

**Minutes of the Full Governing Body Meeting  
of St Peter's Anglican/Methodist Primary School  
23<sup>rd</sup> March 2023**



NAME	Abrv.	DESIGNATION	Present	NAME	Abrv.	DESIGNATION	Present
Rob Barker	RB	Parent Elected	<b>A</b>	Mike Ormond	MO	LA Appointed (Chair)	✓
Liz Cannock	LC	Staff	✓	Natalia Sanders	NS	Parent Elected	✓
Adele Farrow	AF	Parent Elected	✓	Paul Smith	PS	Executive Headteacher	✓
Crista Hazell	CH	Co-opted	<b>X</b>				
Russell McAulay	RM	Parent Elected (Vice Chair)	✓				
Olwen Murray	OM	Foundation	✓ (O/L)	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: 17:12 hrs**

	Discussion	Actions
1	<p><b>Welcome</b></p> <p><b>Quorum</b> Attendees were welcomed to the meeting</p> <p><b>Opening Prayer</b></p> <ul style="list-style-type: none"> <li>• OM said a welcome prayer</li> </ul> <p><b>Apologies</b></p> <ul style="list-style-type: none"> <li>• Apologies received and accepted from RB. CH absent</li> </ul> <p><b>Quorum</b></p> <ul style="list-style-type: none"> <li>• The meeting was quorate</li> </ul>	
2	<p><b>Declaration of Pecuniary Interests</b></p> <ul style="list-style-type: none"> <li>• No Interests declared for this meeting</li> </ul>	
3	<p><b>Minutes of Previous Meeting</b> <i>Minutes from meeting held on 16<sup>th</sup> January circulated in advance of meeting</i></p> <ul style="list-style-type: none"> <li>• All governors agreed to accept the minutes as a true and accurate record</li> <li>• Minutes were agreed and signed</li> </ul>	
4	<p><b>Matters Arising</b></p> <ul style="list-style-type: none"> <li>• CH still to complete Prevent on-line training module and send certificate to CT.</li> <li>• All other actions complete</li> </ul>	<b>CH to complete on-line Prevent training and send certificate to CT</b>
5	<p><b>Chairs Report</b></p> <ul style="list-style-type: none"> <li>• The school is still in a difficult financial position, it's not getting any easier</li> <li>• We have the drive towards academisation to contend with and the retreat of the LA</li> <li>• We are fairly well positioned on the academisation journey however the stance of the Methodist church is causing us some trouble and concerns and don't know where we will end up</li> </ul> <p><i>Q: Someone said that kitchen arrangements are changing, what is happening with that?</i></p> <p><i>A: That's an example of where I meant the LA are retreating and they are withdrawing the provision of services like catering. They are withdrawing</i></p>	

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	<p><i>the provision of catering and cleaning by the end of August. We have put the catering contract out to tender through a procurement agency along with 10 other South Glos primary schools and are going through the process and awaiting bids. We are looking at getting a quote for cleaning through Bristol City Council and looking at the costs of employing the cleaning staff directly</i></p> <p><i>Q: Do I assume that current budget covers catering costs?</i></p> <p><i>A: We get a grant for the provision of UIFSM and the provision of FSM's is in the funding formula. Parents pay for KS2 meals</i></p> <p><i>Q: Do a lot of children Y3-6 have school meals?</i></p> <p><i>A: Not many, we could do with this increasing</i></p> <p><i>Q: Is there a LA vision paper? What is their 2 or 3 year plan?</i></p> <p><i>A: Not that we know of. In 3 years' time their funding will be at 25% of what it was so they will probably only be able to meet their statutory duties around assessment and SEND</i></p> <ul style="list-style-type: none"> <li>• St Peter's could get left behind if the rest of the Bridge FOS forms a trust but we are not able to join due to Methodist church not giving go ahead</li> </ul>	
6	<p><b>Headteachers Report (including Feedback from LA review, Inspection Data Summary Report and Rapid School Improvement Plan review)</b></p> <p><i>Documents circulated in advance of meeting</i></p> <p><i>Documents displayed on screen</i></p> <ul style="list-style-type: none"> <li>• Children have been doing assessments this week. Phonics is being carried out this and next week but it is looking strong. 5 out of 7 Y2 children have now reached threshold. We have 7 children in Y1 (out of 13) who have already met the threshold</li> <li>• A lot more focused work on Q of E since last LA review (and this report was written)</li> <li>• LA Review - lack of usual staff in KS1 on the day meant the day was not a fair reflection of progress made</li> <li>• Report only received last week and contained errors</li> <li>• Since review LC has made a really clear plan for everyone, step by step short action plan. PS and Nic B-M have been dropping in to phonics lessons every week. One teacher teaching phonics lesson every day making it consistent. Megan Bell &amp; Cat Daly have been to Almondsbury to see ELS phonics. They are also scheduled to visit a school near Cinderford soon. LC will also attend</li> <li>• Next review is second week after Easter</li> <li>• NS offered to attend review meeting</li> <li>• More in house training with TA's has taken place</li> <li>• We've also looked humanities</li> <li>• Next review will be looking at History</li> <li>• Attendance still strong and above national average with persistent absence lower than last year and nat av</li> <li>• Persistent absence is being tackled with SAM meetings and letters</li> <li>• Pupil numbers going down</li> <li>• Finally been sent safeguarding audit to complete</li> <li>• Looked at adaptive teaching</li> </ul>	

