



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 23 May 2016 at 5.30 pm

Term 5 Meeting

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

In Attendance: Carina Sime – Clerk

Item		Action to be taken
1	Apologies – were received from David Hanks, Lynsey Sheppard and Hannah Baker 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	Minutes of the last meeting – the minutes of the meeting held Monday 21 March 2016 were agreed as a correct record and signed.	
4	<p>Matters arising –</p> <p>Item 4 – HT end of year review will take place the last week of term. Date to be confirmed. AW to email LS date when confirmed.</p> <p>Keeping Children Safe in Education – distributed.</p> <p>SFVS sent to LA.</p> <p>Item 8 – item on this agenda.</p> <p>Item 9 – letter sent to parents informing of new changes re the payment of dinner money.</p> <p>Item 10 – School Fund audited and copy of report provided at the Finance & Resource Committee meeting.</p> <p>Item 12 – KP in process of updating website.</p> <p>Code of Conduct signed.</p>	AW to email LS date for HT end of year review

RESPECT RESPONSIBILITY FRIENDSHIP HONESTY TRUST PERSEVERANCE

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5	<p>Proposal to Approve 2016/17 Budget – MG, Chair of Finance & Resource Committee recommended the Budget to the FGB for their full approval.</p> <p>Proposed by MG Seconded by PW</p> <p>Agreed by all present.</p>	
6	<p>SIA Visit Report – prior to the meeting Governors had received a copy of the SIA Visit Report. There were no questions. Copy with minutes.</p>	
7	<p>White paper and Academisation – Ht informed of the new Government legislation regarding academisation and the approach to be taken by the Diocese of Bristol.</p>	
8	<p>Reports on school visits and future planned visits – Governors need to show evidence of their visits to school. Visit forms were suggested. PW to make a proposal. This will include Governors looking at pupils work, engaging with teachers and checking that the School Improvement Plan (SIP) actions are being carried out.</p> <p>Governors to meet with staff at the first FGB in September prior to the meeting starting at 5.30 pm. Date to be confirmed.</p>	<p>PW to make a Proposal to show evidence of Governor school visits</p>
9	<p>Questions to Committee Chairs – no questions were raised to the Committee Chairs.</p> <p>As Governors had not received the final version of the Achievement & Provisions Committee minutes, NR gave a brief overview of the meeting.</p> <p>PW emphasised to Governors the importance of reading and analysing all documentation that is sent out prior to meetings. Governors need to be prepared to challenge. Questions can be sent to the Ht prior to the meeting.</p> <p>Any Actions to be carried out need to be stated clearly at all meetings to ensure they are minuted by the clerk.</p>	
10	<p>Progress report on CRB – AW reminded Governors that all DBS checks are to be completed and in place by September.</p>	
11	<p>Policy Review Schedule – at the meeting PW provided an up to date Policies and Documents Register. Copy with minutes.</p> <p>Governors were reminded that not all Policies need full FGB approval; some can be approved at Committee level. This is outlined in the Policy register.</p>	

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	Certain Policies should be shown on the school website. PW to inform KP which Policies so that the website can be updated.	PW to inform KP which Policies need to be on school website
12	<p>Membership matters –</p> <p>Governors were informed that due to other commitments, Hannah Baker has stepped down as Foundation Governor. If the FGB are all in agreement she is prepared to become an Associate member.</p> <p>All present agreed for Hannah Baker to become an Associate member.</p> <p>This leaves a Foundation Governor vacancy. It was discussed that once the new parish vicar is appointed; they may wish to fill this.</p> <p>PW put it to Committee Chairs the need for them to have succession planning in place.</p>	
13	<p>Future meeting strategy –</p> <p>PW proposed that fewer meetings should take place with a maximum of 4 Full Governing Body meetings and 3 Committee meetings per academic year. Meetings to take place Tuesday evenings.</p> <p>PW and Ht to talk and arrange a meeting schedule for the next academic year.</p>	PW and Ht to arrange meeting schedule
14	<p>Any other Business –</p> <ul style="list-style-type: none"> Parents of year 2 children transitioning to year 3 in September will be invited to attend an open afternoon (2.15) or evening (6.30) on 7 July. Ht requested that a Governor/s attend. Governors are invited to attend the school BBS and Samba evening which is taking place on Friday 15 July. A date in September is to be confirmed at the next FGB for the Governors annual BBQ. 	<p>Governors</p> <p>Governors</p> <p>Date for Governors annual BBQ to be confirmed at next FGB</p>

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15	Date of next meeting – 11 July 2016 at 5.30 pm.	
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Meeting finished at 6.50 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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