



ST. STEPHEN'S CHURCH OF ENGLAND JUNIOR SCHOOL

Head teacher: Louisa Wilson

South Gloucestershire Council

...a positive, supportive learning community.



### Meeting of the Full Governing Body

Tuesday 13 March 2018 at 5.30 pm

#### Term 4

**Present:** Phillip Webb (PW-Chair), Matt Gait (MG), Nicola Read (NR), Revd. Lisa Wigmore (LW), Alan Walters (AW-Acting Head), Dave Hanks (DH), Sara Dyte (SD), Marianne Saunders (MS), Linsey Sheppard, Kristina Parfrey and Sam Walpole Clerk to Governors (SW)

Item		Action to be taken
	<b>Welcome and Introductions -</b> A welcome prayer was offered by Revd. Lisa Wigmore.	
1	<b>Apologies –</b> Lynsey Lowrie (LL) and Louisa Wilson (Ht).	
2	<b>Declaration of Interest –</b> no one present expressed any pecuniary or business interests in any agenda item.	
3	<b>Minutes of the last meeting –</b> Minutes of the meeting held 28 November 2017 were agreed as a correct record and signed.	
4	<p><b>Matters arising -</b></p> <p>Matters arising Item 8 - Minutes of the meeting to discuss AW responsibilities during Ht assignment (outstanding from LS since July 2017) considered completed.</p> <p>Matters arising - Complaints policy. It has been completed and placed on shared drive, awaiting Community Committee approval.</p> <p>Item 10 - SEF is now available on governors shared drive. The data is updated regularly. AW circulated paper copies. Comments on the SEF are to be discussed at the to next meeting, as document not available in time to review for this meeting.</p> <p>Item 12 - A Risk Management policy is required, AW to arrange.</p> <p>Item 13 - AW to chase LW(Ht) for governors' access to ASP.</p> <p>Item 14 - KP to action the updating of policies and index on the shared drive.</p> <p>Item 16 - PW to produce a report on his school visit on Equality.</p> <p>Item 16 - AW to arrange publishing the current Equality Objectives on the school website.</p> <p>All other actions had been completed.</p>	<p>KP</p> <p>PW</p> <p>AW</p> <p>AW</p> <p>KP</p> <p>PW</p> <p>AW</p>

**RESPECT RESPONSIBILITY FRIENDSHIP HONESTY TRUST PERSEVERANCE**

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5	<p><b>Presentation on Governor's/Schools responsibilities under new GDPR</b></p> <p>PW gave a presentation to governors on the responsibilities of Governors and School under the new General Data Protection Regulations, coming into force in May 2018.</p> <p>It is the responsibility of the School Business Manager to put into place the school's policies and procedures.</p> <p>Governors requested that somebody come and talk to FGB about GDPR and to see a plan of what has happened/ is to happen, when the school has decided its implementation strategy.</p> <p>School is currently on the list for a visit from Carole Brown, so school cannot progress a lot further forward until after that visit. AW to inform governors when the meeting will be taking place.</p>	<p>AW/Vicky Newman</p> <p>AW</p> <p>AW</p>
6	<p><b>HT Report – available on governors shared drive</b></p> <p>Progress of School Improvement Plan (SIP)</p> <p>AW presented to governors and summarised the progress against SIP. It was updated at the end of term 3 for documentation purposes, and an action plan was then devised.</p> <p>School requested governors backing in discussions with parents about issues with lunchboxes and healthy eating. Governors agreed to support the school.</p> <p>Governors asked AW what was to happen when LW returns to school full time as Headteacher. AW advised he had 9 school days left as acting Ht, before LW returns full time.</p> <p>Feedback from School Improvement Advisor and NEXUS visits</p> <p>AW presented the reports of School Improvement Advisor (SIA) and NEXUS Headteacher's visits. Comments were all very positive and the school was very pleased.</p> <p>The SIA requested that the Clerk (SW) updates Governors absence information on the school website regularly. The meeting agreed that this can be done at the end of the school year. KP to discuss and give SW access to the website.</p> <p>The NEXUS report suggested closer alignment with the Infant School on the teaching of writing. AW to establish contact and meet with Emily Bradburn re cursive writing.</p>	<p>SW/KP</p> <p>AW</p>

