

**Minutes of the Full Governing Body Meeting
of St Peter's Anglican/Methodist Primary School
4th March 2024**



NAME	Abrv.	DESIGNATION	Present	NAME	Abrv.	DESIGNATION	Present
Nic Baykaa-Murray	NBM	Associate	✓	Mike Ormond	MO	LA Appointed (Chair)	✓
Adele Farrow	AF	Parent Elected (Vice Chair)	✓O/L	Martin Slocombe	MS	Foundation	✓
Crista Hazell	CH	Co-opted	✓	Paul Smith	PS	Executive Headteacher	✓
Russell McAulay	RM	Co-opted	✓	Ben Taylor	BT	Parent Elected	✓
Olwen Murray	OM	Foundation	✓				
Kieran O'Keeffe	KO	Parent Elected	X	Clare Trayler	CT	Clerk to Governors	✓

✓ = Attended, A = Absent with Apologies, X = absent no apology, O/L – joined the meeting online via Teams

Meeting Opened: 17:06 hrs

	Discussion	Actions
1	<p>Welcome Attendees were welcomed to the meeting</p> <p>Opening Prayer MS said a welcome prayer</p> <p>OM arrived 17:07</p> <p>Apologies No Apologies received. KO absent. Natalia Sanders has resigned as parent governor</p> <p>Quorum The meeting was quorate</p>	
2	<p>Declaration of Pecuniary Interests</p> <ul style="list-style-type: none"> No Interests declared for this meeting 	
3	<p>Minutes of Previous Meeting <i>Minutes from meeting held on 15th January circulated in advance of meeting</i></p> <ul style="list-style-type: none"> All governors agreed to accept the minutes as a true and accurate record Minutes were agreed and signed 	
4	<p>Matters Arising</p> <ul style="list-style-type: none"> All actions complete 	
5	<p>Chairs Report</p> <ul style="list-style-type: none"> We've lost Natalia who was a strong governor which is a bit of a blow. RM is planning to leave at end of this academic year which is problematic. MO is having thoughts about how we strengthen ourselves as a governing body. MO asked all governors to think about ways to do so ALM have recently advertised for governors and have got some interest. PS to speak with Chair to see if any can be steered STP way MO to put advert for new governor(s) in In view magazine Budget issues are ongoing Visit to school last week was positive. Feedback from visit:- <ul style="list-style-type: none"> Looked at Phonics teaching, really good from Y1 to 2 could see techniques being used, saw prosody in action in Year 1. 	<p>Governors to think about ways to strengthen governing board and advise MO of any ideas</p> <p>PS to speak to Chair of ALM to see if any prospective governors can be sent our way</p>

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	<p>Good to see progression from Reception to Year 1</p> <ul style="list-style-type: none"> ○ Looked at books, saw improvement in marking and pupil feedback in books from last visit, particularly in Year 4 . Volume of writing and quality was excellent ○ Children assessing themselves could be seen in books, strength in marking, very evident there had been a focus on marking in maths. Purple polishing was also evident ○ Pupil conferencing was stunning, vocab around maths and history, knowledge of angles was excellent. The children made connections between art and history and chronology. All of the children wanted to talk ○ Online safety answers were excellent 	<p>MO to put advert for governor(s) in In view magazine</p>
<p>6</p>	<p>Headteacher's Report (including Attainment Data Overview & School Development Plan review) <i>Documents circulated in advance of meeting</i></p> <ul style="list-style-type: none"> • No new assessment data to show at this time, next assessments will be done at end of term • MO, RM & CH visited school on Friday and could see what is happening in the classrooms – evidence of 'flashback 4', '4 from before' etc. • Phonics screening, we can see huge progress being made in the tracking, children are recalling and putting learning into practise which has been praised by Alison Marsden from English Hub • Positive learning behaviours being seen in lesson observations • Levels of engagement good in Maths and other subject areas too • EYFS and KS1 continuous provision has really improved and is really strong, development is going forward. There is still work to be done on the use of the outside learning environment <p><i>Q: What is a RAPS question?</i> <i>A: Reasoning and problem solving</i></p> <ul style="list-style-type: none"> • Pupil Premium – attendance improving • Catch up/tutoring funding – Emma Tucker (TA) been doing catch up with Y2. NBM & Wendy Lewis also running catch up sessions with Y6 • SEND – plans in place are very secure and will be reshared with parents at upcoming parents evenings. We are 14 weeks into the 20 week period of a needs assessment for Y6 pupil. Sarah been on a lot of training. TA's have got motor skills and Lego therapy training coming up <p><i>Q: Thought we had a few people trained in Lego therapy?</i> <i>A: Only 1 member of current staff is trained at the moment</i></p> <ul style="list-style-type: none"> • Attendance has dropped down from 94.9% and is now 94.5%, Persistent absence has now gone down to 8.9%. These are both above national average levels. We are also above national for SEND and in line with FSM • Safeguarding – very secure. 1 child on CP, 1 child in need • Behaviour & attitudes – 1 child in Y4 and 1 in year 5 receiving support but otherwise behaviour is good across the school • Rev Anjali will now not be coming to St Peter's as MS is already visiting once a month and there is no extra capacity 	

