



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 15 September 2020 at 5.30 pm

By videoconference

Present: Louisa Wilson (Ht– Headteacher), Hannah Phillips (HP), Colin Brough (CB), Nicola Read (NR), 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)

Note: Documents referenced as 'on file' can be found on 'Team Drives /Governors Cloud / 2020 - 2021 School Year/Meetings/Full Governing Body/ 2020 – 01 September.

Item		Action by
1	<p>Welcome and Opening Prayer</p> <p>RS welcomed all to the meeting. Due to the continuing Covid-19 restrictions this meeting was conducted by video conference using Google Meet.</p> <p>PW was welcomed back to the Governing Body in his new role of Associate Member. AH was also welcomed as an Associate Member.</p> <p>LW led the Governors in prayer with special thoughts for Bill Carleton who is suffering with ill health.</p>	
2	<p>Apologies</p> <p>No apologies were received. 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>Election of Chair and Vice Chair</p> <p>RS thanked Governors for voting in advance of this meeting for the positions of Chair of Governors and Vice Chair. These positions were ratified by the meeting and RS announced that Colin Brough had been elected as Chair of Governors with a unanimous vote. Anita Randen-Green was elected as Vice-Chair unanimously. Both CB and AR-G would work collaboratively with support from PW as mentor. RS will advise the relevant bodies of these leadership changes.</p> <p>CB thanked Governors for their support and stated his priorities as</p>	RS

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	Ofsted visit preparation and Governor recruitment. AR-G reiterated her support of these plans.	
5	<p>Minutes of the last meeting, incomplete actions and matters arising</p> <p>The minutes of the meeting held 01 September 2020 (copy on file) were agreed as a correct record and RS would arrange to have them signed by NR. 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>Competency Questionnaires</u> remain overdue from KP and HP. PW confirmed that this would be deferred for the new Chair to take forward.</p> <p><u>Parent Governor Position</u> – KP confirmed that this position had been advertised in the newsletter. One person had expressed preliminary interest in the position. This would be taken forward if appropriate.</p> <p><u>IT Hardware Replacement Strategy</u> – KP reported that funding for this trial was still available, however a suitable product has not yet been sourced.</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 to the schedule but were currently deferred. Work to record the recommendations and progress was ongoing.</p> <p><u>Governor Visit sign in</u> – RS confirmed this item as ongoing.</p> <p><u>External Safeguarding Audit</u> – KP confirmed this item as ongoing as an independent auditor was being sourced.</p> <p><u>Pay Policy</u> – PW had made amendments to the policy. KP agreed to review this to finalise the document.</p> <p><u>Attendance Policy</u> – PW had contacted SSIS regarding the policy and now recommended that a joint working group should be established to conduct future revisions of the policy. This would ensure that any revisions could be agreed and approved in a timely fashion. This could be done as a videoconference. Any revision of this guidance should be done in September 2020.</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</p>	<p>RS</p> <p>RS</p> <p>KP</p> <p>RS</p> <p>RS</p> <p>Ht</p> <p>KP</p> <p>RS</p> <p>Ht/KP</p>

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	<p>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 reviewing the following policies as a priority.</p> <ul style="list-style-type: none"> • Behaviour & Discipline • Online Safety • Parent / Carer Acceptable Use • Pupil Acceptable Use • Staff Acceptable Use <p><u>LA Governor Position</u>- RS to draft an advert to promote locally</p> <p><u>Link Governors</u> – All Governors to consider themselves for available Link Governor roles</p> <p><u>Standing Orders</u> – RS to redraft standing orders to incorporate remote working.</p> <p>All other actions had been completed, proved not to be required or will be covered by agenda items.</p>	<p>RS All Governors</p> <p>RS</p>
6	<p>Ht report incl. the School Strategic Plan (SSP) and TAP</p> <p>Ht confirmed that children were settling well into the school routine again and it was great to have them back. The year group 'bubbles' were also working well. She acknowledged that any issues centred around the entry and exit of families onto school grounds. Parents have not been socially distanced on pavements and there have been a number of parents congregating to chat which has knock on problems for the Infant School whose parents then start to arrive. Communications had been sent to help parents to consider others. LW suggested a joint communication from Ht and Mr Ruck at SSIS. Ht agreed to take this forward.</p> <p>Ht presented the SSP. Much was carried over from 2019/20 due to the impact of lockdown.</p> <p>Behaviour was discussed, having been a problem in last academic year. Steps had been taken and staff were working proactively with key children. Each year group/bubble now has a dedicated Thrive practitioner who is not class based. LW asked if the impact of this change was measurable yet. RC confirmed that less extreme behaviour</p>	<p>Ht</p>

