



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 01 September 2020 at 5.30 pm

By videoconference

Present: Louisa Wilson (Ht– Headteacher), Hannah Phillips (HP), Colin Brough (CB), Nicola Read (NR)(Vice-Chair), Rosie Cook (RC), Rev Lisa Wigmore (LW) Lynsey Lowrie (LL), Anita Randen-Green (AR-G) 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>NR welcomed all to the meeting. Due to the continuing Covid-19 restrictions this meeting was conducted by video conference using Google Meet.</p> <p>LW led the Governors in prayer.</p>	
2	<p>Appoint/Reappoint Clerk</p> <p>RS was re-appointed as Clerk. All Governors were supportive.</p>	
3	<p>Apologies</p> <p>No apologies were received. Quorum status was confirmed.</p>	
4	<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>	
5	<p>Minutes of the last meeting, incomplete actions and matters arising</p> <p>The minutes of the meeting held 14 July 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>	RS

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	<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 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>All other actions had been completed, proved not to be required or will</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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	be covered by agenda items.	
6	<p>Election of Chair</p> <p>Governors acknowledged a letter received from Philip Webb stepping down as both Chair and Governor with immediate effect. RS will update Governor Services.</p> <p>One candidate was self nominated for the role of Chair. Governors were unable to reach a conclusion in voting. RS would contact Governor Services for guidance. This item was deferred until the next meeting.</p>	<p>RS</p> <p>RS</p>
7	<p>Election of Vice-Chair(s) of Governors, Election of New Governors and Members</p> <p>Vice-Chair: NR stated that due to personal circumstances she would be stepping down as Vice Chair as from the end of this meeting. The election of Vice-Chair was postponed to the next meeting. Governors were asked to consider themselves for this role.</p> <p>Associate Members: Philip Webb had expressed interest in remaining on the Governing Body in this role with a remit to act as mentor to the incoming Chair and work on Ofsted preparations and the skills audit. Governor agreed that he should join the Finance & Resources committee with full voting rights. RS will contact PW</p> <p>Ht asked Governors to consider Anthony Hamlen as an Associate Member in his new role as Assistant Headteacher. Governors agreed his appointment and that he should join the Community & Ethos committee with full voting rights. RS will contact AH</p>	<p>ARG, HP, CB, LW</p> <p>RS</p> <p>RS</p>
8	<p>Review /Confirm membership types and number as defined in Instrument of Governance – Identify vacancies and recruitment strategies</p> <p>The school schedule highlighted that following vacancies.</p> <p>1 Parent Governor</p> <p>1 Foundation Governor</p> <p>1 Local Authority Governor</p> <p>3 Co-opted Governors (including the position now being vacated by Philip Webb who was now stepping down)</p> <p>Governors acknowledged the large number of positions to fill. RS</p>	

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	<p>advised that an advert for the Parent Governor role had been circulated on an online platform to members of the school's PTA. RC noted that now that school was open again that she will also advertise this directly from the school on the same platform. RS will adapt the advert for the LA position and liaise with LW to create a similar advert for the Foundation position.</p> <p>Once the capabilities audit was complete the Governing Body could reach out to fill the Co-opted roles.</p> <p>LW provided address details to RS for the school schedule.</p>	RS
9	<p>Endorsement of Committee Chairs, Committee members and Governors with specific responsibilities incl. Ht Performance Panel</p> <p>The following updates to committees and specialist roles were agreed as follows;</p> <p><u>Head Teacher Performance Review Panel</u>: NR (Chair), HP, CB</p> <p>The date of the Ht Performance Review meeting was confirmed as Friday 18 September at 9.15am</p> <p><u>Teachers Pay Panel</u>: LW (Chair), NR, CB, HP</p> <p>The date of the Teachers Pay Review meeting was confirmed as Friday 18th September at 11am.</p> <p><u>Deputy Safeguarding and Child Protection Governor</u>: HP, KP and Ht agreed a schedule of meetings to allow HP to familiarise herself with safeguarding matters in school. A move from Deputy to Link Governor will be discussed in January 2021.</p> <p>RS highlighted the Link Governor roles currently vacant. Governors were asked to consider themselves for one of these roles.</p> <p><u>Finance & Resources Committee</u>: Governors agreed that Philip Webb would be asked to join this committee in his role as Associate Member. Offer from KP accepted by Governors.</p> <p><u>Achievement & Provision Committee</u>: Governors agreed that no new members were required.</p>	<p>NR/HP/CB</p> <p>LW/NR/CB/HP</p> <p>All Governors</p> <p>PW</p>

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	<u>Community & Ethos Committee</u> : Governors agreed that Anthony Hamlen would be asked to join this committee in his new role as Associate Member.	AH
10	Review/Confirm FGB Terms of Reference and delegated responsibilities to committees The Governing Body Terms of Reference and delegated responsibilities to committees (copy on file) were adopted with no changes.	
11	Adoption of Standing Orders RS agreed to redraft the standing orders to include a scenario where the Governing Body can operate fully remotely using videoconference. To be agreed by Governors once available.	RS
12	Review level of financial authority delegated to Headteacher and Finance & Resources committee Appendix 4 of the Finance Policy, which defines the level of spend delegation and authorisation (copy on file), was approved without changes.	
13	Discussion: Adapting our governance to the new Covid-19 school environment Governors discussed the various elements of their role that were currently affected by the Covid restrictions. At present Governor visits could not proceed. Governors will need to consider other ways to examine how the school is operating. Essential business such as safeguarding would continue through the plans put in place for meetings with HP. It noted data would be extremely limited as without assessments, data could not be produced. Entry assessments would be conducted for all children to start producing data again. Governors agreed that conducting business via videoconference had been difficult and that a return to face to face meetings should be trialled on 15 September. Meetings must be held in the school hall to allow for effective social distancing. All practical safety measures will be applied.	
14	Renew declarations of pecuniary of business interests RS had sent forms to all Governors ahead of the meeting. She was	All Governors

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	receiving responses and will chase any outstanding.	
15	Renew commitment to Governors Code of Conduct RS had asked Governors to respond by email to confirm their renewed commitment to the Governors Code of Conduct.	All Governors
16	Any Other Business No other business was discussed. The meeting closed at 7.45pm	
17	Date of next meeting Date of next meeting confirmed as 15 September 2020 at 5.30 pm. Governors would meet in person. The school hall would be used to ensure that Governors were able to socially distance.	

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.

SignedN. Read.....

Date ...15 September 2020.....

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