

ST. STEPHEN'S CHURCH OF ENGLAND JUNIOR SCHOOL

Head teacher: Louisa Wilson

South Gloucestershire Council

...a positive, supportive learning community.



**Meeting of the Full Governing Body (FGB)
Tuesday 03 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), Hannah Phillips (HP), 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 – 3 September.

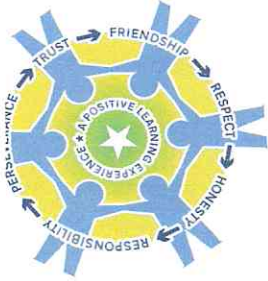
Item		Action by
1	<p>Welcome and Opening Prayer</p> <p>PW welcomed all to the meeting. PW introduced RC as the new acting Deputy Head Teacher and welcomed her to the meeting.</p> <p>An opening prayer was offered by LW.</p>	
2	<p>Appoint/Re-Appoint Clerk</p> <p>PW confirmed that RS had been officially appointed as Clerk to the Governors.</p>	
3	<p>Apologies</p> <p>Kristina Parfrey (KP), Marianne Saunders (MS), Anita Randen-Green (AR-G) and Dave Hanks (DH)</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>Minutes of the last meeting, matters arising and incomplete actions</p> <p>The minutes of the meeting held 16 July 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>RS/KP</p> <p>PW</p>

RESPECT RESPONSIBILITY FRIENDSHIP HONESTY TRUST PERSEVERANCE

Lansdown Road, Kingswood, Bristol. BS15 1XD

Tel: 01454 867175 Fax: 01454 867176 Email: ststephensjunior.school@southglos.gov.uk

Website: ststephensjun.org.uk



ST. STEPHEN'S CHURCH OF ENGLAND JUNIOR SCHOOL

Head teacher: Louisa Wilson

South Gloucestershire Council

...a positive, supportive learning community.



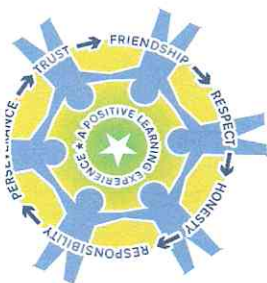
	<p><u>Photos</u> of new Governors MS, HP and A-RG were still required. RS will liaise to update photos as required.</p> <p><u>Competency Questionnaires</u> were now overdue from MS, KP and HP</p> <p><u>Nexus Peer Review</u> – PW and Ht agreed that feedback from future peer reviews would be provided to Governors.</p> <p><u>The Governor Visit Report</u> from PW was now on the shared drive. This report is still awaiting official approval from KP</p> <p><u>The Mobile Phone policy</u> was awaiting appropriate updates from Ht.</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><u>IT Strategy</u> – PW confirmed that Mark Stinchcombe was to be invited to the next meeting on 17th September to present his new IT hardware replacement strategy plans.</p> <p><u>Local Councillor Liaison</u> – PW had extended an invitation to Kim Scudamore. He would be attending the next meeting with his fellow councillor Sandie Davis.</p> <p><u>Ethos and Vision</u> - PW confirmed that he and CB had attended the Curriculum, Ethos and Vision session on 02 September, given by Nicholas Garrett at SSJS. Both were impressed by his passionate presentation.</p> <p><u>Keeping Children Safe in Education</u> – PW asked all Governors to read Part 1 of the Keeping Children Safe in Education document before the next meeting on 17th September. Governors are expected to sign to confirm comprehension of the latest changes to the document.</p>	<p>RS</p> <p>MS, KP, HP</p> <p>KP</p> <p>Ht</p> <p>5All Governors</p>
6	<p>Confirmation of Chair of Governors, Election of Vice-Chair(s) of Governors, Election of new Governors</p> <p>PW noted that his term of office would be ending in 2020 and that the FGB must consider succession planning as he will not be seeking re-election.</p> <p>NR put herself forward for re-election as Vice Chair of the Governors. All Governors were in approval.</p> <p>PW asked Governors for their approval to elect Rosie Cook as a new co-</p>	

RESPECT RESPONSIBILITY FRIENDSHIP HONESTY TRUST PERSEVERANCE

Lansdown Road, Kingswood, Bristol. BS15 1XD

Tel: 01454 867175 Fax: 01454 867176 Email: ststephensjunior.school@southglos.gov.uk

Website: ststephensjun.org.uk



ST. STEPHEN'S CHURCH OF ENGLAND JUNIOR SCHOOL

Head teacher: Louisa Wilson

South Gloucestershire Council

...a positive, supportive learning community.