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<ul style="list-style-type: none"> <li>• Autism training and autism bucket training have also taken place</li> <li>• Parents evenings completed</li> <li>• Had another Bridge FOS steering group meeting which looked at proposed leadership strategy and due diligence. Next meeting being held next week and due diligence will be looked at further. This information will then come back to each individual governing body</li> </ul> <p><i>Q: Is there anything we can do about the Methodist church situation and finding the articles?</i></p> <p><i>A: Not really at the moment. MO will make contact with and speak to other 2 joint Methodist/Anglican schools in the area regarding their views</i></p> <ul style="list-style-type: none"> <li>• Rev Teddy is being appointed to the governing board by Methodist church which is good news (PS had email from Adam Biddlestone).</li> <li>• PS is going to speak with 4 other schools governing bodies about possibly of joining Bridge FOS and 2 other Headteachers</li> <li>• Partnership Steering group agreed for partnership agreement to be continued for another year</li> </ul> <p><i>Q: Is there any other option?</i></p> <p><i>A: Both schools feel they are getting value from the partnership</i></p> <p><b>Decision – All governors agreed they were in favour of continuing with partnership agreement for another year</b></p> <ul style="list-style-type: none"> <li>• Appointed Phase leader for EYFS/KS1 who will start in Sept. She was very good in interview and very reflective. She comes with experience and is already a middle leader. She is relocating to Bristol in the summer. Coming to join us for inset day in June and also to attend new parents meeting</li> </ul> <p><i>Q: Has she got experience of working in a mixed age class?</i></p> <p><i>A: Fleeting but she has experience of teaching each of the year groups</i></p> <p><i>Q: Did I read that the numbers are low for September?</i></p> <p><i>A: 13 first choice applications were received so yes. There has been 1 deferral request. Other schools quite locally oversubscribed so we may pick up more. We will be notified of final number during Easter holidays</i></p> <p><b>Feedback from LA review</b></p> <ul style="list-style-type: none"> <li>• Covered above</li> </ul> <p><b>Inspection Data Summary Report</b></p> <ul style="list-style-type: none"> <li>• This is the data that inspectors see</li> <li>• Where nothing is highlighted, we are around the national average.</li> <li>• The data is on last year's results. Phonics was flagged but we know we have made huge progress on this since last year. There was nothing else there in terms of other attainment records</li> <li>• Persistent absence has decreased since last year so we are doing better</li> <li>• Suspensions were high, all attributed to 1 child. This number has reduced since</li> <li>• KS1 reading score was low but maths in top 20%</li> <li>• KS2 writing was in top 20%</li> <li>• There is real difference in ability with Maths and English in current year 3</li> <li>• We know that current Y6 cohort are not as able as last years</li> </ul> <p><i>Q: What were their KS1 results like</i></p>	<p><b>MO to make contact with other 2 Methodist/Anglican schools in surrounding area.</b></p> <p><b>CT to follow up re official appointment of Rev Teddy to governing board</b></p>
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	<p><i>A: Around average</i>  <i>Q: Is the ISDR document publicly available?</i>  <i>A: No, it's only sent to school. Parents can access some of the headline data but not in this format</i></p> <p><b>Rapid School Improvement Plan</b></p> <ul style="list-style-type: none"> <li>Both RIP &amp; RAP have been reviewed by SLT as it's now nearly the end of term and will go to staff next week and be shared at the next meeting</li> </ul>	
7	<p><b>Feedback from sub-committees</b>  <i>Minutes from Quality of Education &amp; Resources committee meetings circulated in advance of meeting</i></p> <p><b>Foundation Committee</b></p> <ul style="list-style-type: none"> <li>No committee at present</li> </ul> <p><b>Partnership Steering Group</b></p> <ul style="list-style-type: none"> <li>Met on 7 February</li> <li>Looked at strategic plan, agreed extension of partnership agreement for another year</li> <li>Almondsbury governors were very keen that St Peter's do not get left behind</li> <li>MO met with some other chairs of governors from other schools in Bridge FOS earlier in week</li> <li>Bridge steering group - Information was provided on what the leadership structure will look like, governors agreed leadership structure</li> </ul> <p><i>Q: Is there anything we can do re Methodist church stance on academisation or are we going to be in the same position in 2 months time?</i>  <i>A: We are likely to still be in the same position as it will take longer for any changes in policy if they happen to be made</i>  <i>Q: How concerned should we be that this may happen?</i>  <i>A: The overarching policy is that all schools must be part of a Methodist controlled or Anglican trust. The chances of moving Methodist church policy within next 6 months are not likely. PS has spoken to the RDD about the situation and there may some pressure from that direction. We are making progress in general direction of doing the best for the children. It's important that we keep focusing on making our decision based on the best interests for the school and children</i></p> <ul style="list-style-type: none"> <li>PS is also speaking to Diocese of Bristol (DBAT) and Bridge FOS governors have been invited to their development day and we are talking about possibility of using their central services</li> </ul> <p><b>Quality of Education Committee</b></p> <ul style="list-style-type: none"> <li>Met on 2 March</li> <li>Very quick meeting as few in attendance</li> <li>Most of the aspects covered were included in the HT report to governors for this meeting</li> </ul> <p><b>Resources Committee</b></p> <ul style="list-style-type: none"> <li>Met 9 February</li> <li>Covered Benchmarking and SFVS in addition to usual standing agenda item</li> </ul>	

