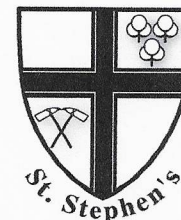


ST. STEPHEN'S CHURCH OF ENGLAND JUNIOR SCHOOL

Headteacher: Louisa Wilson

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**Meeting of the Full Governing Body (FGB)  
Tuesday 26 November 2019 at 5.30 pm**

**Present:** Phillip Webb (PW-Chair), Louisa Wilson (Ht- Headteacher), Hannah Phillips (HP), Colin Brough (CB), Nicola Read (NR), Kristina Parfrey (KP), Dave Hanks (DH), Marianne Saunders (MS) 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/ 2019 – 26 November.

Item		Action by
1	<b>Welcome and Opening Prayer</b> PW welcomed all to the meeting. An opening prayer was offered by LW.	
2	<b>Apologies</b> The Clerk had received apologies from Anita Randen-Green (AR-G). Apologies from Lynsey Lowrie (LL) and Rosie Cook (RC) had been given to Ht. All apologies were accepted. 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 17 September 2019 (copy on file) were agreed as a correct record and signed by PW. Copy to be sent to Governor Services and placed on the school website. Incomplete actions: <u>Competency Questionnaires</u> remain overdue from MS, KP and HP <u>Mobile Phone policy</u> had been updated by Ht. Changes are to be communicated to parents in the next newsletter. <u>Parent Governor Position</u> - Advertisement for the Parent Governor Position to be placed in next school newsletter. All other actions had been completed, proved not to be required or will be covered by agenda items.	RS/KP  MS, KP, HP  KP  KP

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	<p>Matters arising:</p> <p><u>IT Hardware Replacement Strategy</u> – KP reported that funding for a trial has been included in the current budget but a suitable product has yet to be sourced.</p> <p><u>Reading Speed</u> – Ht confirmed that the first phase of testing for reading was scheduled for the following week. Reading speed was not specifically monitored but that speed came with proficiency and was encouraged. CB was happy with this response.</p> <p><u>Safeguarding and Child Protection &amp; E-Safety Governor</u> – Following the last meeting PW discussed the Link Governor role with HP. HP asked that she continue to act as Deputy Safeguarding and Child Protection for a full year before taking on the full role. It was agreed that KP would continue as Safeguarding and Child Protection Governor, however she would have to relinquish the role of E-Safety Governor which would remain unfilled for the time being.</p> <p><u>Health &amp; Safety Visits</u> – KP confirmed that visits were currently being conducted every other term.</p> <p><u>Whisper</u> – RS confirmed that an email had been sent to parents highlighting the online tool – ‘Whisper’.</p> <p><u>Impact of Teacher’s Pay changes on Budget Forecast</u> – KP confirmed that the budget had been updated with the revised figures.</p>	<p>KP</p>
<p>5</p>	<p><b>Presentation – Understanding DfE Generated Performance Reports IDSR/ASP</b></p> <p>Ht briefly presented data from the Ofsted Analyse School Performance system (ASP - copy on file) which indicated progress in Maths, Reading and Writing, comparing St Stephen’s Juniors against the national average. This had already been presented and discussed at the Achievement and Provision committee.</p> <p>Ht also drew Governor’s attention to the Ofsted Inspection Data Summary Report (IDSR - copy on file) which highlights areas of performance which are significantly above or below acceptable levels.</p> <p>An area of significant achievement was Writing, where progress and attainment, in the 2018/19 school year, were both recorded as significantly above average and in the highest 20% nationally.</p> <p>Maths performance was not highlighted and LW queried if the Ht was expecting it to be above average after the school had put such a focus on the subject. Ht stated that she was happy with this result and commented that results can vary according to each cohort.</p>	

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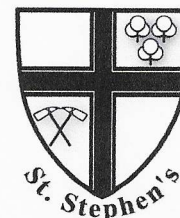