	<p>opted Governor. All Governors were in approval and Rosie Cook was elected.</p> <p><i>Changes to be communicated to Governor Services.</i></p>	RS
7	<p>Review/confirm membership types and numbers as defined in Instrument of Governance – Identify any vacancies and recruitment strategies</p> <p>The school schedule highlighted that one vacancy existed for a Parent Governor, as well as three Co-opted Governor positions. The election of Rosie Cook brought that number back to two. An individual with an awareness of building practice and maintenance would be desirable.</p> <p>PW asked for an advertisement to be issued in the next school newsletter for the Parent Governor position.</p> <p>HP reviewed her details in the school schedule and provided a mobile number.</p>	KP
8	<p>Endorsement of Committee Chairs, Committee Members and Governors with specific responsibilities, including Head Teacher's Performance Management 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), PW (Vice-Chair), CB</p> <p><u>Teachers Pay Panel</u>: PW (Chair), DH, CB, HP</p> <p><u>Health & Safety Governor</u>: Offer from DH accepted by Governors.</p> <p><u>Deputy Safeguarding and Child Protection Governor</u>: PW gave an overview of the role and its workload in KP's absence. Offer from HP accepted by Governors.</p> <p><u>Finance & Resources Committee</u>: Offers from CB and AR-G were accepted. As Ht attends this committee recommended that the 3rd vacancy did not require filling. PW recommended that AR-G be asked to chair this committee due to her skill set.</p> <p><u>Achievement & Provision Committee</u>: Offer from RC accepted by Governors</p> <p><u>Community & Ethos Committee</u>: Governors agreed that no new members were required.</p>	PW

RESPECT RESPONSIBILITY FRIENDSHIP HONESTY TRUST PERSEVERANCE

Lansdown Road, Kingswood, Bristol. BS15 1XD

Tel: 01454 867175 Fax: 01454 867176 Email: ststephensjunior.school@southglos.gov.uk

Website: ststephensjun.org.uk



ST. STEPHEN'S CHURCH OF ENGLAND JUNIOR SCHOOL

Head teacher: Louisa Wilson

South Gloucestershire Council

...a positive, supportive learning community.



	<p>RS confirmed that training was available to support Governors in their new roles.</p> <p>No offers were expressed for the role of <u>E-Safety Governor</u>. PW had received a copy of the online safety report and would circulate to Governors in due course. Governors agreed to discuss this role further at the next meeting with absent Governors.</p>	PW
9	<p>Review/Confirm FGB Terms of Reference and delegated responsibilities to committees</p> <p>The Governing Body terms of reference and delegated responsibilities to committees (copy on file) were adopted with no changes.</p>	
10	<p>Adoption of Standing Orders</p> <p>The Standing Orders (copy on file) were adopted without changes.</p>	
11	<p>Review level of financial authority delegated to Head Teacher and Finance & Resources Committee</p> <p>Appendix 4 of the Finance Policy, which defines the level of spend delegation and authorisation (copy on file), was approved without changes.</p>	
12	<p>Confirm dates for FGB & committee meetings for 2019/20</p> <p>The meeting reviewed the list of provisional dates for the forthcoming FGB and subcommittee meetings (copy on file). The following changes were agreed:</p> <ul style="list-style-type: none"> • Community & Ethos Meeting 1 agreed as 24th September 2019 at 5pm • Community & Ethos Meeting 2 agreed as 10 December 2019 at 5pm • Community & Ethos Meeting 3 moved from 31 March 2020 to 11 February 2020 at 5pm 	
13	<p>Renew declarations of pecuniary or business interest</p> <p>PW circulated 'Governors Declaration of Business & Pecuniary Interests' forms (copy on file). All governors present signed the forms.</p> <p>RS to obtain signed forms from AR-G, DH and MS.</p>	RS
14	<p>Renew commitment to Governors Code of Conduct</p> <p>All governors present signed the form which re-committed them to adopt</p>	

RESPECT RESPONSIBILITY FRIENDSHIP HONESTY TRUST PERSEVERANCE

Lansdown Road, Kingswood, Bristol. BS15 1XD

Tel: 01454 867175 Fax: 01454 867176 Email: ststephensjunior.school@southglos.gov.uk

Website: ststephensjun.org.uk