

**Minutes of the Full Governing Body Meeting
of St Peter's Anglican/Methodist Primary School
13th May 2024**



NAME	Abrv.	DESIGNATION	Present	NAME	Abrv.	DESIGNATION	Present
Nic Baykaa-Murray	NBM	Associate	A	Kieran O'Keeffe	KO	Parent Elected	✓
Adele Farrow	AF	Parent Elected (Vice Chair)	A	Mike Ormond	MO	LA Appointed (Chair)	✓
Crista Hazell	CH	Co-opted	✓	Martin Slocombe	MS	Foundation	A
Daniel Gordon	DG	Parent Elected	✓	Paul Smith	PS	Executive Headteacher	✓
Russell McAulay	RM	Co-opted	✓	Ben Taylor	BT	Parent Elected	✓
Olwen Murray	OM	Foundation	✓	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: 17:10 hrs

	Discussion	Actions
1	<p>Welcome Attendees were welcomed to the meeting</p> <p>Opening Prayer OM said a welcome prayer</p> <p>Apologies Apologies received and accepted from MS & NBM. Apologies passed on through another governor from AF</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 4th March 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"> Governors to advise MO if they have any ideas on how to strengthen the governing board There were no prospective extra governors at ALM to send our way MO still to put advert for governor(s) in In view magazine MO still to circulate skills audit to governors to complete All other actions complete 	<p>MO to put advert in In-view for new governors</p> <p>MO to circulate skills audit</p>

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5	<p>Chairs Report</p> <ul style="list-style-type: none"> • We had our long-awaited Ofsted inspection however were not happy with the outcome so we submitted a complaint • Ofsted have said they had incorporated our feedback into their redrafted report however they missed most of it out • We now have now submitted a formal complaint re the quality of the inspection <p><i>Q: What's the timeframe for this?</i> <i>A: Ofsted have until 17 June to go through their complaint's procedure, carry out QA and then respond to the complaint. Depending on what they find depends on what happens next. If they do not uphold the complaint they will publish the report 5 days after their response</i></p> <p><i>Q: Is that likely?</i> <i>A: There have been some complaints that have been upheld but the majority are not. They may return to inspect again which would mean another day in school within a fortnight of their response</i></p> <ul style="list-style-type: none"> • We had the budget setting meeting and it's not looking good • We need more children to come to the school 	
6	<p>Approval of Budget <i>Budget displayed on screen</i></p> <ul style="list-style-type: none"> • We are projecting to end this financial year with a deficit budget situation – (£15,504). In years 2 and 3 the deficit then becomes much higher <p>DG joined meeting at 17:21</p> <ul style="list-style-type: none"> • Governors introduced themselves to DG • For the past few years we have had an in-year deficit however with the carry forward and careful management we have managed to keep our heads above water • The deficit is largely driven by the fall in role, approx. 30 children leaving the school and only approx. 15 coming in each year • We have reduced the number of classes according to the smaller intakes however do not wish to reduce the PAN permanently as this is then very difficult to reverse • The Resources committee met on Thursday and recommend this budget for approval • We are in a similar position to a lot of other South Glos schools who are in a deficit position <p><i>Q: What are the ramifications of a deficit budget?</i> <i>A: It seems there aren't really any at the moment. We tried earlier in the year to contact the head of finance at the LA, however did not receive a reply</i></p> <ul style="list-style-type: none"> • The LA don't seem to want to support us through the dip in numbers although they would provide financial support if we reduce our PAN <p><i>Q: The change in local area (potential new houses), if that becomes firm, would that change?</i> <i>A: It should do, but that would not be until planning permission is granted. The initial draft strategic plan issued by the LA mentioned additional houses between The Wave and the school</i></p> <p><i>Q: What about the new houses at Cribbs Causeway?</i></p>	

