

**Minutes of the Full Governing Body Meeting
of St Peter's Anglican/Methodist Primary School
10th July 2023**



NAME	Abrv.	DESIGNATION	Present	NAME	Abrv.	DESIGNATION	Present
Rob Barker	RB	Parent Elected	✓	Olwen Murray	OM	Foundation	A
Liz Cannock	LC	Staff	✓	Mike Ormond	MO	LA Appointed (Chair)	✓O/L
Adele Farrow	AF	Parent Elected	X	Natalia Sanders	NS	Parent Elected	✓
Crista Hazell	CH	Co-opted	X	Paul Smith	PS	Executive Headteacher	✓
Teddy Kalongo	TK	Foundation	A				
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: 16:33 hrs

	Discussion	Actions
1	<p>Welcome Attendees were welcomed to the meeting</p> <p>Opening Prayer MO said a welcome prayer</p> <p>Apologies Apologies received and accepted from TK & OM. 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 15th May 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"> Advert still to be placed in In-View magazine Pack for show homes still to be prepared RB advised that it is unlikely he will be able to stand for another term as governor due to personal commitments All other actions complete 	
5	<p>Chairs Report</p> <ul style="list-style-type: none"> Journey towards academisation with Bridge continuing which has been a little tumultuous with 2 schools leaving Partnership with ALM still strong Year ahead looks as challenging as last 2 albeit for different reasons LA review really good with positive results, staff worked tirelessly to deliver good quality Our SIA has now parted company with us which is seen as a positive When PS joined us 2 years ago he said that he felt that it would take 2 years to move the school to Good and that's exactly where we are MO advised he is pleased with where we currently are and feels we are in a good place to move forward 	

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6	<p>Feedback from sub-committees</p> <p>Foundation Committee</p> <ul style="list-style-type: none"> • Met on 25 May • Discussed SIAMS framework and where we are as school and what we are doing. We are in a good position, could be a bit better in terms of regularity of foundation governors meeting <p><i>Q: Is Teddy in that committee?</i></p> <p><i>A: Yes, he is however it's been a little difficult getting him into school so far, we hope that this will be possible in the next academic year</i></p> <ul style="list-style-type: none"> • We are still short of one foundation governor <p>Partnership Steering Group</p> <ul style="list-style-type: none"> • Haven't met since last FGB meeting • Bridge FOS steering group met at ALM 2 weeks ago where they confirmed appointment of PS as Strategic Lead of Bridge FOS and Amanda Flanagan from the Manor as Deputy Lead <p>Quality of Education Committee</p> <ul style="list-style-type: none"> • Haven't met since last FGB meeting <p>Resources Committee (including feedback from Internal Audit)</p> <ul style="list-style-type: none"> • Haven't met since last FGB meeting • The school underwent an audit by LA in June. This was the first audit since 2015. The audit in 2015 wasn't as great as it might have been. The good news is that that has been transformed and we have been graded as High Standard in 2 areas and Reliable in the other 2. There are some actions as auditors will always find some areas for improvement. These consist of tidying up of wording in e-safety policy, adding school name to gov code of conduct and recommendation to put more information in Resources meeting minutes regarding high value purchases and finally introducing a new overtime claim form • There are no high priority actions 1 is medium priority and the rest low. These are easily fixed • This is a really great result. Good work by CT & Jemma Sheppard 	
7	<p>Headteachers Report</p> <p><i>Report circulated in advance of meeting</i></p> <p><i>Document displayed on screen</i></p> <ul style="list-style-type: none"> • PS advised that the Insight data has been completed and is positive. This will be shared and discussed in September meeting • Phonics pass rate was 70% which was our target, 4/13 Y1's didn't pass, Y2 4/6 passed but all have made huge progress. Real movement in terms of progress. EYFS Phonics data is also strong. LC suggested that the Phonics tracker threshold data for EYFS perhaps needs to be looked at closer to ensure targets are accurate • Multiplication check average score was 22.8/25, this is an increase on last year's score. 11/17 got 24 or 25/25 which is really strong • There has been much greater impact on our GLD in EYFS • Writing is the one area that is holding us back and area of most need across school therefore we will be focussing on this from September • A governor commented that this is a bit of flip around from historic data where we often had good writing results when reading was 	

