



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**

**Monday 11 July 2016 at 5.30 pm**

**Term 6 Meeting**

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

**In Attendance:** Carina Sime – Clerk

Item		Action to be taken
1	<b>Apologies</b> – were received from Lynsey Sheppard and Kristina Parfrey 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 Monday 23 May 2016 were agreed as a correct record and signed.	
4	<p><b>Matters arising –</b></p> <p>Item 4 – Date set for Ht end of year review.</p> <p>Item 8 – Visit forms produced. Item 6 on this agenda.</p> <p>Item 11 – KP informed of Policies to be accessible on school website.</p> <p>Item 13 – Proposed meeting schedule produced. Item 6 on this agenda.</p> <p>Item 14 – Governor attended the open afternoon on 7 July.</p> <p>As Governors are invited to the school BBQ and Samba evening on Friday 15 July it was decided to cancel the annual Governor BBQ. A Christmas social evening is to be arranged instead.</p>	<p>AW to arrange Governor Christmas social evening</p>

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5	<p><b>Headteacher's Report –</b></p> <p><u>National Leader in Education</u></p> <p>Ht informed Governors that she has applied to become a National Leader in Education. Chair of Governors agreed this application prior to the FGB due to the deadline in applying. If the application is successful the school will then become a National Support School.</p> <p>Ht gave a presentation explaining:</p> <ul style="list-style-type: none"> <li>• What is a National Leader in Education?</li> <li>• What are the criteria to become a National Support School?</li> <li>• What are the benefits for St Stephen's?</li> <li>• Governor responsibility</li> </ul> <p>The Full Governing Body supported the Ht's application to become a National Leader in Education and the possible transition for the school to become a National Support School.</p> <p>Ht will be informed in October if her application has been successful. If successful Ht will be committed to the school for two years.</p> <p><u>Phase Leaders</u></p> <p>Ht gave an overview of the new leadership structure that is in place.</p> <p>Governor requested that names of teaching staff be added to the structure.</p> <p>Ht to add names and send a copy to clerk for distribution. A copy to be filed with these minutes.</p> <p><u>Key Stage 2 Outcomes</u></p> <p>Ht provided an overview of the Key Stage 2 outcomes. Due to the new curriculum and new assessment system the school is unable to compare to last years' results. Achievement &amp; Provision Committee will study the outcomes in detail at their September meeting.</p> <p>Governors felt that the school had produced a good set of results.</p>	<p>Ht to add names and send copy to clerk for distribution</p>
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	<p><u>SIA Report</u></p> <p>Governors received a copy of this report prior to the meeting. Copy with minutes.</p> <p>The SIA visit took place on 28 June and was carried out by Val Houldey.</p> <p><b>Q. In the report it states that TA's can be a wasted resource during whole class writing sessions. How will you address this?</b></p> <p><b>A. Ht responded, as per the report, possible ideas have been discussed. The school will take the good practice put into Maths lessons and effectively put into other lessons.</b></p> <p>Overall a good visit report.</p>	
6	<p><b>Governor End of Year Activities –</b></p> <ul style="list-style-type: none"> <li>No resignations but according to our records the term of office of A Warren had expired in March 2012. Although re-appointment is a matter for the Diocese, she wished to continue as a governor. Her continued membership of the FGB was unanimously endorsed by the meeting.</li> <li>Chair of Governors to produce draft Annual Governor Statement for next FGB</li> <li>Proposed meeting date schedule for the next academic year prepared. All meetings will now take place on a Tuesday. Times to be confirmed at the first FGB in September. Achievement &amp; Provision meeting proposed for 24 January 2017 to be moved on the schedule to 21 March 2017.</li> <li>Both Governor Visit Note and School Improvement Plan Monitoring - Governor Report Forms have been produced. These are to be completed on each Governor visit and filed.</li> <li>Chair of Governors would like to see more Governor visits to enable aspects of the School Improvement Plan to be monitored. This will be discussed at the first FGB in September.</li> </ul>	<p>PW</p> <p>PW</p> <p>Governor visits to be an item at the first FGB</p>
7	<p><b>Safeguarding</b> – A Warren informed Governors that Government guidelines for Keeping Children Safe in Education have been updated. A copy will be sent to all.</p>	<p>A Warren to send updated guidelines</p>

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	Ht to look at the current Safeguarding Policy and make any necessary changes prior to September. The Policy is to be agreed by Email.	Ht to look at current Safeguarding Policy. Policy to be agreed by email
8	<p><b>Questions to Committee Chairs –</b></p> <p><u>Finance &amp; Resources</u></p> <p>Governor made an observation from the minutes re the security of entering the school unchallenged. A Walters responded that staff have been briefed on security measures.</p> <p><u>Community Minutes</u></p> <p>Governor made an observation from the minutes re the 146 unauthorised absence sessions and asked if any fines had been issued. Ht responded that letters have been sent and are still being issued. The matter is then handed over to the Local Authority.</p>	
9	<p><b>School Visits –</b></p> <ul style="list-style-type: none"> <li>• A Warren attended the monthly safeguarding meeting</li> <li>• MG carried out a Health &amp; Safety Walk</li> <li>• NR attended the Teaching Assistant interviews</li> <li>• MG carried out a review of the quality of service being provided by the new catering company, Aspens</li> </ul>	
10	<b>Feedback on training – none.</b>	
11	<p><b>Any other Business –</b></p> <ul style="list-style-type: none"> <li>• Drugs &amp; Substance Misuse Policy – Policy endorsed by the FGB</li> <li>• Governors Allowance Policy – agreed by all present that Governors do not wish to be reimbursed for any expenses incurred whilst performing their duties.</li> <li>• The Chair informed the meeting that new Government legislation requires that, from September 2016, information about school governors must be held on a national database and must be entered via the Edubase tool. Governor asked Ht how to access “Edubase” (a central database of information on UK schools). Ht to confirm</li> </ul>	Ht to confirm how to access Edubase

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	<ul style="list-style-type: none"> <li>It was suggested that a Governor Contact List be produced. This is not compulsory. Governors to send contact telephone numbers to clerk who will produce the contact list</li> <li>At the first FGB meeting in September, Chair of Governors will be asking "What should be on the Governor Improvement Plan for the next academic year"? Chair will issue guidelines on best practice.</li> </ul> <p>Governors to consider and bring their ideas to the meeting.</p>	<p>Governors to send clerk contact numbers. Not compulsory.</p> <p>PW</p> <p>Governors</p>
12	<p><b>Date of next meeting</b> – 6 September 2016. Governors to meet with staff at 4.30 pm prior to the meeting.</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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