



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 14 July 2020 at 5.30 pm**

Present: Phillip Webb (PW-Chair), Louisa Wilson (Ht– Headteacher), Hannah Phillips (HP), Colin Brough (CB), Nicola Read (NR), Dave Hanks (DH), Rosie Cook (RC) and Rev Lisa Wigmore (LW)

In Attendance: Rachael Simeone (RS - Clerk)

Note: Documents referenced as 'on file' can be found on 'Team Drives /Governors Cloud / 2019 - 2020 School Year/Meetings/Full Governing Body/ 2020 – 14 July.

| Item | | Action by |
|------|--|---------------------|
| 1 | <p>Welcome and Opening Prayer</p> <p>PW 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 asked LW to close the meeting with a prayer.</p> | |
| 2 | <p>Apologies</p> <p>RS had received apologies from Lynsey Lowrie (LL), Anita Randen-Green (AR-G) and Kristina Parfrey (KP). These apologies were accepted.</p> <p>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 19 May 2020 (copy on file) were agreed as a correct record and RS would arrange to have them signed by PW. 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>RS</p> <p>RS</p> |

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| | <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>Amazon Wishlist for Books</u> – Ht confirmed that this had been set up and the response from parents had been overwhelming</p> <p>All other actions had been completed, proved not to be required or will be covered by agenda items.</p> | <p>KP</p> <p>RS</p> <p>RS</p> <p>Ht</p> <p>KP</p> <p>RS</p> |
| 5 | <p>Ht SIP Report & Planning for Re-opening in September</p> <p>Ht had circulated a written report detailing the progress made against the SIP. Whilst some planned initiatives could not be completed or measured due to lockdown, others have moved forward well. Reading is a focus for the school and many actions have been expedited as the incoming English lead Georgina Lithauer has been able to be out of class and prepare for the changes.</p> <p>Significant progress has also been made with the Curriculum initiative, now led by Jodie Chapman and with Relationship and Sex Education (RSE) topic, led by Ria Palmer. The new RSE policy is now available for consultation by Governors with the aim to be live from September.</p> <p><u>Thrive</u>: Capacity was increased for this school year. However, it was</p> | |

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quickly absorbed by the increased needs of the Yr 3 cohort and therefore interventions could not be carried out and red cards, detentions and exclusions had not been reduced. In the next academic year Governors were pleased to note that a non-class based Thrive practitioner will be allocated to each year group. Additional staff will also be Thrive trained.

Equalities team: Despite the intention to re-establish this group, on reflection it was considered to have little impact and peer mentors should be introduced next year in its place, ensuring that the equality issues are discussed though Collective Worship and throughout the Curriculum.

SIP: The SIP for 2020/21 would be presented to Governors for their consideration in September.

Black Live Matter: PW queried how Ht hopes to react to the 'Black Lives Matter' movement. Ht noted that the school had always celebrated Black History Month in October, however it was unanimously agreed that black history should be integrated properly into the new curriculum rather than it be noted on an annual basis. RC noted that she had been sourcing appropriate literature for the school library.

Nexus Alliance: Ht advised Governors that four schools had recently decided to leave the NEXUS group, leaving only 5 members. Unfortunately, the remaining schools do not match our demographics, values or teaching and learning approach. It was therefore deemed necessary for the school to identify a more appropriate group to join. The Ht had identified a group of schools (Venture Hub) within the South Gloucestershire Alliance which will be a better match for our intent. PW had used 'Chair's Action' to approve the decision to move, which had been required at short notice. LW asked if Ht had considered an alliance with SSIS. Ht noted that they were already in a group with other schools which had a focus on EYFS.

Plans for re-opening: Ht confirmed that in September the school will re-open for all pupils. There will be no staggered entry times for each year group. Additional entry points will be made available for different year groups. Due to the proximity to SSIS the school day will be brought forward by 15 minutes to avoid crowds. Bubbles will now be extended to include a whole year group. There will be no social distancing within bubbles. The production of hot meals will be resumed, with some groups eating in the hall, but others eating in classrooms to ensure that communal areas could be cleaned. PW queried the large number of children in each bubble due to the increased risk of 90 children having to isolate if a coronavirus case is confirmed in the school. Ht noted his

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| | <p>concern and had already queried this with the author of the Local Authority guidance. The larger groups will allow for a more normalised school experience for children and in practice they will spend most of their time in groups of 30 only. Equipment will be kept separate and all children will be taught facing forwards in class.</p> <p><u>Staffing:</u> Ht confirmed that following interviews with multiple internal candidates, Anthony Hamlen had been appointed as Assistant Headteacher. This role has a focus on pastoral support.</p> <p>A number of new teachers and TAs will be joining the school in September, with one further TA position to be filled. There is still requirement for further Thrive support for the current Yr3 cohort.</p> | |
| <p>6</p> | <p>Chair's Business</p> <p><u>Planning for September:</u> PW advised that the Governing Body needed to consider how they will transition from lockdown operation back to business as usual or a new normal. The situation will be considered over the summer break and Governors will be consulted in advance of the September meeting. RC stated that Governors would be allowed to visit the school subject to adherence to new systems.</p> <p>Ht confirmed that, upon their return, the school will be focussing on the social and emotional needs of the children. It was anticipated that significant pastoral support will be required. This will all be covered within the new curriculum. HP expressed concern that new teachers were not best placed to notice a change in a child's behaviour and asked how the school will handle the first few weeks of term. RC noted that the first 2 weeks the new teachers will be covering purple learning etc. Ht noted that assessments will be performed to cover where children are with their learning as each child's home learning experience will have been different.</p> <p>Ht stated that the Breakfast Club will be going ahead, although numbers will be capped at 8 children per year group (with a small amount of flexibility). The group ordinarily operates with 40 children.</p> <p><u>Statutory Policies:</u> PW presented a list of statutory policies from the DfE. Governors agreed that there was a requirement for the following policies to be drafted:</p> <ul style="list-style-type: none"> Newly Qualified Teachers (NQTs) | <p>Ht</p> |

