



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 February 2021 at 5.30 pm**

**By Zoom videoconference**

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

**In Attendance:** Rachael Simeone (RS - Clerk), Pam Cosh (PC)

Note: Documents referenced as 'on file' can be found on 'Team Drives /Governors Cloud / 2020 - 2021 School Year/Meetings/Full Governing Body/ 2021 – 23 February.

Item		Action by
1	<b>Welcome and Opening Prayer</b> ARG welcomed all to the meeting as Acting Chair of Governors. ARG briefly introduced Pam Cosh to the meeting. Due to the continuing Covid-19 restrictions this meeting was conducted by video conference using Zoom.	
2	<b>Apologies for absence</b> Apologies were received and accepted from Rev Lisa Wigmore (LW) who left the meeting following item 5. Quorum status was confirmed.	
3	<b>Declaration of Pecuniary Interests relating to agenda items</b> No one present expressed any pecuniary or business interests in any agenda item.	
4	<b>Minutes of the last meeting, incomplete actions and matters arising</b> The minutes of the meeting held 24 November 2020 (copy on file) were agreed as a correct record and RS would arrange to have them signed by ARG. Copy to be sent to Governor Services and placed on the school website. 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: <u>IT Hardware Replacement Strategy</u> – KP reported that Surface Pros had been trialled and a report was due to be reviewed t he next F&R committee. <u>School Visit Procedure, Plan and Progress</u> - RS confirmed that Governors were	RS

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	<p>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 confirmed this item as ongoing as an independent auditor was being sourced. The South Gloucestershire Safeguarding audit was being reviewed.</p> <p><u>Pay Policy</u> – RS confirmed that this policy was now being fully reviewed by an F&amp;R working group.</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 &amp; Discipline' policy.</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>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>RS</p> <p>Ht/KP</p> <p>KP</p> <p>All Governors</p>
5	<p><b>Membership Matters</b></p> <p><u>Election of Chair of Governors</u> – Following the resignation of Colin Brough as both Chair of Governors and Foundation Governor in December 2020, ARG had held the position of Acting Chair of Governors. A secret ballot was held and ARG was duly elected as Chair of Governors.</p> <p><u>Appointment of LA Governor</u> – Olivia Tresise was welcomed as LA Governor. The LA had approved her application in December 2020.</p> <p><u>Appointment of Foundation Governor</u> – PC was welcomed by ARG. PC had come to us through the Bristol Diocese with a wealth of experience in education and a strong Christian presence. PC will be appointed as Foundation Governor following official approval by the Bristol Diocese.</p> <p><u>Committee positions/Link Governor roles</u> – Governors discussed the role of Vice-Chair and it was agreed that it was still appropriate for the three subcommittee chairs to hold the position of co-Vice Chairs. The new Chair will liaise with subcommittee chairs to agree responsibilities as appropriate subject to their strengths.</p>	<p>RS</p> <p>ARG</p>

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	<p><i>LW left the meeting</i></p> <p>ARG noted that due to her new role she had approached NCD regarding the role of F&amp;R Chair. This would be tabled for the upcoming F&amp;R meeting.</p> <p>ARG encouraged Governors to consider an appropriate Link Governor role and would put forward her expectations of the role in future meetings for discussion.</p> <p>EL was appointed as the Health &amp; Safety Link Governor.</p> <p>RS reiterated the invitation to new Governors to attend all committee meetings in advance of the next FGB to give them further insight into the work of the Governing Body.</p>	<p>ARG</p> <p>All Governors</p>
<p>6</p>	<p><b>Ht Report on lockdown operations</b></p> <p>Ht had circulated a detailed report in early February which gave an in-depth look at the how the school had been operating throughout this third lockdown. All standard items were covered as well as information about the school's remote learning offering.</p> <p>Ht noted that school would be reopening on 8<sup>th</sup> March. She expressed that this lockdown had been different to the first. It had been more formal with new learning set via the Google Classroom and marking and feedback given to children on a daily basis.</p> <p>ARG asked how Ht was planning for the return to school, acknowledging difficulties that children may have. Ht confirmed that Thrive activities were in place over lockdown where necessary and that she hoped to have full Thrive capacity in place to allow any children to access this as appropriate. Ht noted that more vulnerable children had been attending school during this lockdown. NCD commented that the school had highlighted some very successful strategies and asked how they planned to help children to catch up on their learning. Ht stressed that the first week would be spent covering learning and behaviour, which would be followed up by an assessment cycle. This was particularly important for Yrs 4 and 6 who were isolating during the last assessment cycle.</p> <p>NR enquired about the confidence of staff returning to school full time. Ht noted that no staff had expressed concern. 5<sup>th</sup> March would be a PPE day for teachers to allow them to plan for the return of all pupils to face to face learning.</p> <p>ARG enquired about SEN children and how they will be supported. LL noted</p>	