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	<p><i>A: They hopefully should start to yield some children in the near future however there are plans for new schools in that development</i> <i>Q: Have we thought about a leaflet drop?</i> <i>A: We have leaflets in pre-schools and in the show homes at Cribbs and banners in the local area</i> <i>Q: What about Estate agents?</i> <i>A: We have issued leaflets to the local agents who sell houses in the area. We will top up the leaflet supplies to all of these places in the summer</i></p> <ul style="list-style-type: none"> • We do know that this year is a low birth rate in the whole area and the projections for pupil numbers do increase slightly for future years <p>Decision – governors agreed to submit budget</p>	<p>CT to submit budget to LA</p>
<p>7</p>	<p>Feedback from Sub-committees Foundation Committee</p> <ul style="list-style-type: none"> • Have not met since last meeting as meeting was postponed due to Ofsted inspection • Meeting still to be scheduled <p><i>Q: Are we likely to have a SIAMS inspection in the near future?</i> <i>A: Yes, we are on the list for the next academic year</i></p> <ul style="list-style-type: none"> • This is important to us. We will present to governors at the end of this academic year what the expectations are. There are only 2 possible outcomes – 1 – school is upholding Christian Distinctiveness and children are involved in Anglican/ Methodist church or judgement 2 is they are not doing this <p>Partnership Steering Group</p> <ul style="list-style-type: none"> • Met on 25 March • Agreed to continue partnership with Almondsbury (ALM) for another year <p>Quality of Education Committee</p> <ul style="list-style-type: none"> • Met on 25 April • Minutes have been circulated to all governors <p>Resources Committee</p> <ul style="list-style-type: none"> • Met on 28 March & 9 May • Wraparound care viability – this seems to be a little like post offices, something that everyone wants but don't actually use. We have got a new strategy to implement to enable it to continue. There is new funding available from the government which we will apply for to enable us to extend after school care until 6pm Mon-Thur and open on Fri, we will approach an external provider to run the Friday <p><i>Q: Are you limited on who can staff it? Could it be anyone who has a DBS check.? Could it be staffed by volunteers?</i> <i>A: The staff need to have certain training it couldn't be solely run by volunteers</i></p> <ul style="list-style-type: none"> • The previous ASC used to be run as a charity and caused the school quite a number of issues. It has been much better since being taken into the school's management 	

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	<p><i>Q: Could it be staffed by teaching staff?</i> <i>A: No, teaching staff can't be asked to run wraparound care. They can run clubs after school activity clubs on a voluntary basis</i></p> <ul style="list-style-type: none"> • Minutes have been circulated to all governors 	
8	<p>Headteacher's Report (including attainment & progress data and SDP review) <i>Documents circulated in advance of meeting</i></p> <ul style="list-style-type: none"> • Attainment and progress information was reviewed at the Q of E committee meeting. We can see that children are making positive progress across year groups and subjects and we can see we are where we should be. There are more children who are secure and less in emerging categories as the year goes on • Y6 have sat their first SATS tests today, they have done their SPAG and spelling and seemed to take in stride this morning. The test papers are bagged up and ready to be collected tomorrow. It's the Reading test tomorrow then Maths on Wednesday and Thursday <p><i>Q: Have you managed to see the paper from today?</i> <i>A: Yes, PS saw it as was supporting a child at ALM, it was ok. There were a lot of questions about word classes in the SPAG test, relative clauses, adverbials etc. It was what we would expect</i></p> <p><i>Q: As year 2 tests are now non-statutory, do we still get papers sent?</i> <i>A: Yes, we do. We are doing them w/c 17 June they will be used for our internal verification. They are now non-statutory however the DfE have identified certain schools which must do them. National poll shows 70% of schools are doing them, 30% not</i></p> <p><i>Q: Would any parents see that as a positive that we are continuing to do the tests i.e. could it be a selling point or are they not that bothered?</i> <i>A: Most are not that bothered</i></p> <ul style="list-style-type: none"> • Targets are unchanged, we are constantly checking in terms of planning and scrutiny • Lesson visits are a focus – we are seeing consistency from last terms visits • Pupil conferencing data from Science is positive • EYFS planning is shared with ALM and adapted to meet needs of children here • ELG - last year national average was 72%, we are on track to exceed this, writing is the area for development where there are a number of children just on the cusp of writing, we have some who are already writing sentences <p><i>Q: What's the percentage per child?</i> <i>A: 5.5%</i></p> <ul style="list-style-type: none"> • Phonics is really strong. We are on track for 89% or higher to pass the test, national average last year was 78%. Government target is to achieve 95% <p><i>Q: Is that something that can be highlighted to parents?</i> <i>A: Yes, we do talk about this to parents</i></p> <ul style="list-style-type: none"> • Megan Bell has been identified by the English hub as an example of excellent practise • We have been approached by another school on the 	

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	<p>recommendation of our School Improvement Adviser as a school to come and see Phonics and Maths teaching as it is strong</p> <p><i>Q: Does that not make a bearing on the Ofsted judgement?</i></p> <p><i>A: No unfortunately not</i></p> <ul style="list-style-type: none"> • Curriculum this will be reviewed at the inset day in June where it will be reviewed and adapted • Pupil premium attendance – there is quite a large percentage of persistent absence largely due to holidays. These children are supported in class • Sports provision – we have decided to remain with Bristol Sport as our provider for next year • SEND – a Y6 child has been awarded with an EHCP from April with funding from June, this will be used to support transition to secondary. The Y1 child with an EHCP's annual review took place last week <p><i>Q: Is the Y1 child staying with us next year?</i></p> <p><i>A: Yes, they are staying for next year</i></p> <ul style="list-style-type: none"> • Attendance – just at national average, so the success of last year where we were above national last year has been lost. We are lower than national average for persistent absence. Any child with below 85% we have EWO (Education Welcome Officer) involvement. The child who has the lowest attendance is in Reception. We cannot take parents to task until one term after a child's 5th birthday. We will be having a SAM meeting with the family this term however. A lot of children have had extended holiday periods and these are ongoing, there have also been a few hospitalisations (not school related) • 2 new children started today • Safeguarding – RM & PS are going to complete the safeguarding audit following this meeting, we have very effective safeguarding in place • 1 child has social care involvement • Spirituality week took place – this features heavily in SIAMS • Bridge FOS character education is continuing with a Y2 event last week and Y4 one planned for next week • H&S – covered at Resources committee • Bridge FOS work is going well. We've been working with Severn Federation Academy Trust on a shared SEND strategy. Had steering group meeting last week, proposals were made for strategic lead role to continue, the costs for this are included in the budget <p>School Development Plan</p> <ul style="list-style-type: none"> • Has been RAG rated • Yellow is ongoing, green complete, there are notes in the column. There have been several joint staff meetings with ALM 	
9	<p>Policies and Other Documents</p> <p><i>Policies circulated in advance of meeting</i></p> <ul style="list-style-type: none"> • Admission arrangements policy – no changes – agreed and ratified • Health & Safety policy – LA model – no changes – agreed and ratified 	

