



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 22 May 2018 at 5.30 pm

Term 5

Present: Phillip Webb (PW-Chair), Matt Gait (MG), Nicola Read (NR), Revd. Lisa Wigmore (LW), Alan Walters (AW), Sara Dyte (SD), Marianne Saunders (MS), Lynsey Sheppard (LS), Lynsey Lowrie (LL), Kristina Parfrey and Vicky Newman (VN – Business Manager)

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 - 22 May'.

Item		Action to be taken
	<p>Welcome and Introductions -</p> <p>A welcome prayer was offered by Revd. Lisa Wigmore.</p> <p>In the absence of a Clerk, PW agreed to take the minutes of the meeting</p>	
1	<p>Apologies –</p> <p>Louisa Wilson (Ht - Headteacher), Dave Hanks (DH) and Sam Walpole (SW - Clerk to the Governing Body) who has resigned.</p>	
2	<p>Declaration of Interest – no one present expressed any pecuniary or business interests in any agenda item.</p>	
3	<p>Minutes of the last meeting – Minutes of the meeting held 13 March 2018 were agreed as a correct record (copy on file).</p>	
4	<p>Matters arising -</p> <p>Matters arising - Complaints policy. It had been completed and placed on shared drive, still awaiting Community Committee approval.</p> <p>Matters arising - Item 12 - A Risk Management policy is required, AW to action using LA model.</p> <p>Matter arising - Item 13 - AW to chase LW (Ht) for governors' access to IDSR</p> <p>Matters arising - Item 14 - KP is in progress of improving the accuracy of information in the policy index on the shared drive.</p> <p>Matters arising - Item 16 - AW to arrange publishing the current Equality Objectives on the school website from Term 6</p> <p>Item 6 – Alignment of teaching of writing is on a list of matters for discussion</p>	<p>KP</p> <p>AW</p> <p>AW</p> <p>KP</p> <p>AW</p>

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Lansdown Road, Kingswood, Bristol. BS15 1XD

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	<p>between the Junior and Infant schools, which also includes obtaining an understanding of the Infant pupil assessment processes.</p> <p>Item 7 – It was noted that the next update to the SIP would be mid Term 6.</p> <p>Item 8 – KP reminded all governors of the need to complete the PREVENT on-line training module</p> <p>Item 13 – It was agreed that the dialogue with the Standards and Testing Agency (STA) should be brought to halt. A note stating this and summarising our final position will be sent to the STA and Chris Skidmore (MP).</p> <p>Item 16 – Remarking of yellow lines outside the school is now on the work list for South Gloucestershire Council.</p> <p>All other actions had been completed or proved not to be required.</p>	<p>AW</p> <p>Governors</p> <p>PW</p>
5	<p>Presentation on plans for implementation of the General Data Protection Regulations (GDPR)</p> <p>VN gave a presentation to governors on the plan (copy on file) to ensure that the school is compliant with the new General Data Protection Regulations, coming into force from 25 May 2018.</p> <p>The plan had been based on a report on our readiness provided by Integra, who the school had decided to utilise to provide support and fill the Data Protection Officer role.</p> <p>VN stated that there are difficulties in planning with accuracy as the requirement is still changing in the light of updates from Integra and inconsistencies between schools on the interpretation of what was needed. In addition, delivering what is required will place a considerable additional workload on both herself and the office administration staff.</p> <p>The meeting agreed that the plan provided a good basis for achieving the objectives and it was important that time and resources were made available to deliver it.</p> <p>VN indicated that Integra had provided model documents to meet the principal requirements for GDPR compliance and these had been tailored to incorporate specific references to our school.</p> <p>PW agreed to provide support researching and reformatting policy documents.</p> <p>The meeting agreed that, as not having the policies and procedures was not an option and that the Integra models represented best practice, the policies and procedures can be considered ratified.</p> <p>VN added that GDPR will need to be a topic on the agenda of all future Full Governing Body meetings.</p>	<p>Ht</p> <p>PW</p> <p>PW</p>

