



ST. STEPHEN'S CHURCH OF ENGLAND JUNIOR SCHOOL

Headteacher: Louisa Wilson

South Gloucestershire Council

Learning to Change the World



Meeting of the Full Governing Body (FGB)

Tuesday 13 July 2021 at 5.30 pm

By Zoom videoconference

Present: Louisa Wilson (Ht– Headteacher), Anita Randen-Green (AR-G- Chair), Rosie Cook (RC), Nick Cullimore-Davies (NC-D), Philip Webb (PW), Pam Cosh (PC), Ellie Langdon (EL) and Anthony Hamlen (AH).

In Attendance: Rachael Simeone (RS - Clerk)

Note: Documents referenced as 'on file' can be found on 'Team Drives /Governors Cloud / 2020 - 2021 School Year/Meetings/Full Governing Body/ 2021 – 13 July.

Item		Action by
1	<p>Welcome and Opening Prayer</p> <p>Due to the continuing Covid-19 restrictions this meeting was conducted by video conference using Zoom.</p> <p>ARG welcomed all to the meeting. PC led Governors in prayer.</p>	
2	<p>Apologies for absence</p> <p>Apologies were received and accepted from Kristina Parfrey (KP), Hannah Phillips (HP), Nicola Read (NR), Rev Lisa Wigmore (LW) and Olivia Tresise (OT). 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 18 May 2021 (copy on file) were agreed as a correct record and ARG authorised the inclusion of her digital signature. Copy to be sent to Governor Services and placed on the school website.</p> <p>Due to the Covid-19 restrictions governing bodies are advised to conduct only urgent business. All outstanding actions have been deferred until normal operations can be resumed to allow school staff to focus on urgent matters only. The following outstanding items will be dealt with in due course:</p> <p><u>School Visit Procedure, Plan and Progress</u> - RS confirmed that Governors were using the new template to submit reports. Visits had been conducted according</p>	RS

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	<p>to the schedule but were currently deferred. Work to record the recommendations and progress was deferred.</p> <p><u>Governor Visit sign in</u> – RS confirmed this item was deferred.</p> <p><u>External Safeguarding Audit</u> – Ht confirmed that the results of the safeguarding audit had recently been reviewed by C&E.</p> <p><u>Pay Policy</u> – ARG confirmed that this policy was now being overhauled by KP and would be brought back to F&R committee for approval.</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 but has not had time to review and edit as necessary. These would be circulated to Governors during the summer break.</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>KP</p> <p>Ht/KP</p> <p>ARG</p> <p>RC</p>
<p>5</p>	<p>Developing the school's Strategic Plan</p> <p>Ht presented data on achievement from the presentation Outcomes and Improvement (copy on file). This data reflected what Governors had reviewed previously at A&P. The results of this presentation highlighted the areas for inclusion on the new SDP. An example seen was the reintroduction of earlybird Maths and arithmetic homework for Years 5 and 6 as a action to remedy the reduced progress in Years 4 and 5.</p> <p><i>EL joined the meeting</i></p> <p>The SLT recommended the following areas to focus on in 2021/22;</p> <ul style="list-style-type: none"> • Running a full year of the new curriculum • Reading (phonics and fluency) • Writing (SEND pupils) • Maths (Years 5 and 6) 	

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	<ul style="list-style-type: none"> • Oracy (working towards this being one of the school's USPs) • Pupil Premium (closing the gap in all subject areas) • Thrive (training more staff) • Rights Respecting School • Appraisal Systems and Career Pathways <p>PC expressed an interest in Voice 21 and asked if staff will be trained in this. RC noted that she was trained 3 years ago and would be providing the training to staff. PC asked if she could attend this due to her experience in Speech and Language Therapy. RC would set up a meeting with PC .</p> <p>PW noted that Ofsted would be keen to ask Governors about how they understand that the pandemic has affected the education of children in school. Ht advised Governors that an updated SEF would be drafted and shared with Governors. Ht defined the SEF for new Governors present.</p> <p>The Strategic Plan was being developed from the Jamboard. Governors were asked to review this information and add new content for consideration. A draft SSP would be ready for September.</p>	<p>RC/PC</p> <p>All Governors</p>
6	<p>Safeguarding</p> <p>Ht confirmed that changes to the document 'Keeping Children Safe in Education' would come into effect in September 2021. RS would circulate this ahead of the September meeting.</p>	<p>RS</p>
7	<p>Questions from/to Committee Chairs re – C&E, A&P and F&R meetings</p> <p>Minutes of C&E were not yet available. RS will circulate these to all Governors in due course.</p>	
8	<p>Review of Governing Body Effectiveness and Capacity</p> <p>ARG reviewed the progress made by the Governing Body using the red/amber/green system in the Governing Body Self Evaluation document. Governors were encouraged by the clear progress made by ARG in moving areas out of the red and towards greater effectiveness. This would be reviewed again towards the end of the year.</p> <p><u>Collaborative Working</u> – ARG reported that she had met with the CoG at SSIS and would continue to meet to ensure good communication between the two communities of SSIS and SSJS. Ht would also liaise with Venture to discuss greater links between the Governing Bodies of the Venture schools.</p>	<p>Ht</p>

