

**Minutes of the Full Governing Body Meeting
of St Peter's Anglican/Methodist Primary School
15th May 2023**



NAME	Abrv.	DESIGNATION	Present	NAME	Abrv.	DESIGNATION	Present
Rob Barker	RB	Parent Elected	✓	Olwen Murray	OM	Foundation	✓
Liz Cannock	LC	Staff	✓	Mike Ormond	MO	LA Appointed (Chair)	✓
Adele Farrow	AF	Parent Elected	A	Natalia Sanders	NS	Parent Elected	✓
Crista Hazell	CH	Co-opted	X	Paul Smith	PS	Executive Headteacher	✓
Teddy Kalongo	TK	Foundation	✓				
Russell McAulay	RM	Parent Elected (Vice Chair)	✓	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: 17:09 hrs

	Discussion	Actions
1	<p>Welcome Attendees were welcomed to the meeting. Governors introduced themselves to TK</p> <p>Opening Prayer TK said a welcome prayer</p> <p>Apologies Apologies received and accepted from AF. CH absent</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 23rd 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"> MO has not contacted other 2 Methodist/Anglican schools in surrounding area re MATs however we now know that the Portishead school is joining the Wells trust. Holy Trinity in Bradley Stoke is sitting on the fence waiting to see what happens elsewhere at this time All other actions complete 	
5	<p>Chairs Report</p> <ul style="list-style-type: none"> We spoke at the last meeting about the financial status of school, this hasn't got better and in fact is looking worse. For many years the third year in the budget projection has not been good and been in deficit however this year the deficit is in year 2. The upshot is, we will see changes in the school in the future i.e. fixed term contracts will not be renewed and staff not replaced when vacancies occur <p><i>Q: If there were to be a larger intake of children, would that help?</i> <i>A: Yes, that would change things as the main funding works on per pupil basis however we need to see a significant increase</i></p> <ul style="list-style-type: none"> We don't want to shrink the size of school however we may have no 	

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	<p>option in the very near future <i>Q: The potential numbers for September intake are better than we first thought, aren't they?</i> <i>A: They are slightly better at 19 but nowhere near where they need to be to fill a class</i></p> <ul style="list-style-type: none"> • There have been ongoing discussions about becoming academy trust. PS & MO met with a representative of the Methodist church Inspiring Lives trust on Friday to listen to their proposition. The language used regarding the 'need' for us to join them was different than the message previously received from MAST which was encouraging 	
6	<p>Approval of Budget for 2023/24 <i>2023-24 Budget Projection circulated in advance of meeting</i> <i>Summary of document displayed on screen</i></p> <ul style="list-style-type: none"> • The Resources committee have studied this full document in detail • In recent years we have managed to end the financial year in a better position than the original budget however the costs have been paired back so far in this budget that is unlikely to happen this year • We ended the financial year (April 23) with a surplus of £60.7k • The projection is we will end this financial (2023-24) year with a surplus of £369, year 2 projects a deficit of £57.5k, in year 3 the deficit rises to £122.2k • Upshot is that unless there is a large influx of pupil numbers we will need to reduce classes <p>Decision - Governors unanimously agreed to approve budget</p>	CT to submit budget to LA
7	<p>Feedback from sub-committees <i>Minutes from Quality of Education & Resources committee meetings circulated in advance of meeting</i></p> <p>Foundation Committee</p> <ul style="list-style-type: none"> • Scheduled to meet on 25 May <p>Partnership Steering Group</p> <ul style="list-style-type: none"> • Met on 4 May • Looked at strategic plan, agreed to recommend extension of partnership agreement for another year • Discussed updates from Bridge FOS <p>Decision – Governors unanimously agreed to continue partnership with Almondsbury for another year</p> <p>Quality of Education Committee</p> <ul style="list-style-type: none"> • Met on 27 April • Some issues with Insight data reports however evidence that children's progress is good and delivery against RIP & RAP are positive • Talked about partnership, phonics, EYFS, Y1, Y2 & Y6 assessments <p>Resources Committee</p> <ul style="list-style-type: none"> • Met 11 May • Looked at final year out turn, staffing structure • Main focus on budget • Committee recommend budget to FGB for approval 	