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| | <ul style="list-style-type: none"> Designated teacher for looked-after and previously looked-after children <p>Ht will draft the new policies. She would also investigate whether 'Children with health needs who cannot attend school' and 'School Exclusion' are/can be incorporated into our existing 'Managing Medical Needs' and 'Behaviour and Discipline' policies.</p> <p><u>Policy Review Backlog:</u> RS had compiled a list of policies now due or overdue for review (copy on file). KP will be reviewing these but due to the large number had asked for consensus on which to prioritise. Governors agreed the following:</p> <ul style="list-style-type: none"> Behaviour & Discipline Online Safety Parent / Carer Acceptable Use Pupil Acceptable Use Staff Acceptable Use | <p>Ht</p> <p>KP</p> <p>KP</p> |
| <p>7</p> | <p>Membership Matters and Succession Planning for role of Chair</p> <p>PW noted that LW's term of office would be expiring on 20 October 2020. LW has confirmed her intention to remain on the Governing Body for an additional term. RS will confirm with the Diocese.</p> <p>Other positions currently available on the Governing Body are as follows:</p> <p><u>One Parent Governor</u> – being advertised through the school newsletter</p> <p><u>One Foundation Governor</u> – being promoted in the St Stephen's Church congregation</p> <p><u>One LA Governor</u> – request has been logged with the LA for any interested parties to contact us.</p> <p><u>Three Co-opted Governors</u> – positions to be advertised</p> <p><u>Chair of the Governors</u> – PW confirmed his decision to stand down as Chair of the Governors at the next meeting in September 2020. Governors are asked to consider nominating themselves for this role. PW stated that he would be happy to remain on the Governing Body as either an Associate Member or Co-opted Governor subject to the approval of the new Chair. NR was currently the Vice-Chair and could act as the leader of the group until a new Chair is confirmed.</p> | <p>RS/LW</p> <p>All Governors</p> |

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| | <u>Departing Governor</u> – PW led the Governors in thanking DH for his years of dedicated service to the SSJS Governing Body. | |
| 8 | <p>Governor Attendance 2019/20</p> <p>Governors assessed the Governor Meeting Attendance Record for the year 2019/20. PW gave special thanks to all Governors with a 100% attendance record. RC had a 33% attendance due to other school commitments and was therefore not subject to scrutiny.</p> <p>RS will add the attendance record to the website.</p> | RS |
| 9 | <p>Governing Body Effectiveness & Improvement</p> <p>PW referred Governors to the Governance Improvement Plan (copy on file) and all agreed that progress on the set objectives had been going well up until lockdown began. RS had produced a document showing Governor visits completed and actions to be completed (copy on file). PW noted that the outstanding capabilities survey would be one of the first jobs of the incoming Chair.</p> <p>Ht thanked the Governing Body for their approach during the lockdown. She was very grateful that Governors allowed the school leadership team to move forward with their planning for running the school during lockdown with support but not interference.</p> | |
| | KP joined the meeting | |
| 10 | <p>Meeting Dates 2020/21</p> <p>RS had previously circulated provisional meeting dates for the 2020/21 academic year. These were approved by Governors. Additional meetings could be included where appropriate. It was not currently clear whether these meetings will need to continue to be held by videoconference or if Governors will be able to meet in person from September onwards.</p> <p>Ht confirmed that the 2020/21 Ht performance review meeting had been scheduled for the morning of 18 September 2020.</p> | |
| 11 | Non-payment of expenses policy | |

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| | The non-payment of expenses policy was reviewed and approved by Governors. | |
| 12 | <p>Relationships and Sex Education policy</p> <p>Governors reviewed the policy and were happy to approve it subject to some minor corrections and standardisation of format.</p> | RS |
| | RC left the meeting | |
| 13 | <p>Any Other Business</p> <p><u>Quotes for Approval:</u> KP had received quotes requested for the work to re-carpet two classrooms, a stairway and the Yr 3 and 4 corridors. These were received only one day prior to this meeting so she apologised for the short notice for Governors to review the quotes. The third supplier had failed to attend 2 appointments and therefore no third quote was received. Governors noted the dramatic difference in the two quotes and agreed to opt for the cheaper quote which had been provided by a trusted supplier. KP will move forward with the chosen supplier.</p> <p>The members of the Finance and Resourcing Committee present also formally registered their approval of the quotation for painting that had been recommended by KP.</p> <p><u>Risk Assessment Update:</u> KP had previously produced a COVID-19 risk assessment for the school for the June/July period. A revised risk assessment had now been put forward for approval for September onwards. Governors agreed that PW should use his Chair's Action to review the lengthy document and liaise with KP/Ht to provide feedback/endorsement.</p> <p>POST MEETING NOTE: PW confirmed that the document had been reviewed and that he endorsed the new risk assessment on behalf of the Governing Body.</p> <p><u>Anti Fraud, Bribery & Corruption policy:</u> PW had identified a requirement for an Anti Fraud, Bribery and Corruption policy and produced a document from an Integra template. Governors reviewed and approved the document. KP registered the need to conduct an anti fraud assessment regularly.</p> | <p>KP</p> <p>PW</p> <p>KP</p> |
| 14 | Date of next meeting | |

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| | Date of next meeting confirmed as 01 September 2020 at 5.30 pm. Governors would meet via videoconference unless advised otherwise | |
| | A prayer was offered by LW at the close of the meeting. The meeting closed at 6.50pm. | |

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 ...01 September 2020.....

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