



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
Tuesday 27 November 2018 at 5.30 pm**

Present: Phillip Webb (PW-Chair), Matt Gait (MG), Nicola Read (NR), Lynsey Sheppard (LS), Lynsey Lowrie (LL), Kristina Parfrey (KP), Hannah Phillips (HP), Revd. Lisa Wigmore (LW), Alan Walters (AW), Marianne Saunders (MS), David Hanks (DH) and Colin Brough (CB)

Note: Documents referenced as 'on file' can be found on 'Governors Shared Cloud – Team Drive /St Stephens Junior School Governor Information/2018 - 2019 School Year/Meetings/Full Governing Body/ 2018 – 27 November'.

Item		Action by
1	Welcome and Opening Prayer PW welcomed all to the meeting. An opening prayer was offered by LW.	
2	Apologies – Louisa Wilson (Ht)– Headteacher	
3	Declaration of Pecuniary Interest No one present expressed any pecuniary or business interests in any agenda item.	
4	Minutes of the last meeting and Matters Arising The minutes of the meeting held 4 th September 2018 (copy on file) were agreed as a correct record and signed by PW. Matters Arising and Incomplete Actions: The Complaints Policy has been updated and placed on shared drive awaiting Community & Ethos Committee approval at their next meeting on 11 December. AW has produced a Risk Management policy. PW to check format of document and modify/tidy if required Governors still require access to IDSR/ASP KP reported that in addition to her work on the policy index she has partitioned the policy folder on the shared drive. There were now specific folders for each Committee containing the policies for which they were responsible. In addition, she had noted that there were	KP PW Ht PW

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	<p>some policies missing from the shared drive. PW to add new GDPR policies.</p> <p>PW has still to update training records for governors who had completed the web based 'PREVENT' course.</p> <p>HP has been allocated a school e-mail address which just needs to be activated. CB to be allocated a school e-mail address when his appointment has been confirmed by the Diocese.</p> <p>The resignation of Sara Dyte (SD) has resulted in a vacancy for a Parent Governor. Position to be advertised in newsletter.</p> <p>PW to seek additional budget to try and attract applicants for the position of Clerk to the Governing Body by offering higher fees. AW to check if Ht has asked NEXUS partners about sharing one of their Clerks.</p> <p>PW will take the place of SD on the Headteacher's Performance Review Panel.</p> <p>Production of a revised Terms of Reference document for the Community and Ethos Committee is in progress.</p> <p>The 'Governor Disclosure Information Document' has been updated and will be added to the web-site once CB appointment has been confirmed by the Diocese.</p> <p>The Whole School Food Policy to be placed on the shared drive, in the F&R section of the policy file, for final approval.</p> <p>AW 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>A meeting had taken place between LS, PW, Ht and AW which agreed the topics to be discussed with the governors and leadership of St Stephen's Infant School. LS to contact Esther Reeves (Chair of Governors of St Stephen's Infant School) to arrange a meeting.</p> <p>Photographs for the lobby display are still required from HP and MS.</p> <p>Following a disappointing response, the Competency Questionnaire will be reissued to the governors, who have not replied, specifying a return date.</p>	<p>PW</p> <p>KP</p> <p>KP</p> <p>PW</p> <p>AW</p> <p>PW</p> <p>KP</p> <p>PW</p> <p>AW</p> <p>AW</p> <p>LS</p> <p>HP/MS</p> <p>PW</p>
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	All other actions had been completed, proved not to be required or will be covered by agenda items.	
5	<p>Assignment of headteacher to Tyndale Primary School</p> <p>PW summarised the events related to the assignment of Ht to the part-time role of Executive Headteacher at Tyndale Primary School in terms 5 and 6 of the 2017/18 school year. He pointed out that, although the assignment had been approved by the Full Governing Body (FGB), the agreement had not been recorded in any minutes. LA HR have suggested that this is a problem as there is no 'audit trail' of the decision. PW requested that the FGB ratify the decision so that it could be recorded in the minutes of this meeting. The decision was ratified.</p> <p>The Ht has indicated that she has been asked by the LA to extend her assignment from the original end of term 6 2017/18 school year to end of term 4 2018/19 school year and she is seeking FGB agreement to the request. Details of the extended assignment and the management structure to be put in place in her absence have been provided in the document 'Head secondment to Tyndale' (copy on file). The meeting reviewed the contents of the document and approved the extension to the assignment.</p>	
6	<p>Awareness Training on the use of the Governor Google Team Drive</p> <p>KP gave a demonstration of how governors should access and use the Governor Google Team Drive and answered questions relating to problems being experienced. In addition, she provided information on how documents on the drive can be sent by e-mail and how material can be uploaded to the drive.</p>	
7&8	<p>High level summary of school performance in 2017/18 school year and improvement areas</p> <p>AW gave a presentation 'Outstanding and beyond!! Review of 2017/18' (copy on file) which summarised the academic and sporting achievements of the pupils of the school in the 2017/18 school year. It also identified improvement areas to be addressed in the 2018/19 school year.</p>	

