

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 16 July 2019 at 5.30 pm**

**Present:** Phillip Webb (PW-Chair), Louisa Wilson (Ht- Headteacher), Colin Brough (CB), Dave Hanks (DH), Lynsey Lowrie (LL), Anta Randen-Green (AR-G), Nicola Read (NR), Marianne Saunders (MS), Lynsey Sheppard (LS)

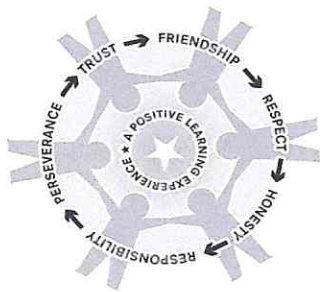
**In Attendance:** Rachael Simeone (Clerk)

Note: Documents referenced as 'on file' can be found on 'Team Drives /Governors Cloud / 2018 - 2019 School Year/Meetings/Full Governing Body/ 2019 – 16 July.

Item		Action by
1	<b>Welcome and Opening Prayer</b> PW welcomed all to the meeting. PW introduced RS as the new Clerk, subject to pending Disclosure & Barring Service (DBS) disclosure check. An opening prayer was offered by NR.	
2	<b>Apologies</b> Matt Gait (MG), Kristina Parfrey (KP), Hannah Phillips (HP), Alan Walters (AW) and Rev Lisa Wigmore (LW) Quorum status was confirmed.	
3	<b>Declaration of Pecuniary Interest</b> No one present expressed any pecuniary or business interests in any agenda item.	
4	<b>Minutes of the last meeting</b> The minutes of the meeting held 21 May 2019 (copy on file) were agreed as a correct record and signed by PW.	
5	<b>Matters Arising and incomplete actions</b> <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. <u>Peer on Peer Abuse Policy</u> – Approved, to be copied to shared drive	PW  PW

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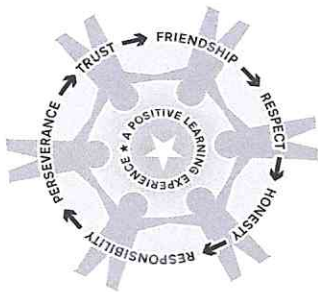


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	<p><u>Photos</u> of new Governors MS, HP and A-RG were still required. RS will liaise to update photos as required.</p> <p><u>Competency Questionnaires</u> were now overdue from MS, KP and HP</p> <p><u>Ethos and Vision</u> –The Community and Ethos Committee meeting to discuss this had been postponed pending the outcome of the school's curriculum planning exercise. Ht stated that the topic was to be discussed on the afternoon of the In-Service day on Monday 2 September and Governors are welcome to attend.</p> <p><u>New OFSTED Inspection Framework</u> - Governors had not identified any areas where they believed awareness training may be required in order to respond to questions from OFSTED inspectors.</p> <p>All other actions had been completed, proved not to be required or will be covered by agenda items.</p>	<p>RS</p> <p>MS/KP/HP</p> <p>All Governors</p>
6	<p><b>Presentation to Governors of aspect of school operations</b>          Postponed until September</p>	
7	<p><b>Head Teacher's Report</b></p> <p><b>Standard Assessment Tests (SATS) Results</b></p> <p>Ht presented data on the outcomes for our Year 6 pupils (KS2 Outcomes 2019 Cohort 2015 – Copy on File) which showed strong results in both Writing and Maths. Ht highlighted disappointing results in Reading which were below the national average.</p> <p>Reading had been an issue in previous years and the meeting questioned why improvement strategies had not worked. Ht responded that she felt the strategies were the right ones but they may not have been implemented correctly. She felt that more reading at home needed to be encouraged.</p> <p>LS noted that from a parent perspective there was less discernible focus on reading over the past year. Strategies for improving reading results were discussed and agreed.</p> <p>NR questioned if the weaker reading results would attract the attention of OFSTED. Ht confirmed that the results over the past 2 years might be of interest and the school must be prepared.</p>	

