Governing Bodies of the Venture schools.</p> <p><u>Strengths and Weaknesses/ Ofsted preparation</u> – PW and ARG developing a document highlighting Governors’ input into the improvements made to school over the past 3 years. PW will be presenting information on Ofsted preparation at the next FGB meeting in October.</p> <p>Staff Governor position – KP accepted the position of Staff Governor for a second term</p> <p><u>Annual Governors’ Report</u> – EL to draft one page executive summary of the report. To be agreed by FGB and then circulated to parents/carers.</p> <p><u>School Uniform</u> – School Uniform policy still unavailable. Ht to locate and forward this to RS.</p> <p>All other actions had been completed, proved not to be required or will be covered by agenda items.</p>	<p>HtPM Panel</p> <p>Ht/KP</p> <p>ARG</p> <p>ARG</p> <p>RS</p> <p>Ht</p> <p>PW/ARG PW</p> <p>EL</p> <p>Ht</p>
6	<p><b>Election of Chair of the Governors</b></p> <p>In ARG’s absence, RS advised the meeting that ARG had confirmed that she wished to serve a further one year term as Chair of Governors. Her appointment was proposed by LW and seconded by KP. Governors unanimously supported her reappointment. RS will confirm appointment to ARG.</p>	<p>RS</p>



7	<p><b>Election of Vice-Chair(s) of Governors</b></p> <p>All three subcommittee chairs had previously been appointed as Vice-Chair of Governors at the May 2021 meeting.</p> <p>NCD confirmed his intention to serve a further one year term. His appointment was proposed by LW and seconded by RC.</p> <p>OT confirmed her intention to serve a further one year term. Her appointment was proposed by EL and seconded by PC.</p> <p>NR confirmed that she did not wish to stand again as Vice-Chair.</p>	
8	<p><b>Review/Confirm membership types and number as defined in Instrument of Governance (School Schedule) - Identify any vacancies and recruitment strategies</b></p> <p>NCD highlighted the school schedule (copy on file) and noted the three co-opted vacancies and one Foundation vacancy still to be filled. LW confirmed that her recruitment efforts were ongoing. RS asked if the school Facebook page and newsletter could be used to advertise vacancies. Ht confirmed her support for this. RS/ARG to liaise with the school office to advertise.</p> <p>Governors should advise RS of any changes to their personal details listed.</p>	<p>RS/ARG</p> <p>All Governors</p>
9	<p><b>Endorsement of Committee Chairs, Committee members and Governors with specific responsibilities including Headteacher's Performance Management Panel</b></p> <p>Governors reviewed the draft document (copy on file) listing the available committee positions and specialized roles.</p> <p>Membership of the new Pay Committee was agreed as follows; EL, ARG and HP. Chairs of the Ht Performance Management, Pay and Teacher's Pay panels to be agreed at the next meeting.</p> <p>Subcommittee membership had been reviewed over the past year. No further changes were suggested. NCD suggested ARG as vice-chair of Finance &amp; Resource committee. RS will contact ARG</p> <p>New link Governor positions were agreed as follows;</p> <ul style="list-style-type: none"> <li>• Curriculum: NR</li> <li>• Maths: HP</li> <li>• Reading: PC</li> <li>• Data Protection: OT</li> <li>• Safeguarding (Deputy): LW</li> </ul> <p>LW will be copied into communication between Ht and HP and deputize where required.</p> <p>Ht suggested KP take on the Pupil Premium link role currently held by ARG. RS will contact ARG.</p>	<p>All Governors</p> <p>RS</p> <p>RS</p>
10	<p><b>Review/Confirm FGB Terms of Reference and delegated responsibilities to committees</b></p> <p>The Full Governing Body terms of reference and delegated responsibilities to</p>	





	committees (copy on file) were adopted with no changes.	
11	<b>Adoption of Standing Orders</b> The Standing Orders (copy on file) were adopted with minor changes.	
12	<b>Review level of financial authority delegate to Headteacher and Finance &amp; Resources Committee</b> Appendix 4 of the Finance policy, which defines the level of spend delegation and authorization (copy on file), was approved without changes.	
	<i>OT left the meeting</i>	
13	<b>Governor Visits</b> Governor visits can now be resumed. PC has scheduled a visit on 4 <sup>th</sup> October to look at SEND and oracy. HP will be visiting re Safeguarding to review the single central record. She will also conduct a Maths review concurrently. Link Governors are to organize their initial visits with Ht. New Governors are welcome to organize a school visit as part of their induction. Subcommittees will agree further topics for governor visits in due course. RS will coordinate the governor visit log. Please advise the clerk of your agreed visit dates.	Link Governors EL/OT/NCD/PC  RS
14	<b>Adoption of latest changes to 'Keeping Children Safe in Education'</b> RS confirmed that a link to the updated 2021 version of the document 'Keeping Children Safe in Education' and a declaration had been circulated to all Governors to confirm that they had read Part 1. 5 responses are still outstanding. RS will re-circulate.	RS
15	<b>Renew declarations of pecuniary or business interest</b> The pecuniary interest form (copy on file) is available to all Governors. RS asked Governors to complete and return a form to her at their earliest convenience	All Governors
16	<b>Renew commitment to Governors Code of Conduct</b> All Governors present were asked to add their names to the Code of Conduct (copy on file)	All Governors
17	<b>Any Other Business</b> Governors discussed the merits of virtual meetings versus the necessity of returning to face to face meetings. It was agreed to revert back to face to face meetings for the Full Governing Body. Subcommittee meetings would remain virtual and be held by Zoom.  No other business was discussed. The meeting closed at 7.00pm	

18	<b>Date of next meeting</b> Date of next meeting confirmed as 05 October 2021 at 5.30 pm. This meeting will be planned 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: 5<sup>th</sup> October 2021



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