



ST. STEPHEN'S CHURCH OF ENGLAND JUNIOR SCHOOL

Headteacher: Louisa Wilson

South Gloucestershire Council

...a positive, supportive learning community.



**Meeting of the Full Governing Body
Monday 5 September at 5.30 pm**

Term 1

Present: Philip Webb (PW - Chair), Louisa Wilson (Ht), Alan Walters (AWs), David Hanks (DH), Matt Gait (MG), Rev. Lisa Wigmore (LW), Nicola Read (NR), Lynsey Lowrie (LW), Sara Dyte (SD), Kristina Parfrey (KP), Lynsey Sheppard (LS)

Item		Action to be taken
	Welcome and prayer – The meeting started with a welcome from PW and a prayer from Reverend Lisa Wigmore.	
1	Minute Taking – PW informed the meeting that we had not yet recruited a replacement for our Clerk and for this meeting he would be producing the minutes	
2	Apologies – none, all present.	
3	Declarations of Business or Pecuniary Interests – there were no declarations from attendees of business or pecuniary interest in any of the agenda items.	
4	<p>Review of minutes of meeting of 17 July 2017</p> <p>Matters arising –</p> <p>Item 5 – PW had not yet circulated report on School Visit on Equalities</p> <p>Item 7 – KP will inform parents about school becoming cashless</p> <p>Item 8 – The meeting between LS, Ht and AWs had taken place - minutes not yet produced</p> <p>Item 12 – Some governors had completed the Conversation Questionnaire but none had been received by the Chair. Activity likely to be replaced by Competence Review exercise.</p> <p>Item 15 – PW to confirm booking of training course for SD</p> <p>Item 16 – Record of meeting that agreed new Attendance Policy to be provided to PW. Copy of policy to be sent to Infant school.</p> <p>Approval</p> <p>The minutes of the meeting were agreed as a correct record and signed.</p>	<p>PW</p> <p>KP</p> <p>LS</p> <p>PW</p> <p>KP</p>

RESPECT RESPONSIBILITY FRIENDSHIP HONESTY TRUST PERSEVERANCE



5	<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 Chair of the Community Committee (replacing Abby Warren) KP will also serve ex officio as a Vice Chair of the Governing Body • Following the resignation of Mandy Woolley, KP will move from Parent Governor to Staff Governor • Marianne Saunders will join the Governing Body as a Foundation Governor subject to confirmation by the Diocese of Bristol • Abby Warren will be appointed as an Associate Member • Hannah Baker will continue as an Associate Member <p>Changes to be communicated to Governor Services</p>	PW
6	<p>Special Responsibilities and Training Requirements</p> <p>The following was agreed:</p> <ul style="list-style-type: none"> • SD will replace Abby Warren on the Head Teacher's Performance Review Panel • KP will replace Abby Warren as governor with special responsibilities for Safeguarding. Required training to be arranged. 	PW
7	<p>Review Instrument of Governance</p> <p>It was agreed that the target number of Governors will remain at 15 with no changes to the structure.</p> <p>It was noted that vacancies exist for a Parent Governor, a Co-opted Governor and a Foundation Governor.</p> <p>The vacancy for a Parent Governor will be advertised in the School Newsletter as will the vacancy for a Clerk.</p>	KP
8	<p>Review and adopt Terms of Reference, Delegated Responsibilities and Standing Orders</p> <p>The Governing Body Terms of Reference, Delegated Responsibilities and Standing Orders were adopted without change.</p> <p>It was agreed that the financial authority delegation provisions, as defined in Appendix 4 of the Financial Policy, should indicate that written evidence of quotations must be provided for expenditure between £1,501 and £6,001.</p>	PW