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	<p><u>Strengths and Weaknesses</u> – PW and ARG agreed the importance of highlighting Governors' input into the improvements made to school over the past 3 years. This is done through a variety of means. PW ad ARG will develop a document clarifying this.</p>	ARG/PW
9	<p>Governing Body Membership</p> <p><u>Governor vacancies</u> – RS confirmed that there were three co-opted vacancies and one foundation vacancy. ARG had sent a short advert to our local Councillor to advertise locally. The Governing Body had also signed up to a scheme with Governor Services to attract candidates.</p> <p><u>Staff Governor election</u> – RS confirmed that no nominations had been received from staff members. KP would therefore return for a second term unopposed. This term would start from 07 September 2021. RS will confirm this in writing to KP.</p> <p><u>Associate Members</u> – AH noted that his remit for joining the Governing Body had been as part of his role as temporary Assistant Headteacher. This position had now ended and AH expressed his wish to remain if Governors saw value in his involvement. Governors asked AH to remain as Associate Member, continuing to be part of the C&E committee by virtue of his experience in Religious Education. His term of office would remain as 4 years, with a further 3 still to serve.</p> <p>Governors asked PW to extend his term as Associate Member with a revised remit to lead on the Governing Body's preparation for an Ofsted inspection. PW will work on documentation over the summer break.</p> <p><u>Link Governor roles</u> – PC accepted the role of SEN link Governor. RS/ARG would contact NR regarding the role of Curriculum Governor.</p>	<p>ARG</p> <p>RS</p> <p>ARG/PC</p>
10	<p>Review Governors' Attendance Record</p> <p>RS presented the attendance record for all Governors and Associate Members. She thanked Governors for their commitment. Attendance levels were high and where lower figures were recorded the apologies had been accepted.</p>	
11	<p>Agree policy on payment of Governors' Expenses</p> <p>All Governors present confirmed that they are happy not to receive remuneration for their role.</p>	

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12	<p>Production of Annual Governors' Report</p> <p>ARG and OT had created a first draft (copy on file). Ht noted that no data was available on achievement this year. EL recommended including a one page executive summary and agreed to draft this. RS would review the document to remove acronyms and ensure correct references and tense.</p>	EL RS
13	<p>Agreement of 2021/22 meeting schedule</p> <p>RS presented the draft schedule of meetings for the 2021/22 academic year (copy on file). Governors unanimously agreed the schedule.</p> <p>It was agreed to standardise the start time of all committee meetings to 5.30pm.</p>	
14	<p>Review of Governor Visit Reports</p> <p>Governors noted the Health and Safety visit report conducted by EL and KP as SBM. Lockdown restrictions had affected the ability to fix some of the known issues. EL planned a follow up visit in September.</p>	
15	<p>Chair's Business</p> <p>ARG thanked all Governors for their commitment and contribution this year.</p> <p><u>School Uniform</u>: ARG noted to Governors that the school had recently announced a change to the school logo that would come into effect in September 2022. Governors were not aware of this change. PW asked for the rationale for change. EL asked if the existing supplier would still be used. ARG asked why parents had not been consulted before a final decision had been made. Ht confirmed that the children had been consulted about the change and then the parents were informed. Harris Sports would continue to supply the uniform. ARG queried the governing body involvement in a decision to change the school uniform. PW noted that this was an operational decision. RS queried the school uniform policy as it was not with other policies. Ht will locate this and forward it to RS. Ht confirmed that she remained happy for children to wear non-logoed uniform to school.</p>	Ht
16	<p>Any Other Business</p> <p><u>Caretaker</u>: Governors inquired about the caretaker. Ht confirmed that he had returned to his position on part-time basis and then back to full-time hours. Risk assessments would be undertaken. He remained uninsurable and could do no heavy lifting but was now in good health.</p>	

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	No other business was discussed. The meeting closed at 7.30pm	
17	Date of next meeting Date of next meeting confirmed as 07 September 2021 at 5.30 pm. This meeting will be by Zoom. Subsequent meetings would be decided in September subject to the recommendations at the time.	

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: 07 September 2021

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