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8	<b>Policies for approval</b> <ul style="list-style-type: none"> <li>No policies due for review at this meeting</li> </ul>	
9	<b>Schools Financial Value Standard (SFVS)</b> <ul style="list-style-type: none"> <li>Reviewed by RM &amp; MO</li> <li>Recommended to FGB for approval</li> </ul> <b>Decision – all governors agreed to approve SFVS</b>	<b>CT to submit SFVS to Internal Audit</b>
10	<b>Reflective Question ‘Where have we made a difference today?’</b> <ul style="list-style-type: none"> <li>Met statutory duty by approving SFVS</li> <li>Good discussions re MAT</li> <li>Reviewed ISDR – many positives</li> <li>Heard about work that’s been done since last review</li> <li>Heard about new member of staff coming from Sept which will strengthen team</li> </ul>	
11	<b>Any Other Business</b> <ul style="list-style-type: none"> <li>None raised</li> </ul>	
	<b>Date of Next Meeting</b> <ul style="list-style-type: none"> <li>Monday 15<sup>th</sup> May 2023 at 5pm</li> </ul>	

**Meeting Closed: 18.30 hrs**

**Action Checklist**

WHO	ACTION	WHEN
CH	Complete on-line Prevent training and send certificate to CT	18 April
MO	Make contact with other 2 Methodist/Anglican schools in surrounding area re MATs	30 April
CT	Follow up with Methodist church re official appointment of Rev Teddy to governing board	31 March
CT	Submit SFVS to Internal Audit	31 March

**List of Associated Documents**

Minutes of FGB meeting held on 16<sup>th</sup> January  
 Report to FGB 7 March 2023  
 Feedback from LA review 8 February 2023  
 Ofsted Inspection Data Summary Report  
 Priority 1 & 2 School Rapid Improvement plan St Peter's Impact Jan 23  
 Report to Quality of Education Committee February 23  
 Minutes from Quality of Education Committee meeting 2 March 23  
 Minutes from Resources Committee meeting 9 February 23  
 Schools Financial Value Standard SFVS checklist 2022-23

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