

**Minutes of the Full Governing Body Meeting
of St Peter's Anglican/Methodist Primary School
14th November 2022**



NAME	Abrv.	DESIGNATION	Present	NAME	Abrv.	DESIGNATION	Present
Rob Barker	RB	Parent Elected	✓	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	✓				
Russell McAulay	RM	Parent Elected (Vice Chair)	✓				
Olwen Murray	OM	Foundation	A	Clare Trayler	CT	Clerk to Governors	✓

✓ = Attended, A = Absent with Apologies, X = absent no apology

Meeting Opened: 17:03 hrs

	Discussion	Actions
1	<p>Welcome</p> <p>Quorum</p> <ul style="list-style-type: none"> Attendees were welcomed to the meeting Governors agreed to appoint CH to the board as a Co-opted governor following her meeting with MO & PS CH was welcomed to the board and governors introduced themselves <p>Opening Prayer</p> <ul style="list-style-type: none"> MO said a welcome prayer <p>Apologies</p> <ul style="list-style-type: none"> Apologies received and accepted from OM <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 12th September 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 & AF still to complete Prevent on-line training module and send certificate to CT. New link been circulated in Thursday e-mail from Governor Services MO will put list of link governors onto governor Teams platform RM booked onto extended safeguarding training for November <p><i>Q: We agreed that governors would all attend a minimum of 1 training course per year. Do we book these ourselves from the Thursday email?</i></p> <p><i>A: Yes, these can be booked directly</i></p> <ul style="list-style-type: none"> A new skills audit will be run to show any gaps All other actions complete or on this agenda 	<p>CT to send link to new Prevent training to AF, OM & CH</p> <p>MO to circulate skills audit to all</p>

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5	<p>Instrument of Government <i>Draft documents circulated in advance of meeting</i></p> <ul style="list-style-type: none"> This document has been back and forward between the Diocese, Methodist Circuit and Governor Services and several updates made. All are now in agreement with the content <p>Decision – governors unanimously voted to accept and agree the Instrument of Government</p>	<p>CT to contact Governor Services to advise of agreement of Instrument of Government</p>
6	<p>Revised Budget <i>Draft revised budget 2022-23 circulated in advance</i></p> <ul style="list-style-type: none"> The revised budget has been reviewed by the Resources committee and is recommended by them for approval The bottom line is that we are predicting this financial year to end up £5.6k worse off than the original budget agreed in May The largest increase in costs is the unfunded pay increases which amount to approx. £18k There have been various savings. All reasons for variances of £1k of more are detailed in the Notes column <p>Decision – governors agreed to approve the revised budget</p>	<p>CT to submit revised budget to LA</p>
7	<p>Chairs Report <i>MO provided verbal report</i></p> <ul style="list-style-type: none"> School in pretty good place compared to where we were 2 years ago Big changes to come/plan for this year – replacing Acting DH. Financial position still not great – some possible hard decisions to make Opportunities – we have begun taking steps to form wider MAT structure, this should hopefully deliver us great opportunities and stability for school which should bring strength and support of where we want to be We've started to become a better functioning governing board, we need more foundation governors and 1 more co-opted (preferable with non-education background). <p><i>Q: Why do we want a non-education background? A: We need people with financial, HR, business background as have gaps in the Resources committee</i></p> <ul style="list-style-type: none"> We need to start working more closely on our link governor roles 	<p>MO to arrange for another advert in In View magazine for co-opted governor and also to follow up with Inspiring Governance and contact Governor Services re filling vacancies</p>
8	<p>Headteachers Report (including SWOT Analysis, SEF, Bridge FoS Signature of Risk & Safeguarding Report) <i>Documents circulated in advance of meeting</i></p> <ul style="list-style-type: none"> Assessment – discussed in detail at Q of E committee – very specific timetable and procedure now in place. No data until Jan. Phonics assessments which have taken place are moving forward and books are well matched to children's ability as go through the school Lot of learning walks over past term – 2 for English (and 1 more to come), Maths team and one from Heather Taylor. Very specific things given as small steps and check in on understanding as go through learning LC, Nic B-M and Sarah Mckenzie had more curriculum planning time last week and this week and staff have also been given time to review 	

