

**Minutes of the Full Governing Body Meeting
of St Peter's Anglican/Methodist Primary School
16th January 2023**



NAME	Abrv.	DESIGNATION	Present	NAME	Abrv.	DESIGNATION	Present
Rob Barker	RB	Parent Elected	✓O/L	Mike Ormond	MO	LA Appointed (Chair)	A
Liz Cannock	LC	Staff	✓	Natalia Sanders	NS	Parent Elected	✓
Adele Farrow	AF	Parent Elected	✓	Paul Smith	PS	Executive Headteacher	✓
Crista Hazell	CH	Co-opted	✓				
Russell McAulay	RM	Parent Elected (Vice Chair)	A				
Olwen Murray	OM	Foundation	A	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: 17:04 hrs

	Discussion	Actions
1	<p>Welcome</p> <p>Quorum</p> <ul style="list-style-type: none"> Attendees were welcomed to the meeting. RB took the chair in MO's absence <p>Opening Prayer</p> <ul style="list-style-type: none"> PS said a welcome prayer <p>AF arrived 17:06</p> <p>Apologies</p> <ul style="list-style-type: none"> Apologies received and accepted from RM, OM, & MO <p>Quorum</p> <ul style="list-style-type: none"> The meeting was quorate 	
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</p> <p><i>Minutes from meeting held on 14th November & extraordinary meeting held on 1st December 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"> OM & CH still to complete Prevent on-line training module and send certificate to CT. CT to resend link Governors who have not already completed the skills audit to do so. CT to resend MO's email Safer Recruitment training – still to be decided who will attend this. CT to resend information to the governors who were interested in attending All other actions complete 	<p>CT to resend link to Prevent training</p> <p>OM & CH to complete on-line training</p> <p>Governors to complete skills audit (CT to resend email)</p> <p>RM, AF, CH to decide who attending safer recruitment training (CT to resend email)</p>

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5	<p>Chairs Report</p> <ul style="list-style-type: none"> • No report for this meeting 	
6	<p>Headteachers Report (including Attainment Data overview & comparison & Rapid School Improvement Plan review) <i>Documents circulated in advance of meeting</i> <i>Documents displayed on screen</i></p> <ul style="list-style-type: none"> • Assessment:- <ul style="list-style-type: none"> ○ Reception – at expected standard should be around 75% for writing, number, reading; currently at 60% for reading, writing and higher for maths (80%), we want as high a percentage as possible. This was end of autumn term, there are new staff in the class now and we need to maintain and develop the progress of children especially in core areas. Pupil progress meetings (PPMs) are currently taking place. As the new teaching staff do not know the children well enough to do this PS is going to review each child's progress and speak to teachers about needs ○ There is no comparison for Year 1 as they were EYFS last year and are just moving through onto the national curriculum, the expected standard figure of 50% at the moment is slightly below where we would want it to be ○ Year 2 have improved, number at expected standard is increasing and lower attainment is reducing, they are making good progress ○ Across the rest of the school there is good progress. Y6 are being assessed against end of year expectations so may look at little low but these will increase across the year <p><i>Q: What about Y4, there looks like a significant downturn?</i> <i>A: Y4 is not as good as was at end of Y3. We think that some of the assessments were over generous at end of last year. Also, the current Y4 teacher is being a bit cautious. There is another assessment week for Y3 & 4 next week so will be more data available following those</i> <i>Q: The Year 1 split between 2 classes, is there any correlation with the split?</i> <i>A: Yes, luckily, the chronological split also sits the same as the attainment. The Y1 children in the R/1 class were the ones who did not meet the Early Learning Goals at the end of EYFS</i> <i>Q: How does this data related to phonics test?</i> <i>A: That's separate although we do assess the progress with this every term</i></p> <ul style="list-style-type: none"> ○ Writing is better in Y1 than reading although still not as strong as would like ○ Maths – Y2, 4 and 5 are lower however we are still early in the year ○ During PPM's we identify specific children who need support and then decide the interventions to be put in to place <ul style="list-style-type: none"> • Targets haven't changed from last report • We continue to monitor Quality of Education (QofE), since last meeting in Nov there has been monitoring learning walks (LW) and a 	

