



ST. STEPHEN'S CHURCH OF ENGLAND JUNIOR SCHOOL

Head teacher: Louisa Wilson

South Gloucestershire Council

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Meeting of the Full Governing Body (FGB)

Tuesday 17 September 2019 at 5.30 pm

Present: Phillip Webb (PW-Chair), Louisa Wilson (Ht- Headteacher), Rosie Cook (RC), Colin Brough (CB), Lynsey Lowrie (LL), Nicola Read (NR), Kristina Parfrey (KP), Dave Hanks (DH), Anita Randen-Green (AR-G) and Rev Lisa Wigmore (LW)

In Attendance: Rachael Simeone (RS - Clerk), Kim Scudamore (Councillor), Matt Gait (Item 2), Mark Stinchcombe (Item 5&14)

Note: Documents referenced as 'on file' can be found on 'Team Drives /Governors Cloud / 2019 - 2020 School Year/Meetings/Full Governing Body/ 2019 – 17 September.

Item		Action by
1	<p>Welcome and Opening Prayer</p> <p>PW welcomed all to the meeting. Kim Scudamore, the local Councillor for the New Cheltenham ward was welcomed to the meeting as an observer. PW confirmed that Mark Stinchcombe would join the meeting for item 5 and 14. Matt Gait was invited back to the meeting for item 2.</p> <p>An opening prayer was offered by LW.</p>	
2	<p>Presentations to Governors who are standing down</p> <p>PW led the Governors in thanking Matt Gait as retiring Governor for his years of sterling service to the school. Matt was presented with a card and token. Thanks were also extended to Lynsey Sheppard who was unable to attend. The Clerk will forward a card and token to her following this meeting.</p>	RS
3	<p>Apologies</p> <p>Apologies were received and accepted from Hannah Phillips (HP). Marianne Saunders (MS) was not in attendance.</p> <p>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>Presentation on IT hardware replacement strategy</p> <p>Mark Stinchcombe confirmed that laptops, projectors, tablets and interactive whiteboards were the tools available to each class at SSJS.</p>	

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	<p>Due to the current age of this kit he was now looking to source potential replacements. He hoped that the purchase of Microsoft Surface technology would allow him replace a laptop and tablet with just one device which could potentially be cost neutral.</p> <p>Proposed devices would allow teachers to use wireless touchpad technology, allowing them to write on a pad without turning away from their class to write directly onto the whiteboards. This was well received by Governors as it should increase pupil engagement. KP queried if new devices would be compatible with some of the more recently purchased kit. Mark Stinchcombe confirmed that everything would be compatible.</p> <p>A rolling programme of updates was suggested, starting with the current Yr3. A budget of approximately £3,000 would be required to conduct this trial. Ht and KP will review the budget to allow for a potential trial after the budget review meeting with the LA on 4th October 2019.</p>	Ht/KP
6	<p>Minutes of the last meeting, matters arising and incomplete actions</p> <p>The minutes of the meeting held 03 September 2019 (copy on file) were agreed as a correct record and signed by PW. Copy to be sent to Governor Services and also placed on the school website.</p> <p>Incomplete actions:</p> <p><u>ISDR/ASP School performance data</u> – Ht to provide guidance on the reports following update of data in October. PW to schedule agenda item in November.</p> <p><u>Photos</u> of new Governors RC, MS and A-RG were still required. RS will liaise to update photos as required.</p> <p><u>Competency Questionnaires</u> remain overdue from MS, KP and HP</p> <p><u>The Mobile Phone policy</u> had now been updated by Ht. Changes are to be communicated to parents in the next newsletter.</p> <p><u>Parent Governor Position</u> - Advertisement for the Parent Governor Position to be placed in next school newsletter.</p> <p><u>Declarations of Pecuniary Interest</u> – RS to obtain signature from MS</p> <p><u>Commitment to Governors Code of Conduct</u> - RS to obtain signature from MS</p> <p>All other actions had been completed, proved not to be required or will be covered by agenda items.</p> <p>Matters arising:</p>	<p>RS/KP</p> <p>PW</p> <p>RS</p> <p>MS, KP, HP</p> <p>KP</p> <p>RS</p> <p>RS</p>

