



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 21 May 2019 at 5.30 pm**

**Present:** Phillip Webb (PW-Chair), Louisa Wilson (Ht– Headteacher), Matt Gait (MG), Nicola Read (NR), Kristina Parfrey (KP), Hannah Phillips (HP), Revd. Lisa Wigmore (LW), David Hanks (DH) and Colin Brough (CB).,

Note: Documents referenced as 'on file' can be found on 'Team Drives /Governors Cloud / 2018 - 2019 School Year/Meetings/Full Governing Body/ 2019 – 21 May.

Item		Action by
1	<p><b>Welcome and Opening Prayer</b></p> <p>PW welcomed all to the meeting. An opening prayer was offered by LW.</p> <p><b>Apologies –</b></p> <p>Lynsey Sheppard (LS), Alan Walters (AW), Lynsey Lowrie (LL), Marianne Saunders (MS), Anita Randen-Green (AR-G)</p> <p>Quorum status was confirmed.</p>	
2	<p><b>Declaration of Pecuniary Interest</b></p> <p>No one present expressed any pecuniary or business interests in any agenda item.</p>	
3	<p><b>Minutes of the last meeting</b></p> <p>The minutes of the meeting held 19 March 2019 (copy on file) were agreed as a correct record and signed by PW.</p>	
4	<p><b>Matters Arising and incomplete actions</b></p> <p><u>Membership Matters</u> - The extension of NR's term of office as a Foundation Governor is due to be endorsed by the Diocesan Board of Education at their July meeting.</p> <p>DBS checks, e-mail access and shared drive access required for AR-G.</p> <p><u>ISDR/ASP School performance data</u> – PW reported that it is not possible for all governors to share access to the ISDR/ASP application and he will produce reports from the system and circulate as required. He had placed examples of the reports on the shared drive file for this meeting. There is guidance on interpreting the data on the DfE web site.</p> <p>Ht added that, if required, she could provide guidance on the reports at a this or a future FGB. PW to schedule agenda item.</p>	<p>KP/AR-G</p> <p>PW</p>

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Lansdown Road, Kingswood, Bristol. BS15 1XD

Tel: 01454 867175 Fax: 01454 867176 Email: [ststephensjunior.school@southglos.gov.uk](mailto:ststephensjunior.school@southglos.gov.uk)

Website: [ststephensjun.org.uk](http://ststephensjun.org.uk)



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	<p><u>Peer to Peer Abuse Policy</u> - Ht to place latest version in shared drive folder for this meeting. Governors to review for approval.</p> <p><u>Photographs</u> for the lobby display are still required from HP and MS.</p> <p><u>Completed Competency Questionnaire</u> still required from MS, KP and HP</p> <p><u>Ethos and Vision</u> – KP reported that the Community and Ethos Committee meeting to discuss this had been postponed pending the outcome of the school's curriculum planning exercise.</p> <p><u>School Visits</u> – Not all Committee Chairs have planned school visits</p> <p><u>Policies</u> – PW indicated that there had been no problems identified by the governors following their review of the Online Safety Policy, the Parent Carer AUP, the Pupil Acceptable Use Policy and the Staff AUP. They should be copied as latest versions to the relevant policy folders on the shared drive and the policy index updated.</p> <p>All other actions had been completed, proved not to be required or will be covered by agenda items.</p>	<p>Ht Governors HP/MS MS/KP/HP  Committee Chairs  KP</p>
5	<p><b>Presentation on New OFSTED Inspection Framework</b></p> <p>Ht gave a presentation (New OFSTED Framework - copy on file) that covered the changes being introduced under the new OFSTED inspection framework. One of these is the assessment of 'Quality of Education' which in future will have the 'Intent', 'Implementation' and 'Impact' of the curriculum at its heart. The Ht provided information on the future curriculum that the school will adopt. This will include some principles of the 'Curious City' philosophy and aspects of the 'UNICEF Rights Respecting School' in addition to the requirements of the National Curriculum.</p> <p>PW thanked Ht for the presentation and added that a document indicating the topics that OFSTED inspectors might cover during governor interviews (OFFSED Questions) can be found on the shared drive as part of the information for this meeting. Governors should review this document and identify any areas where they believe awareness training may be required.</p>	<p>Governors</p>
6	<p><b>Progress of School Improvement Plan</b></p> <p>This had been discussed at Committee Level.</p>	

