

## St Paul's C of E V C Junior School

Minutes of the **Full Governing Body** Meeting  
 Tuesday 17 01 17  
 6:30 pm

Colour Coding – **Red = monitoring**, **green = challenge**, **blue = strategic planning**

| Item |  | Action |
|------|--|--------|
|      | Clerk: Lynn Crisp<br>Present: Chris Partridge, Albert Owen, Mark Hood, Fran Lenzi, Sally Jefferies, Laura Parfitt, Cliff Brown, Magdalena Borowska, Anna Muggleby,<br>Guest: Tracey Roberts  |        |
| 012  | Prayer<br>AO opened the meeting with a prayer.   |        |
| 013  | Apologies None<br>Absent: JT SM  |        |
| 014  | Pecuniary Interests<br>No changes<br>New Governors signed forms  |        |
| 015  | Agenda Item Interests<br>None declared   |        |
| 016  | Agree FGB Meeting Minutes<br>Chair signed as a true record. Added FL to the attendance list.<br>CP thanked Governors for overseeing the SDP.   |        |
| 017  | Matters Arising from Minutes<br><b>GB confirmed that they found meeting early to look at SDP useful and liked how the new colour coding of Church / School values are embedded in the document Writing: a new link Governor will be needed.</b> Fran Lenzi offered and the Chair thanked her.<br>Fibre broadband should be installed during February half term, official letters are awaited.<br>No academy update. Matt Lockyer has put a paper together and issued to governors on the committee from other schools.   |        |
| 018  | Actions<br>Will be looked at next time.  |        |
| 019  | F&GP Minutes<br><b>Update from MH</b><br><ol style="list-style-type: none"> <li>1. 12<sup>th</sup> class came in under budget.</li> <li>2. Month 6 committed 46.5% at month 9 89%. Budget being managed well. Looking for more savings.</li> <li>3. BEMIS contract, this is quite expensive. £34,000 is currently spent on BEMIS. The service is not comprehensive any longer. We are exiting BEMIS but will probably budget the same amount into the pot. Matts hours will increase with compliance work. 2 other schools are buying into this. We are currently in the final stages of contracting to Baileys for responsive maintenance, at an hourly rate. Matt and an assistant will carry out small repairs. Tracey and Matt have gone through insurance and compliance with a fine tooth comb. Extra funds will be put into the pot for major emergencies.</li> </ol> <b>Q: What will happen with the boiler contract? A: We will go straight to a gas service provider for assistance.</b><br>We may be able to sell the compliance documentation Matt has |        |