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	PW confirmed that CB would be attending the Church of England's Foundation for Educations Leadership's 4 th National Conference with the support of SSJS. PW asked that he write a report on his visit.	CB
7	<p>High level summary of 2018-19 school year including main achievements and any areas of concern</p> <p>Ht gave a presentation 'Outstanding – But Only Just?' (copy on file), summarising the academic and sporting achievements of the school in the 2018/19 school year. Areas requiring improvement were highlighted.</p> <p>LW questioned the possible reasons for the drop in writing standards for the Yr4 pupils. HT indicated that this cohort had an increased number of pupils with Special Educational Needs (SEN). Also, possible teaching inconsistencies had been identified and more monitoring had been put in place to address this.</p> <p>CB requested further information about the silver Healthy Schools award received by the school. Ht outlined the criteria that the school had met to achieve this.</p> <p>Ht was pleased to report that the school had realised their 96% target for attendance by achieving 96.1%. AR-G asked how attendance compared with other local schools. Ht replied that comparison was done nationally as it was difficult to compare locally due to very different demographics. In the September intake, the school had gained a number of children with many emotional needs which can be challenging and affect attendance levels.</p> <p>CB queried which of the sports highlighted were segregated by gender. Ht confirmed that sports teams were not often split by gender, however where pupils compete externally in gender specific tournaments, single sex teams are established.</p> <p>LW enquired about how the Yr4 cohort was developing moving into Yr5. Ht replied that there was improvement in the behaviour of a number of disruptive pupils, which was very encouraging.</p>	
8	<p>Plans for 2019-20 including School Improvement Plan (SIP) priorities, any staff / curriculum changes and performance targets</p> <p>Ht advised Governors that the reading strategy remained a focus going into 2019/20. The school was already more proactive in dealing with the perceived issues. CB acknowledged the focus on reading comprehension but asked how speed of reading could be improved. Ht</p>	

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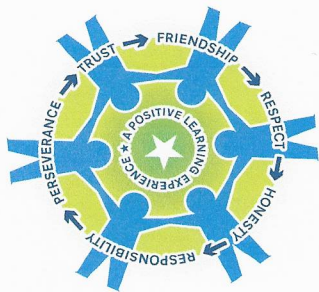
	<p>admitted that this was an issue which had affected some pupil's ability to complete exams on time and would need review.</p> <p>RC explained the new 'Oracy' focus to Governors and highlighted how this will develop pupils' vocabulary and ability to converse, interact and present effectively. CB queried certain 'Oracy' terms that were explained by RC. Governors agreed that this should be a valuable tool for encouraging pupils to develop their voice and opinions.</p> <p>Ht confirmed that the new Yr3 cohort had an increased requirement for the THRIVE programme. More staff training had been arranged and a new THRIVE room was now available to pupils.</p> <p>Ht confirmed that SSJS would be working on a new Sex & Relationships policy based on new curriculum requirements. AR-G asked who would be developing materials. Ht confirmed that this was being outsourced.</p> <p>RC and Ht responded confidently to PW's query about the achievability of the SIP.</p> <p>AR-G asked how SSJS could develop a real love of reading. Ht suggested that teachers should be encouraged to read to the class more. A school library had also been requested by pupils and reading corners had been developed. Support from parents was also required.</p> <p>Ht confirmed that the SSJS budget was in the black and that an extensive refurbishment of the school buildings had been conducted over the summer.</p> <p>Kim Scudamore asked how the Local Authority can assist the school. Ht confirmed that any financial assistance that could be offered would be welcomed. The school had been proactive in generating income through staff secondments but this had an obvious impact on the school. PW noted that the Governors constantly review this to maintain a balance.</p>	Ht
9	<p>Review/Confirmation of Governor's Specialised Roles and Committee Memberships</p> <p>PW highlighted the new appointments agreed at the last meeting (copy on file) and the positions still to be filled.</p> <p>The following was agreed;</p> <ul style="list-style-type: none"> • AR-G will become Chair of the Finance & Resources Committee • KP will become E-Safety Governor <p>The following was proposed;</p>	