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	<p>Preparation for administration of SATS tests</p> <p>AW described the preparations that are to be made.</p> <p>There are to be 2 points in the calendar where all staff involved will be available at school to be given instructions and receive printed guidelines. There are also to be 3 meetings to go through the sessions individually.</p> <p>Silent observers are required. AW will create a spreadsheet of who will be needed where and when. These people MUST attend a briefing meeting.</p> <p>Governors are to attend a launch meeting.</p>	<p>AW</p> <p>AW</p> <p>Governors</p>
7	<p><b>Formal endorsement of SIP –</b></p> <p>The SIP was formally endorsed by all present.</p> <p>AW to update the copy on the governors shared drive regularly.</p>	<p>AW</p>
8	<p><b>Safeguarding -</b></p> <p>KP reported that some issues had been identified during Annual Safeguarding Audit and an action plan has been devised. A copy of the plan was circulated. More details can be found on the governors shared drive</p> <p>As a governing body there are training modules that need to be completed. These are via email link(PREVENT) or an online module, one of which may take 40 minutes. KP will arrange access to the relevant training.</p>	<p>KP</p>
9	<p><b>Questions to Committee Chairs –</b></p> <p>Community &amp; Ethos Committee – no questions.</p> <p>Achievement and Provision Committee – no questions</p> <p>Finance &amp; Resources Committee – minutes not yet issued – Budget and carry over £110K briefly discussed.</p>	
10	<p><b>Formal endorsement of SFVS Return –</b></p> <p>This was endorsed by the meeting. PW to send copy to LA Internal Audit</p>	<p>PW</p>
11	<p><b>Setting improvement objectives for governing body -</b></p> <p>PW referred to the Governing Body Improvement Planning document (copy on governors shared area). Governors to review and bring ideas for improvement to next meeting.</p>	<p>Governors</p>

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12	<p><b>Plan for School Visits -</b></p> <p>Plan that PW had devised based on the SIP was reviewed and subject areas and responsibilities agreed. PW to add agreed timescales for visits.</p> <p>DH to complete a visit regarding finance.</p>	<p>PW</p> <p>DH</p>
13	<p><b>Governors update including chairs correspondence received or urgent action taken on behalf of the governing body -</b></p> <p>PW informed the meeting that he had received information from the Standards and Testing Agency(STA) relating to the rationale behind their decision to annul the Mathematics results.</p> <p>A discussion followed as to what further action, if any, should be taken with regards to this issue.</p> <p>Currently the local MP is involved and governors felt it inappropriate to cease discussions with STA at this point. Governors agreed to take the next step by reviewing the STA document and replying to them with what the basis of our appeal would have been.</p> <p>PW had been on holiday and could not attend the NEXUS Chairs meeting held on 22 February but the minutes had been sent to him.</p> <p>An application for a new Foundation Governor has been received. MS agreed to deal with this on behalf of the governing body.</p>	<p>AW</p> <p>PW</p> <p>MS</p>
14	<p><b>Review Governors Training &amp; Development Course Feedback -</b></p> <p>All training that had been received since the last meeting was discussed and reviewed.</p>	
15	<p><b>Policy Review –</b></p> <p>The meeting endorsed the decision to change the Finance Policy to raise the level of cash held by the school to £500.</p>	
16	<p><b>Any other Business –</b></p> <p>PW reported child safety concerns related to parents violating traffic regulations and illegal parking at start and end of the school day. These were discussed and it was noted that the yellow road markings outside the school are faded. AW to contact South Gloucestershire Council and request the repainting of all markings and possible installation of bollards to prevent parking on the pavement.</p>	<p>AW</p>

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	<p>AW informed the meeting that two permanent teaching jobs are being advertised as of today's date. One to be a Maths lead and other is an open subject position.</p> <p>Meeting closed at 7.35pm.</p>	
17	<p><b>Date of next meeting –</b> Date of next meeting 22 May 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 22 May 2018

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