



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
Tuesday 23 May 2017 at 5.30 pm**

Term 5

Present: Philip Webb (PW), David Hanks (DH), Matt Gait (MG), Nicola Read (NR), Reverend Lisa Wigmore (LW), Lynsey Sheppard (LS), Lynsey Lowrie (LL), Mandy Woolley (MW), Sara Dyte (SD), Alan Walters (AWs) from 5.45 pm, Kristina Parfrey (KP) from 5.50 pm

In Attendance: Carina Sime – Clerk

Item		Action to be taken
1	Welcome and prayer – The meeting started with a prayer from Reverend Lisa Wigmore.	
2	Apologies – were received from Louisa Wilson (Headteacher) and accepted by those 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	Minutes of the last meeting – minutes of the meeting held Tuesday 7 February were agreed as a correct record and signed.	
5	Matters arising – Item 4: <ul style="list-style-type: none"> • Governors to attend the school summer BBQ for their social evening. • Edubase updated, Rev Lisa Wigmore added. • Clerk's responsibilities reviewed. 	PW

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	<p>Item 5: Mark Stinchcombe to be asked to provide further training on Google Mail. PW to contact him.</p> <p>Item 6: Governor Visit Form sent and received.</p> <p>Item 8:</p> <ul style="list-style-type: none"> • Governors to email LS with ideas to improve the profile of Governors at events. On-going. • Policies now on Google Drive. • Annual Governor Conversation questionnaire to be distributed. <p>Item 11: KP has attended the Governor Basic Induction training course. PW had contacted SD about the course. She was unable to attend the course this time but would attend one in the future.</p>	<p>Governors</p> <p>PW</p>
6	<p>Presentation – The Growth Mind-set – The presentation was cancelled as the subject had been covered at an earlier FGB as 'Purple Learners'.</p>	<p>H†</p>
7	<p>Proposal to Approve 2017/18 Budget – MG put recommended budget forward to Governors.</p> <p>All present were in favour of accepting the budget.</p>	
8	<p>HT Report – SIA Visit Report, Progress on SIP – prior to the meeting Governors received a copy of the SIA report. Copy with minutes.</p> <p>AWs gave an overview.</p> <p>A conversation took place around the transition from the Infant school to the Juniors. The school would like to work more effectively with the Infant school and improve the transition period for all pupils. AWs informed that more transition areas have been planned for this year.</p> <p>Governors suggested that year 2 teachers accompany their classes when they visit enabling them to talk with the year 3 teachers and look at the work that the children will be carrying out.</p>	

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	<p><u>Progress on SIP</u> – AWs gave an overview. No questions were raised. This will be revisited at the next FGB. AWs to send a copy of the SIP to clerk for distribution to Governors.</p>	AWs
9	<p>Feedback on Governor School Visits and future planned visits –</p> <ul style="list-style-type: none"> • PW to carry out an Equalities visit in term 6 • DH will attend the next meeting with the School Finance Officer (date to be confirmed) • NR and SD carried out a writing visit in term 5 • MG carried out Health & Safety and E-safety visits • KP carried out a Thrive visit in term 3 and will be attending a Pupil Voice meeting in term 6 • MW carried out a lunchtime visit and will revisit in term 6 • LS visiting in term 6 • Rev L Wigmore to arrange visit 	<p>PW DH</p> <p>KP</p> <p>MW LS LW</p>
10	<p>Progress on Governing Body Improvement Plan – prior to the meeting Governors received a copy of SSJS - Governing Improvement Plan. Copy with the minutes.</p> <p>PW gave an overview.</p> <p>All in favour of adopting the Governing Body Standing Orders.</p>	
11	<p>Questions to Committee Chairs – none.</p>	
12	<p>Membership matters – A Warren has resigned as Governor. This leaves the following roles vacant:</p> <ul style="list-style-type: none"> • Safeguarding Governor • Foundation Governor • Chair of Community Committee <p>KP agreed to become Chair of Community Committee.</p> <p>PW expressed the urgency of filling the important role of Safeguarding Governor.</p> <p>This again highlighted the fact that the school would like to encourage more people to join the Governing Body.</p>	

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13	<p>Communication from the Chair – PW informed:</p> <ul style="list-style-type: none"> • New Raise online system for schools • Virtual meetings - to be discussed in the next academic year • PW invited to Nexus Chairs of Governors meeting • Governors to attend end of year school BBQ 	
14	<p>Review Training and Development – KP attended the Induction to Governors training course which she found informative. Rev LW and SD to attend this course.</p>	Rev LW, SD
15	<p>Policy Review –</p> <p>Whistle Blowing Policy recommended by the LA has been received by all.</p> <p>KP informed that the Joint Attendance Policy with the Infant School needs to be reviewed due to the amount of holiday requests being received. The Educational Welfare Officer is in the process of putting together a Policy which the schools could adapt.</p>	
16	<p>Any other Business – Abby Warren has stepped down as Governor. Governors would like to invite her to the last FGB meeting in term 6 to present card/flowers and give thanks for all her hard work during her role as a school governor.</p>	
17	<p>Date of next meeting – Monday 17 July at 5.30 pm.</p>	

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

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