



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 21 March 2016 at 5.30 pm

Term 4 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, Lynsey Sheppard

In Attendance: Carina Sime – Clerk

Item		Action to be taken
1	Apologies – were received from Sara Dyte 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 7 December 2015 were agreed as a correct record and signed.	
4	Matters arising – Item 6 – date still to be set for Ht mid-point pay award. Item 13 – Keeping Children Safe in Education still to be distributed.	LS to set date A Warren to distribute
5	Presentation and Approval of Schools Financial Value Standard Return – Dave Hanks – prior to the meeting all Governors received a copy of the SFVS. Copy with minutes. The SFVS is a mandatory requirement for local authority maintained schools. It has been designed to help with the management of finances. It consists of 25 questions which governing bodies formally discuss on an annual basis with the Ht and senior staff. DH attended a Governor Services course in relation to this. At the meeting DH went through each section including questions and answers. All present approved the SFVS. Chair of Governors PW signed the SFVS.	

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	Copy of the signed form will be sent to the local authority's finance department before the end of March. Ht to ask Mrs Pitman to send.	Ht to ask Mrs Pitman to send
6	<p>The Assessment Conundrum -</p> <p>At the meeting, Ht gave a PowerPoint presentation to Governors re the Assessment Update. Copy of presentation with minutes.</p> <p>All schools across the country are to create their own assessment system with guidance only given at the end of KS1 and KS2.</p> <p>Ht explained the impact and struggle that the school is facing and how the new changes will make it harder for the Governing Body to monitor progress.</p> <p>The presentation gave information on:</p> <ul style="list-style-type: none"> • End of KS2 - Year 6 • Attainment – test outcomes • Attainment – teacher assessment • Calculating attainment • Calculating progress • Calculating KS1 points score • Interpreting a schools progress score • How to report to parents <p>Teachers feel that the new system will be demoralising for the children and feel anxious about the changes.</p>	
7	<p>Summary of Budget and Staffing Structure 2016/17 –</p> <p>Prior to the meeting Governors received copies of:</p> <ul style="list-style-type: none"> • Proposed Budget 2016/17 with 2015/16 comparisons • Proposed Staffing Structure for September 2016 <p>Copies with minutes.</p> <p><u>Proposed Budget</u></p> <p>Ht gave an overview. No questions were raised.</p> <p><u>Proposed Staffing Structure</u></p> <p>No changes to the current structure. Contingencies in place. No questions were raised.</p>	

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<p>8</p>	<p>Requirement for enhanced criminal record certificates for governors –</p> <p>As from September 2016 all Governors will be required to hold an enhanced DBS certificate.</p> <p>At present no guidelines have been issued by the Local Authority (LA) in relation to this.</p> <p>A Warren is to pursue this.</p>	<p>A Warren to contact LA.</p>
<p>9</p>	<p>Collection of dinner money and dealing with arrears –</p> <p>The school is now responsible for the collection and arrears of dinner money.</p> <p>In the past there had been no set rules as to when dinner money should be paid and the amount of arrears that were allowed to accrue. A child was never refused a meal even if dinner money debt was high and payment had not been received.</p> <p>A discussion took place regarding this and the following questions raised:</p> <ul style="list-style-type: none"> • How much dinner debt should each child be allowed to accrue? • Will a child be refused a meal if payment is not received? • Are parents or the school responsible for making sure a child receives a meal? • When should payment for school meals be made? <p>It was agreed by all present that:</p> <ul style="list-style-type: none"> • The maximum dinner debt per child will be £10.00. • Meals will not be allowed to be taken once the maximum amount of dinner debt is reached and payment not received. A payment plan will be put in place to help parents. • Parents are responsible for feeding their child/children and will be reported for neglect if a meal/packed lunch is not provided. • Payment for school meals is to be made in advance on a Monday. 	

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	A letter will be sent to parents informing of the changes. Details will also be made available via the school newsletter and website.	Ht to create letter
10	<p>Questions to Committee Chairs –</p> <p>Q. Have the Foundation Committee met? A. Have met informally but to timetable a formal meeting date.</p> <p>Q. Has there been an audit of school funds? A. This will be available at the next meeting.</p>	Ht to provide at next meeting
11	<p>Policy approval – Drug Substance Abuse –</p> <p>The above Policy was approved and accepted by all present.</p>	
12	<p>Any other Business –</p> <ul style="list-style-type: none"> School website needs updating. Governor to update. Chair to email relevant information to KP. Code of Conduct signed. Governors with apologies for this meeting need to sign. Governor school visits have increased with each committee setting a visit date per meeting. LS attended a 'Safer Recruitment' course and a certificate has been issued. LS to join the Achievement & Provision Committee. Terms of Reference for the Achievement & Provision Committee need to be approved at their next meeting. Policies have been reformatted and sent to the appropriate Committees. Reminder that not all Policies need to be approved by the Full Governing Body. Committees can approve. Community Committee meetings have been rescheduled for: 16 May and 4 July. 	<p>PW to send KP material.</p> <p>KP to update school website</p> <p>SD and HB to sign</p>

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12	Date of next meeting - Monday 23 May at 5.30 pm.	
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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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