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	<ul style="list-style-type: none"> • Professional development – there have been several joint meetings with ALM, subject leaders are working positively together • Bridge FOS – steering group committee meeting tomorrow night so nothing new since last update. Strategic plan on track <p><i>Q: What is the WIRE Award we recently achieved?</i> <i>A: It's an award for RE, we met the 3 requirements – attended training, held an event & visited a different place of worship</i></p> <ul style="list-style-type: none"> • Staffing & School Structure – PS ran through plans for staffing structure when Abbi Grotzke is on maternity leave and reduction to 5 classes in September which was agreed by Resources committee • There is a possibility of us receiving some additional funding which is being given to schools with falling roles <p><i>Q: When will know if we will get this additional funding?</i> <i>A: We should know quite soon</i></p> <p><i>Q: Literacy review – MO felt this was a really good report, lots of praise for staff and action points set, which clearly have been done as evidence was seen during governor visit on Friday. It was really good to read</i> <i>A: Alison Marsden is back 2 weeks today, we work on the action points as soon as they are given</i></p> <p>School Development Plan</p> <ul style="list-style-type: none"> • No changes <p>SEF</p> <ul style="list-style-type: none"> • No changes <p><i>Q: Early Years is graded as RI due to new staff, is this a bit harsh?</i> <i>A: It's down as RI/Good, mainly to do with outside area. This is quite realistic. It's a conversation to be had with the inspectors when they come</i></p>	
7	<p>Feedback from Sub-committees</p> <p>Foundation Committee</p> <ul style="list-style-type: none"> • Have not met since last meeting • Meeting scheduled for Tuesday 19 March at 3.30pm <p>Partnership Steering Group</p> <ul style="list-style-type: none"> • Have not met since last meeting • Meeting scheduled for 25 March • We need a new member to join the committee. BT agreed to join the committee although he can't make the 25 March meeting <p>Quality of Education Committee</p> <ul style="list-style-type: none"> • Met on 22 February • AF feedback on the content of the meeting • Minutes have been circulated to all governors <p>Resources Committee</p> <ul style="list-style-type: none"> • Met on 8 February 	

