

ST. STEPHEN'S CHURCH OF ENGLAND JUNIOR SCHOOL

Headteacher: Ms L Wilson
South Gloucestershire Council



...a positive, supportive learning community.

Meeting of the Full Governing Body Monday 13 October 2014 at 5.30 pm

Term 1 Meeting

Present: Becky Drake – (CoG), Louisa Wilson (Ht), David Hanks, Suzanne Hanks, Nicola Read, Sarah Jefferies, Amanda Woolley, Hannah Baker, Abby Warren, Ian Wills, Matt Gait (until 7.15 pm), Alan Walters, Lynsey Lowrie, Philip Webb

In Attendance: Carina Sime – Clerk

Item		Action to be taken
1	Apologies – none, all present	
2	Register of Pecuniary Interests – was signed by all present	
3	Election of Chair – Becky Drake was voted to be Chair of Governors Proposed by SH Seconded by MG Agreed by all present	
4	Election of Vice-Chair – Philip Webb was voted to be Vice Chair Proposed by IW Seconded by AW Agreed by all present	
5	Scheme of Delegation and Terms of Reference – Terms of Reference to be emailed to all Governors along with an updated Governing Body Standing Orders. Governors are to reply as soon as possible to accept.	Terms of Reference to be emailed

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<p>6</p>	<p>Appoint Governors with specific responsibilities – the FGB discussed and agreed the following:</p> <p>Head Teacher Performance Review Panel – this panel will consist of the Chair of each committee – David Hanks, Ian Wills and Abby Warren. (New targets to be sent to DH).</p> <p>Teachers Pay Panel – governors on this panel will be Nicola Read, Hannah Baker and Becky Drake</p> <p>SEN Governor – Hannah Baker will become the new SEN governor. Health and Safety Governor – Matt Gait</p> <p>Safeguarding and Child Protection Governor – Ian Wills.</p> <p>SDP – this will be discussed at the next individual Committee meetings.</p> <p>Governor roles will be reviewed in term 4. Governor training will be reviewed annually in term 5.</p>	<p>LW to email new targets to DH</p>
<p>7</p>	<p>Election of new Governor –</p> <p>Chair of Governors gave a warm welcome to the new school Governors.</p> <p>Mr Philip Webb – Community Governor Proposed by NR Seconded by AW Agreed by all present</p> <p>Mr Alan Walters – Staff Governor Proposed by DH Seconded by MG Agreed by all present</p> <p>Mrs Lynsey Lowrie – Staff Governor Proposed by SJ Seconded by IW Agreed by all present</p>	

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8	<p>Move of Governors from Parent to Community –</p> <p>Mrs Suzanne Hanks and Mr Matt Gait will move from being Parent Governors to Community Governors.</p> <p>Proposed by BD Seconded by SJ Accepted by all present</p> <p>An advert will be posted in the School Newsletter for 2 vacancies for Parent Governors.</p>	
9	<p>Minutes of the last meeting - minutes of the meeting held Monday 14 July were agreed as a correct record and signed.</p>	
10	<p>Matters Arising – Item 7 – Governor Planning for 2014-15. “Ofsted” was inserted in the second paragraph to read “an Ofsted Preparation Meeting”..</p> <p>Dates for this meeting are to be emailed to Governors.</p>	<p>Dates for Ofsted Preparation Meeting to be emailed to Governors</p>