RESPECT RESPONSIBILITY FRIENDSHIP HONESTY TRUST PERSEVERANCE



9	<p>Chairman's Business/Communications</p> <p><u>Teachers Pay and Conditions.</u></p> <p>A discussion took place on the document received from by Integra HR relating to the implementation options for provisions of the 2017 School Teachers Pay and Conditions Document [copy on file].</p> <p>A consensus was reached to adopt Option 2 (below) and review the situation in a year's time.</p> <ul style="list-style-type: none"> A 2% uplift to the minima and maxima of the MPR A 1% uplift to all other points on the MPR A 1% uplift to all other pay ranges and allowances <p>PW to inform Integra HR of the decision</p> <p><u>Standards Testing Agency (STA) / Statutory Assessment Tests (SATS) Issue</u></p> <p>PW informed the meeting that he had completed the Report on the Governing Body Investigation into the STA assumptions of maladministration of the SATS in Mathematics [copy on file] and provided the meeting with a brief verbal summary of the report</p> <p>It was agreed that mention of the report and its findings should be included in the next school newsletter with an appreciation of the support received from parents and carers during the media coverage of the incident.</p> <p><u>Annual Governance Statement for Parents</u></p> <p>PW reported that he had completed the Annual Governance Statement for Parents during the summer break he had circulated it to all governors for approval/comment.</p> <p>It was agreed that once the document had been updated to include the final attendance percentage for 2016-17 it would be placed on the school web site.</p> <p><u>New Governor Induction Procedure</u></p> <p>PW reported that he had completed the Governor Induction Procedure and Information document [copy on file] and had circulated it to all governors for approval/comment.</p> <p>The meeting approved the document.</p> <p><u>Restructuring of Governor Shared Area in Google Cloud</u></p> <p>PW gave the meeting a brief presentation on the changes he had made to the structure and proposed content of the Governor Shared area.</p> <p>The meeting approved the changes</p>	<p>PW</p> <p>PW KP</p> <p>PW KP</p>
---	---	---



	<p><u>Complaints Policy/Procedure</u></p> <p>PW informed the meeting that he had identified the changes to be made to the Complaints Policy/Procedure to meet new guidelines.</p> <p>The Community Committee need to review and approve the changes before it can be adopted.</p>	KP
10	<p>Confirmation of Meeting Dates for 2017-18 School Year</p> <p>The meeting reviewed the list of proposed meeting dates published by PW [copy on file]. The following changes were agreed:</p> <p>Achievement & Provision Meeting 1 – from 26 September to 3 October 5:00pm Community Meeting 1 – from 10 October to 17 October 5:00pm</p> <p>Other agreed dates:</p> <p>Teachers Pay Panel - 6 October 2017 at 2.30 Head teacher's Performance Review Panel - 20 October 2017</p>	
11	<p>Review of Governor Disclosure Information</p> <p>To ensure the information is up to date, all governors completed a written declaration of any business or financial interests in the school that they, or any family member, may have.</p>	
12	<p>Re-commit to Code of Conduct</p> <p>All governors signed the form which re-committed them to adopt the principles defined in the Code of Conduct</p>	
13	<p>Governing Body Improvement Objectives</p> <p>PW suggested that in the next school year governor visits should be more focussed on monitoring School Improvement Plan initiatives.</p> <p>In addition, he suggested that we conduct a Competency Assessment to identify areas in which we could develop our capabilities.</p>	
14	<p>Other Business.</p> <p><u>Reaction to Standards Testing Agency decision on SATS</u></p> <p>It was agreed to hold a meeting on Thursday 21 September at 4:30pm to discuss further actions relating to the STA SATS issue and the lack of a right to appeal</p> <p>Ht to contact the other local school which had a similar issue to see if they are interested in contributing.</p>	Ht

RESPECT RESPONSIBILITY FRIENDSHIP HONESTY TRUST PERSEVERANCE



ST. STEPHEN'S CHURCH OF ENGLAND JUNIOR SCHOOL

Headteacher: Louisa Wilson

South Gloucestershire Council

...a positive, supportive learning community.



	<p><u>Revision of Vision and Values</u></p> <p>There was no support from the meeting for any major changes to our stated vision or values but Ht said that she would like to update the school's current tag line '...a positive supportive learning community'.</p> <p><u>School Improvement Advisor (SIA)</u></p> <p>Ht informed the meeting that a new SIA would be visiting the school on 29 September and governors would be welcome to come along.</p> <p><u>Ofsted Visit</u></p> <p>The Ht informed the meeting that, although the STA action in nullifying the mathematics results could trigger an Ofsted visit, the Local Authority consider it unlikely. However, we should be prepared for such an eventuality.</p> <p><u>E-Safety Policy</u></p> <p>AWs to locate latest version of our E-Safety policy</p> <p><u>Clerks Role</u></p> <p>PW informed the meeting that until a new Clerk is recruited he will be acting as the interface with Integra Governor Services and advising the governing body on procedural issues.</p> <p><u>Internal Audit Visit</u></p> <p>PW informed the meeting that he had been involved in preparation for the South Gloucestershire Internal Audit Services visit that would be taking place between the 12th and 14th September and he would be meeting the auditor to answer questions on financial matters.</p>	<p>AWs</p>
15	Next Meeting – 28 November 2017 at 5:30 pm	

Meeting finished at 7.30 pm.

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

Date

RESPECT RESPONSIBILITY FRIENDSHIP HONESTY TRUST PERSEVERANCE

Lansdown Road, Kingswood, Bristol. BS15 1XD
 Tel: 01454 867175 Fax: 01454 867176 Email: ststephensjunior.school@southglos.gov.uk
 Website: ststephensjun.org.uk