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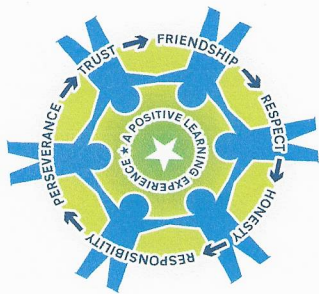
	<p>Governors were pleased to see that the figures on absence showed that the school was below the national average for schools of a similar level of deprivation.</p> <p>The IDSR indicated that the number of fixed term exclusions in 2016/17 and 2017/18 was very high when compared to the national average. Ht informed the meeting that in 2017/18, 9 children had received a fixed term exclusion, with 4 children being excluded on more than one occasion. She added that in 2018/19 the number of exclusions had fallen, but the figure for the 2019/20 school year is showing an increasing trend and this has become a focus for the school leadership.</p> <p>Ht indicated that there were problems with some of the children that had joined the school this year who had complex needs, were exhibiting persistent disruptive behaviour and were proving difficult to manage. These children had been assessed by an Educational Psychologist.</p> <p>It was noted that the ISDR indicated that no permanent exclusions had been recorded over the three-year period covered by the report.</p> <p>PW advised that the school need to have a clear response for Ofsted regarding exclusion numbers. Ht confirmed that all steps taken are effectively documented.</p>	
6	<p><b>Approve School Improvement Plan (SIP) and Monitoring Arrangement</b></p> <p>Ht conducted a review of the School Improvement Plan (SIP - copy on file). In the Quality of Education section Ht highlighted the development of the new curriculum, improvement of reading standards and the introduction of Oracy.</p> <p><u>Curriculum</u> - Ht noted that the school will take 2 years to fully implement a new curriculum based on United Nations Sustainable Development Global Goals. The transition involves a massive amount of work changing lesson plans and performing this over 2 years will ensure that teachers' wellbeing is not unduly impacted.</p> <p><u>Reading</u> – a systematic phonics intervention will be introduced.</p> <p><u>Oracy</u> – An oracy curriculum was being implemented and led by RC, who would cascade it down to classes. This would encourage children to be articulate and confident speakers and promote debate within classes.</p>	

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	<p>In the Behaviour section Ht Highlighted an increase in the school's capacity for offering THRIVE to support vulnerable children and indicated that she had been approached to consider a THRIVE offering to other schools.</p> <p>PW observed that the SIP was ambitious and school leadership must ensure that all involved believe it is achievable.</p> <p>Governors formally accepted the SIP.</p>	
7	<p><b>Approve Revised Budget</b></p> <p>PW reported that the budget (copy on file – Revised Budget Snapshot) had been reviewed at the recent F&amp;R committee and all necessary revisions made. The F&amp;R committee were now recommending the budget to the Full Governing Body for final approval.</p> <p>Governors agreed the budget. PW and Ht signed a printed copy.</p>	
8	<p><b>Questions from/to Committee Chairs re C&amp;E, A&amp;P and F&amp;R meetings</b></p> <p>PW confirmed that the minutes for C&amp;E and F&amp;R committees had been made available for review (copies on file) and asked if Governors had any questions.</p> <p>DH asked about 'Club Friday'. Ht replied that instead of having extracurricular clubs and activities that put extra strain on teachers out of school hours, 'Club Friday' allows pupils to experience a rolling programme of clubs on a variety of topics. There is a 2-year cyclical rota of 12 clubs to which children are allocated. Children can be grouped according to their THRIVE need. DH asked if this is something unique to our school or if this was also run elsewhere. Ht replied that it is run by other schools. CB asked if volunteers were approached for this. Ht indicated that two clubs, sign language and meditation, were run by volunteers.</p> <p>The A&amp;P minutes had been placed on the shared drive too late to be considered by this meeting and Governors were encouraged to read the document and email NR with any queries.</p>	All Governors
9	<p><b>Governing Body Improvement Plan – Agreement and Progress</b></p> <p>Governors considered the first draft of the Governing Body Improvement Plan (copy on file) produced by PW.</p>	

