



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 23 March 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), Lynsey Lowrie (LL), Rev Lisa Wigmore (LW), Nick Cullimore-Davies (NC-D), Ellie Langdon (EL), Olivia Tresise (OT), Pam Cosh (PC) 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 – 23 March.

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. LW led Governors in prayer.</p>	
2	<p>Apologies for absence</p> <p>Apologies were received and accepted from Philip Webb (PW), Anthony Hamlen (AH) and Nicola Read (NR). 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 23 February 2021 (copy on file) were agreed as a correct record and ARG will provide RS with a 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>IT Hardware Replacement Strategy</u> – The F&R committee had recently approved the IT hardware replacement strategy.</p>	RS

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	<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 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&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 & Discipline' policy. These policies will be drafted for approval at the next FGB in May 2021.</p> <p><u>Policy Review Backlog</u> – KP was still working to update policies.</p> <p><u>Link Governors</u> – All Governors to consider themselves for available Link Governor roles</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>Associate Members</u> – RS noted that the standard term of an Associate Member was 4 years unless specified as an agreed shorter term. PW had stated that based on his current remit his term of office should end in September 2021. This was agreed by Governors.</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</p> <p>RS</p> <p>KP</p> <p>Ht/KP</p> <p>KP All Governors</p> <p>Ht</p>
5	<p>Membership Matters</p> <p><u>Appointment of Foundation Governor</u> – ARG confirmed that PC had now been appointed as Foundation Governor by the Bristol Diocese. PC was welcomed by ARG and all Governors.</p> <p><u>Committee positions/Link Governor roles</u> – ARG confirmed that NCD had been appointed as Chair of the Finance & Resources committee at their last meeting. In this position we would also take the role as co-Vice Chair. Further elections</p>	

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	will be taking place in April for the positions of Chair of both Achievement & Provision and Community & Ethos committees.	
6	<p>Pupil Premium report</p> <p>Ht had circulated the report (copy on file) ahead of the meeting and there were no questions from Governors. ARG thanked Ht for this thorough report.</p>	
7	<p>Ht report</p> <p>Ht submitted a verbal report.</p> <p><u>Behaviour</u> - Ht confirmed that behaviour on the whole is good following the school reopening on 8th March. Some children showed signs of anxiety and mindfulness and yoga had been conducted as necessary.</p> <p><u>Assessments</u> - Assessments are scheduled for Term 4; however as teachers have noted a general drop in the standard of writing, this area of assessment will be deferred to Term 5.</p> <p><u>Attendance</u> – Governors were pleased to see high levels of attendance (97.1% All; 95.6% FSM; 95% PP). There had been no exclusions and only 3 internal exclusions, with these children receiving Thrive support.</p> <p><u>Learning behaviours</u> – PC queried recording of children’s learning behaviours on their return. Ht noted that the first week back had been spent recapping purple learning. RC confirmed that she had been working very closely with the NQTs and had been in the classroom. She noted that in large part the children seen struggling prior to lockdown had settled back into school well but that different children had been identified with issues post lockdown. All were being assisted as necessary.</p> <p><u>School Strategic Plan</u> – Ht presented the SSP (copy on file). Colour coding indicated to what degree items had been achieved. Certain items had needed to be removed as delivery of these would not be possible under Covid restrictions and/or to allow school to complete the achievable areas of the SSP. These included STEAM, Peer Mediators and Diversity/Change Makers.</p> <p>Ht confirmed that the SSP for 2021/22 would be available for review by Governors in Term 6.</p> <p><u>‘Getting to know the school’</u> – RC reported her plan to produce a video for Governors which would include classroom content in order to give a flavour of the school to new Governors whilst school visits were not an option. PC</p>	