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8	<p>Headteachers Report <i>Report circulated in advance of meeting</i> <i>Document displayed on screen</i></p> <ul style="list-style-type: none"> • Assessment data - ongoing issues with Insight reports however we know the areas that are not correct and are confident in the progress • Moving to Arbor for assessment from September. Very similar to Insight for users • Phonics being really successfully implemented in school. Current Y2 – 7 children didn't pass test last year but only 2 of those not on track to pass this year • Y1 – 9 out of 13 on track and are hoping that 1 more may be able to reach threshold. 3 others will definitely miss the target as they are too far away from the benchmark at the moment • Lots of interventions going on. Moving onto using Phonics tracker which is part of our ELS subscription – this will help us in monitoring <p><i>Q: How does the phonics assessment link to end of year goals for EYFS?</i> <i>A: It is different. To get the early learning goal children have to segment and blend with the phonics test they have to recognise the sounds. Currently 63% of children are achieving the reading target. When we enter assessment data on 23 June we hope this will be around 73-75%</i></p> <p><i>Q: Does that compare well to last year?</i> <i>A: Yes, last year it was 64%</i></p> <p><i>Q: Where do we sit compared to other schools in Bridge FOS?</i> <i>A: Almondsbury currently at 84% with 44 children. Don't know about other schools. Some have mentioned their EYFS cohort this year is not as strong as last</i></p> <ul style="list-style-type: none"> • Curriculum – we've been developing and tweaking and being much more prescriptive to teachers about the ordering of teaching i.e. chronology being in correct order • Pupil Premium – we will use the recovery premium this year to support Y2 & 6 again • Attendance strong compared to national, also less persistence absence than previously • PS & RM completed safeguarding audit, graded ourselves effective, action plan to where can become more highly effective in place. RM also reviewed the SCR (Single Central Record) • We now have representation from several churches to support worship <p><i>Q: The Y6 online safety issues – what were these?</i> <i>A: It was in relation to a child looking at a website not appropriate for their age. We spoke to the parents of the children involved, sent a letter to whole class and did a lesson in class. We're hoping to get Paula Pirie, PCSO to come in and talk to children about online safety</i></p> <p><i>Q: Was this using personal devices?</i> <i>A: Yes, and all took place out of school</i></p>	
9	<p>Feedback from LA Review and Rapid School Improvement Plans <i>Reports circulated in advance of meeting</i></p> <ul style="list-style-type: none"> • RIP & RAP circulated – no questions raised • SEF – we had hoped to move to good in all areas by now however 	

