



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 24 November 2020 at 5.30 pm

By Zoom videoconference

Present: Louisa Wilson (Ht– Headteacher), Hannah Phillips (HP), Colin Brough (CB-Chair), Rosie Cook (RC), Rev Lisa Wigmore (LW) Lynsey Lowrie (LL), Anita Randen-Green (AR-G), Philip Webb (PW), Anthony Hamlen (AH) and Kristina Parfrey (KP).

In Attendance: Rachael Simeone (RS - Clerk), Nick Cullimore-Davies (NC-D), Ellie Langdon (EL) and Olivia Tresise (OT)

Note: Documents referenced as 'on file' can be found on 'Team Drives /Governors Cloud / 2020 - 2021 School Year/Meetings/Full Governing Body/ 2020 – 24 November.

Item		Action by
1	Welcome and Opening Prayer CB welcomed all to the meeting. Due to the continuing Covid-19 restrictions this meeting was conducted by video conference using Zoom.	
2	Apologies Apologies were received and accepted from Rosie Cook (RC) and Nicola Read (NR). Hannah Phillips (HP) was not present. Quorum status was confirmed.	
3	Declaration of Pecuniary Interests relating to agenda items No one present expressed any pecuniary or business interests in any agenda item.	
4	Minutes of the last meeting, incomplete actions and matters arising The minutes of the meeting held 15 September 2020 (copy on file) were agreed as a correct record and RS would arrange to have them signed by CB. 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 were currently being trialled. <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&R working group.</p> <p><u>Attendance Policy</u> – RS confirmed that an SSJS SSIS working group had met to review the policy. It was under item 16 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.</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>Online Safety Report</u> – PW/ARG to respond to Mark Stinchcombe with feedback from online safety report.</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>RS</p> <p>Ht/KP KP</p> <p>All Governors</p> <p>PW/ARG</p>
<p>5</p>	<p>Membership Matters</p> <p><u>Thanks to our Outgoing Chairman</u> - CB expressed his thanks on behalf of Governors to PW for his tireless work as Chair of Governors for the past 5 years. In addition to chairing he had also been required to clerk the meetings. Ht expressed her pleasure of working closely with PW and thanked him for his service on behalf of all staff at the school. She had been very appreciative of his support over this time.</p> <p>PW thanked Ht and Governors for their kind words and gift. He asked that an announcement be made in the next school newsletter to confirm his retirement and the appointment of CB as the new Chair of Governors.</p> <p>New Governors</p>	<p>Ht/KP</p>

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	<p><u>Parent Governor</u> - Ellie Langdon was welcomed as the new Parent Governor. She had been elected unopposed. Her appointment was proposed by ARG and seconded by KP. She was duly elected as Parent Governor.</p> <p><u>Co-opted Governor</u> – Nick Cullimore Davies was welcomed as a new Co-opted Governor. His appointment was proposed by CB and seconded by LW. He was duly appointed as Co-opted Governor.</p> <p><u>LA Governor</u> – Olivia Tresise was welcomed as our proposed candidate for LA Governor. All Governors were in support of her appointment. RS will therefore submit the application to the LA for approval of this appointment. A short meeting will be scheduled to confirm OT's appointment when response from LA has been received.</p> <p>RS will distribute the required documentation to new governors to be completed and returned.</p> <p>CB invited all 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>Community & Ethos – 8 December 2020 Achievement & Provision – 26 January 2021. <i>Now revised to 09 February 2021</i> Community & Ethos – 09 February 2021 <i>Date now TBC</i> Finance & Resources – 02 March 2021</p>	<p>RS</p> <p>RS</p> <p>EL/NC-D/OT</p>
<p>6</p>	<p>Presentation – Staff and Pupil Wellbeing</p> <p>Ht gave her presentation on how the school had been handling the wellbeing of pupils and staff throughout the year.</p> <p>LW noted that she had a copy of 'Waterbugs and Dragonflies', a book about death for bereaved children. She will forward a copy to school.</p> <p>OT asked for further information about the Thrive Approach. Ht noted that the school's pastoral support Eva Ford would be happy to provide further information or www.thriveapproach.com.</p> <p>Governors were pleased to hear that a Christmas gathering was planned for staff, although it was subject to tiers. Governors looked forward to seeing the results of the planned questionnaire on staff wellbeing.</p> <p>CB asked staff members about moral within the school. AH noted that all the change had been tricky, but that much had been done to support teachers. Staff had been very supportive of each other. Ht highlighted that teachers were not able to get any real breaks within the day. She had made progress in</p>	<p>LW</p> <p>Ht</p>