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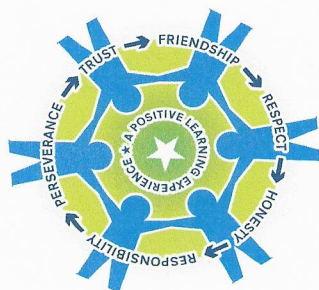
	<p><u>Improvement to the number and frequency of Governor visits</u></p> <p>PW stated that revisions to the process were being proposed and these would be discussed under item 10 of the Agenda.</p> <p><u>Improving Governors readiness for an Ofsted visit</u></p> <p>PW advised the meeting that he was currently drafting a handbook to help improve Governor's readiness for a visit from Ofsted. This document will be brought to the FGB for review once finalised.</p> <p>He explained that although as an outstanding school we were exempt from routine (2-day) inspections, a schedule 8 (1-day) inspection could happen at any time.</p> <p>RS queried the specifics of an Ofsted visit. PW advised that 1 day of notice is provided. The Chair as well as the Safeguarding and Pupil Premium Governors are expected to attend the meeting with the Ofsted inspector. Three or four Governors would be the likely total number to be present.</p> <p><u>Skills, Capability and Diversity</u></p> <p>PW confirmed that a new skills and capabilities survey may be required to evaluate if Governors had the necessary skills/knowledge to effectively perform their duties</p> <p>It is recommended that the diversity of each school's governing body should be appropriate to the diversity of the school population.</p> <p><u>Reports to the Governing Body</u></p> <p>PW stated that reports must be available to Governors for review at least one week ahead of each meeting to ensure that they were able to analyse and consider the information/data. Documents uploaded too close to the time of meetings could not be reviewed effectively.</p> <p>There was general agreement to the draft plan as presented</p>	<p>Ht</p>
<p>10</p>	<p><b><u>Review/Agreement of School Visit Procedure, Plan and Progress</u></b></p> <p>PW had worked to simplify the Governor Visit protocol (copy on file). This was well received by Governors. All future visits will use the new protocol. Following a visit Governors must complete a report and forward it to the Clerk as soon as possible. The Clerk will add the visit report to the shared drive in the Governor Visit Report folder for the relevant year and add review of the report as an agenda item for the next relevant committee meeting. Recommendations will be recorded, and progress monitored by the Clerk.</p>	<p>All Governors</p> <p>RS</p> <p>RS</p>

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	<p>HP suggested that the visitor sign in system could be used as evidence of Governor visits. Ht noted that the new sign in procedure at Reception should record this. RS will investigate this with KP.</p> <p>RS confirmed that committees had allocated all planned visit topics to Governors. Some dates were fixed, with other being allocated to a specific term. RS expressed concern that several visits were allocated to term 2 which was now had only a few weeks left before the Christmas break. All visits allocated to Term 2 would therefore be moved to Term 3. Governors should liaise with Ht in the New Year to agree Term 3 visit dates. Agreed dates must be communicated to the Clerk so the plan can be updated.</p> <p>PW will update the protocol with the agreed changes.</p>	<p>RS</p> <p>All Governors conducting visits</p> <p>PW</p>
11	<p><b>Chair's Business</b></p> <p><u>Bullying</u> -PW reported that he had received two complaints from parents relating to exclusions. Within the complaint there had been a suggestion that incidents of intimidation and bullying within the school had not been recorded and effective action had not been taken.</p> <p>Although the complaint had been resolved, PW suggested that it would be appropriate to review the policy and procedures that the school follows in dealing with reported incidents of intimidation/bullying.</p> <p>LW, on behalf of the Community and Ethos Committee, agreed to take this matter forward. PW will provide LW with background information. LW will discuss the topic with Ht on her next visit to the school on 3<sup>rd</sup> December 2019.</p> <p><u>Nexus</u> - PW reported he had attended the latest meeting of the Nexus Schools Chairs of Governors. An ISDR comparison had been done across member schools identifying areas to be addressed.</p> <p>Plans were in place for to produce a Nexus book list identifying recommended reading for pupils. Ht will also be recommending an Amazon Wishlist.</p> <p><u>Deputy Head Position</u> – PW relayed thanks sent from Alan Walters to the Governing Body following his appointment as Substantive Headteacher at Coniston Primary School in Patchway.</p> <p>Plans had been in place to advertise for the position of Deputy Head in December, however Ht advised that with the heavy workload in place this has had to be put back, with the aim now to appoint a new Deputy Head to start in September 2020. Ht and Governors were confident that the Acting Deputy was a safe pair of hands in the interim. Ht will take the</p>	<p>PW/ LW/Ht</p> <p>Ht</p> <p>Ht</p>