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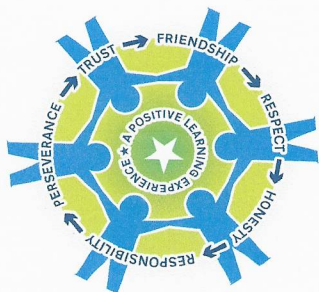
	<ul style="list-style-type: none"> HP to become the new Safeguarding and Child Protection Governor with KP supporting her in the new role. PW to discuss with HP and KP <p>Ht confirmed that AR-G was invited to attend the upcoming budget review meeting with the LA on 4th October. AR-G and DH will attend. Ht will confirm timings.</p> <p>DH queried the required frequency of his Health & Safety visits for his new role as Health & Safety Governor. KP confirmed that these had previously been on a termly basis but that an appropriate schedule will be discussed.</p>	<p>PW</p> <p>Ht</p> <p>DH/KP</p>
10	<p>Safeguarding Update – Adoption of latest changes to ‘Keeping Children Safe in Education’</p> <p>KP confirmed that safeguarding policy documents were currently being updated. All Governors had been asked to read Part 1 of ‘Keeping Children Safe in Education’. The Clerk circulated a declaration to be signed by all Governors to confirm that they had done so.</p>	<p>All Governors</p>
11	<p>General Data Protection Regulation (GDPR) Update – How is GDPR compliance is working in practice?</p> <p>KP confirmed that the school was totally compliant with GDPR, with only a few Data Processing Impact Assessments (DPIAs) to complete.</p>	
	<p><u>School Visit Planning</u></p> <p>Topics from the School Improvement Plan (SIP) were divided between the subcommittees.</p> <p><u>Achievement & Provision</u></p> <ul style="list-style-type: none"> • Reading • Oracy • Curriculum (sustainable global goals) <p><u>Community & Ethos</u></p> <ul style="list-style-type: none"> • Rights Respecting School • THRIVE • Purple Learning • Sex & Relationships • SIAMS Inspection <p><u>Finance & Resources</u></p>	

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	<ul style="list-style-type: none"> • Lesson Design Observations • NPQs • Pupil Premium • Kitchen <p>PW asked that visits be scheduled, for each topic, at the next meeting of each subcommittee.</p> <p>PW agreed to simplify the reporting process and circulate the required paperwork.</p>	AR-G, NR, KP PW
13	<p>Governing Body Improvement Plan</p> <p>PW outlined the current suggested areas for improvement in the 2019/20 plan (copy on file). PW asked for suggestions to add to the 7 current areas. AR-G suggested that equality and diversity within the Governing Body should be addressed. While both AR-G and PW in his role as Equality Governor were keen to achieve a greater diversity within the Governing Body it was worth highlighting that recruitment remained an issue. PW to add 'Equality and Diversity' to the improvement plan</p>	PW
14	<p>Review of Online Safety Report</p> <p>PW highlighted the issues recorded from the 2018/19 academic year. Mark Stinchcombe stated he was confident that developments in the curriculum would work to address these issues.</p> <p>Mark Stinchcombe highlighted the online tool 'Whisper' that was used by SSJS for parents/pupils to highlight any e-safety or other concerns to the school to respond accordingly. Mark Stinchcombe will be highlighting this tool again to all parents to ensure the awareness from the Yr3 intake and as a reminder to all other families. LVV confirmed that the link to this tool was very visible on the school website.</p>	mark Stinchcombe
15	<p>Chair's Business</p> <p>PW asked that the policy index should be reviewed by the Clerk in collaboration with committee chairs to ensure that all policies are updated as appropriate and added to the website where required</p>	RS
16	<p>Impact of Teachers Pay changes on financial forecast</p> <p>Changes to teachers' pay had recently been in the news, with a 2.75% increase announced. Budgets for 2019/20 had already been set and</p>	

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	would therefore need to be reviewed. There was also a possibility of a review of pay for support staff in due course. Ht/KP will revise budgets.	Ht/KP
17	<p>Training planned/completed</p> <p>AR-G, HP, CB and RS were booked onto training courses in the next few weeks.</p> <p>PW confirmed that Integra offered a variety of courses for all aspects of the Governor's role. These should be booked through the Clerk, who would keep a record of all training.</p>	
18	<p>Any other Business</p> <p><u>New Chef & Catering Provision</u></p> <p>AR-G enquired about the meeting held with parents concerning the new catering arrangements. Ht confirmed that the meeting was well attended and a number of issues were raised by parents. The school had now revised the menu to add a third option and were taking steps to relax the ordering deadline. A Food Council was also planned to get children involved in choice about healthy food.</p> <p>DH queried the uptake of the new school meals. Ht confirmed that 200 hot meals per day had been served in week 1 compared with 90 today. These levels were a concern and would be discussed further at the next meeting of the Finance and Resources Committee on 12 November 2019.</p> <p>There were no other items of business and the meeting closed at 7.40 pm.</p>	
18	<p>Date of next meeting</p> <p>Date of next meeting confirmed as 26 November 2019 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.

SignedP.J.Webb.....

Date26.11.19.....

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