



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 3 July 2018 at 5.30 pm

Term 6

Present: Phillip Webb (PW-Chair), Louisa Wilson (Ht – Headteacher), Matt Gait (MG), Nicola Read (NR), Alan Walters (AW), Sara Dyte (SD), Marianne Saunders (MS), Lynsey Lowrie (LL), Kristina Parfrey, David Hanks (DH) and Hannah Phillips

Note Documents referenced as 'on file' can be found on 'Governors Shared Cloud/St Stephens Junior School Governor Information/2017 - 2018 School Year/Meetings/Full Governing Body/ 2018 – 3 July'.

Item		Action to be taken
1	<p>Welcome and Introductions -</p> <p>PW welcomed all to the meeting and introduced Hannah Phillips, who has expressed an interest in becoming a Parent governor and had been invited along to observe the meeting.</p> <p>In the absence of LW, an opening prayer was offered by NR.</p> <p>In the absence of a Clerk, PW agreed to take the minutes of the meeting</p>	
2	<p>Apologies –</p> <p>Revd. Lisa Wigmore (LW), Lynsey Sheppard (LS)</p>	
3	<p>Introduction to potential new Governors</p> <p>Covered in Item 1</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 – The minutes of the meeting held 22 May 2018 (copy on file) were agreed as a correct record and signed by PW.</p>	
6	<p>Matters arising –</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 ongoing.</p> <p>AW to arrange publishing the current Equality Objectives on the school website from end of Term 6</p> <p>Some governors need to complete the PREVENT on-line training module. KP to resend location e-mail</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>Governors</p> <p>KP</p>
7	<p>Presentation on 'Sporting Success'</p> <p>AW gave a presentation to governors (copy on file) covering the sporting activities that had taken place in the school year and the outstanding success of our pupils in competitions involving other schools.</p> <p>Ht thanked AW for his organisation of the sporting activities in the school which have had a 'massive impact'. The meeting also expressed their appreciation for what AW had enabled the pupils to achieve.</p> <p>AW thanked to KP who had supported him in the organisation and administration of the sports programme.</p>	
8	<p>Headteacher's Report</p> <p>Ht had circulated her report prior to the meeting (copy on file). This included reference to an initial review of the status of the 2017/18 School Improvement Plan (copy on file), an outline of the School Improvement Plan (SIP) for 2018/19, an update on staffing changes and the status of investigations into the feasibility and desirability of becoming an academy.</p> <p>The report indicated that:</p> <ul style="list-style-type: none"> • The completion status of 2017/18 SIP was good with only 2 of the 37 actions not on track. • Initial priorities for the 2018/19 had been agreed by the Strategic Leadership Team (SLT) and would be finalised following analysis of Key Stage 2 Test outcomes and other monitors/surveys. • Four staff were leaving the school and two staff currently on attachment to Our Lady of Lourdes (OLoL) will transfer on a permanent basis. <p>A governor asked why the two staff had decided to stay at OLoL. Ht explained that it was to take advantage of career development opportunities.</p> <ul style="list-style-type: none"> • The Heads of the NEXUS schools had met to review the thinking regarding becoming an academy. They now believe that more time 	

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	is required for analysis of the benefits/risks of such a move. They had decided that, in the shorter term, it could be of benefit to look at formalising the relationship between the NEXUS schools and forming an interim organisation that could deliver benefits without actually becoming an academy.	
9	<p>HT assignment to Tyndale Primary School</p> <p>Ht explained that her current work with Tyndale Primary School was in her role as a National Leader of Education (NLE). Her work in this role has been sanctioned by the FGB.</p> <p>In addition, she believed that it could be demonstrated that the organisation she had put in place enables the school to function effectively during her periods of absence.</p> <p>A governor mentioned that the school received considerable kudos for Ht being involved in NLE assignments but we must be mindful of the need to assure her wellbeing.</p> <p>A governor asked how the headteacher performance was assessed where the role was shared between Ht and AW. Ht replied that a joint performance review was conducted.</p>	
10	<p>Communications from the Chair</p> <p>PW informed the meeting that:</p> <ul style="list-style-type: none"> • A document covering how governors can keep personal data safe had been placed on the shared drive (copy on file). • There had been an update to the document that defines what maintained schools must publish on line (copy on file). This needs to be checked to confirm that we are still compliant. • We had received a 'Benchmarking Report Card' from the Department for Education (copy on file). This makes some interesting comparisons between our expenditure in some key areas and that for schools that it considers comparable. • The school had funded use by governors of the 'Key for School Governors' website. This will provide access to a searchable repository of articles, policies and downloadable material which can provide considerable support to governors in carrying out their responsibilities. • He had become aware of a new Fire Risk Assessment template in use in for schools and would like to confirm that SSJS had conducted an assessment within the past year using the template. 	<p>KP</p> <p>AW</p>