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	<p>that assessments would be made to consider if any gaps have widened. Focus will be on these pupils feeling safe in school.</p> <p>Ht noted the hard work that all staff have shown over lockdown. They have been exceptional. ARG asked about the wellbeing of teachers as home learning has been very hard work. Ht and all staff present agreed that returning to the classroom will relieve pressure.</p> <p>ARG queried transitions for Yr 6 pupils as there was a requirement to socially and emotionally prepare them for secondary school. Ht confirmed that there would be no SATs again this year which would provide time for further work on transitions. OT queried how transitions were dealt with. Ht confirmed that these were led by the secondary schools once places granted. Assessments would take place in Term 6 which will be shared with the relevant institutions. RC confirmed that last year the level of support from the secondary schools had been increased due to the restrictions faced.</p> <p>Ht also stressed that it was important to complete the transition for Yr 3 pupils. Ht thanked Governors for their support over this lockdown.</p> <p>Ht will continue to provide a fortnightly update to Governors as school returns.</p>	<p>Ht</p>
<p>7</p>	<p><b>Review of draft Governing Body self-evaluation</b></p> <p>ARG confirmed that she had completed a self evaluation template (copy on file) on behalf of the Governing Body. There were a number of initiatives yet to be implemented. Discussion was started but would be continued at the FGB Governance training session on 16 March 2021 due to time constraints.</p> <p>The following items were agreed at this meeting;</p> <p>RS will take ownership of the self evaluation document and the progress of items.</p> <p>HP queried the terms of office of Associate Members. RS will confirm these along with a written record detailing the reasons for their appointment.</p> <p>Governors noted that the Instrument of Governance should be reviewed annually to confirm that it remains appropriate. All Governors agreed that this document currently met the needs of the Governing Body and the school.</p> <p>Ht confirmed that she had been collaborating with the Venture Hub. At this time there was not yet collaboration between the Governing Bodies. Ht would put this forward at their next meeting.</p> <p>There was some discussion about reviews of Governor contribution and PW</p>	<p>RS</p> <p>RS</p> <p>Ht</p>

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	<p>confirmed that he held a review document that he would send to ARG.</p> <p>ARG confirmed that she had asked EL to take the lead on communications and information sharing. Governors were supportive of this. EL noted the value in seeking opinions of parents and further discussion would be had about a potential questionnaire through Survey Monkey.</p> <p>PW requested that a top level illustrative overview of what the given data means for the school can be developed for the FGB. OT also asked if Governors are able to set their own KPIs. Ht noted that at present these were confirmed by her as Headteacher but that she was happy for involvement by Governors. These items would be discussed further at the next meeting.</p>	<p>PW</p> <p>ARG</p>
8	<p><b>Review of draft Governance Improvement Plan</b></p> <p>This item was deferred for discussion at the FGB Governance training session on 16 March 2021 due to time constraints.</p>	RS
9	<p><b>Safeguarding</b></p> <p>Safeguarding information had been summarised in the Ht report. HP noted that having been the Deputy Safeguarding Link Governor she was now ready to fully embrace the role of Safeguarding Link Governor. KP would now step down from this capacity. HP was appointed as Safeguarding Link Governor. HP confirmed that a schedule of monthly meetings with Ht had been established in September and she was happy with the robustness of procedures. Being able to check the Single Central Record is a priority wherever possible.</p> <p>Ht confirmed that she would be meeting with the LA soon for a review of safeguarding.</p>	Ht
10	<p><b>Review / Endorsement of Policies</b></p> <p><u>Flexible Working</u> - This policy was required due to a member of staff's request for flexible working. There was discussion around the need to get approval from a teaching union for the policy. PW noted that there was no mention of the Headteacher in the current draft if she wanted this policy to apply to her. PW will send minor changes to KP for revision.</p> <p>Governors agreed to support the policy in principle subject to KP/Ht clarifying with HR whether the policy template had been approved by a teaching union.</p>	<p>PW</p> <p>KP/Ht</p>

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	<p>This policy would be explored further at the Finance &amp; Resource committee.</p> <p><u>Whistle blowing</u> – This SGC policy had been sent for adoption by the Governing Body. ARG suggested amendments however it was noted that it was for adoption rather than circulated for comment. Governors agreed to adopt this policy.</p> <p>ARG left the meeting.</p>	RS
11	<p><b>Any Other Business</b></p> <p>Budget - Ht noted that the December outturn had been circulate to F&amp;R members in January and would be discussed at the next F&amp;R meeting. She requested questions to be sent asap in advance of the meeting. No other business was discussed. The meeting closed at 7.45pm</p>	F&R committee members
12	<p><b>Date of next meeting</b></p> <p>Date of next meeting confirmed as 23 March 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: 23 March 2021

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