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	<p>EYFS is not yet strong enough. Progress is being made towards this though</p> <ul style="list-style-type: none"> • Review – PS (and Nic B-M) have had follow up meeting with Debbie Gibbs following the review to put our point of view across to say we felt the feedback was too harsh. We will see how that is reflected in the report when it's received. The feedback was random, non specific and rambling. • The information circulated is PS's summary of the feedback and has been shared with staff • They challenged a lot in terms of phonics, we know we still have work to do however feel it is stronger than the feedback indicated. The children they heard read had all read perfectly well to PS during the previous 2 weeks. The way the questioning was directed to the TA was deemed unfair • History was much clearer, we just need to revisit the chronology and pedagogy – this has already been looked at in staff meeting (since review) • MO took great umbrage to comments about age specific vocabulary and found some feedback was inconsistent. Regarding the issue with EYFS, if we had another option would we have taken it already. <p><i>Q: If the EYFS teacher was permanent, would we be looking at putting them on a support plan?</i></p> <p><i>A: Yes, we would have done that by now, however we need to balance this with fact that as a supply teacher she could just up and leave at any time without any notice. We have been trying to support as much as possible</i></p> <p><i>Q: So, will there be new amendments now in EYFS following the review and further support provided?</i></p> <p><i>A: We've got to be true to children who are in the class so yes. What was seen on the review day PS agrees was not strong enough in areas. Several of the activities weren't challenging enough or as engaging as they could be. The teachers had been following the directions and activities provided by those who provided support from Coniston. EYFS teacher has now been up to Almondsbury to observe activities i.e. use similar formats based on our own topics. There has been much greater engagement from children seen in last 2 weeks since this visit particularly with writing and maths. Nic B-M and PS are meeting with EYFS/KS1 teachers weekly</i></p> <ul style="list-style-type: none"> • Nic B-M will remain at STP and become Head of School from September. PS will remain as Exec HT however time reducing to 1 day per week <p><i>Q: What does that mean for Nic's teaching time?</i></p> <p><i>A: That will remain the same as we can't afford for it to be less</i></p> <p><i>Q: Will NB-M be making more decisions?</i></p> <p><i>A: Yes</i></p> <p><i>Q: We started using triads for professional development, is that working?</i></p> <p><i>A: We're not really doing it as haven't been able to find time. We've been doing lots as teaching staff all together i.e. focussed attention on adaptive teaching. We are not abandoning it, it will continue in diluted form</i></p>	
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	RB left meeting at 18:10	
10	<p>Bridge Family of Schools Update <i>Reports circulated in advance of meeting</i> <i>A copy of the document - Update for Governing Bodies April 2023 document was handed out to all</i></p> <ul style="list-style-type: none"> • PS ran through the document in detail • Education Improvement policy in pack has been slightly updated. LA have to check what the Bridge FOS are offering is sufficient – we have now matched this to what the LA are offering • MAT assurance framework was displayed, explained and reviewed <p><i>Q: What does GAG pool mean?</i> <i>A: General academy grant goes to one place (the trust) and the costs for central team are met and then the rest of funding is disseminated to schools per pupil. The other option is 'top slicing' where schools get all of their own funding and then have to give a percentage back for the central services which is how things work for us now</i></p> <p><i>Q: What happens to the £25k grant that each school receives on conversion to academy?</i> <i>A: It would be used to cover legal costs which amount to approx. £22k per school to transfer ownership of land and to TUPE etc. The remainder would be retained by the trust</i></p> <p><i>Q: Would each school get its own money?</i> <i>A: It would go to one nominated school first who would pay the costs for all schools. There should then be £24k left as start up funds for the trust</i></p> <p><i>Q: What is going to happen about the Independent Advisor role?</i> <i>A: The Bridge steering group will be discussing this next week</i></p> <p><i>Q: We are looking to recruit an interim strategic lead from September, will the deputy be in place from Sept as well?</i> <i>A: Yes for a total of 2 days per week of secondment – this is the maximum although it may be split between more than 2 people i.e. could be one lead and 2 deputies for half day a week each</i></p> <p><i>Q: Will the deputy positions will be open to current DH's?</i> <i>A: No, the roles are open to existing Heads from within the Bridge school only</i></p> <p><i>Q: The interviews for strategic leads on 15th June, when will the outcomes be communicated to wider school communities?</i> <i>A: We will advise parents that schools are working together etc, it's not until each governing body completely formally commits to going forward with academisation that formal consultation would begin</i></p> <ul style="list-style-type: none"> • The landscape in South Glos is changing very rapidly • Governors role in each school will still be very pivotal with each local governing board reporting to Trustees • Governors were asked by MO 'Are we content as a governing board by following the route with Bridge Family of Schools?' Do we think that's the best thing for us to do or do we need to go and look at other alternatives? • Governors feedback that they feel the following:- <ul style="list-style-type: none"> ○ The document to compare trusts (MAT assurance framework) is useful but could that be unpicked a bit more? 	