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	welcomed this and suggested that these would be a great addition to the school website for prospective parents too. These would be available at the start of Term 6 in June.	RC
8	<p>Safeguarding</p> <p>HP had nothing to report since the last meeting. Ht confirmed that internal safeguarding meetings had continued throughout lockdown. The last meeting was yesterday. Ht would meet with HP just after the Easter break.</p>	
9	<p>Questions from/to Committee Chairs</p> <p><u>C&E</u></p> <p>ARG had circulated queries ahead of this meeting. KP answered them here. She highlighted attendance figures for March. Only PP pupils were under the national average at 94.9%. This figure had been affected by only one pupil's attendance. The school was taking all reasonable steps to resolve this issue.</p> <p>Ht and LW were liaising regarding the SIAMS stories and what and how to add to the website. LW suggested recording assemblies and adding them online, with each value having a corresponding story. LW recommended Saddleback Church for online ideas.</p> <p>Results of the Safeguarding audit that were expected for review by the FGB are currently delayed at the LA. These will be circulated as soon as received.</p> <p>LL gave an overview of Readingwise. The school use this as a phonics intervention for Year 4 pupils who continue to require phonics assistance. It can also be extended to Year 5 pupils as required. This is not used by Year 3 who continue to be taught using phonics as part of their transition from the Infant school. OT asked LL to provide her with a link to Readingwise.</p> <p><u>F&R</u></p> <p>Governors discussed the budget. An outturn had been done and there had been a £9k drop in funding. Cuts were being looked at and Ht had been liaising with SSIS regarding September's new cohort of Year 3 pupils and their requirements.</p> <p>A deficit of £15k at the end of Yr3 was currently forecast. There was a scheduled meeting with the Finance Officer planned for 20th April. Ht will report results of this meeting at the next F&R meeting on 11th May 2021. KP was pleased to confirm that SSIS are one of only 3 schools in South</p>	<p>Ht</p> <p>LL</p>

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	<p>Gloucestershire that are not currently in deficit. NCD confirmed that the F&R committee will look at additional income sources. Ht confirmed that the school currently has 23 places available which has a big affect on the budget. Governors agreed that promotion of the school in general was key. PC asked everyone to consider the unique selling points (USP) of our school. The curriculum (global sustainable goals) and the school's focus on the Thrive approach were both identified. The Ofsted Outstanding award was another key selling point. Ht confirmed that she wanted to produce an updated video about the school for the website. RC noted that as a Junior School we rely on the intake from SSIS. NCD asked if SSIS are able to get involved in open days run by SSIS in order to provide a fuller picture for parents of their child's journey through primary education at St Stephen's Infant and Junior schools. This was not currently in place but could be discussed with SSIS.</p>	<p>Ht</p> <p>NCD</p> <p>Ht</p> <p>Ht</p>
10	<p>Formal endorsement of SFVS Return</p> <p>NCD presented the SFVS Return to Governors (copy on file) and highlighted the areas where the school differed from the norm. These were in the pupil to adult ration and teaching time. Governors noted that they continued to support the ratios to provide SEN pupils additional support as necessary. Governors also noted that the number of NQTs would obviously impact the teaching time figure this year. After discussion this document was approved. ARG will forward the final version to the LA Audit Team.</p>	<p>ARG</p>
11	<p>Review of Governor Visit Reports</p> <p>EL had conducted a virtual visit with Mark Stinchcombe on ICT and E-learning (copy on file). There were no questions from Governors. An update was expected in Term 6.</p>	
12	<p>Chair's Business</p> <p>ARG thanked Governors for their attendance at Integra training on Governance on 16th March 2021. She highlighted the importance of training and noted that a number of Governors had already signed up to the Driving School Improvement series of courses run by Integra. She encouraged all Governors to do so if possible.</p>	<p>All Governors</p>
13	<p>Endorsement of Policies</p> <p>The following policies were approved following revision by the Community &</p>	

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	<p>Ethos committee;</p> <ul style="list-style-type: none"> • Safeguarding & Child Protection • Online Safety <p>RS will update the policies on the school website and the drive.</p>	RS
14	<p>Any Other Business</p> <p><u>SEND Training</u> – PC advised Governors that she had attended the recent Integra course on SEND with ARG. She gave feedback to Governors. She noted plans to streamline the EHCP process of paperwork and to amend the child contact ratio of the SENCo role. Both the EHCP templates and South Gloucestershire toolkit will be reviewed</p> <p><u>Thanks to all school staff</u> – ARG issued thanks to the SLT and to all school staff for their amazing efforts in 2021 in such challenging conditions.</p> <p>No other business was discussed. The meeting closed at 7.45pm</p>	
15	<p>Date of next meeting</p> <p>Date of next meeting confirmed as 18 May 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: 18 May 2021

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