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	<p>HB asked how sufficient teaching resource was made available to meet the teaching requirements of various groups of pupils with different capabilities/requirements. AW replied that it required careful planning and sometimes 'juggling' various timetables to ensure the children get maximum input from staff each afternoon (additional provision).</p> <p>A governor suggested that is important that information on sporting success is communicated to the parents. AW agreed and added that additional sporting activity involving both boys and girls was planned.</p> <p>CB asked if Music and Art were a part of the curriculum. AW replied that the school was not currently teaching music, However, it is part of a four-year cycle and the outsourcing of the teaching of music was under investigation. Currently there no staff who could to support music in relation to playing the piano in assemblies and leading the choir.</p> <p>Regarding Art, AW stated that the school teaches art through enquiries and discuss artists as part of this. Various styles of art are taught and examples of the art produced by the pupils is displayed in the hall to show progression throughout each year group.</p> <p>PW thanked AW for the presentation and the very positive message it conveyed.</p>	
9	<p>Discussion and Approval of School Improvement Plan (SIP)</p> <p>A document 'Review of School Improvement Plan July 2018 V1' (copy on file) had been circulated prior to the meeting. This indicated the completion status of the activities specified in the 2017/18 SIP. It was noted that 21 objectives had been achieved and 7 were still work in progress. Of the success criteria set for pupil achievement 8 had been met, 3 had been partially met and 3 had been missed.</p> <p>A copy of the School Improvement Plan (SIP) for the 2018/19 schoolyear had also been issued prior to the meeting as 'St Stephens School Improvement Plan 2018 19 V1' (copy on file).</p> <p>The document was discussed and approved.</p> <p>A document 'RAP Term 2 2018' (copy on file) had also been circulated. This provided detail, for each SIP objective, of the actions planned for each week in Term 2.</p>	

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	<p>It was agreed that SIP focussed governor school visits would take place during the school year which would review progress and impact. The visits will be organised and conducted by the Governor Committees based on the following:</p> <ul style="list-style-type: none"> • Achievement and Provisioning Committee – Sections 1,2&3 - Diminishing the Difference, Outcomes for Pupils and Teaching Learning & Assessment • Communications and Ethos Committee – Section 4 - Personal Development Behaviour and Welfare • Finance and Resources – Section 5 - Leadership and Management • FGB – Section 6 - Overall Effectiveness 	
10	<p>Safeguarding</p> <p>KP reported that completion of the annual LA Safeguarding Audit return was in progress.</p> <p>KP also responded to questions from CB related to the nature of Safeguarding at the school.</p>	
11	<p>Endorsement of revised mid-point budget</p> <p>PW reported that the Finance and Resources Committee had reviewed the outcome of the mid-point budget review exercise and was recommending that the new budget (St Stevens CE VC Junior School October Outturn with finance officer – copy on file) be endorsed by the Full Governing Body.</p> <p>The meeting endorsed the new budget.</p> <p>PW remarked that the school was very fortunate in having a predicted carry forward of £107,825 at the end of the financial year.</p>	
12	<p>Questions to Committee Chairs</p> <p>The minutes of the Achievement & Provision Committee Meeting (AP Minutes Oct 18 - copy on file) and the Finances & Resources Committee Meeting (Draft Minutes of Finance & Resources Meeting 20 November 2018 – copy on file) had been circulated prior to the meeting.</p> <p>The meeting had been provided with the documents 'Teachers Pay Award September 2018 (report to Govs)' and 'Pay Committee Meeting Minutes – 5</p>	

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	<p>November 2018' – copies on file. Finance committee have endorsed the recommendations from the pay committee.</p> <p>There were no questions to the chairs of the Achievement & Provision or Finance & Resources committees on any of these matters.</p>	
13	<p>Results of Governor Self Evaluation Exercise</p> <p>PW conducted a walkthrough of the results of the Governor Self Evaluation Exercise as documented in 'St Stephens (CofE) Junior School – Governor Self Evaluation Results – Word' (copy of file).</p> <p>It was decided that the main areas to be considered and prioritised as part of an improvement plan are:</p> <ul style="list-style-type: none"> ● Recruitment of a Clerk to the Governing Body ● Governor involvement in setting strategic direction of the school and reviewing its ethos and vision ● Governor involvement in ensuring the curriculum is appropriate to the school's context ● Governor visits to the school ● Governor understanding of school's strengths and priorities for improvement ● Succession planning for governor specialist roles ● Governors interfacing with other school's governing bodies and, attending local and national events attended by governors <p>Regarding recruitment of a Clerk, it was suggested that the advertisement for the position should be redrafted to make the role look less demanding.</p>	PW
14	<p>Report on progress of GDPR Implementation</p> <p>The meeting considered the 'GDPR Progress Update (November 2018)' and the SSJ GDPR Action Plan (November 2018) documents (copies on file), that had been circulated before the meeting.</p> <p>KP reported that overall progress is good and we are ahead of some schools in the GDPR implementation process. The focus is on prioritising the activities that have to be performed.</p> <p>There were no questions from governors.</p>	

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	<p>KP also reported that there had been a Data Security Incident and the GDPR compliant procedure to deal with it had not yet been finalised or endorsed by the Full Governing Body (FGB). It was agreed that, as the school version of the procedure is based on a model provided by Integra, it is unlikely that the FGB will have any issues with the content. It was agreed the finalised version of the school document should be used to deal with the current incident. A copy of the document will be placed in the policy folder on the shared drive so governors can read and confirm they have no issues with it.</p> <p>AW indicated that he was very disappointed at the support being provided by Integra considering the amount of money they are being paid. We should ask them 'What are we getting for our money?'.</p>	PW Governors
15	<p>Reports on School Visits</p> <p>It was noted that there had been no school visits by governors since the last FGB</p>	
16	<p>Reports on Training Undertaken</p> <p>It was reported that LS, MS and CB had attended a Foundation Governor training course, run by the Diocese, on 23 October 2018.</p>	
17	<p>Chair's Business</p> <p>PW requested that governors who had not signed; the 'Use of Photographic Images in School for Governors' form; the 'Governors Declaration of Business & Pecuniary Interest' form; or the 'St Stephens CofE Junior School - Full Governing Body – Code of Conduct Declaration; should do so before leaving the meeting.</p>	
18	<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 –</p> <p>Date of next meeting 19 March 2019 at 5.30 pm.</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

Date

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