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	<p>matter forward according to a revised timeline.</p> <p><u>Intent</u> - PW queried the status of the new Intent statement following the query from LW about additional religious content. Ht confirmed that Anthony Hamlin would discuss this further with LW. The matter may be resolved by revisions to the statement of Ethos rather than the Intent.</p>	AH/LW
12	<p><b>Safeguarding</b></p> <p>Ht informed the meeting that the school would benefit from an external Safeguarding Audit.</p>	Ht
13	<p><b>GDPR</b></p> <p>Nothing to report.</p>	
14	<p><b>Review and Feedback from Governor's Training and Development</b></p> <p>Since the last FGB –</p> <p>HP had attended Safeguarding in Schools, CB had attended the ELS Briefing and AR-G had attended Governor Induction, Staff Performance Management and Pay, and Schools Financial Value Standard. RS had attended the Governor Induction as well as Clerking training.</p> <p>HP noted that she had been asked to complete a written feedback form following her training course. She felt that some Governors, being volunteers with jobs and families, had limited time available and was this written reporting essential. RS responded that it was important for the FGB to get feedback on the suitability and effectiveness of the training.</p> <p>As FGB meetings can often be spread out across the year verbal feedback may not be timely. PW recommended contacting the Chair/Clerk with any feedback directly after the training. RS reported that she had established a repository of training documentation within the shared drive that Governors could use.</p> <p>RS reported that on her Clerking training course Integra had recommended that all Governors take the Safeguarding training. It was also suggested that Governors should consider the Governance Today course as a refresher course, however this was not mandatory, and no timeframe had been applied.</p> <p>PW noted that the competency survey may identify the need for any refresher or other training.</p>	
15	<p><b>Review/Endorsement of Policies</b></p> <p>The following were endorsed by the meeting:</p>	

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	<p>Management of Drug, Alcohol and Substance Abuse – Proposed by C&amp;E Committee</p> <p>Managing Medical Needs - Proposed by C&amp;E Committee</p> <p>Safeguarding and Child Protection – Proposed by C&amp;E Committee</p> <p>Pay Policy – PW suggested that a small change was required to the version being presented for approval. He would discuss this with KP.</p> <p>Attendance Policy - RS reported that she had liaised with the Clerk of SSIS regarding the Joint Attendance policy. It had been expected that after the policy had been reviewed by both our Community &amp; Ethos Committee and the Curriculum Committee at the Infant school that it would now be ready to finalise. However, she had been advised that SSIS was referring it back to their Curriculum committee for further refinement.</p> <p>PW will contact the Chair of the Governors at SSIS for clarification for the reasons behind the delay and any ownership issues.</p>	<p>PW</p> <p>PW</p>
<p>16</p>	<p><b>Clerk's Business</b></p> <p><u>Appendices</u> – RS confirmed that all appendices received for meetings would now be numbered according to the agenda item to which they referred.</p> <p><u>Tree Week</u> – RS noted a call from the Council on Facebook regarding planting trees on school land as part of the Council's pledge to double the tree cover in South Gloucestershire by 2030. Ht and Governors agreed that the school should be a part of this project. RS would investigate how we can take part.</p>	<p>RS</p>
<p>17</p>	<p><b>Any other Business</b></p> <p><u>Review of Services</u></p> <p>In her role as Business Manager KP gave a presentation (copy on file - New Services ppt) on a proposal to move to a new supplier for some of the services currently provided to the school by the service arm of the Local Authority. Value for money and service levels were a concern.</p> <p>KP outlined the cost, feature and service benefits of changing to products offered by alternative suppliers in the areas of Information Management, Communications, Payment Management, Human Resource Management and Payroll Management.</p> <p>Governors were encouraged by the costs savings highlighted. MS asked</p>	

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	<p>about testimonials from existing users of the new products. KP replied that one of the products is being used effectively by Park School who migrated to it successfully. Governors acknowledged that certain elements of the proposal came with increased costs but were satisfied that these would be limited.</p> <p>Ht stated her wish to have new systems in place for 1<sup>st</sup> April 2020. This would require a swift decision from Governors due to the large amount of set up necessary. Governors asked what duration the contracts would be with the new providers. KP advised that this could be 1 or 3 years.</p> <p>PW suggested that changing to these new providers offered new features and cost savings at low risk to the school. Governors agreed to endorse a change to these new providers with 3-year contracts.</p> <p>KP will move ahead with negotiating the contracts.</p> <p><u>Christmas Lunch</u> – All Governors were invited to attend the Christmas Lunch at school on Friday 13<sup>th</sup> December. Ht confirmed start time as 12pm.</p> <p><u>Ht Performance Review</u> – Ht confirmed that this meeting would be held on 13 December at 1.30pm.</p>	<p>KP</p> <p>All Governors</p>
18	<p><b>Date of next meeting</b></p> <p>Date of next meeting confirmed as 17 March 2020 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 .....P.J.Webb.....

Date .....

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