Signed  
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|      | <p>produced to other schools. Facilities management team are confident that a better service will be received for less cost. <b>Caution was mentioned regarding the school building and the Grade II listing.</b> Confident that we will be able to build a relationship with the listed building department at the local Council.</p>  |        |
| 020  | <p><b>Accident Book</b><br/>1 reported to County.</p>   |        |
| 021  | <p><b>Pupil Progress Update</b><br/>Steve Williams – School Educational Partner, employed by County attends 3 times per year. He observed 3 classes in Y3. Steve confirmed that progress can be seen. SLT were able to reassure teachers that progress is brilliant. Positive outcome. Clear with some children who were graded as greater depth in the Infants Schools was correct grade. Other children who were awarded this grade were not so obvious. Some were showing small signs of this but only now can see clear signs that at the end of year they will be at greater depth.<br/>Lots of suggestions re feeder schools were made by Steve, some are not possible as have been suggested to other schools before.<br/>Children are delighted to look back at their books to reflect on their own pages.<br/>Thank you LP and the team.<br/>A marked improvement from September for the Y3 writing. Children are very proud of their writing. Children said they would like to do some writing together, greater depth children. This will be facilitated.<br/>Noted that it would be better for children and staff if the 2 feeder schools and St Paul’s had the same SEP.<br/>Teaching of writing in other schools was discussed.<br/>Steve confirmed that as a school his view is we are putting into place strategies for success for the children and plugging gaps.<br/>CP then presented data via SPTO. Governors all have access to this system. AO and CP will meet to decide which info governors need to see.<br/><br/>Maths: 1.3 tracking points were made for the whole school overall. This is confirmed via pupil progress meetings.<br/>Teaching in single year groups is helping the children achieve.<br/>Reading: 1.2% tracking points were made for the whole school overall.<br/>Writing: 1.2% tracking points were made for the whole school overall.<br/>From today’s meeting, G&amp;T (greater depth) children have been identified.<br/>Good collaboration between staff re data.<br/>AM is running a spreadsheet parallel to this data collating information from staff giving feedback as to the children teachers feel are gifted or talented.<br/>Real positive pupil progress meetings using this data with all staff. Staff were prepared and knew their children.<br/>Chair thanked SLT and staff for their work on this.<br/><b>Q: What sort of intervention are in place in Y3? A: Phonics, RWI, precision teach, ILLI, rapid maths, woodland writing, forest school plus others.</b></p> | AO/CP  |
| 022  | <p><b>Writing Award</b><br/>In recognition of all the work David Dixon has carried out with SJ over the years, SJ felt he should be remembered in our school. The David Dixon writing award is a fitting tribute, open to the whole school. Criteria to be decided at a later date.<br/>Governors thought this was a lovely idea and a fitting tribute.</p>   |        |
| 023  | Staffing  |        |

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|      | <p>LP will be going on maternity leave in July.<br/> <b>Q: SENCO cover?</b> A: Options are being discussed with SLT.<br/> Staff changes will be happening.</p>   |   |
| 024  | <p>Policies<br/> Carry forward.<br/> Myra is working on statutory and non-statutory policies.</p>  | LC  |
| 025  | <p>Website<br/> Governors please email some info about themselves to CP asap.<br/> New links to the Church have been added.</p>  | All Governo   |
| 026  | <p>Urgent Business/Correspondence<br/> Update Governor responsibilities list and website - MH chair of finance, AO<br/> Chair of Governors</p> <p>Please send agreed minutes of FGB Minutes of September and November<br/> to CP for website.</p> <p><b>Confirmed new start time for FGB Meetings and F&amp;GP meetings –<br/> 6.00.</b></p> <p>AO will talk to CP about governor meetings, schedules etc.</p> <p>SIAMs documents was shared and the working already completed show<br/> good progress on the criteria. Areas address shows clear signs of being<br/> completed. AO to meet with SW/HM to look at final document.<br/> CP inform the Govenors about his role within the CofEPQH and as a<br/> mentor.</p> <p>Several governors commented on the calm and respectful way the children<br/> respond to the Collective Worship.</p> <p>MH reported that the Town Council have asked him to approach the school<br/> regarding supporting the placing of extra 'dog bins'. In addition, a tidy up<br/> Shepton campaign asking schools to design some posters which may end<br/> up on the bins is planned. An art bundle prize will be awarded for the<br/> winners. Governors thanked MH and agreed to participate.</p> <p>20<sup>th</sup> Feb, inset day for all schools in CLP opportunity to take part in<br/> workshops and information gathering/sharing, at St Paul's, food provided.<br/> Let CP know you will be attending.</p> <p>Governor DBS. Info sheets given to MH, Cliff and Magdalena.</p> | <p>LC list, CP<br/> website</p> <p>LC</p> <p>AO/CP</p> <p>ALL</p> |
| 027  | <p>Date of next meeting<br/> EXTRA FINANCE AND GENERAL PURPOSES MEETING: 31 01 17 6.00<br/> pm</p> <p>FINANCE AND GENERAL PURPOSES MEETING: 14 03 17 6.00 pm<br/> FOLLOWED BY FGBM 14 03 17 7.00 – NB this date has subsequently<br/> been changed – refer to email from Clerk dated 01 02 17.</p> <p>Meeting ended 19:48</p>  |   |

Signed  
Date