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	<p>had been recorded at this point as compared to last year. Governors were encouraged by this.</p> <p>A Diversity group had now been established to replace the Equalities team. The school was ensuring that the Black Lives Matter movement and relating topical issues were being included in discussion. AR-G asked if this was teacher led. Ht confirmed that it is and that training was being given to Yr5 children (rather than Yr6 as previously arranged) to allow them to immerse themselves in the topics at an earlier point and allow them to mentor the new Yr5 children next year. AR-G offered to forward information on diversity from her workplace which the school may find helpful.</p> <p>RC noted that the majority of the book stock in the school library covered issues of diversity and equality, but sadly this could not be accessed due to Covid restrictions.</p> <p>Ht confirmed that 4 NQTs had joined the school this year. There was therefore a focus on creating a robust programme of performance management. Career Pathways would be investigated further within the new Venture Group.</p> <p>Ht ran through the new Termly Action Plans (TAPs). These developed to allow Governors to see the actions and timelines that the school have in place to achieve delivery of the SSP. Each subcommittee would monitor the following;</p> <p>Achievement & Provision: 1.The Quality of Education Community & Ethos: 2. Behaviour and Attitudes 3. Personal Development Finance & Resources: 4. Leadership and Management</p> <p>Governors thanked Ht for this supplying this clear and focused document for subcommittees to follow.</p> <p>CB asked about staff wellbeing now that they are back to school. Ht acknowledged that it is stressful for teachers currently as they must remain in school to mark work and can no longer take this home. Teachers no longer have access to the staff room and they can find it stressful needing to constantly monitor the health of the children.</p> <p>ARG asked for thanks to be passed to staff for the effective communication coming from the school at this time.</p>	<p>ARG</p> <p>Ht</p>
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7	<p>Review/confirmation of Governors' Specialised Roles and Committee Memberships</p> <p>RS noted that AR-G had come forward following the last meeting to take on the role of Link Governor for Equality, Pupil Premium and E-Safety. Governors were in support of this. The Link Governor role for Health & Safety remained unfilled. PW noted that Governors should consider the most relevant areas required for a Link Governor. If this is not currently covered then one can be established.</p> <p>NR confirmed that she would chair the Teachers' Pay Panel meeting on Friday 18 September.</p>	NR
8	<p>Allocation of SSP priorities to committees</p> <p>This item has been covered by the TAP.</p>	
9	<p>Safeguarding Update – Adoption of the latest changes to 'Keeping Children Safe in Education'</p> <p>All Governors should read Part one of the KCSIE document. As we are meeting remotely RS would create a proforma for Governors to complete and return.</p>	RS
10	<p>GDPR Update</p> <p>KP confirmed that the school remained GDPR compliant. No other update was available due to Covid</p>	
11	<p>School Visit Planning</p> <p>Ht suggested that whilst school visits were not recommended staff leads on various topics could be asked to present to Governors at either FGB or subcommittee level. Governors agreed this plan.</p> <p>Ht/RC would liaise with RS to agree a list of staff and their focus. Committee Chairs can then agree what topic to focus on for each committee meeting and ask the relevant person to present. Any feedback can be forwarded directly to the appropriate staff member copying in Ht/RC.</p>	HT/RC/RS
12	<p>Governing Body Improvement Plan</p> <p>A copy of the 2019/20 plan was included for reference. Whilst not all of</p>	

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	the items had been achieved PW recommended that CB establish a new plan. Succession Planning was a recommendation to include.	CB/ARG
13	<p>Review of Online Safety Report</p> <p>This report was acknowledged by Governors. CB asked if the issues mentioned constituted a serious problem for the school. Ht noted that the issues included are not frequent but it was important to stay on top of them. PW and ARG would contact Mark Stinchcombe with feedback on the report.</p>	PW/ARG
14	<p>Chair's Business</p> <p>None discussed.</p>	
15	<p>Training planned/completed</p> <p>RS highlighted the training programme to all Governors. ARG and CB had already signed up for training courses in Term 1. Term 2 training courses would be circulated to all once available. CB encouraged Governors to take the training courses whilst they were a more convenient online offering.</p>	
16	<p>Any Other Business</p> <p><u>Teachers Pay Awards:</u> Ht advised Governors that the Government and unions had agreed a rise of 2.75% to support staff backdated to April 2020. An average 2.75% was also recommended for teachers, with a minimum and maximum provided (M1 5.5% to M6 2.75%). Ht noted that it was important to accept this increase to allow for recruitment and retention. Incremental rises would be discussed separately at the Teachers' Pay Panel. Governors supported this increase by a show of hands.</p> <p><u>Budget:</u> ARG asked Ht how this increase in salaries would affect the school budget. Ht noted that with current figures the school would go into deficit in year 3. Ht noted that the school was not at capacity with 22 spaces available for new students. Governors noted that this must be priority to rectify wherever possible. Ht noted that a school within a 5 mile radius would soon be closing and there were currently delays in allocating children to new schools.</p> <p>PW noted that Dave Hanks' retirement card had been sent but was</p>	<p>Ht</p> <p>NR</p>

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	missing a message from her. He asked that she forward him some text to include and resend.	
	No other business was discussed. The meeting closed at 7.10pm	
17	Date of next meeting Date of next meeting confirmed as 24 November 2020 at 5.30 pm.	

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.

SignedC.Brough.....

Date 24 November 2020.....

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