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	<ul style="list-style-type: none"> • RM feedback on the content of the meeting • Minutes have been circulated to all governors 	
8	<p>Policies and Other Documents <i>Policies circulated in advance of meeting</i></p> <ul style="list-style-type: none"> • Disciplinary Procedure (Staff) – recommended by Resources committee for approval. Agreed and ratified • Grievance Procedure – recommended by Resources committee for approval. Agreed and ratified • Relationships, Sex & Health Education – recommended by Quality of Education committee for approval. Agreed and ratified 	
9	<p>Schools Financial Value Standard (SFVS) <i>Document circulated in advance of meeting</i></p> <ul style="list-style-type: none"> • For the benefit of new governors, this is a set of questions governors must answer each year. We did a lot of work on this several years ago and the document has been updated each year since. It is possible to see the progress made over the years which has moved us from 'working on' to 'achieving' <p><i>Q: Are these standard questions from South Glos?</i> <i>A: They are standard questions but it is a national requirement not just South Glos</i></p> <ul style="list-style-type: none"> • We were audited last year which showed progress • MO to circulate skills matrix to all governors for completion • BT will book onto some governor finance training <p>Decision – governors agreed to submit SFVS document as circulated</p>	<p>MO to circulate skills audit to governors to complete</p> <p>CT to submit SFVS to internal audit</p>
10	<p>Reflective Question 'What have we learnt today and what questions has it raised that we want to investigate further?'</p> <ul style="list-style-type: none"> • SLT is being extremely creative and forward thinking with budget they 'don't have'. It's really interesting to see what's being done as it's not easy, keeping everything going and sharing positively • Learnt about background work going on i.e. achieving WIRE award • Really pleased to hear the governor visit went very well on Friday • We need to investigate the possibility of additional funding further <p><i>Q: Is there a 'magic line' where if we receive more funding that we will be ok?</i> <i>A: We need to input all the expected expenditure and income into the budget software to have an answer to that which we will be doing as soon as we are able to. We will be receiving some additional funding towards pay increases</i></p> <p><i>Q: The falling roll funding – is it available every year?</i> <i>A: It's a completely new policy which we only found out about last Thursday. It states that this funding will be available for a maximum of 2 years</i></p> <p><i>Q: So, the falling role is purely to do with less children living in the area not to do with the school's reputation etc?</i> <i>A: There are only 28 first choice applications between ourselves and Severn Beach school which indicates there are only 28 children due to</i></p>	

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	<p><i>start school in the area</i></p> <p><i>Q: Smaller class sizes and mixed age classes and the scaling down of the school's size, how does that generally impact educational experiences for the children?</i></p> <p><i>A: We provide the same education regardless if straight or mixed aged classes, the teaching is the same, we may adapt some things in terms of the timetable and use of adults but that is not detrimental to the quality of education. There can be an impact when you reduce the size of the school down on how you then increase back up i.e. you can't just increase the size of a class (i.e. undo the mixed Y1/2 class) mid-year. The current system of mixed EYFS/Y1 and Y1/2 classes is working well now however it took approx. 6 months to set this up to run effectively</i></p>	
10	<p>Any Other Business</p> <p><i>Q: Integra HR is disbanding, what's going to happen to IT and governor services?</i></p> <p><i>A: At the moment IT is secure due to a security incident that happened a couple of years ago. Gov services have slimmed down but seem secure for now. We had the contract through from payroll services last week which is continuing. We may make a slight saving on payroll. There will be a saving on spend for a new HR provider based on the quotations we have already received</i></p> <ul style="list-style-type: none"> • The FOSP family quiz last week was successful with 100 people in attendance, £422 was raised <p><i>Q: Is there a limit on how long there can be in between Ofsted inspections?</i></p> <p><i>A: The expectation is that schools will be inspected within 6 years of last inspection (there is a 2-year backlog due to Covid). It will be 6 years since our last inspection next week</i></p>	
	<p>Date of Next Meeting</p> <ul style="list-style-type: none"> • Monday 13th May 2024 at 5pm 	

Meeting Closed: 18.19 hrs

Action Checklist

WHO	ACTION	WHEN
All	Governors to think about ways to strengthen governing board and advise MO of any ideas	ASAP
PS	Speak to Chair of ALM to see if any prospective governors can be sent our way	11 March
MO	Put advert for governor(s) in In view magazine	15 March
MO	Circulate skills audit to governors to complete	11 March
CT	Submit SFVS to internal audit	28 March

List of Associated Documents

Minutes of FGB meeting held on 15th January

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Report to FGB 4th March 2024
SDP Review Autumn 2023
St Peter's SEF January 2024
24_02_08 Resources Meeting minutes
24_02_22 Quality of Education Meeting minutes
Disciplinary Procedure (Staff) Policy
Grievance Procedure Policy
Relationships, Sex & Health Education Policy
Schools Financial Value Standard SFVS Checklist 2023-24

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