





ST. STEPHEN'S CHURCH OF ENGLAND JUNIOR SCHOOL  
 Headteacher: Louisa Wilson  
 South Gloucestershire Council



...a positive, supportive learning community.

	<p>Item 8 – completed.</p> <p>Item 11 – Policy discussed at Safeguarding meeting.</p> <p>Item 12 – meetings starting with prayer.</p> <p>Item 13 – Business Continuity Plan/Disaster Recovery Plan circulated today. To be discussed at the next Finance &amp; Resources meeting.</p>	<p>PW</p> <p>F&amp;R Committee</p>
5	<p><b>Use by Governors of Google Mail, Cloud Storage and Remote Conferencing – Mark Stinchcombe –</b></p> <p>Mark Stinchcombe gave Governors training on the use of Google Mail.</p> <p>It was agreed at the meeting that Governors will use Google Mail for communication and Google Cloud for the storage and circulation of documents.</p> <p>Further training to be provided if required.</p>	<p>MS</p>
6	<p><b>Ht Report – AWs – Summarised progress against School Improvement Plan (SIP) –</b></p> <p>Governors were provided with:</p> <ul style="list-style-type: none"> <li>● Head Teachers Report – Meeting Term 3</li> <li>● School Improvement Plan 2016-17</li> <li>● End of KS2 Targets</li> </ul> <p>Copies with minutes.</p> <p>AWs gave an overview.</p> <p>Based on the data produced plans can now be made for terms 4, 5 and 6. Governors school visits in terms 5 and 6 will monitor progress against the SIP and ensure the Plan is on target.</p> <p>Rev LW to arrange two governor visits. Clerk to forward Governor Visit form.</p>	<p>Clerk to send Governor Visit form to LW</p>

**RESPECT RESPONSIBILITY FRIENDSHIP HONESTY TRUST PERSEVERANCE**

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	Governor commented that the schools Facebook page has been an effective way of communicating to parents and suggested that this be used in recruiting more Governors.	
7	<b>Questions to Committee Chairs</b> – no questions were raised.	
8	<p><b>Monitor progress against improvement objectives set for Governing Body –</b></p> <p>A draft improvement plan has been produced based on objectives set at the beginning of the academic year.</p> <p>A draft plan is also in place for Governor visits.</p> <p>Governors are to increase the awareness of who they are and what their role involves. It was suggested that they attend parent evenings and use this opportunity to introduce themselves. Parents need to be made aware that any ultimate decisions made by the school are through the school Governors and not the Headteacher.</p> <p>Governors are to email LS with any ideas to improve the profile of Governors at events so that a plan can be put in place.</p> <p>Storage and administration of Policy Documents is to be reviewed.</p>	<p>Governors</p> <p>Clerk to review and issue list of Policies currently held</p>
9	<b>Review reports from school visits</b> – DH and MW provided their monitoring visit reports. These will be added to the new Google cloud for all governors' information.	
10	<b>Governors update including Chairs correspondence received or urgent action taken on behalf of the Governing Body –</b>	

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	<ul style="list-style-type: none"> <li>• Rev L Wigmore photo now included on the Governor Photo board in reception.</li> <li>• New agenda planners have been created and sent to Committee Chairs.</li> <li>• Following recommendations from the LA, the school Complaints procedure needs to be updated.</li> <li>• PW had received and dealt with a complaint from a parent, no further action was required.</li> <li>• PW on holiday from 16 February to 4 March.</li> <li>• PW had received an email from A Warren to confirm that she will be returning to her Governor duties as from next term.</li> <li>• Reminder that the revised Governor Handbook is available on the Governor Services website.</li> <li>• PW to circulate the Annual Governor Conversation questionnaire.</li> </ul>	PW
11	<p><b>Review Governors Training &amp; Development – Course Feedback –</b></p> <p>No training attended this term.</p> <p>PW suggested that KP, SD and Rev Lisa Wigmore attend the Governor Basic Induction Course.</p> <p>PW to speak with SD.</p> <p>Clerk to speak with KP.</p>	PW Clerk
12	<p><b>Policy Review</b> – no Policies to be reviewed.</p>	
13	<p><b>Any other Business –</b></p> <p>AWs reported that the school has been approached to become part of the Nexus Teaching Alliance. This is a network of schools across South Gloucestershire who work closely together to share skills, talent and help improve learning and achievement. This will not change the status of the school.</p>	

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	<p><b>Q. Is a cost incurred?</b>  <b>A. No.</b></p> <p><b>Q. Will this be positive for the children?</b>  <b>A. Yes.</b></p> <p>Governors gave no objections for the school to join the Nexus Teaching Alliance.</p>	
14	<b>Date of next meeting</b> – 23 May 2017 at 5.30 pm.	

Meeting finished at 7.45 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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