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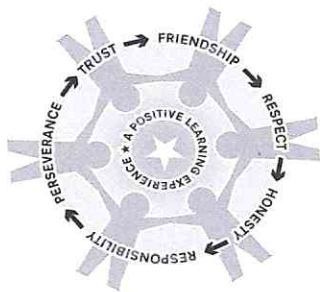


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	<p>LL will be visiting schools in the area where all children were succeeding with reading. LS noted that a previous focus on writing following weaker results in previous years had yielded strong current results.</p> <p>The Achievement and Provision Committee will be analysing the results in more detail in their meeting in October.</p> <p><b>Predicted year end status of School Improvement Plan (SIP)</b></p> <p>HT discussed the SIP (St Stephens School Improvement Plan 2018/19 – copy on file). Of the 23 items on the plan 19 had been completed and 4 were still in progress.</p> <p><b>Potential developments for the next academic year</b></p> <p>Ht confirmed that the school had been invited to apply for the Platinum Award for the School Games Mark. Only three other schools in the area had also met the criteria to achieve this. LS encouraged Ht to promote this locally as a good news story.</p> <p>Ht listed her priorities for 2019/20. She confirmed the new 'acting' Deputy Headteacher as Rosie Cook. NR queried how long Alan Walters would be away on secondment. Ht confirmed this was currently until October. She also confirmed that she will not be away on any block secondment in the upcoming academic year.</p> <p>A SIAMS (Statutory Inspection of Anglican and Methodist Schools visit is due in March 2020.</p>	NR
8	<p><b>Membership Matters</b></p> <p>PW informed the meeting that MG had confirmed that he will not be renewing his position. PW had also agreed with AW that he will step down as a Governor due to his commitments elsewhere.</p> <p>LS confirmed that with regret she will also not be renewing her position.</p> <p>The term of office for Co-opted Governors LL and PW expires on 31 August 2019. PW and LL agreed to renew their terms as Governors. The meeting expressed support for this.</p> <p>PW to notify the Governor Services of the changes in membership and submit the required paperwork.</p>	PW

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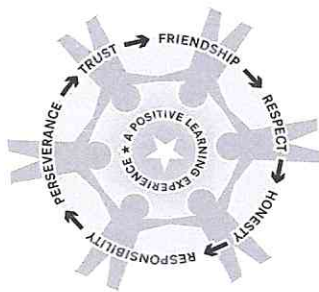


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	<p>The meeting expressed thanks to all those departing for their dedication and invaluable contributions to the school.</p> <p>PW noted that NR's term was due for renewal subject to confirmation from the Diocese. NR would contact them to check progress.</p> <p>It was agreed that Rosie Cook should be co-opted in place of AW. Ht to contact her.</p> <p>PW noted that the loss of LS, MG, AW will result in vacancies in Committee and Specialist roles. PW will identify the vacancies and circulate the list to all remaining governors, to consider over the summer break and identify any they may be interested in.</p>	<p>NR</p> <p>Ht</p> <p>All Governors</p>
9	<p><b>Communications from the Chair</b></p> <p>PW had attended a meeting of the Chairs of the Governing Bodies of the NEXUS schools. The Governance aspect of the NEXUS Learning Partnership Terms of Reference was discussed and initial proposals were made. These can be found on page 3 of 'NEXUS Learning Partnership Terms of Reference V3' - copy on file.</p> <p>Due to their strategic responsibilities it was agreed that this group will meet 3 times per year and co-ordinate with the NEXUS Strategic Lead. Their next meeting will be held in October 2019. PW will prepare a statement of practice to be reviewed by NEXUS.</p> <p>PW stated that NEXUS expected peer reviewers to feedback to the Governing Body as well as to the Head Teacher of the school. Ht will circulate reports from previous visits and subsequent follow up.</p> <p>PW had received a document from Mark Stinchcombe identifying a new IT strategy. This will be discussed at a future Finance and Resources committee meeting. PW to add to the agenda of the next meeting and liaise with Mark.</p> <p>PW had recently been contacted by Councillor Kim Scudamore, asking if members of the public were permitted to attend the Governing Body meetings. After some discussion it was decided Governors were happy to extend an invitation to him to attend a future meeting as the school's connection with the local community was important. PW will contact him.</p>	<p>PW</p> <p>Ht</p> <p>PW</p> <p>PW</p> <p>Ht</p>