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	<p>governor monitoring visit. Further maths and reading LW's are planned this term. Feedback from previous LW's are being actioned</p> <p><i>Q: Feedback from governor LW – is it felt useful or is it ill-informed additional work?</i></p> <p><i>A: Actions from SLT learning walks are shared, incorporated into action plans and actioned. Strengths are shared along with next steps</i></p> <ul style="list-style-type: none"> • Curriculum mapping is practically finished, 2 more days this term are planned for staff to complete. Progression overviews are also in place or being completed. Subject leaders have release time timetabled to complete this • Governors commented that they can see there has been a lot of work gone into the progression plans and these look really good • They have taken time to complete but all need to be in place and we need these to be able to share and prove to inspectors that we have good QofE in the school • SEND review of review took place in Nov. Sarah is monitoring as go through. This was carried out by Sam McDowell for cluster. Pupil passports being updated and shared with parents • Catch Up funding – NTP tutoring has now ended so we are now releasing teachers to work with children who need support across Y2 & 6, other year groups will follow • Attendance - for first time ever (certainly in recent years) we are 1% above the national average and persistent absence is down on last year at 12%. If we take out children who have been on holiday then the figure would be around 8% which is the national average <p><i>Q: Is this because there were regular offenders who have left the school or are the interventions helping?</i></p> <p><i>A: The regular checking and follow up appears to be making a difference and children want to come to school so improving all round</i></p> <ul style="list-style-type: none"> • Safeguarding – LA annual audit has been delayed and is still to be circulated <p><i>Q: If there is a delay and we receive a knock on the door from Ofsted, would that have a ramification to an inspection?</i></p> <p><i>A: No, it's a self-audit anyway and our safeguarding is all in place ready for an inspection</i></p> <ul style="list-style-type: none"> • Behaviour – really strong and positive around school in general • Professional development – ASD training due to take place together with ALM & Charfield, Reading for pleasure & DT training continuing <p><i>Q: Are these courses for everyone?</i></p> <p><i>A: ASD yes, reading just for English leads, DT for nominated person (subject leader) from each school</i></p> <ul style="list-style-type: none"> • Bridge FoS – MO and PS have met with Methodist church re plans to form trust <p><i>Q: Why are they resistant to plans?</i></p> <p><i>A Their stance is that Methodist schools must go into the Methodist trust (based in north England) or go with a Diocesan trust i.e. Diocese of Bristol. This would however bring the current working together as Bridge FoS to an end. It takes 2 years to change any decision by the Methodist church, if we applied to make any changes. There is a new Methodist trust being set up in Birmingham area however we feel this is too far</i></p>	
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	<p><i>away for us to consider joining</i></p> <p><i>Q: Are we the only Methodist school in the area?</i></p> <p><i>A: Others are Holy Trinity in Bradley Stoke and Trinity in Portishead</i></p> <p><i>Q: Are Holy Trinity looking to join a MAT?</i></p> <p><i>A: Yes, but not a Methodist one so are in similar situation to us</i></p> <p><i>Q: Is it that they would like to help us but have to enforce policy or do they want us to actively join the Methodist MAT?</i></p> <p><i>A: They are focused on maintaining Christian distinctiveness beyond the current leadership and are looking as far ahead as 50 years' time</i></p> <p><i>Q: How much do the Methodist church do for the school?</i></p> <p><i>A: Not much but Rev Patrick Stonehewer is now coming into school once a month and Adam Biddlestone once a term. We are hopefully getting a new governor appointed by the Methodist church shortly</i></p> <p><i>Q: Where does this leave us?</i></p> <p><i>A: Slightly in limbo, PS is meeting the RDD on Friday so hope to get some more clarity. We don't want to be left behind</i></p> <p>Rapid School Improvement Plan</p> <ul style="list-style-type: none"> • Focusing on QofE particularly • Targets are particular to actions set in LA review earlier in year • We are moving forward with reading, adaptive teaching, early years provision – Curtis & Nicola from Coniston primary have been into school again this term <p><i>Q: Have we been given any funding for support?</i></p> <p><i>A: Yes, we've been given £1k from LA for Curtis/Nicola's time, they have also done the planning for this term for the cover teachers</i></p>	
7	<p>Feedback from sub-committees</p> <p><i>Minutes from Quality of Education committee meetings circulated in advance of meeting</i></p> <p>Foundation Committee</p> <ul style="list-style-type: none"> • No committee at present • We're hoping to get a new foundation governor appointed by Methodist church to enable committee to get back up and running <p>Partnership Steering Group</p> <ul style="list-style-type: none"> • Met on 26 November • Looked at strategic plan for year, Bridge FoS and RDD next steps <p>Quality of Education Committee</p> <ul style="list-style-type: none"> • Met 1st December • Talked about feedback from governor LW and discussed training <p><i>Q: What's happening about replacement for EYFS teacher?</i></p> <p><i>A: PS & CT meeting tomorrow to get advert back out. Temporary teachers are in place for this term and next</i></p> <ul style="list-style-type: none"> • NS & CH met with LC last week to go through English action plan, and received update on progress, started to make initial plans for MFL too <p>Resources Committee</p> <ul style="list-style-type: none"> • Not met since last FGB meeting, next meeting on 9th February 	
8	<p>Policies for approval</p> <p><i>Policies circulated in advance of meeting</i></p>	