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11	<p>Feedback on Governor School Visits</p> <p>It was observed that there had been some informal governor visits to the school but progress on the items in the more formal SIP based School Visit Programme was disappointing.</p> <p>PW suggested that we review the reasons why the visit programme is not being achieved at the next FGB.</p>	
12	<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 deferred until the next FGB.</p> <p>PW had placed documents on the Statutory Responsibilities of the FGB, Governing Body Self Evaluation and 'Wheel of Governance' on file to support to this exercise.</p>	
13	<p>Progress on meeting General Data Protection Regulations (GDPR)</p> <p>Ht presented a report on the work completed to date on meeting the requirements of GDPR (copy on file) which included the actions required as a result of the 'Data Walk' that she had conducted with Vicky Newman.</p> <p>The governors present signed forms (sample on file) giving permission to display their photographs with their full names in the school lobby. Additional signed forms are required from the governors who were absent LS and LW and the potential new FGB members Hannah Phillips and Colin Brough.</p>	LS, LW, MS
14	<p>Safeguarding Matters</p> <p>KP reported that she had met with Ht to review the outstanding Safeguarding actions and allocate responsibilities.</p> <p>There has been an update to security procedures with visitor badges colour coded to indicate if the visitor had passed a DBS check.</p> <p>Ht indicated that the Safeguarding and Child Protection Policy needs to be updated to meet the requirements of the latest issue of the DfE document 'Keeping Children Safe in Education'</p> <p>Ht also reported that the categorisation of monitoring events within the CPOMS system was found to be incorrect and had now been rectified.</p> <p>.</p>	Ht KP
15	<p>Membership Matters</p>	

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	<p>PW stated that Hannah Phillips had been the only parent to respond to our appeal for a new Parent Governor in the school newsletters over the past months. It is therefore considered that no ballot will be required and she can be appointed to the role at the next FGB.</p> <p>It is likely that Colin Brough, the new Foundation Governor, will be approved by the Parish Council and confirmed by the Diocese in July. He will not be in attendance at the next FGB but can be appointed in his absence.</p> <p>As her child was leaving the school at the end of this school year SD would no longer qualify as a Parent Governor. PW stated that as a valued member of the Governing Body she may wish to remain as a Co-opted Governor.</p> <p>There had been no response so far to our advertisement for a new Clerk.</p>	
16	<p>Schedule of Meetings for 2018/19</p> <p>PW referred to the Schedule of Meetings for the 2018/19 school year (copy on file). Committee chairs can change the proposed dates for the meetings, provided significant activities such as 'Budget Approval' can be achieved on time.</p>	
17	<p>Training Report</p> <p>A number of governors had completed the web based 'PREVENT' course. It was decided that this should be entered on their training records.</p>	PW
18	<p>Policy Review</p> <p>It was agreed that the policy of not paying expenses to governors will continue.</p>	
19	<p>Any other Business</p> <p>KP informed the meeting that access to governor information on the Google drive would in future be by use of the 'Team Drive' instead of the 'Shared Drive'. A tutorial session on the use of the new drive would take place at the next FGB meeting.</p> <p>The Auditors Certificate for the audit of the Unofficial School Funds and supporting detailed information was presented to the meeting (copy on file). Governors to read and pass any questions to PW who will consolidate and obtain responses</p> <p>KP advised the meeting that the Year 6 musical 'Rock Bottom' will be</p>	<p>KP</p> <p>Governors PW</p>

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	<p>performed on Wednesday 11th July at 6.00pm and again Thursday 12th July at 1.30 pm. The Year 6 barbeque will take place on Friday 13 July from 5.00pm until 8.00 pm. Governors are welcome to attend these events.</p> <p>AW informed the meeting that he had received a proposal from Delegated Services which recommended the minimum number of emergency lights required to meet safety requirements. He was happy with the proposal and the school will cease maintenance of surplus lighting.</p> <p>Prior to the meeting Ht had circulated a copy of the Budget Monitoring Report as at June 18. Governors to read and pass any questions to PW who will consolidate and obtain responses</p> <p>It was agreed that Vicky Newman (school Business Manager) should be given access to the Governors shared drive to facilitate sharing of information.</p> <p>It was also decided that the new potential governors Hannah Phillips and Colin Brough should be allocated a school e-mail address so information about the next FGB can be supplied to them.</p> <p>The meeting closed at 7.20 pm.</p>	<p>Governors PW</p> <p>KP</p> <p>KP</p>
20	<p>Date of next meeting – Date of next meeting 4 September 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.....

Date4 September 2018

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