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10	<p>Terms of Office/Governor Recruitment <i>Q: Is there a staff governor yet?</i> <i>A: Not yet. We will try to recruit again for September</i></p> <ul style="list-style-type: none"> • We have a vacancy for a foundation governor • We need to recruit new community governor for September 	
11	<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"> • Why do none of the staff want to be governors? It sounds like they may see it as a drain on time? Is it not a personal development opportunity though? Does the framing need to be changed? <p><i>Q: Can the term of office be less than 4 years?</i> <i>A: The term of office for all governors is 4 years as set out in the Governance regulations</i> <i>Q: Can the role be shared?</i> <i>A: There is only 1 staff governor in our Instrument of Governance</i> <i>Q: Can a staff governor start a role in one school and then carry on in another?</i> <i>A: No, they are elected to the board by their fellow staff peers for that school only</i></p> <ul style="list-style-type: none"> • It's refreshing to hear that we have been held up as relative beacon in areas <p><i>Q: Can we get that message out into the public domain?</i> <i>A: It's a difficult one to 'market' that as such</i> <i>Q: Are we just relying on children to arrive?</i> <i>A: We are marketing where we can</i></p> <p><i>Q: What has actually changed with Ofsted since the suspension of inspections following the suicide of the Headteacher?</i> <i>A: Each inspector went through 8 hours of training. There are some things that have changed. At the beginning of an inspection the Headteacher is asked to name a person who should be informed if their mental wellbeing is a concern. There is a concerns line to call during the inspection and up to 24 hours following inspection</i></p> <ul style="list-style-type: none"> • Ofsted are bound by the DfE who are remaining steadfast that nothing will change regarding the inspection regime and single word judgements, recommendations seem to have fallen on deaf ears. There are further changes to come in September – there will be no deep dives, there will now be extended learning visits to classrooms which are likely to be very similar <p><i>Q: If we'd had a full inspection, do we think the outcome would have been different?</i> <i>A: It's difficult to say but that is the indication that was given</i> <i>Q: Is there different timing for full inspections and ungraded ones?</i> <i>A: The cycle of inspections is every school should be inspected every 4 years. Most schools inspected this year have been coming up to 6 years since their last inspection due to delays arising from Covid but it should be return to every 4-5 years shortly. We should expect a graded inspection in the next 12-18 months</i> <i>Q: Is there anything we should be doing as governors to support staff?</i> <i>A: Continue to support staff and encourage them</i></p>	

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	<p><i>Q: Will next year's SIAMS inspection be another thing for staff to worry about?</i></p> <p><i>A: It should be nothing to worry about, it's about the ethos of the school. We will prepare for it of course. They will talk to children about impact of collective worship and watch an RE lesson</i></p>	
12	<p>Any Other Business</p> <ul style="list-style-type: none"> We have received notification by letter that a planning application has been made to lift the restriction of 10 caravans allowed on land adjacent to the school <p>Decision – governors decided not to object to the planning application</p>	
	<p>Date of Next Meeting</p> <ul style="list-style-type: none"> Monday 8th July at 5pm 	

Meeting Closed: 18.31 hrs

Action Checklist

WHO	ACTION	WHEN
MO	Put advert for governor(s) in In view magazine	31 May
MO	Circulate skills audit to governors to complete	31 May
CT	Submit budget to LA	31 May

List of Associated Documents

Minutes of FGB meeting held on 4th March
 SPT I&E 24-25 (Budget)
 24_04_25 Quality of Education Meeting minutes
 24_03_28 Resources Meeting minutes
 24_05_09 Resources Meeting minutes
 Report to FGB 13th May 2024
 Attainment & progress over-time Spring 2024
 SDP Review Spring 24
 Admission arrangements policy
 Health & Safety policy
 Notification of Planning Application letter

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