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	<ul style="list-style-type: none"> Educational Visits – agreed and ratified 	
9	<p>Reflective Question ‘Where have we made a difference today?’</p> <ul style="list-style-type: none"> Had a good look at where children are progressing Positive to see attendance improvement We can see evidence of collaboration between staff and cross collaboration across schools for the good of the children Nice to hear that staff are given the time to do curriculum development to manage their workload 	
10	<p>Any Other Business</p> <ul style="list-style-type: none"> If any of the male governors are able to help with swimming sessions each afternoon from 20th Feb – 3rd March it would be appreciated. Please contact LC with any offers AF would like to come in to speak to children about the charity Bliss (support for parents of pre-term & sick babies (and neonatal staff)) and perhaps run a fundraising event 	<p>Contact LC if able to help at swimming</p> <p>AF to contact Nic B-M re this who will engage the school parliament with this</p>
	<p>Date of Next Meeting</p> <ul style="list-style-type: none"> Tuesday 7th March 2023 at 5pm 	

Meeting Closed: 18.03 hrs

Action Checklist

WHO	ACTION	WHEN
CT	Resend link to new Prevent training to OM & CH	20 January
OM & CH	Complete on-line prevent training	31 January
CT	Resend MO's email re skills audit to all	20 January
ALL	Governors to complete skills audit	31 January
CT	Resend email re safer recruitment training to RM, AF & CH	17 January
RM, AF, CH	Decide who will attend safer recruitment training and advise CT so can be booked onto course	18 January
RB, RM, MO	Contact LC if able to volunteer to help at swimming sessions	ASAP
AF	Contact Nic B-M re coming into school/fundraising for Bliss	

List of Associated Documents

Minutes of FGB meeting held on 14th November
 Minutes of EFGB meeting held on 1st December
 Headteacher's Report
 Insight Attainment overview EYFS Autumn 22
 Insight Attainment comparison end of summer 22 to end of Autumn 22
 Rapid School Improvement Action plan 2022-23 review Dec 22
 St Peter's progression overview for Reading draft
 Minutes from Quality of Education Committee 011222
 Educational Visits Policy

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