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	<p>ensuring that marking could now be taken home. This had previously been prohibited by the LA. NC-D asked if school was likely to close early if this could help prevent families isolating over the Christmas period. Ht noted that this was outside of the school's control.</p> <p>CB acknowledged the pressure on all staff at present.</p> <p>Ht confirmed that the Year 4 bubble had been closed today, with all Yr4 staff and pupils being sent home at lunchtime after a member of staff received a positive Covid result. This group will be self-isolating until 8th December and will be the first to use the Google Classroom to continue teaching and learning.</p>	
7	<p>Approve revised budget</p> <p>ARG reported that the Finance & Resources committee had reviewed the outcome of the mid-point budget review exercise and was recommending that the new budget (copy on file) be endorsed by the Full Governing Body. Governors endorsed the new budget.</p>	
8	<p>Questions from/to Chairs re C&E, A&P and F&R meetings</p> <p>The minutes of the Community & Ethos committee meeting of 22 September 2020 (copy on file) had been made available for review. ARG queried attendance figures.</p> <p>Minutes from the recent F&R and A&P meetings were yet to be approved and would therefore be circulated to governors once available.</p>	RS
9	<p>Consider a Governing Body Improvement Plan</p> <p>CB asked Governors for their thoughts on areas for governance improvement. PW noted that the previous plan contained topics such as Ofsted planning, skills and competencies audit and succession planning. All these were essential for a new plan.</p> <p>PW noted that the LA would be able to assist with improvement suggestions. CB and ARG will produce a draft improvement plan and plan a working group meeting in January to discuss further.</p> <p>ARG requested that a Pay Committee be established to authorise pay awards rather than this function being routed through the Finance & Resources committee.</p>	<p>CB/ARG</p> <p>CB</p>

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10	<p>Review/Agreement of Covid compliant School Visit Procedure, Plan and Progress</p> <p>Ht noted that she had recently met with HP via videoconference and that this had been a productive meeting. She recommended this method of contact to Governors where required in their link roles.</p> <p>Governors agreed that a schedule of presentations to committees and FGB was the best way to monitor the school at this time.</p> <p>ARG noted that she had contacted Mark Stinchcombe for preliminary conversations about online safety.</p>	
11	<p>Review draft Skills and Competency Survey template</p> <p>RS had circulated a skills survey and capabilities survey to Governors (copies on file). PW had drafted the documents a few years ago and recommended that the skills survey should be completed ahead of Christmas by the new Governors.</p> <p>PW proposed that the capabilities survey should be completed by all Governors at the start of 2021. RS will circulate to all in the New Year.</p>	<p>NCD/EL/OT</p> <p>RS/All Governors</p>
12	<p>Chair's Business</p> <p>CB reported to Governors about the challenges he had encountered in his first weeks of his new position as Chair of Governors. Despite his reticence to take on the role, there had been no other applicants and he had therefore taken on the position despite some uncertainty as to his suitability. CB confirmed that since taking on the role he had been in contact with both the LA and the Diocese for advice and support. This had been provided but had been at odds with the status quo at the school. Most recently at the F&R committee he had sought to increase the pay of the Clerk who he had asked to provide more support to him as Chair than previously required by the former Chair. He had not been unanimously supported in his request. He felt that the position of Clerk was one that was undervalued and he was concerned that no rules and regulations were available for their remuneration as with other staff in school, who had been rewarded well for their service at this time. CB felt that in order to retain the services of the Clerk some further discussion regarding their fees should be had. He asked Governors to contact him outside of this meeting for further information and discussion. Ht noted to Governors that the minutes of the F&R committee could also be reviewed for further information once</p>	

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	approved.	
13	<p>Safeguarding</p> <p>Update given within Ht report.</p>	
14	<p>GDPR</p> <p>PW noted that the terms of reference of the Finance & Resources committee had been updated to include GDPR. Any issues would be reported to the FGB.</p>	
15	<p>Review and Feedback from Governors' Training and Development</p> <p>CB noted that he had taken a number of Integra training courses since September. He had found the majority extremely helpful in his role as Chair. He recommended that Governors consider the upcoming training courses for Term 3.</p>	
16	<p>Review/Endorsement of Policies</p> <p>The following policies were approved with no changes;</p> <ul style="list-style-type: none"> • Pupil Acceptable Use • Staff Acceptable Use • Parent/Carer Acceptable Use • GDPR – Data Protection • GDPR – Data Protection Impact Assessment • GDPR – Implementation Security Incident Procedure • GDPR – Records Retention • GDPR – Subject Access Request <p>RS will update the policies on the school website and the drive.</p> <p><u>Virtual Meeting Policy</u>: RS had redrafted the standing orders (copy on file) to include reference to virtual meetings including protocols. PW therefore questioned whether this new policy was required. ARG would look at both documents in details and consider if the policy was necessary if enough details</p>	ARG

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	<p>was available in the standing orders.</p> <p>Attendance Policy: RS and KP reported that the process of establishing a small working group from both the Infant and Junior school to review the joint policy had been a success. The policy would be reviewed again in October 2021. KP outlined the main changes to the policy. This was approved by the meeting. RS will advise SSIS of this approval and add to the website asap.</p>	RS
17	<p>Any Other Business</p> <p>CB noted that Zoom had worked well for this meeting and would continue throughout 2021 until such times as face-to-face meetings could resume. No other business was discussed. The meeting closed at 7.15pm</p>	
18	<p>Date of next meeting</p> <p>Date of next meeting confirmed as 16 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 February 2021

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