



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 4 October 2016 at 5.30 pm**

**Term 1**

**Present:** Louisa Wilson (Ht), Philip Webb (Chair), David Hanks, Matt Gait, Nicola Read, Lynsey Lowrie, Lynsey Sheppard, Kristina Parfrey, Mandy Woolley, Sara Dyte

**In Attendance:** Carina Sime – Clerk

Item		Action to be taken
1	<b>Apologies</b> – were received from Alan Walters (AWs) and Abby Warren (AWn) and accepted by those present.	
2	<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.	
3	<b>Minutes of the last meeting</b> – minutes of the meeting held Tuesday 6 September 2016 were agreed as a correct record and signed.	
4	<p><b>Matters arising –</b></p> <p>Item 7 – Governor Christmas social evening, due to AWn sending apologies this will be arranged via email. KP offered to co-ordinate.</p> <p>Item 7 (item 5) – leadership structure sent.</p> <p>Item 7 (item 6) – absence figures for whole school to be provided.</p> <p>Item 7 – Safeguarding guidelines sent.</p> <p>Safeguarding Policy to be discussed at Committee level.</p>	<p>KP</p> <p>Ht to provide absence figures for whole school</p> <p>Safeguarding Policy to be discussed at</p>

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	<p>Item 7 (item 11) – KP informed that more information is required to enable the update of Edubase. KP to send a template to all Governors who are to complete with the necessary information and return.</p> <p>Item 9 – Governor Disclosure information sent.</p> <p>Item 13 – item on this agenda.</p> <p>Item 14 – Clerks responsibilities to be reviewed.</p> <p>Item 15 – copy of School Food Guidelines sent to AWs.</p>	<p>Committee level</p> <p>KP to send template to Governors, Governors to fill in and return asap</p> <p>Clerks responsibilities to be reviewed PW</p>
5	<p><b>Headteacher's high level summary of 2015-16 school year including main achievements and any areas of concern –</b></p> <p>Ht gave a PowerPoint presentation – “Outstanding and Beyond St Stephen's Juniors 2016-17”. Copy with minutes.</p> <p>The presentation recognised the successful year the school has had the continuation of high standards, the exemplary practice in maths, the teamwork throughout the school, the exceptional quality of teaching and the positive feedback from parents.</p> <p>Governors agreed that Ht and the school have continued to work hard. Thanks were given.</p>	
6	<p><b>Headteacher's plans for 2016-17 including SIP priorities, any staff/curriculum changes and performance targets –</b></p> <p>At the meeting Governors received a copy of the School Improvement Plan</p>	

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	<p>2016-2017 'Mastering Mastery'. Copy with minutes.</p> <p>Ht gave an overview of the SIP and what needs to be focused on to stay at the 'top of the podium'. Some points raised were:</p> <ul style="list-style-type: none"> <li>• Approaches from maths (the Mastery Model), to be brought into other subjects.</li> <li>• New strategies in place for spelling.</li> <li>• Targets set for end of KS2.</li> <li>• Educate both pupils and parents on their understanding of bullying.</li> <li>• Develop the understanding of how to stay fit and healthy.</li> <li>• Move away from Golden Time and introduce 'master classes' on Friday afternoons. Ht has visited local schools who currently hold these.</li> <li>• Succession planning –prepare next phase leaders.</li> </ul>	
7	<p><b>Questions to Committee Chairs –</b></p> <p><u>Achievement &amp; Provision</u></p> <p>No questions were raised. NR gave thanks to Ht for the level of detail provided at meetings. All Governors are invited to the RAISEonline training session which is taking place on Tuesday 22 November at 4.30 pm.</p> <p><u>Finance &amp; Resources</u></p> <p>No meeting held this term. It was noted that Governors have agreed the request for an extra member of teaching staff in year 6.</p> <p><u>Community</u></p> <p>No meeting held this term.</p>	
8	<p><b>Review of Annual Governance Report –</b> prior to the meeting Governors received a copy of the Annual Governance Report. Copy with minutes.</p> <p>PW had produced this report and gave a brief overview.</p>	

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	<p>Sections to be added once relevant information is received. Ht to forward PowerPoint presentation and LL to forward SEN report to PW for required information.</p> <p>PW stated that all Governor responsibilities had been met during the last academic year and that the Governing Body should celebrate their achievement.</p> <p>Ht gave thanks to PW for producing this report. A copy is to be made available on the school website.</p>	<p>HT to forward copy of presentation given at meeting, LL to send copy of SEN report to PW</p> <p>KP to add report to school website</p>
9	<p><b>Review Governor Visit Protocol</b> – prior to the meeting Governors received a copy of the Governor Schools Visits, Visit Protocol and Reporting. Copy with minutes.</p> <p>This document was produced by PW and gives Governors advice on the protocol of their visits. Visit report completion instructions and visit report forms were also included. Once a visit has taken place Governors are to complete the visit report form and circulate to all members. Questions can then be brought to meetings.</p>	
10	<p><b>Plan Governor Visits</b> – all Governors to carry out two visits during the academic year covering either SIP progress or statutory responsibilities.</p> <p>The following commitments were made:</p> <p>SEN – NR</p> <p>Pupil Premium and Equalities - PW</p> <p>Financial Standards and Control – DH</p>	

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	<p>Keeping Parents Informed – LS</p> <p>Coaching &amp; feedback of teachers – LS</p> <p>Health &amp; Safety and E-safety - MG</p> <p>Each committee will monitor its relevant section of the School Improvement Plan.</p>	
11	<p><b>Safeguarding Policy (if available)</b> – PW to send amended copy to Ht.</p>	<p>PW to send amended copy to Ht</p>
12	<p><b>Chairs Communications</b></p> <p>PW informed the meeting that the information on the following had been received:</p> <ul style="list-style-type: none"> <li>● A new LA code of conduct on issue of penalty notices.</li> <li>● New statutory guidance on children missing education.</li> <li>● Important dates for the school (from the Local Authority).</li> <li>● PP strategy to school website by 1 September.</li> <li>● Current Complaints Procedure to website by 1 September.</li> <li>● Safeguarding Policy incorporating latest requirements of 'Keeping Children Safe in Education' to website by 5 September.</li> </ul> <p>PW also advised the meeting that it had been suggested that each FGB/committee meeting should start with a prayer and all chairs should consider this.</p>	<p>FGB/Committee Chairs</p>
13	<p><b>Any other Business –</b></p> <ul style="list-style-type: none"> <li>● DH waiting for updated copy of the Business Continuity Plan. AWs to update and forward.</li> <li>● Pay panel review taking place on Tuesday 11 October at 4.30 pm.</li> </ul>	<p>AWs to update Business Continuity Plan and forward to DH</p>

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14	<b>Date of next meeting</b> – 7 February 2017 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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