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	<ul style="list-style-type: none"> ○ Looking at the schools current finances, is there another way to go? ○ The Bridge FOS have already met with other trusts i.e. CSET ○ Would we benefit financially from going into a trust? ○ CSET said, a big aim of theirs is to look after property now. CSET were adamant they don't want to grow nationally and want to keep their schools a maximum of 1 hours drive away ○ The model of all being together in the Bridge FOS is good ○ We are clearly in a vulnerable position and would feel more uncomfortable not joining the Bridge ○ The local aspect is important, we don't want to be part of a trust located too far away ○ So much existing work has been done/is being done with the Bridge and we should be joining with schools in similar situations <p><i>Q: What do we gain financially from joining or creating a trust?</i> <i>A: At some point becoming part of a trust is going to have to happen as that is the political policy, it's not going to go away. Secondly the LA support is diminishing and not moving with times. We would gain economies of scale with central teams. Financially some schools will be as they are now, others may gain as they are currently heading towards deficit</i></p> <p><i>Q: Is that cushioned for us because other schools will take a hit?</i> <i>A: Some trusts say schools can retain their reserves. There are some schools in the LA who have up to £250k reserve (not in the Bridge FOS)</i></p> <p>Decision - Governors agreed to continue to pursue the Bridge FOS direction</p> <p><i>Q: How does the Methodist aspect work, can they enforce us to follow a direction?</i> <i>A: That is currently being followed up</i></p> <p><i>Q: Do we need to start to talking to parents?</i> <i>A: Not yet. Consultation will begin if/when governors make a firm decision to join a trust</i></p>	
11	<p>Policies for approval</p> <ul style="list-style-type: none"> • Finance – not ready for approval yet 	
12	<p>Terms of Office/Governor Recruitment</p> <ul style="list-style-type: none"> • 2 vacancies – 1 co-opted and 1 foundation • MO looked at Inspiring Governance website and has contacted a prospective candidate with a financial background • We need to run another in-view advert • Discussion took place regarding taking information together to take to show houses at Cribbs Causeway and get new banners printed • RB term of office ending on 13 Oct. If willing to continue as governor, could move to fill Co-opted vacancy and we could advertise for new parent governor in September 	<p>Advert to be placed for governors in In-view magazine</p> <p>Pack to be put together for show houses</p> <p>Speak to RB about continuing for another term</p>

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13	<p>Reflective Question ‘Where have we made a difference today?’</p> <ul style="list-style-type: none"> Governors are more informed about the progress made by Bridge FOS and the discussions that have been had around decision making. Governors have committed to following this pathway for the benefit of children and staff More understanding around points that came out of LA review re EYFS Approved budget 	
14	<p>Any Other Business</p> <p><i>Q: Learning walk 30th June – is there a particular focus or is it open to all governors?</i></p> <p><i>A: It's open to all governors but we may need to change the date</i></p> <ul style="list-style-type: none"> Unofficial School Fund annual audit has been carried out. Accounts are open to governors and staff for review on request. Balance at close on 31st March was £2865.64 	
	<p>Date of Next Meeting</p> <ul style="list-style-type: none"> Monday 10th July 2023 at 5pm 	

Meeting Closed: 19.07 hrs

Action Checklist

WHO	ACTION	WHEN
CT	Submit budget to LA	31 st May
MO	Advert to be placed for governors in In-view magazine	30 th June
CT	Pack to be put together about school for show houses	30 th June
MO	Speak to RB about continuing for another term	30 th June

List of Associated Documents

Minutes of FGB meeting held on 23rd March
 2023-24 Budget Projection
 Minutes from Quality of Education Committee meeting 27 April 23
 Minutes from Resources Committee meeting 11 May 23
 Report to FGB 15 May 2023
 End of Autumn Term 2022 to end of Spring Term 2023 EYFS
 Insight Attainment comparison End of Autumn Term 22 to End of Spring Term 4 23
 Feedback from LA review 28 April 2023
 Priority 1 & 2 School Rapid Improvement plan St Peter's Impact April 23
 Rapid School Improvement Action Plan 2022-23 review March 23
 Bridge Family of Schools update April 2023 update for FGBs
 Bridge FOS Due Diligence Framework completed 27 March 23
 Bridge FOS Governor Beliefs & Values Workshop January 23
 South West Trust Development Statements
 The Bridge Family of Schools Education Improvement model
 The Bridge Family of Schools Growth Strategy 2023 to 2026
 The Bridge Family of Schools Interim Leadership Structure April 2023 to August 2025
 The Bridge Family of Schools Proposed Governance Structure
 The Bridge Family of Schools Risk Management Policy
 The Bridge FOS Subject leaders evaluation Spring term 23 overarching feedback next steps

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