



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 19 March 2019 at 5.30 pm

Present: Phillip Webb (PW-Chair), Matt Gait (MG), Nicola Read (NR), Lynsey Lowrie (LL), Kristina Parfrey (KP), Hannah Phillips (HP), Revd. Lisa Wigmore (LW), David Hanks (DH) and Colin Brough (CB), Anita Randen-Green (AR-G)

Note: Documents referenced as 'on file' can be found on 'Team Drives /Governors Cloud / 2018 - 2019 School Year/Meetings/Full Governing Body/ 2019 – 19 March.

Item		Action by
1	<p>Welcome and Opening Prayer</p> <p>PW welcomed all to the meeting. An opening prayer was offered by LW.</p> <p>Apologies –</p> <p>Louisa Wilson (Ht– Headteacher), Lynsey Sheppard (LS), Alan Walters (AW), Marianne Saunders (MS).</p> <p>Quorum status was confirmed.</p> <p>LW expressed disappointment that Ht was not present and asked if we should continue with the meeting. PW stated that there were important items on the agenda such as membership and SFVS endorsement which needed to be addressed, and the meeting should continue.</p>	
2	<p>Declaration of Pecuniary Interest</p> <p>No one present expressed any pecuniary or business interests in any agenda item.</p>	
3	<p>Membership Matters</p> <p>DH's term of office as an LA Governor was to expire on 17 March 2019. DH had indicated his desire to continue and the LA had agreed to him doing so. As part of the process it is necessary for the FGB to formally re-accept DH as a member. A vote was taken and the re-appointment of DH was agreed unanimously.</p> <p>NR's term of office as a Foundation Governor was also coming up for renewal. NR had expressed a wish to continue and LW was dealing with the paperwork required by the diocese. All that remained was endorsement by Ht and the agreement of the Parochial Church Council.</p> <p>Anita Randen-Green(AR-G) had been invited to the meeting as she was the only applicant for the advertised vacancy for a Parent Governor. The</p>	LW

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	meeting agreed that, subject to the DBS check, she will be accepted as a member of the governing body. KP agreed to arrange for access to governor secure e-mail services and shared drive.	KP/AR-G
4 & 5	<p>Minutes of the last meeting and Matters Arising</p> <p>The minutes of the meeting held 27th September 2018 and the Special meeting held on 8th January (copies on file) were agreed as correct records and signed by PW.</p> <p>Matters Arising and Incomplete Actions:</p> <p>The ability to access the ISDR/ASP pupil/school performance data system has been provided to PW. He will place instructions on the shared drive so that all governors will know how to access the information.</p> <p>PW had updated training records for governors who had completed the web based 'PREVENT' course. He requested that all governors should check their training record on Team Drives/Governors Cloud /Training/Governors Training History and let him know if any changes or additions were required.</p> <p>The revised Terms of Reference document for the Community and Ethos Committee and The Whole School Food Policy had been approved.</p> <p>Ht to check if any changes are required to the Peer to Peer Abuse Policy before it can be re-submitted for format checking and content approval.</p> <p>LS has yet to contact Esther Reeves (Chair of Governors of St Stephen's Infant School) to arrange a meeting to discuss topics of shared interest.</p> <p>Photographs for the lobby display are still required from HP and MS.</p> <p>Completed Competency Questionnaire still required from MS, KP and HP</p> <p>All other actions had been completed, proved not to be required or will be covered by agenda items.</p>	<p>PW</p> <p>Governors</p> <p>Ht</p> <p>LS</p> <p>HP/MS</p> <p>MS, KP,HP</p>

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	<ul style="list-style-type: none"> The decision by the school to manage the catering arrangements for its school meals from September. PW stated that this was an operational decision for the school but governors will monitor the reliability of the service, the quality of the food and the ability of service to be self-funding. The positive budget situation. Figures indicate a carry forward balance of £142,339 (8% of the budget) predicted for the year end. The appointment of KP as the new School Business Manager replacing Vicky Newman. <p>KP reported that a meeting of the Community and Ethos Committee had taken place and the minutes, although produced, had not been circulated. KP to send to all governors.</p> <p>Reports presented at the meeting indicated an improvement in attendance and a significant decrease in the occurrence of lateness.</p> <p>KP is to be to arrange an additional meeting to discuss Ethos and Vision.</p>	<p>KP</p> <p>KP</p> <p>KP</p>
10	<p>Formal endorsement of SFVS</p> <p>DH reported that he had completed his work on the School's Financial Value Standards return (copy on file) and was presenting it to the FGB for approval. After discussion the document was approved. DH agreed to send the final version to PW for onward transmission to the LA Audit Team.</p>	<p>DH/PW</p>
11	<p>Governance Improvement Plan</p> <p>PW ran through the topics for improvement identified in the Governor Self Evaluation Exercise (copy on file).</p> <p>Progress had been made on recruitment of a Clerk with two applicants interviewed. Plans are in place to review the school's ethos and vision with Ht. Work is in progress on planning governor school visits.</p> <p>It was suggested that, to meet the requirement of monitoring the curriculum, we should appoint governors with specific responsibility for each subject area.</p>	
12	<p>Planning School Visits</p> <p>PW reminded the Committee Chairs of their responsibility for planning school visits to address the aspects of the School Improvement Plan (Governor School Visit Responsibilities – copy on file).</p>	<p>Committee Chairs</p>

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13	<p>Presentation on THRIVE</p> <p>Eva Ford joined the meeting to give an overview presentation of the THRIVE philosophy in the school and the benefits it is bringing to our pupils wellbeing and achievement.</p> <p>PW thanked Eva for the presentation and asked if a copy of the presentation material could be made available.</p>	EF
14	<p>Chair's Business</p> <p>PW indicated that there were a number of Policy updates that needed approval and he was unclear of the status. The following emerged from the subsequent discussion:</p> <ul style="list-style-type: none"> • Literacy (Dyslexia) Policy – had been reviewed by LL and was now waiting A&P Committee approval. • Complaints Policy – Approved • SEND Policy – Approved <p>KP indicated that a number of other new policy documents required FGB approval and had been placed in the shared file of information for this meeting.</p> <ul style="list-style-type: none"> • Online Safety Policy • Parent Carer AUP • Pupil Acceptable Use Policy • Staff AUP 	Governors
15	<p>Governors Training and Development</p> <p>It was noted that there had been no training courses attended by governors since the last FGB.</p>	
16	<p>Any other Business</p> <p>There were no items of other business The meeting closed at 7.40 pm.</p>	
19	<p>Date of next meeting – Date of next meeting confirmed as 21 May 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.....

Date21 May 2019.....

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