



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 4 September 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) and Colin Brough (CB)

Note Documents referenced as 'on file' can be found on 'Governors Shared Cloud/St Stephens Junior School Governor Information/2018 - 2019 School Year/Meetings/Full Governing Body/ 2018 – 4 September'.

Item		Action by
1	<p>Welcome, Prayer and Introductions</p> <p>PW welcomed all to the meeting and introduced Colin Brough (CB), who is awaiting confirmation from the Diocese to the position of Foundation Governor, and had been invited along to meet the other governors and observe the meeting.</p> <p>In the absence of LW, an opening prayer was offered by NR.</p>	
2	<p>Production of Minutes</p> <p>As it has not been possible to recruit/appoint a Clerk, PW agreed to take the minutes of the meeting.</p>	
3	<p>Apologies –</p> <p>Revd. Lisa Wigmore (LW), Louisa Wilson (Ht),– Headteacher ,Alan Walters (AW), Sara Dyte (SD),Marianne Saunders (MS), David Hanks (DH)</p>	
4	<p>Declaration of Pecuniary Interest</p> <p>No one present expressed any pecuniary or business interests in any agenda item.</p>	
5	<p>Minutes of the last meeting and Matters Arising</p> <p>The minutes of the meeting held 3rd July 2018 (copy on file) were agreed as a correct record and signed by PW.</p> <p>Incomplete Actions:</p> <p>The Complaints Policy has been updated and placed on shared drive, still awaiting Community Committee approval.</p> <p>A Risk Management policy is required, AW to action using Integra or PW model.</p> <p>Governors require access to IDSR/ASP</p>	<p>KP</p> <p>AW</p> <p>Ht</p>

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	<p>Improving the accuracy of information in the policy index on the shared drive is nearing completion. KP reported that the index will now assist in indicating policy review dates for both the school and the governing body</p> <p>AW to arrange publishing the current Equality Objectives on the school website. Discussions with Eva Ford in progress.</p> <p>Confirmation that SSJS had conducted an assessment within the past year using the new Fire Risk Assessment template. To be discussed with Vicky Newman.</p> <p>Obtain permission from LS and LW to display their photographs with their full names in the school lobby.</p> <p>Update training records for governors who had completed the web based 'PREVENT' course.</p> <p>A tutorial session on the use of the new governors shared drive will now take place at the next FGB meeting.</p> <p>The new governors Hannah Phillips and Colin Brough to be allocated a school e-mail address so secure information can be supplied to them.</p> <p>All other actions had been completed, proved not to be required or will be covered by agenda items.</p>	<p>KP</p> <p>AW</p> <p>AW</p> <p>PW</p> <p>PW</p> <p>KP</p> <p>KP</p>
6	<p>Governing Body Membership and Structure</p> <p>The following was agreed:</p> <ul style="list-style-type: none"> The terms of office of PW (Chair), NR (Vice Chair) and MG (Vice Chair) had not expired and they will continue in their roles. As advertising had produced only one applicant, Hannah Phillips, an election was not required and she will be appointed to the position of Parent Governor to serve a four-year term of office. PW to inform Local Authority. Although SD no longer had a child at the school, under governing body structure rules she could still complete the remaining year of her term of office as a Parent Governor. PW to find out if she wishes to do this As a result of the development of skills / experience within the governing body, no involvement from the associates governors, Mrs Abby Warren and Mrs Hannah Baker, had been required in the past school year and hence their appointment would not be renewed. PW to inform Local Authority 	<p>PW</p> <p>PW</p> <p>PW</p>