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	<p>and plan ahead</p> <ul style="list-style-type: none"> • SEND review – revisit to check progress next week • NTP continuing to take place with academic mentor, we may use rest of funding for school-led tutoring <p><i>Q: Will that be match funded?</i></p> <p><i>A: 60% funded only now rather than 90%</i></p> <ul style="list-style-type: none"> • Sports Premium strategy – ongoing, raised funds with the Paralympian visit - £1200 to spend on equipment • EHCP application is going through mediation at the moment • Attendance looking better – 95.4% for term 1 which is higher than national average. 13 children with persistent absence - 7 are due to holidays. FSM attendance low as several of children who have been on holiday are FSM • Exclusions – report says 0 however there was one during the last week of term for physical assault to adult • Safeguarding audit has not come out yet • Behaviour remains strong. One situation of potential bullying dealt with • Lots of professional development going on <p><i>Q: What were the highlights from Heather Taylor's recent visit?</i></p> <p><i>A: Phonics came out very strong. Great progress in Maths with development, structure and clarity much better and guided reading. Next step – explicit about modelling and keeping children involved in task, checking understanding before moving on – really explicit, smaller steps, continue to focus on EYFS/KS1 continuous provision</i></p> <ul style="list-style-type: none"> • Bridge family of schools – English leads met last week, DT leaders meeting next week, writing moderation in December <p><i>Q: Pupil numbers – have we had census day?</i></p> <p><i>A: Yes, it was in October. Numbers on roll have dropped since then</i></p> <p><i>Q: What were numbers like for tours?</i></p> <p><i>A: Better than last year but not huge. PS has also been promoting St Peters during tours of Almondsbury where numbers attending tours are much higher</i></p> <p><i>Q: Are the mixed age classes working alright?</i></p> <p><i>A: Yes, the timetabling is working, all children are getting what Phonics and Maths they need</i></p> <p><i>Q: Do parents put down second choices on applications?</i></p> <p><i>A: Yes, they can put down 3 choices</i></p> <p>Bridge FoS signature of risk</p> <ul style="list-style-type: none"> • Almondsbury and St Peter's written at same time with MO and Simon (Chair of Almondsbury). Lots of areas ranked as green, items which are amber all have areas to be worked on <p><i>Q: At the Bridge FoS Inset day it was mentioned that Oldbury had a recent Ofsted inspection, did they have specific feedback?</i></p> <p><i>A: Their development points were based on curriculum development. Their partnership work was recognised as a positive</i></p> <p><i>Q: An ungraded visit from Ofsted - is that for monitoring? What does it entail?</i></p> <p><i>A: It looks at quality of education and includes a reading deep dive, 2</i></p>	
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	<p><i>inspectors for a day, also looks at 2 other subjects usually Maths and 1 other subject which we are developing and they will look at progression documents etc. They will make a judgement across the curriculum based on that. They will talk to children, look at safeguarding, behaviour and attitudes including attendance and wider support – pastoral support, enrichment etc, community links, staff workload, how well supported they feel by leaders, gaming and ‘off-rolling’. They would also meet with governors</i></p> <p><i>Q: What sort of notice would we get?</i></p> <p><i>A: 10.30am phone call and they arrive the next day. Headteacher would have 2-hour conversation with lead inspector that afternoon</i></p> <p>Safeguarding report</p> <ul style="list-style-type: none"> • No questions raised <p>SWOT Analysis</p> <ul style="list-style-type: none"> • Lots more strengths added • Weaknesses & threats both lessened <p>SEF</p> <p><i>Q: There is still a lot of RI, is that just being honest?</i></p> <p><i>A: Yes, once we’ve had the next LA review in spring term we should be able to move a lot of that to Good. It’s not the same RI as where we were last year, we have come a long way. Could change to add in ‘many elements now good’.</i></p>	
9	<p>Feedback from sub-committees <i>Minutes from Resources & 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. Suggestion for NB-M & OM to meet <p>Partnership Steering Group</p> <ul style="list-style-type: none"> • Met on 6 October • Looking at expansion towards MAT with Bridge family of Schools • Discussions and decisions regarding going forward into next academic year need to take place in January <p>Quality of Education Committee</p> <ul style="list-style-type: none"> • Met 1st November • Talked about SEND review, policies, targets, all covered in Heads report <p>Resources Committee</p> <ul style="list-style-type: none"> • Met 3rd Nov • Reviewed staffing report, finance report, risk register and H&S, budget, policies 	
10	<p>Policies for approval <i>Policies circulated in advance of meeting</i></p> <ul style="list-style-type: none"> • Accessibility Plan – agreed and ratified • Charging & Remissions – recommended by Resources committee for approval – agreed and ratified 	

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	<ul style="list-style-type: none"> Managing Medical Needs – nearest defibrillator is at scout hut. Agreed and ratified following change Pay – recommended by Resources committee for approval. Has been to staff for consultation with no responses received. Agreed and ratified SEND – agreed and ratified 	CT to update policy with defibrillator location and advise staff
12	Reflective Question ‘Where have we made a difference today?’ <ul style="list-style-type: none"> Welcomed new governor to board Agreed Instrument of governance Clarification of excellent work teachers and support staff are doing Understand governor role better 	
13	Any Other Business <ul style="list-style-type: none"> We need a governor volunteer to attend Safer Recruitment training. Ideally someone who can attend interview panels. CT to enquire when next Safer Recruitment training date PS provided update on Bridge Family of Schools – see separate confidential minutes 	CT to enquire when next Safer Recruitment training course is
	Date of Next Meeting <ul style="list-style-type: none"> Monday 16th January 2023 at 5pm 	
Meeting Closed: 18.29 hrs followed by safeguarding training		
11	Safeguarding Training <ul style="list-style-type: none"> PS briefed governors on KCSIE 2022 updates 	

Action Checklist

WHO	ACTION	WHEN
CT	Send link to new Prevent training to AF, OM & CH	
MO	Circulate skills audit to all	
CT	Contact Governor Services to advise of agreement of Instrument of Government	
CT	Submit revised budget to LA	
MO	Arrange for another advert in In View magazine for co-opted governor and also to follow up with Inspiring Governance and contact Governor Services re filling vacancies	
CT	Update Managing Medical Needs policy with defibrillator location and advise staff	
CT	Enquire when next Safer Recruitment training course is	

List of Associated Documents

Minutes of FGB meeting held on 12th September
Instrument of Government updated October 22
Revised Budget 2022-23
Headteacher's Report
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Bridge FoS Signature of Risk St Peter's
SWOT Analysis Update October 22
St Peter's SEF September 22
Safeguarding Report to Governors 2022
Minutes from Quality of Education Committee 011122
Minutes from Resources Committee 031122
Accessibility Plan
Charging & Remissions Policy
Managing Medical Needs Policy
Pay Policy
SEND Policy

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