



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 28 November 2017 at 5.30 pm**

Term 2

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 (remotely) and Sam Walpole Clerk to Governors (SW)

Item		Action to be taken
1	Welcome and Introductions - A welcome prayer was offered by Revd. Lisa Wigmore. PW welcomed two new members Marianne Saunders as Foundation Governor and Sam Walpole as Clerk to the Governors.	
2	Apologies – Lynsey Lowrie(LL), Kristina Parfrey (KP), Louisa Wilson (Ht).	
3	Declaration of Interest – nobody present expressed any pecuniary or business interests in any agenda item.	
4	Minutes of the last meeting – Minutes of the meeting held 5 September 2017 were agreed as a correct record and signed.	
5	Matters arising - Item 8 - minutes still outstanding from LS, AW to chase. Governing Body Membership and Structure - KP will remain as staff governor but rules will not allow her to be a Vice-Chair Vacancy for parent governor will continue to be advertised in School Newsletter PW to check that action on Complaints Policy had been completed. All other actions had been completed.	AW KP PW
6	Feedback from Nexus Alliance Meeting - PW gave a presentation to governors on the Nexus Alliance proposal (copy filed with minutes) A discussion followed and AW provided additional information. All attendees agreed to us declaring an expression and interest in exploring. AW to mention decision to all staff. PW asked AW to inform Louisa Wilson of the decision.	AW AW

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7	<p>High level Summary of 2016-2017 -</p> <p>AW presented to governors. Governors asked questions about content</p> <p>PW asked AW to provide an electronic copy of the presentation to be filed with the minutes.</p> <p>PW expressed thanks to AW and the teaching staff for all their hard work in what had been a difficult year.</p>	AW
8	<p>Plans for 2017-18 including School Improvement Plan (SIP) priorities</p> <p>The SIP had only been supplied to the FGB the day before the meeting and this had not allowed enough time for governors to study.</p> <p>Governors to study and send any questions / comments to SW who will collate and forward to AW.</p>	Governors SW
9	<p>Approval of SIP -</p> <p>Carried forward to next meeting.</p>	PW
10	<p>Comments on Self Evaluation Form (SEF) -</p> <p>AW to circulate SEF once complete.</p>	AW
11	<p>Questions from/to Committee Chairs –</p> <p>Due to problems forming a quorum it was agreed that Community and Foundation Committees will merge to form Community and Ethos Committee. MS was asked if she would join the Community and Ethos Committee, she agreed.</p> <p>MG summarised the Finance Committee meeting. There were no questions</p>	
12	<p>Review required actions from Local Authority Finance Audit -</p> <p>PW summarised the report from the Local Authority Finance Audit</p> <ul style="list-style-type: none"> • A Risk Management Policy Statement is required • Freedom of Information, AW to look into new guidance and Finance & Resource Committee to monitor progress • Data Protection to be reviewed /updated. Finance and Resource Committee to monitor progress • Review was conducted of an amended Appendix 4 of Finance Policy. FGB agreed changes. PW to replace in the policy. 	AW AW/MG AW/MG PW
13	<p>Chairs Communications & Business -</p> <p>PW reported that all the information to support new governor induction has been placed in the Governors shared cloud drive.</p> <p>All encouraged to provide electronic copies of information to be handed out in meetings. All information discussed at meetings now to be stored with the minutes of the meeting on the Governors shared cloud drive.</p>	Governors

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	<p>Action on SATS decision - DH to contact Chris Skidmore (MP) if we have not had any feedback/contact within 4 weeks.</p> <p>Prior to the meeting PW had circulated a copy of the Nolan Principles to Public Life (copy on file with minutes). Governors agreed to abide by these principles.</p> <p>PW to check that KP can access GIDS so that MS can be added.</p> <p>RAISE online has been replaced by ASP. All governors will require access to this. AW to arrange.</p> <p>The Safeguarding Audit is due to be take place. Results and any recommendations be discussed at FGB. AW to see KP.</p> <p>The Data Protection policy is to be revised as a consequence of GDPR requirements, AW to circulate details when known.</p>	<p>DH</p> <p>PW</p> <p>AW</p> <p>AW</p> <p>AW</p>
14	<p>Policy Review -</p> <p>The meeting endorsed the Policies referred from the Community Committee viz. E-Safety, Safeguarding, Management of Drug and Substance Misuse and Equality Information and Objectives. KP to update policies and index on the Governors shared cloud drive.</p> <p>The meeting also endorsed the policies that were identified as requiring review in the LA Audit Report viz. Pay Policy and Whistle Blowing Procedures.</p>	<p>KP</p>
15	<p>Training Feedback/Review -</p> <p>Revd. LW had completed Governor Induction training. KP had completed Prevent and Safeguarding Training.</p>	
16	<p>Reports on School Visits -</p> <p>PW had carried out a school visit on Equality, report to be completed. Current Equality Objectives should be published. AW to arrange.</p>	<p>PW</p> <p>AW</p>
17	<p>Any other Business –</p> <p>PW thanked Governors for their work during the year and wished everyone a Merry Christmas.</p> <p>Meeting closed at 7.30pm.</p>	
12	<p>Date of next meeting –</p> <p>Date of next meeting 13 March 2018 at 5.30 pm.</p>	<p>Governors</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 - Chair of the Governing Body

Date 13 March 2018

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