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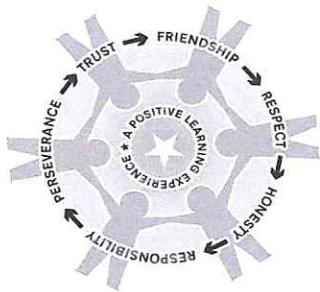


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	<p>PW made a special mention of the recent Year 6 Samba Show. He highlighted the efforts from both staff and children which had produced an excellent event. LS agreed that having attended she had perceived a real feel good factor throughout the week, with real engagement from parents and an encouraging emphasis on the arts, craft and music. PW asked Ht to feedback recognition and appreciation to staff from the Governing Body.</p>	
10	<p><b>Feedback from Committees and questions</b></p> <p>No Committee meetings had taken place since the last FGB meeting.</p> <p>PW requested Ht for an update on the situation regarding the provision of school meals, which was an outstanding action from the last F&amp;R Committee meeting.</p> <p>In response she gave an overview of the current situation regarding the catering provisions made by the school. From the beginning of the next school year the school will be managing the service for the provision of meals.</p> <p>It had not been possible to come to an agreement with St Stephens Infant School and the planned number of meals to be provided has been reduced. As a result, two kitchen staff have to be made redundant and the school will have to fund this.</p> <p>A new chef would be in place for the start of the next term. He comes with experience of increasing school meal uptake. Free meals will be made available to all children for the first 3 days of next term and sampling sessions for parents will follow up in the second week. There are also plans to set up a Children's Food Council to encourage pupil engagement.</p> <p>Governors queried the impact on meal prices and Ht stated that the price of a school meal would be rising from £2 to £2.30. This was the first price increase in 6 years.</p> <p>Governors asked what feedback the school had received from Aspens following the decision to leave. Ht stated that there had been poor engagement from Aspens.</p>	

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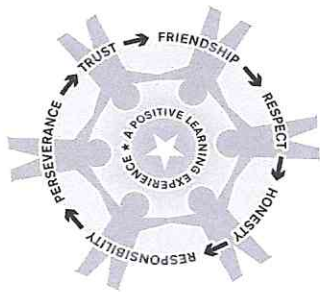


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11	<p><b>Reports on Governor School Visits</b></p> <p>PW summarised the report on his visit to the school to review the progress of the School Improvement Plan item to complete the Global Data Protection Regulations (GDPR) action plan.</p> <p>He concluded that although the majority of the key actions have been completed those outstanding require the commitment of adequate resources.</p> <p>Once agreed by KP the report will be placed on the shared drive in 'Team Drives /Governors Cloud / 2018 - 2019 School Year/Governor Visit Reports'</p>	<p>Ht</p> <p>KP/PW</p>
12	<p><b>Governing Body Effectiveness &amp; Improvement</b></p> <p>PW summarised the progress that had been made on the plan of activities that had been produced following the Self Evaluation Exercise (Governance Improvement Topics - copy on file).</p> <p>PW noted that the appointment of a clerk was encouraging.</p> <p>Topics on which progress had been disappointing were 'Governor visits to the school' and 'Succession planning'.</p> <p>PW noted that an achievable schedule of future school visits must be agreed at the next meeting and it was agreed that the role of Safeguarding Governor was of such importance that a deputy should be appointed to shadow KP.</p> <p>PW suggested that governor preparation for an OFSTED visit must also feature in the new plan.</p> <p>These items will be carried forward into the plan for 2019-20.</p>	<p>PW/RS</p>
13	<p><b>Safeguarding Matters</b></p> <p>Ht reminded the meeting that there were changes to the statutory requirements of 'Keeping Children Safe in Education' which will come into effect in September 2019.</p>	

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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 .....3.9.19.....

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