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	The merging of the Community Committee and the Foundation Governors meeting into the Community and Ethos Committee will require a new Terms of Reference Document to be produced. PW to provide KP with an example of a Foundation Governors Terms of Reference document.	KP PW
10	Review Level of Financial Authority Appendix 4 of the Finance Policy, which defines the level of spend delegation and authorisation (copy on file), was approved without change.	
11	Confirmation of Meeting Dates for 2018-19 School Year The proposed schedule of meetings for the 2018-19 school year (copy on file) was approved without change. PW reminded Committee Chairs that they could change meeting dates, if required, but date sensitive events such as budget approval must be considered.	
12	Annual Statement of Business or Pecuniary Interest PW circulated 'Governors Declaration of Business & Pecuniary Interests' forms (copy on file). All governors present signed the forms. PW to obtained signatures from the governors who were not at the meeting.	PW
13	Review of Governor Disclosure Information The 'Governor Disclosure Information Document', which appears on the school website (copy on file), was reviewed and current data confirmed as correct. Document to be updated with information on new governors and resignations	PW
14	Re-commit to Code of Conduct All governors present signed up to the revised 'Governors Code of Conduct' document (copy on file). PW to obtained signatures from the governors who were not at the meeting.	PW
15	Policy Review <ul style="list-style-type: none"> <u>Whole School Food Policy</u> – it was noted that there were contradictions in the document regarding the acceptability of 'nuts' and 'squash' in packed lunches. The meeting recommended that 'squash' should be added to the permitted list and 'fruit juice' added to the not-permitted list. The policy could not be approved until these issues were addressed <u>Safeguarding and Child Protection Policy</u> – the meeting expressed approval of the content of the document. PW noted some minor 	PW PW

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	<p>problems with formatting which he would address prior to transferring the policy to the Governor Shared Drive.</p> <ul style="list-style-type: none"> • <u>Peer to Peer Abuse Policy</u> – the meeting expressed general approval of the content of the document. However, a governor observed that some discussion about E-Safety took place at the recent inset day which may need to be incorporated, or referenced, in the policy under review and therefore it could not be accepted as presented. PW also noted some minor problems with formatting which need to be addressed. 	<p>AW</p> <p>PW</p>
16	<p>Awareness Training on use of Governors Shared Drive</p> <p>Due to the absence of the governors who had specifically requested this training it was decided to carry this item forward to the next scheduled FGB meeting</p>	
17	<p>Governing Body Effectiveness and Improvement</p> <p>It was agreed that the review of the effectiveness of the Governing Body and improvement planning would be subject of special meeting of the FGB to take place on Tuesday 18 September at 5:30pm.</p>	<p>Governors</p>
18	<p>Communications from the Chair</p> <ul style="list-style-type: none"> • <u>Headteacher's assignment to Tyndale Primary School</u> <p>PW informed the meeting that this item had been placed on the agenda in order to document the governing body's endorsement of the Ht's temporary assignment to Tyndale Primary School.</p> <p>However, the recent accident to AW, who would be acting headteacher, the uncertainty over the seriousness of his injuries and future availability meant that the assignment could not be approved until more is known about possible leadership structure.</p> <ul style="list-style-type: none"> • <u>Regular meetings with Infant School Leadership</u> <p>It was agreed that LS will talk to Ht and AW to review the need and format for such meetings. Following this LS will contact Esther Reeves (Chair of Governors of St Stephens Infant School) to agree how to take this forward</p> <ul style="list-style-type: none"> • <u>Governor meeting attendance chart</u> <p>PW presented to the meeting the 'Governor Attendance Record 2017-18' (copy on file) which is to be placed on the school website. No changes were proposed.</p>	<p>PW</p> <p>LS</p>

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	<ul style="list-style-type: none"> • <u>Succession Planning</u> PW mentioned the need to identify possible successors to committee chairs and governors in specialist roles to limit the impact if any of them leave. • <u>Photographs</u> PW informed the meeting that he would like to continue to have photographs of the membership of the governing body in the foyer of the school. Under new data protection legislation permission to display photographs must be obtained from each governor and the display must identify them by use of first names only. Most members had given written permission. PW to obtain outstanding authorisations from LW and LS. Photographs are required from HP and MS. • <u>Competency Review</u> PW requested that by the end of September all governors complete a 'Competency Questionnaire' (copy on file) so that we can identify any gaps in our skills or competencies. 	<p>PW HP MS</p> <p>Governors</p>
19	<p>Any other Business</p> <p>CB suggested the use of the 'Inspiring Governance' website to identify candidates to fill vacancies on the governing body.</p> <p>The meeting closed at 7.40 pm.</p>	
20	<p>Date of next meeting –</p> <p>Date of next meeting 27 November 2018 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.....

Date27 November 2018.....

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