



Meeting of the Full Governing Body

Monday 13 July 2015 at 5.30 pm

Term 6 Meeting

Present: Louisa Wilson (Ht), Alan Walters (Deputy) until 6.30 pm, Becky Drake (Chair), Philip Webb (Vice Chair), David Hanks, Nicola Read, Mandy Woolley, Abby Warren, Ian Wills, Matt Gait, Lynsey Lowrie

In Attendance: Lynsey Sheppard
Carina Sime – Clerk

Item		Action to be taken
1	Apologies – were received from Hannah Baker and accepted by all present.	
2	Register of Pecuniary Interests – was signed by all present	
3	Minutes of the last meeting – minutes of the meeting held Monday 27 April 2015 were agreed as a correct record and signed.	
4	Matters arising – Item 6 – report sent to all Governors. Item 10 – Committee Chairs attended open afternoon. Item 10 – Statutory Policy list sent. Policies currently on file listed.	

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<p>5</p>	<p>End of year data – Ht provided Governors with an overview of the end of year data.</p> <p>Fantastic results all round. Governors were able to see the significant progress that has been made over the last two years.</p> <p>Ht also provided data on the 3 year trend. Again significant progress was shown.</p> <p>The one gap not closing quick enough is for disadvantaged readers.</p> <p>Q. Governor asked was there a specific reason for this and how is the school going to ensure the gap does close?</p> <p>A. Ht responded that a majority of the children don't read at home and this is something that the school will be working on. A book club is to be introduced along with weekly visits to the library to encourage children to read and become interested in books. In addition, parents are going to be employed to do 1:1 reading with disadvantaged children each day.</p> <p>The results have been welcomed by the staff team who have worked hard over the last couple of years.</p> <p>Governors agreed. Chair to buy chocolates for the staff and give a big thank you.</p>	<p>Chair to provide chocolates for staff</p>
<p>6</p>	<p>School Development Plan 2015-16 – data shows Success Criteria, Success Criteria Met? and Outcome. Ht gave an overview.</p> <p>Chair is to complete the governors section of the School Improvement Plan.</p> <p>Q. Is the SIP the same document as the SDP?</p> <p>A. Yes, School Improvement Plan/School Development Plan, both the same document.</p> <p>The governor review is still to be completed. A copy will be sent to all governors any comments/thoughts/suggestions to be forwarded to Chair by Wednesday for completion.</p> <p>Governors need to have input into this document and will attend school on the in-service days before term starts.</p>	<p>Ht to forward full report</p>

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<p>7</p>	<p>LA Review – at the meeting Governors received a copy of the:</p> <ul style="list-style-type: none"> Getting to Good Local Authority Monitoring Visit Report <p>Copy on file.</p> <p>The review took place on 17 June 2015 and was conducted by Helean Hughes and Val Houldey.</p> <p>Previous reviews have taken place throughout the academic year.</p> <p>The report stated that senior leaders and governors are taking effective action to tackle the areas requiring improvement identified at the Section 5 Inspection. Monitoring visits have found that the school has made good progress against all key issues. Teaching was judged to be consistently good and outstanding in a number of areas.</p> <p>Only one recommendation was given: Continue to ensure that the transition between maths leaders is thorough and continue to provide the new leaders with support to lead maths effectively.</p>	
<p>8</p>	<p>Governor Planning for 201-16 – the Reconstitution for September 2015 has been agreed and authorised.</p> <p>Governors Training Programme is now available for courses to attend in the next academic year.</p> <p>Committee Chairs to use agenda planners as a rolling programme from last year.</p> <p>A Skills Audit has been carried out for each committee showing strengths and weaknesses.</p>	
<p>9</p>	<p>Safeguarding – Ht and A Warren met and have used the Safeguarding audit document supplied by the LA as a framework for addressing safeguarding provisions within the school.</p> <p>Governors needs to show evidence that they understand their roles in Safeguarding. A form has now been produced which all Governors are to sign. This confirms that they have read both the Schools Safeguarding Handbook and Safeguarding Children in Education – Information for Governors. The forms are to be brought to the next Full Governing Body to be put on file.</p> <p>A copy of the Annual Safeguarding Report to Governors was provided at the meeting. Copy on file.</p> <p>As from September, M Gait will be the new E-Safety Governor. All agreed.</p>	

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10 **Committee Reports –**

Finance & Resources

The Committee met on 19 June. The main items covered were:

- Discussions on LA provided services contracts will be covered at the next meeting.
- Current and projected budgets were discussed. There is a healthy carry forward this year of approximately xxxx
- £xxx of this has been allocated to provision of a new playground area with an all season surface.
- Discussions regarding possible employment of a business manager (and the implications thereof) will take place in the New Year.
- Redecoration of the year 4 classrooms is scheduled for the summer break.
- xxxxxxxxxxxx
- Staffing structures were discussed and the pupil premium spending for 2015/2016 confirmed.
- Statutory Policies were reviewed.

Community

The Committee met on 2 July. The main items covered were:

- Following on from the SIAMS inspection and report, Foundation Governors will now be meeting regularly as a sub-committee of Community to develop and implement their own action plan. This will aim to support Louisa in making further progress towards an outstanding rating at the next SIAMS inspection.
- Attendance was just below the school target. xxx children have had very low attendance (xxxxxxx) and that has inevitably reduced the overall average.
- Data on exclusions is again affected by xxxxxxxxxxxx
- Golden Time and Red Cards indicate a slight deterioration in a year 4

PW to forward Premises Management Policy to DH

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ST. STEPHEN'S CHURCH OF ENGLAND JUNIOR SCHOOL

Headteacher: Louisa Wilson

South Gloucestershire Council



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<p>11</p>	<p>Any other Business –</p> <p>Policies for recommendation:</p> <p>Safeguarding – all agreed.</p> <p>Whistleblowing – all agreed.</p> <p>Home Learning – all agreed.</p> <p>Governors Allowance – Governors agreed NOT to have a Governor Allowance Policy. All present agreed.</p> <p>Pupil Premium – a discussion took place regarding the Policy. It was agreed that the wording in section 4.2.6 be altered and that amounts shown in figures be deleted as the Policy is updated annually. All present agreed the altered version of the Policy. PW to amend.</p> <p>Equality Information & Equality Objectives – PW gave an overview. Need to action with the Equality Governor and Pupil Premium Governor. All present agreed.</p> <p>Chair of Governors thanked PW for all his time and work spent on Policies.</p> <p>The Code of Conduct for Governors was overviewed. PW to send clerk Disclosure of Information.</p> <p>At the meeting Governors asked that at the start of the Academic Year could all documents relating to meetings be forwarded earlier. This will give more time to read and prepare.</p>	<p>PW to amend Pupil Premium Policy</p> <p>PW to send Disclosure of Information to clerk</p>
<p>12</p>	<p>Dates of next meeting –</p> <p>FGB - Monday 7 September at 5.30 pm</p> <p>FGB - Monday 19 October at 5.30 pm</p> <p>Community – Tuesday 8 September at 4.30 pm</p> <p>Achievement & Provision – Monday 14 September at 5.30 pm.</p>	

Meeting finished at 8.00 pm.

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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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