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7	<p><b>Reports from Committee Chairs</b></p> <p>Minutes of the latest Achievement and Provision(A&amp;P), Community &amp; Ethos (C&amp;E) and Finance and Resources (F&amp;R) committee meetings were not yet available. Reports were therefore delivered verbally by the committee Chairs.</p> <p>NR reported on the A&amp;P meeting which had principally covered: pupil performance data, NEXUS moderation, SEND report/data and intervention. The performance data has indicated the need to focus improving standards in reading.</p> <p>KP reported on the C&amp;E meeting which had reviewed attendance and behaviour data and goals. No issues had arisen.</p> <p>PW reported on the F&amp;R meeting which had mainly covered: review and approval of the 2019/20 school budget, staffing structure and catering proposals. The main issue to arise was the costing of the proposal for the school to take over the provision of school meals from Aspens. Our financial exposure depends on the level to which the Infant School (SSIS) can contribute and the cost of ongoing repair and maintenance of the kitchen facilities. Discussions to take place with SSIS and a firm of catering consultants to finalise costings.</p>	Ht/KP
8	<p><b>Approval of 2019-20 Budget and Staffing Structures</b></p> <p>PW informed the meeting that the 2019-20 Budget (copy on file) and Staffing Structure had been reviewed by the F&amp;R meeting and was now being recommended for endorsement by the FGB.</p> <p>All Governors indicated that they approved the proposals.</p>	
9	<p><b>Reports on School Visits and Review of Visit Plan</b></p> <p>NR and HP reported on their visit the school to conduct a learning walk. HP described the activities they had witnessed. They had been impressed by the standard of work of the pupils and the happy environment in which they worked.</p> <p>A documented report of the visit is to be placed on the shared drive in the folder Team Drives /Governors Cloud / 2018 - 2019 School Year/Governor Visit Reports.</p> <p>Other Committee Chairs must plan and arrange visits as listed in the minutes of the FGB meeting of 27 November 2018 – Item 9.</p>	NR/HP  PW/KP

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10	<p><b>Governance Improvement Plan</b></p> <p>PW ran through the topics for improvement identified in the Governor Self Evaluation Exercise. Actions are in progress or planned for most items.</p> <p>The major issue is the failure to recruit a Clerk to the Governing Body. In spite of some recent interest shown the candidates have failed to be either available or reliable.</p> <p>KP will place the advertisement on E-Teach and PW will request Integra to add it to their weekly newsletter.</p>	PW/KP
11	<p><b>Chair's Business</b></p> <p>PW reported that he had attended a meeting of the Chairs of Governors of the schools in the NEXUS Learning Partnership. The NEXUS Strategic Leader had given an overview of his role and the general strategic direction of the organisation. The Chairs then discussed how governors could work together for the benefit of the member schools. This will be developed further at a meeting in July.</p> <p>He had placed two documents on the shared drive file for this meeting to assist governors understanding of NEXUS and its role - 'NEXUS Learning Partnership Terms of Reference' and 'NEXUS Strategic Leader – Job Description'.</p>	
12	<p><b>Governors Training and Development</b></p> <p>CB informed the meeting that he had attended the New Governor Induction Course. He said he found it to be worthwhile, well run and relevant.</p>	
13	<p><b>Policy Review</b></p> <p>Apart from the Peer to Peer Abuse Policy (see section 4) there were no policies due for review.</p>	
14	<p><b>Membership Review</b></p> <p>PW informed the meeting that there were a number of governors whose terms of office were due to expire in August or September this year.</p> <p>He continued by expressing his hope that they would wish to renew their membership of the governing body and continue to apply their specific and considerable skills for the benefit of the school.</p>	

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15	<p><b>Any other Business</b></p> <p>Ht reminded governors that the Summer Fayre was taking place on 8th June from 12noon until 3:00 pm and the End of Year Bar-B-Que was being held on 12 July from 5:30pm until 8:00 pm. Governors would be welcome at both events.</p> <p>There were no other items of business and the meeting closed at 7.40 pm.</p>	
16	<p><b>Date of next meeting –</b></p> <p>Date of next meeting confirmed as 16 July 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.

Signed .....P.J.Webb.....

Date .....

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