

ST. STEPHEN'S CHURCH OF ENGLAND JUNIOR SCHOOL

Headteacher: Ms L Wilson
South Gloucestershire Council



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Meeting of the Full Governing Body Monday 1 December 2014 at 5.30 pm

Term 2 Meeting

Present: Becky Drake – (CoG), Louisa Wilson (Ht), Alan Walters (acting Deputy), David Hanks, Nicola Read, Amanda Woolley, Hannah Baker, Abby Warren, Ian Wills, Matt Gait, Lynsey Lowrie, Philip Webb

In Attendance: Carina Sime – Clerk
Nic Hallows (until 6.00 pm)

Item		Action to be taken
1	Apologies – were received from Suzanne Hanks and accepted by all present.	
2	Register of Pecuniary Interests – was signed by all present	



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3	<p>Presentation by Nic Hallows: How is our new curriculum different? – Governors were given Power Point Presentations by both Ht and Nic Hallows (copies on file).</p> <p>Ht presented Governors with Curriculum, Assessment and becoming Purple Learners, this presentation provided information on:</p> <ul style="list-style-type: none">• The new national curriculum – why the change?• The main changes – what's new? <p>The new national curriculum has been in place since September 2014. The aim is to raise standards in schools with considerably higher expectations. The main focus is on essential core skills e.g. maths, writing and computing. Some topics are now being introduced two years earlier than previous. The 'Mastery Approach' is being used, less content is taught but in a greater depth, this allows children the opportunity to apply skill.</p> <p>Nic Hallows presented Governors with A New Approach to the Curriculum, this presentation provided information on:</p> <ul style="list-style-type: none">• How Enquiry-led learning is different from topic based learning• The Purpose• The Four Stages : WOW, Immersion, Have a Go, Challenge• Curriculum Map <p>Enquiry led learning takes children on a journey. Each enquiry is a question the children are trying to answer. Every lesson has a purpose related to the final challenge of the enquiry. Children are not just gaining 'facts' about the enquiry but are able to use and apply knowledge gained.</p> <p>An example of a Year 6 Group Line of Enquiry was provided for Governors (copy on file).</p> <p>Has there been a change to the style of teaching? Not a huge change, but a clearer journey is provided and the children are leading themselves. The teacher is more on the "side line".</p> <p>How are teachers reacting to the new style of teaching? Very well, this style engages you more with your pupils.</p> <p>How are the children finding it? Again very well, they are more involved and can see sense in the work they are producing.</p> <p>What happens if a child can't grasp the challenge? This hasn't</p>	
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4	Minutes of the last meeting – minutes of the meeting held 13 October 2014 were agreed as a correct record and signed.	
5	<p>Matters arising –</p> <p>Item no. 5 - emailed</p> <p>Item no. 6 - to be emailed</p> <p>Item no. 10 – Ofsted Preparation Meeting to be arranged for next term.</p> <p>Item no. 12 – Governors box filled in and on school website.</p> <p>Item no. 14 – amended</p> <p>Item no. 15 – organised. Ted is now an official ‘Shining Star’.</p>	Ht to email new targets to DH
6	Data review – RAISEonline, FFT, Ofsted Data Dashboard – the Data Dashboard has not yet been made available. The school has not bought into the Fisher Family Trust. See Achievement and Provision Committee Reports for RAISEonline.	
7	<p>Review of SIA visit – prior to the meeting Governors received a copy of the Note of Visit (copy on file).</p> <p>Val Houldey visited school on 12 November from 9.00 to 12.30 and met with the Ht, Core Leadership Team and CoG. The purpose of the visit was to:</p> <ul style="list-style-type: none"> • Review outcomes at the end of 2014 and current progress of pupils • Review the impact of pupil premium spending • Agree targets <p>Since the last visit the school is confident that achievement has continued to rise. It was reported that overall the school has made very good progress against its targets and areas for improvement. A good start to the academic year.</p>	

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8	<p>Headteacher Report Update – prior to the meeting Ht had notified Governors that there would not be a Headteacher Report. This was due to the failure of the School Server.</p> <p>At the meeting Ht conveyed to Governors that the delay in producing the Headteacher Report highlighted the fact that this was not a strategic way to move forward. Ht currently spends three hours writing the report which is time that could be spent on driving school progress forward. The Ht Report brought to each FGB only repeats what has been reported at each Committee.</p> <p>Ht proposed:</p> <ul style="list-style-type: none">• An individual report to be written for each Committee.• Each report to be sent in advance to all Governors along with corresponding paperwork and agenda for each Committee.• Questions to be forwarded prior to each meeting.• Committee Minutes to be sent to all Governors. <p>It was agreed by all present to trial the above proposal as from next term.</p>	
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Committee Reports –

