



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 19 Oct 2015 at 5.30 pm

Term 1 - 2nd Meeting

Present: Louisa Wilson (Ht) Alan Walters (AW - Deputy), Becky Drake (BD - Chair), Philip Webb (PW - Vice Chair), David Hanks (DH), Nicola Read (NR), Mandy Woolley (MW) Matt Gait (MG), Lynsey Lowrie (LL), Hannah Baker (HB)

In Attendance: Kristina Palfrey, Sara Dyte

Item		Action to be taken
1	Apologies – were received from Lynsey Sheppard, Abby Warren and Carina Sime (Clerk) and accepted by all present.	
2	Declaration of Business or Pecuniary Interests – There were no declarations from attendees of business or pecuniary interest in any of the agenda items. It was agreed that the practice of attendees signing a declaration will be discontinued and replaced by a verbal statement.	
3	Election of Chair of Governors and Vice Chair of Governors Becky Drake formally resigned as Chair and as a Governor. Election of Chair – Ht proposed PW to be the new Chair of Governors. This was seconded by MG and agreed by all present. Election of Vice-Chair – PW proposed that the Chairs of the FGB sub-committees; Abby Warren, Nicola Read, Hannah Baker and Chair of the Finance & Resource should share the FGB Vice Chair responsibilities. This was seconded by NR and agreed by all present.	

RESPECT RESPONSIBILITY FRIENDSHIP HONESTY TRUST PERSEVERANCE

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4	<p>Election of new Governors</p> <p>The following new Governors were elected:</p> <p>Mrs Sara Dyte – Parent Governor Proposed by MG seconded by NR and agreed by all present</p> <p>Mrs Kristina Palfrey– Parent Governor Proposed by MG seconded by NR and agreed by all present</p> <p>The Chair of Governors gave them a warm welcome</p> <p>PW to send the new governors Skills Assessment Forms.</p> <p>It was agreed that MG would be re-categorised from Associate to Co-Opted Governor</p>	PW
5	<p>Appoint Governors with specific responsibilities – following discussion it was agreed that:</p> <p>Two Governors will be assigned to a year group and will follow the progress of the children through their whole time at SSJS. This is to start in January. Who to do what is still to be decided.</p>	All
6	<p>Minutes of the last meeting – the minutes of the meetings held on Monday 13 July 2015 & Monday 7 September 2015 were agreed as a correct record and signed. .</p>	
7	<p>Matters arising – there were no matters arising.</p>	
8	<p>Scheme of Delegation and Terms of Reference</p> <p>The FGB Terms of Reference document was discussed. No changes were suggested.</p>	
9	<p>Traded Services</p> <p>A discussion took place on the use of LA Traded Services and the possibility of using alternative suppliers in the next financial year.</p> <p>Ht & DH to attend an LA sponsored Traded Services Fair on 12 November. A follow up meeting will be held on Monday 16th November at 5.30 pm to discuss findings. [Post meeting note: now 30 November]</p>	

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10	<p>Questions to Committee Chairs – no questions were raised.</p> <p>PW reminded everyone that the FGB is accountable for all decisions made in committees so it was important to read the minutes of the meetings.</p>	
11	<p>Head teacher Pay Review</p> <p>The Headteacher's Pay Review Panel reported that it was recommending that the Headteacher's pay should be increased by 1 point on the leadership pay scale. This will take her to the top of the leadership pay range applicable for the size of the school.</p> <p>In order to fully recognise the contribution Ht had made in school improvement it was recommended that, in addition, she should be awarded a lump sum equal to an additional point on pay scale, plus one percent.</p> <p>The meeting endorsed this recommendation.</p>	
12	<p>Policy review – the new Behaviour Policy was agreed</p>	
13	<p>Any Other business</p> <p>Ht officially thanked BD for all her hard work and support.</p>	
14	<p>Next meeting</p> <p>Monday 7th December 5.30pm</p> <p>SIAMS meeting proposed for Monday 11th Jan 5.30pm</p>	

Meeting finished at 8.00 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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