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6	<p>Headteacher's Report</p> <p>In the absence of Ht a verbal report was delivered by AW.</p> <p>He reported that the administration of the SATS test had gone well and expressed his thanks to the Governors and other volunteers who had acted as Silent Observers. He believed that this, in addition to having at least two teachers in each main location, resulted in the Local Authority observer stating that he was happy with the level of guidance given to the pupils sitting the tests. He observed that, if anything, the supporters were being a little over cautious.</p> <p>He added that two pupils had missed the SATS test due to illness and this would have a detrimental effect on our overall achievement percentage.</p>	
7	<p>Formal endorsement of 2018-19 Budget</p> <p>MG stated that following detail examination of the 2018-19 budget, that had been performed by the Finance and Resources Committee, he is recommending that it is endorsed by the Full Governing Body.</p> <p>As a result, the version of the budget document produced by Louisa Wilson at 19:17 on 25 May 2018 was ratified by the meeting (copy on file as V3).</p>	
8	<p>Feedback on Self Evaluation Form (SEF)</p> <p>There were no questions from governors following their review of the SEF.</p>	
9	<p>Governance Improvement Plan</p> <p>Due to a lack of response from the Governors it was decided that this topic would be addressed at the next FGB meeting. To be included in the agenda.</p>	PW
10	<p>Questions to Committee Chairs</p> <p>No questions to chair of Finance & Resources Committee.</p> <p>No questions to chairs of Community & Ethos Committee.</p> <p>PW referred to an item on the minutes of the Achievement and Provision Committee which suggested some disagreement with the Infant school over the accuracy of the assessment of pupils leaving that school to join the Junior school.</p> <p>AW stated that this was the case and he believed it was a symptom of a larger problem of the relationship between the schools not working. Information was reaching him that some Infant School staff are making negative comments about the Junior School.</p>	

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	<p>PW suggested the governing bodies of both schools need to be involved in discussions with the leadership to understand the relationship issues and help to resolve them.</p> <p>PW pointed out that as Vice-Chair of the Governing Body of the Infant school he should exclude himself from the discussions. It was proposed that LS should represent the Junior school. This was agreed by the meeting.</p> <p>PW will write to the Chair of Governors of the Infant school to advise her of the situation and proposed action.</p>	PW
11	<p>School Visit Plan and Reports</p> <p>A number of school visits had taken place including DH attending a budget planning session and LS, PW and LW providing oversight for the SATS administration.</p> <p>PW requested the Chairs of Committees to review the 'Governing Body – School Improvement Plan related school visits' (copy on file) to plan and initiate visits during Term 6.</p> <p>PW provided a verbal report on his visit to meet Eva Ford and the Student Equality Team. During the visit discussions took place on the need for education to change the perceptions that result in discrimination and the role the team could play in contributing to such education. PW stated that he was impressed by the maturity of the thinking in the team and their awareness of equality issues.</p>	NR, MG, KP
12	<p>Governors update including chairs correspondence received or urgent action taken on behalf of the governing body –</p> <p>The appointment of a new Foundation Governor, Colin Brough, had been approved by Ht and was now awaiting agreement of the Parochial Church Council (in July) and endorsement by the Diocese. It was decided that, as agreement was likely, Colin should be invited to our next FGB as an observer.</p> <p>Advertising for a new Parent Governor had yielded only one applicant. PW will be talking to her shortly to assess suitability.</p> <p>PW had been involved in approving communications to parents which would help to address rumours and concerns related to the investigations into becoming an academy.</p> <p>PW had been reviewing the governor meeting schedule for the 2018/19 school year to avoid clashes with the Church commitments of the Foundation Governors.</p>	MS PW

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	The Local Authority and Diocese had been advised on the loss of the Clerk to the Governors and asked that, for the time being, correspondence is sent to PW. An advertisement for a new Clerk had been placed in the School Newsletter. In addition, a request has been made for the Integra to add it to their weekly bulletin.	
13	Review Governors Training & Development Course Feedback - No training had been received since the last meeting.	
14	Policy Review – The updated Special Leave of Absence Policy (copy on file) was approved by the meeting. AW detailed the proposed changes the Ht wished to make to the Pay Policy which would address the introduction the role of Lead Practitioner to the school. The meeting approved the changes. PW agreed to update the policy document on behalf of Ht/AW.	PW
15	Membership Review PW informed the meeting that according to the records there were no terms of office scheduled to expire before the next school year and asked if any members intended to stand down. SD indicated that her child was leaving the school at the end of this school year and she 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.	
16	Safeguarding KP reported that the production of a 'Single Central Record', which addressed an action from the LA Safeguarding Audit, was nearly complete. PW asked about the possible impact of the new issue of 'Keeping Children Safe in Education' that is to come into effect in September. KP responded that for the time being we were being advised to continue to refer to the current issue of the document.	
17	Any other Business PW asked AW if there were any staff who had declared their intention to resign at the end of this school year. AW responded that, to date, there have been four and continued by naming them and outlining the reasons they were leaving.	

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	<p>MG raised the matter of Ht's assignment to Tyndale Primary School for two days per week and asked if this had been approved by the Governing Body. PW stated that he could not recall being asked to authorise this and would investigate.</p> <p>Concern was expressed by the meeting about some "negative publicity" that had appeared recently in the Evening Post. AW stated that the information on which the article was based was inaccurate.</p> <p>KP confirmed that access permissions for Sam Walpole had been removed from the e-mail and shared files</p> <p>Meeting closed at 7.35pm.</p>	PW
18	<p>Date of next meeting – Date of next meeting 3 July 2018 at 5.30 pm.</p>	FGB

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 – Chair of the Governing Body

Date 3 July 2018

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