



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 6 September 2016 at 5.30 pm**

Term 1 -Structure

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

In Attendance: Carina Sime – Clerk

Item		Action to be taken
1	Apologies – were received from Abby Warren and Lynsey Sheppard and accepted by those present.	
2	Declarations of Business or Pecuniary Interests – there were no declarations from attendees of business or pecuniary interest in any of the agenda items.	
3	Election/Confirmation of Chair of Governors and Vice Chair(s) and setting/confirming term of office – Philip Webb reappointed as Chair of Governors – term of office 4 years. Proposed by MG Seconded by DH Agreed by all present. Committee Chairs' to take on the role of Vice Chair (as per last academic year). Agreed by all present.	
4	Appointment/Endorsement of Committee Chairs and Governors with specific responsibilities – a copy of the Governing Body Specialised Roles 2016-17 is filed with these minutes. PW gave a brief overview. Matt Gait has filled the vacancy on the Teachers Pay Panel.	
5	Re-appoint Clerk to the Governing Body – Carina Sime re-appointed as clerk. All present agreed.	
6	Minutes of the last meeting – minutes of the meeting held Monday 11 July 2016 were agreed as a correct record and signed.	

RESPECT RESPONSIBILITY FRIENDSHIP HONESTY TRUST PERSEVERANCE

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7	<p>Matters arising –</p> <p>Item 4 – AW not at this meeting to discuss the Christmas social evening. Carry forward to next meeting.</p> <p>Item 5 – Ht to add names of teaching staff to the leadership structure.</p> <p>Item 6 – Annual Governor Statement, Ht to provide absence figures for the whole school.</p> <p>Item 7 – Government guidelines for Keeping Children Safe in Education. Carry forward to next meeting.</p> <p>Safeguarding Policy to be ready for the next FGB.</p> <p>Item 11 – Governor Disclosure form to be updated and added to the Edubase data system.</p> <p>Governor Improvement Plan item on agenda.</p>	<p>AW to arrange Governor Christmas social evening</p> <p>Ht to add names and send copy to clerk for distribution</p> <p>Ht to provide absence figures for the whole school</p> <p>A Warren to send updated guidelines</p> <p>Ht to update Safeguarding Policy. To be brought to next FGB</p> <p>KP to update Edubase</p>
8	<p>Review Membership, terms of office, succession and recruitment requirements – vacancies for 2 co-opted governors. Vacancies to be advertised in the school newsletter.</p>	
9	<p>Review Governor Disclosure Information – reviewed and amended. Copy with minutes. Clerk to send copy to KP.</p>	<p>Clerk to send to KP</p>
10	<p>Review/confirm FGB Terms of Reference and delegated responsibilities including level of financial authority delegated to Head Teacher and Finance & Resources Committee – Terms of Reference agreed by all present. FGB agreed responsibilities delegated to committees.</p>	

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	HT's spend authority to increase to up to £4,000 per line item. Agreed by all present.	
11	Confirm dates for FGB and Committee meetings 2016-17 academic year – Schedule for meeting dates and times received. Some changes may occur.	
12	Confirm policy review cycle – reviewed. Committees to agree the number of years between reviews.	
13	Agree governor visits and confirm protocol – it was agreed by all present that every Governor is to carry out two school visits in the academic year. 1 visit to focus on a subject area. 1 visit to focus on an area of the School Improvement Plan. Staff governors are included in these visits. First visits to be planned at the next FGB.	Governor Visits to be planned at the next FGB
14	Identify improvement objectives for governing body – prior to the meeting Governors received a copy of the Governing Body Improvement Planning. Copy with minutes. PW gave an overview. Following some discussion, it was decided that: <ul style="list-style-type: none"> • Governors would not to revisit the school Vision and Values. • A Governor visit would take place to review SMSC development. • Data currently provided shows the impact of leaders at all levels. • Induction to new Governors to be made more understandable. To be added to the School Improvement Plan. • The Clerk's responsibilities are to be reviewed. • We will continue to forge contacts with parents. Open afternoons etc. • We need better control of Policy documents. • We will review Committee structures and responsibilities. 	Induction to new Governors to be added to the SIP PW to review

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15	<p>Chair's communications –</p> <ul style="list-style-type: none"> • Training courses now available, information on the weekly Governor newsletter. • Committees to review their agenda planners. • School Food Guidelines have been received. PW to forward a copy to A Walters. • The recruitment of a Business Manager was discussed in the last academic year; this matter to be reviewed again. 	PW to forward copy to A Walters
16	<p>Any other Business – none.</p>	
12	<p>Date of next meeting – Tuesday 4 October at 5.30 pm.</p>	

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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