



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 18 May 2021 at 5.30 pm**

**By Zoom videoconference**

**Present:** Louisa Wilson (Ht- Headteacher), Anita Randen-Green (AR-G- Chair), Hannah Phillips (HP), Rosie Cook (RC), Rev Lisa Wigmore (LW), Nick Cullimore-Davies (NC-D), Ellie Langdon (EL), Olivia Tresise (OT) , Anthony Hamlen (AH), Nicola Read (NR) and Kristina Parfrey (KP).

**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 – 18 May.

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.</p> <p>ARG welcomed all to the meeting. LW led Governors in prayer.</p>	
2	<p><b>Apologies for absence</b></p> <p>Apologies were received and accepted from Philip Webb (PW) and Pam Cosh (PC) Quorum status was confirmed.</p>	
3	<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>	
4	<p><b>Minutes of the last meeting, incomplete actions and matters arising</b></p> <p>The minutes of the meeting held 23 March 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> – KP noted that she had completed a training course on the Safeguarding audit and an internal audit was now being conducted.</p> <p><u>Pay Policy</u> – ARG confirmed that this policy was now being overhauled by KP and would be brought back to F&amp;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 next FGB in July 2021.</p> <p><u>Policy Review Backlog</u> – RS confirmed that the backlog had been cleared.</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>LA Safeguarding Review</u> – Ht noted that she had contacted Andrew Best regarding a review of Safeguarding but was yet to receive a response.</p> <p>All other actions had been completed, proved not to be required or will be covered by agenda items.</p>	<p>RS RS</p> <p>KP</p> <p>Ht/KP</p> <p>Ht</p>
<p>5</p>	<p><b>Presentation of Performance Data</b></p> <p>Ht thanked Governors for their patience in awaiting the performance data. The new system was now being used to analyse the data. Ht gave an overview of the school performance data (copy on file). Governors discussed the reading, writing and maths progress for each year group in detail were pleased with the progress of the children despite such a difficult period of learning.</p> <p>Where progress had been limited or not made at all Ht confirmed that this was where children and their families had not engaged with home learning during lockdown despite efforts from the school.</p> <p>Governors agreed the priorities for 2021/22 which included phonics for incoming Year 3 pupils to boost their reading progress and extra maths support for small groups of girls where progress had been limited.</p>	
<p>6</p>	<p><b>Approval of the 2021/22 Budget and Staffing Structure</b></p> <p>NC-D advised the meeting that the 2021/22 budget and staffing structure (copy on file) had been reviewed by the Finance &amp; Resources committee. It was now</p>	

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	<p>presented for endorsement by the Full Governing Body.</p> <p>NCD confirmed that a reduction in TA numbers was projected but would not come into effect for the 2021/22 financial year.</p> <p>KP advised that she had been advised that a projected 1.5% pay increase for support staff must be added to the budget. NC-D anticipated a £19k impact on the budget.</p> <p>There would be a cumulative deficit for the next three years where the surplus would be depleted.</p> <p>Governors formally accepted the budget and staffing structure by a unanimous show of hands.</p>	
7	<p><b>Safeguarding</b></p> <p>HP gave an update to Governors previously given at C&amp;E. Her next meeting was scheduled with Ht next week.</p>	
8	<p><b>Questions from/to Committee Chairs re – C&amp;E, A&amp;P and F&amp;R meetings</b></p> <p><u>Afterschool Club</u> – NCD noted that an additional income source for 2021/22 was the introduction of a SSJS afterschool club. Additional need had been identified and parents had been consulted. Going forward this club would be introduced for SSJS pupils. SSIS pupils will continue to attend the original SSIS club. A £5,000 profit was currently projected for the afterschool club. There is also scope to provide childcare during Inset days and in the school holidays in the future. No changes are planned for Breakfast Club which is run by SSJS.</p> <p>There were no questions from Governors about the C&amp;E and A&amp;P minutes.</p>	
9	<p><b>Presentation – Developing the school's Strategic Plan</b></p> <p>Further to discussions between Ht and ARG about the strategic direction that the school is taking Ht presented 'Developing the school's strategic plan (copy on file). Governors discussed their ambitions for our children when they leave the school. The intent 'Learning to Change the World' had been launched in 2019 and accurately shows our USP. Ht confirmed that it was essential to consider the catch up requirements for the children to allow them to achieve the expected standard when they leave the school. Governors agreed that this would be an issue for a number of years as we deal with the impact of lockdown.</p> <p>ARG will create and circulate a Jamboard for Governors to add their thoughts</p>	

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	about the school's vision and mission. The subcommittees can then review the relevant elements to allow Ht to create an update SSP.	ARG, Ht and All Governors
10	<p><b>Governing Body Membership</b></p> <p><u>Governor resignations and vacancies</u> – RS confirmed the resignation of Lynsey Lowrie as a co-opted Governor. There were now three co-opted vacancies and one foundation vacancy. LW confirmed that a new curate would be joining her soon and that this may be a good opportunity for him. He would be ordained in July.</p> <p><u>Vice-Chair confirmations</u> – Following the election of NCD, OT and NR as subcommittee chairs they were now confirmed as co-Vice Chairs. ARG will work with them to agree and define their roles and responsibilities.</p> <p><u>Staff Governor election</u> – RS noted that KP's term of office would be ending in September 2021. KP will be standing again. RS has prepared information to be circulated to all school staff. Ht will circulate to all and a deadline will be set for responses.</p> <p><u>Link Governor roles</u> – Further to feedback from training a new link role focussing on Curriculum had been created. ARG suggested that PC had the skills for this role. NR suggested she may be even better for the role of SEN link Governor. PC would be approached by ARG about her preference for these roles.</p> <p><u>Committee membership update</u> – NR agreed to move from A&amp;P to F&amp;R to boost their numbers.</p>	<p>ARG</p> <p>Ht</p> <p>ARG/PC</p>
11	<p><b>Review of Governor Visit Reports</b></p> <p>NR had conducted a virtual visit on the current SEND provision with Lynsey Lowrie in her capacity as SENCo. There were no questions from Governors.</p>	
	<i>HP left the meeting</i>	
12	<p><b>Governors' Training and Development</b></p> <p>A number of Governors had attended the Driving School Improvement series of courses. These had been useful and the slides would be made available to all Governors.</p>	RS
13	<p><b>Chair's Business</b></p> <p>ARG noted that the Governing Body were making good progress with their self</p>	

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	<p>evaluation (copy on file). Engagement with the parent community was a priority. This could be done through input to the Yr3 introduction meeting in July, as well as having a clear presence at the end of year BBQ.</p> <p>ARG will be drafting the Annual Governance Statement to be agreed by Governors in July.</p> <p>ARG had circulated the DfE Staff Wellbeing Charter. All Governors and Ht agreed this to be a positive document to consider further.</p> <p>The competencies survey had identified areas where skills were required. This would help with our recruitment drive.</p>	ARG
14	<p><b>Any Other Business</b></p> <p>No other business was discussed. The meeting closed at 7.50pm</p>	
15	<p><b>Date of next meeting</b></p> <p>Date of next meeting confirmed as 13 July 2021 at 5.30 pm.</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: 13 July 2021

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