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11	<p>SEF – from Ht (to be alternated with HT report) – at the meeting Governors received a copy of the Self Evaluation Summary October 2014 (copy on file).</p> <p>This is a key document for the lead Ofsted inspector and will be updated regularly. RAISEonline context has been highlighted in yellow. Key vocabulary is highlighted in bold.</p> <p>It provides a covering summary of the school along with Actions, Impact of Actions and Areas that require Further Development for:</p> <ul style="list-style-type: none">• Achievement• Quality of Teaching• Behaviour and Safety of Pupils• Quality of Leadership and Management <p>Governors reviewed the document.</p> <p><u>Achievement</u></p> <p>The September 2014 inspection judged this to require improvement. Reasons for this judgement are listed. The schools judgement for achievement is that it is now good. The report gives actions taken to support this and the impact of these actions.</p> <p>The school has put rigorous tracking systems in place to ensure the needs of all pupils are met. A provision map is now in place. New interventions have been introduced along with high quality training to deliver them.</p> <p>Achievement in writing is an area of focus for the school.</p> <p>Governor asked Can a separate chart be produced with data for Pupil Premium children? Yes, this has been produced.</p> <p><u>Quality of Teaching</u></p> <p>The previous inspection judged this to require improvement. Reasons for this judgement are listed. The schools judgement for teaching is that it is now good. The report gives actions taken to support this and the impact of these actions.</p> <p>A new marking and feedback policy is in place. Planning is reviewed daily with annotations showing any changes that need to be made. The homework policy has been revisited. Homework now focuses on GPS and times tables.</p> <p>The school has five new teachers. The school is focusing on ensuring</p>	
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12	<p>SDP Review of priorities – at the meeting Governors received a copy of the School Improvement Plan 2014-15 (copy on file).</p> <p>An overview was given by the Ht.</p> <p>The Plan covers 5 key areas:</p> <ul style="list-style-type: none">• Achievement• Quality of Teaching and Learning• Behaviour• Leadership and Management• Overall Effectiveness <p>And: Narrowing the Gap Continuous Strategies/Areas of Focus Source of evidence of identified needs</p> <p>A Power-point presentation also provided a breakdown of each of the 5 areas above and the actions that will be addressed for each area and by which committee.</p> <p>Team leaders have planned what actions will be taking place through each term. Committees will be able to monitor this and cross reference.</p> <p>Governors have been asked to fill in the 'Governor Box' once they have discussed and agreed their actions for the year. Monitoring sheets are also available for their evidence to be recorded. These can then be brought to committee meetings.</p> <p>Governor challenged Is this plan over ambitious and are you overloading a typical group of people making this unrealistic?</p> <p>Ht responded that the Plan has been put in place to drive standards through the school. Yes it is a big work load but it needs to be done to achieve the high expectations.</p>	
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13 **Committee Reports –**

Finance & Resources

Dave Hanks was elected as Chair and Matt Gait volunteered his services as Vice Chair.

The half yearly budget review has been carried out. The expected end of year carry forward has slightly reduced at approximately £45k – however it was considered that there was some leeway in some of the budget items.

The Terms of Reference for the committee were discussed and are to be agreed once any updates have been added if necessary. Ht ran through Teachers Performance Management figures for the previous school year and subsequent pay awards.

Ht gave a presentation on Pupil Premium spending and its subsequent impact on achievement. There was improvement however the gap between FSM and non-FSM has not narrowed to a satisfactory level. This was mainly due to a welcome increase in results for non-FSM children.

The Policy Review Policy was discussed and it was decided to email out the two most urgent mandatory Policies to members for consideration and agreement. Other policies will be scheduled for future meetings.

The school break in was discussed in detail and left many questions regarding school security and the response (or lack of) from the alarm monitoring company. The committee are hoping to arrange a meeting with the company.

The school's gas and electricity contract runs out next March and the present company are asking for a commitment by the end of October although they are not able to quote figures for the renewal. The Chair is looking at possible alternative suppliers.

A long discussion took place regarding the cleaning contract. The demand from the company for £15k to terminate the contract was considered unaffordable and it was decided to call a meeting with the company to discuss alternative solutions. The preferred solution was considered to be restarting a proper studied and signed agreement for 3 years and a TUPE arrangement for our remaining staff.

Ht put forward her plans for ensuring that the work carried out by the deputy head was adequately covered in term 2 in the deputy's continuing absence.

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14	<p>Policy Review – Attendance and Pay Policy –</p> <p>Attendance Policy – no changes</p> <p>Proposed by AW Seconded by BD Agreed by all present</p> <p>Pay Policy – amendments to be made to 5.1, 5.4 and 5.5. The Policy will then be signed off.</p>	Amendments to be made.
15	<p>Any other Business –</p> <p>An official goodbye is to be organised for retiring SEN Governor Ted Milkins. It was suggested to invite Ted to attend a school Celebration Assembly. Thanks and appreciation for all his hard work and commitment as a Governor can be shared at this assembly.</p> <p>A group photograph of governors was taken for the school website.</p> <p>Dates are to be emailed to governors for the Ofsted Preparation meeting for Term 2. Governors to respond to the dates as soon as possible.</p> <p>A constitution review will take place in term 2 for submission in January.</p>	NR to organise
16	<p>Date of next meeting - 1 December 2014 at 5.30 pm</p> <p>Dates for FGB meetings next year:</p> <p>9 February 2015 at 5.30 pm 18 May 2015 at 5.30 pm 13 July 2015 at 5.30 pm</p>	

Meeting finished at 19:50

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