Community

The Committee met on 10 November 2014. The main items covered were:

- Election of Chair and Vice Chair. IW, Chair, AW, Vice Chair.
- Terms of Reference reviewed.
- Annual attendance target set and agreed at 96%, recommended by the Educational Welfare Officer.
- A discussion around the Parent and Pupil Questionnaires sent out in June 2014. 16% of parents responded with years 5 and 6 giving a positive picture. 90% of pupils responded with years 3 and 4 giving a positive response. Responses gave an interesting picture.
- Learning Behaviour update gave good feedback.
- IW carried out a Behaviour Learning Walk.
- The Committee agreed how they would prioritise and monitor different areas of the School Development Plan; this will be followed up each term (see Committee Minutes).
- Ms Eva Coleman is to carry out a 'Children Feeling Safe' survey. Once completed the LA Safeguarding Toolkit will be complete.
- The Concerns and Complaints Policy was reviewed.
- An RE review took place. A prayer corner is now available for pupils. This enables them time to have quiet reflection.

Achievement & Provision

The Committee met on 17 November 2014. The main items covered were:

- Election of Chair and Vice Chair. AW, Chair, NR, Vice Chair.
- The Committee discussed how they would monitor and prioritise the School Development Plan. It was agreed that the main focus is on Closing the Gap and the Curriculum. Governors have subdivided areas into groups and will report a

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<p>10</p>	<p>Constitution Review – it was discussed and agreed that a Constitution Review needs to take place.</p> <p>The recent Parent Elections gave a negative feedback. No response was received.</p> <p>It was agreed that PW will organise a Skills Audit for early next term. A letter will be sent to parents re skills required to become a school governor. This may give a more positive response.</p> <p>The recent visit from the Diocese has shown that there should be a Foundation Committee.</p> <p>An Action Plan for the Reconstitution will be made available for Ofsted.</p>	<p>PW to organise Skills Audit of Governors</p> <p>Letter to be sent to parents re skills</p>
<p>11</p>	<p>External Partnerships – some of the external partnerships used by the school are:</p> <p>Educational Welfare Officer</p> <p>ICT Technician (Scott) from Bristol. The school moved away from the Local Authority due to poor service.</p> <p>Bristol Rugby Gym Club REACH Play Therapist SARI – Race and Equality</p> <p>Has the school thought of hiring the hall out to the community? Yes, this has been discussed and is something the school is considering.</p>	

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12	<p>Policy Review –</p> <p>Concerns & Complaints Policy Charging Policy Presentation Policy Spelling Policy Handwriting Policy</p> <p>The above Policies were recommended to the Full Governing Body, agreed by all present and signed by Chair of Governors.</p> <p>Governor noted that Policy is a rule. Wording used should be:</p> <p>Must Should May</p> <p>Governor also noted a few spelling errors.</p> <p>Governor is to amend spelling errors and issue Version 1.1 of the above. All present agreed.</p>	
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13	<p>Any other Business –</p> <p><u>School Dog</u></p> <p>At the meeting Ht put it to Governors that she occasionally, (at her discretion), has brought her dog Tom into school. He sits in her office and does not have contact with children unless agreement has been made.</p> <p>This has not been a previous issue.</p> <p>Some parents have now complained that they were not informed of Tom's presence in school and complaints of flea bites have been received. Tom has been both wormed and flead. The LA has been contacted, a risk assessment is in place and they have agreed that it is at the Ht discretion for Tom to be in school.</p> <p>It was confirmed that the fleas have not come from school.</p> <p>At the meeting Ht asked Governors for their permission/agreement for Tom to occasionally be brought into school.</p> <p>Health & Safety Governor met with Ht prior to the meeting to discuss risks involved. At the meeting Governor reported that they were happy with the risk assessment that has been put in place and that all Health & Safety checks have been carried out and completed.</p> <p>It was agreed by all present that Tom can occasionally be brought into school. A visual sign will be made and exhibited when Tom is on school premises so that visitors are made aware and a "Come and Meet Tom" session is to be arranged. Tom will be an asset to the school.</p> <p>Parents will be officially informed of the decision and a reminder sent that no other dogs are to be brought onto school premises.</p> <p><u>Meeting Dates</u></p> <p>All Committee meeting dates are to be emailed to all Governors along with all Committee minutes.</p>	<p>A Come and Meet Tom session to be arranged</p> <p>Parents to be informed of decision of Tom</p> <p>Clerk to email dates and minutes</p>
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14	Date of next meeting - 9 February 2015 at 5.30 pm Dates for FGB meetings next year: 18 May 2015 at 5.30 pm 13 July 2015 at 5.30 pm	
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Meeting finished at 19:40

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