



ST. STEPHEN'S CHURCH OF ENGLAND JUNIOR SCHOOL

Headteacher: Louisa Wilson

South Gloucestershire Council

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**Meeting of the Full Governing Body  
Monday 17 July 2017 at 5.30 pm**

**Term 6**

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

**In Attendance:** Marianne Saunders – Foundation Governor Elect  
Carina Sime – Clerk

Item		Action to be taken
1	<b>Welcome and prayer</b> – The meeting started with a prayer from Reverend Lisa Wigmore.	
2	<b>Apologies</b> – none, all present.	
3	<b>Declarations of Business or Pecuniary Interests</b> – there were no declarations from attendees of business or pecuniary interest in any of the agenda items.	
4	<b>Minutes of the last meeting</b> – minutes of the meeting held Tuesday 23 May were agreed as a correct record and signed.	
5	<b>Matters arising –</b>  Item 5 – MS contacted but no further training on Google Mail required by Governors.  Annual Governor Conversation questionnaire, an item on this agenda.  Item 8 – SIP sent.  Item 9 – School visits  <ul style="list-style-type: none"> <li>● PW had carried out Equalities visit – report to be issued</li> </ul>	PW

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	<ul style="list-style-type: none"> <li>• DH awaiting date of the next visit by School Finance Officer</li> <li>• KP to attend Pupil Voice meeting in term 1</li> <li>• Rev LW attended a school assembly</li> <li>• LS visit postponed until term 1</li> </ul> <p>Item 14 – Rev LW booked on Induction to Governors Training Course in October. SD would like to attend. Clerk to book.</p>	<p>DH          KP            LS            Clerk</p>
6	<p><b>Headteacher Report – KS2 Outcomes, SIA Visit, End of year status of SIP</b>          – prior to the meeting Governors received a copy of the Head Teachers Report Term 6 FGB. Copy with minutes.</p> <p>Ht gave an overview.</p> <p>No questions were raised.</p>	
7	<p><b>Questions to Committee Chairs</b> – It was reported at the Community Committee meeting held Tuesday 13 June that the school would like to become cashless. Governor queried how parents are to pay for trips etc. KP explained that parents will have the options to either:</p> <ul style="list-style-type: none"> <li>• Pay using the current online School Money site</li> <li>• Pay at any post office/pay point using cash or their individual bar code that they will be issued with</li> </ul> <p>The school is currently paying £800 per annum for the School Money site. Not having to deal with cash through the school office will save valuable time.</p> <p>Parents are to be notified of the change.</p> <p>Governor also queried the accessibility of the new CPOMS (Safeguarding Support) system that will be introduced as from September. Ht confirmed that all information received will be stored centrally, confidentially and only accessible within school.</p>	
8	<p><b>Communications from the Chair –</b></p> <ul style="list-style-type: none"> <li>• PW outlined the background to the decision of the Standards and Testing Agency (STA) to annul the results of the SATs mathematics papers. The school disagrees with this decision but cannot appeal against it.</li> </ul>	

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	<p>A Governor enquiry panel had been formed and would be meeting later that evening to investigate the causes of the STA action and what can be done to prevent it happening again.</p> <p>Several Governors expressed dissatisfaction with the attitude of the STA and possible actions will be discussed at the next FGB.</p> <ul style="list-style-type: none"> <li>Ht will be at Our Lady of Lourdes School full time for terms 1 and 2. AWs will be acting Head during her absence.</li> </ul> <p>Some Governors had expressed the need for a clear definition of AWs's responsibility and extent of this authority during this period.</p> <p>LS agreed to discuss this with Ht and AWs.</p> <ul style="list-style-type: none"> <li>PW reported that he attended a Nexus Teaching Alliance meeting regarding Academisation. PW is to forward material from this meeting for all governors to read. Another meeting is being held in October to which all governors will be invited.</li> <li>PW is to produce the 'Annual Governors Statement to Parents' to be put onto the school website.</li> <li>PW reminded the members of the Achievement &amp; Provision Committee of the need to familiarise themselves with the new RAISE format.</li> </ul>	<p>PW</p> <p>LS</p> <p>PW</p> <p>PW</p> <p>A&amp;P Committee</p>
9	<p><b>Feedback on Governor School Visits</b> – The Governor Visit Plan was discussed and updated. Governor visits for the next academic year will be planned in term one.</p>	
10	<p><b>Progress on Governing Body Improvement Plan</b> – PW has produced a "New Governor Induction Procedure" framework. Governors received a copy of this prior to the meeting. Copy with the minutes.</p> <p>PW gave an overview. All present were happy to adopt this framework.</p>	
11	<p><b>Membership Matters (Chair) –</b></p>	



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	<ul style="list-style-type: none"> <li>MW is standing down from her position as Staff Governor after a term of 4 years. PW gave thanks for her input during this time. It was suggested that KP become Staff Governor leaving a vacancy for a Parent Governor.</li> <li>Abby Warren has agreed to become an Associate Governor.</li> <li>The Diocese is to confirm the appointment of Marianne Saunders as Foundation Governor.</li> <li>Clerk, Carina Sime, is also standing down from her position after 6 years.</li> </ul> <p>Governors gave thanks and appreciation for all the work that she had carried out during this time. Clerk also wished the Governing Body well and thanked them for their support over the years.</p> <p>All changes to Governing Body to be confirmed at the first FGB meeting of next academic year.</p>	
12	<b>Effectiveness of Governing Body – Conversation Questionnaire</b> – Governors to complete and return the questionnaire to PW by the end of August.	Governors
13	<b>Governors Attendance Record</b> – This is updated after each meeting. Clerk to send copy to PW.	Clerk
14	<b>Schedule of meetings for 2017/18</b> – PW produced a framework for meeting dates for the next academic year. General agreement was obtained but PW to reissue with correct year dates.	PW
15	<b>Review Training &amp; Development</b> – Rev. LW is to attend the Governor Induction Training in October. SD requested that she would like to attend this course. Clerk to book.	Clerk
16	<b>Policy Review – Payment of Expenses</b> – Governors do not wish to be paid expenses. All present agreed.	

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	<p>KP informed that the Attendance Policy is currently being rewritten and is due for completion this week. It was requested that Governors agree this urgently so that fixed penalties can be issued to parents before the end of term.</p> <p>Special meeting of the Community Committee to be arranged to discuss and agree.</p>	KP
17	<b>Any other Business</b> – none.	
18	<b>Date of next meeting</b> – 5 September at 5.30 pm.	

Meeting finished at 7.00 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 .....

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