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	<p>weaker</p> <ul style="list-style-type: none"> • Writing is a national issue and will be a focus for the Bridge FOS next year <p><i>Q: With the strong EYFS phonics data can we assume we will see good results come through in next year's Phonics test?</i></p> <p><i>A: Yes, we should do</i></p> <p><i>Q: Will the 2 children in Y2 who did not achieve the Phonics threshold just continue onto KS2 curriculum or will they continue to re-sit?</i></p> <p><i>A: They will continue onto the KS2 curriculum but will continue to receive phonics interventions and support</i></p> <p><i>Q: Is the multiplication check now statutory?</i></p> <p><i>A: Yes, it is</i></p> <ul style="list-style-type: none"> • Y2 SATS are no longer statutory from next year. We will do them as part of our assessments, but there will be no reporting to parents or LA • Y2 targets have been met this year, one child left which is why reading has gone down, one child joined who had just arrived in country which also pulled results down. Writing is slightly down. Maths outcomes positive. Greater depth results have not met expectations, they were very ambitious targets and there was no previous EYFS data to base these on due to Covid • Y6 results are based on teacher assessments, the SATS results will be published tomorrow. The results are down on what we wanted to achieve, one child left who brought results down and several haven't made it through to where we hoped. Disadvantaged and SEN results have however increased on targets which is really positive for those particular pupils • Q of E – improving constantly as time goes on for pupils and staff. Improvements especially in terms of curriculum development, much tighter on accessing planning and order of sequence is tied down and greater understanding from staff so pupils understand and know more • Pupil progress improving, use of tutoring funding has improved outcomes for Y2 & 6 <p><i>Q: Sports premium, do we get this funding each year and how is it worked out?</i></p> <p><i>A: Yes, it is based on a lump sum + per pupil amount. We have reviewed the strategy document which will be put onto website. We have done really well with engagement and competitions this year</i></p> <ul style="list-style-type: none"> • Much greater use of adaptations in classroom • One other real success of this year is our attendance – we are in the top 20% of all schools in country and have never been there before. 95.2% (93.7 nat) PA is in lowest 10 % of schools in country, nat is 19.3%. There is also improvement in disadvantaged and SEN groups. Most of PA lies with children who have been on holiday. Improved engagement with children is showing in these results. We need to maintain and build on this now <p><i>Q: What was our pre Covid attendance?</i></p> <p><i>A: 94-95%</i></p> <ul style="list-style-type: none"> • Behaviour and attitudes very positive. Mentoring with sports coach for specific children has been very successful 	
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	<ul style="list-style-type: none"> • Enrichment, Trips, visits etc have all been really positive • H&S – audit report still to be received but went well with several ambers turning to green. MO added that during the most recent H&S walk there was evidence that previously raised actions are being closed down • RAP – PS has reviewed today, lots of really positive impact added • RIP was based on recommendations from LA reviews but these have now been incorporated into the RAP • Catering contract – we were advised earlier in the year that Integra were ceasing their catering service so we had to go out to tender to find a new contractor. We engaged the services of a procurement broker (Litmus) as this was a huge task. We went as a cluster of 11 schools. The bidder's presentation was held on 14 June and attended by PS, CT & RM. There were 3 bidders who presented. All 11 schools chose to go with Alliance in Partnership (AIP). A large part of the reason was due to the nil cost to the schools. The other bidders were looking for a subsidy of between £10-£18k per annum for us to provide the service <p><i>Q: Why does this cost vary from school to school?</i> <i>A: It's largely due to the take up of meals, ALM makes profit due to higher numbers but STP make a loss</i></p> <p><i>Q: Were there food samples at the presentation?</i> <i>A: Yes, the samples were good from each bidder</i></p> <ul style="list-style-type: none"> • There was a scoring matrix which we had to complete for each bidder which resulted in an overall score, AIP came out top which is why they were awarded the contract. It was a very thorough process. Although the process was very rigorous we need to formally agree the decision as an FGB due to the contract value <p>Decision - governors agreed to the decision of the contract being awarded to AIP</p> <ul style="list-style-type: none"> • Wraparound care – increased prices from September to cover costs, surveyed parents regarding demand for provision on Friday's however there is not enough interest to make this financially viable. We are looking at possible options to run an externally provided club on Friday's • Energy – additional funding was granted to schools to invest in energy saving. We have engaged a company to carry out decarbonisation survey with a view to decreasing energy costs 	
8	<p>Feedback from LA Review visit & recommendations</p> <ul style="list-style-type: none"> • PS displayed short summary that he fed back to staff on the day of the review (the formal report has not yet been received) • The review was really positive and different to the previous ones • There has only been 6 weeks in between reviews and there has been a big change and the change in the feedback was immense • Overall the review was very positive and the pace and challenge of changes were celebrated. Monitoring is working well, training is being impactful, strong links seen with interventions in place and improvement in progress, routines are fully embedded 	

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	<ul style="list-style-type: none"> • Specific feedback from monitoring has been given, tracking of interventions and progress of pupils strengthened, couple of niggles around use of additional adults • Phonics has been signed off as being a success • Reading prosody – well delivered and will continue next year. This has been being trialled this term and will be rolled out further in Sept. Pupils really enthusiastic about reading, need to work on being really explicit with guided reading and making links with history and geography really clear to children, need to raise presentation which will be looked at with next year focus on writing • EYFS – big change, we've adapted the way in which EYFS was set up from previous school input to now follow advise from ALM and this has made a significant difference to the children and was seen during review, all children were engaged and active and working really well. Readiness for Y1 is reflected in EYFS results • We are now back to being a priority 1 school in LA which means they have judged us as Good • Curriculum – more precise order in teaching, children's chronology of events, use of '4 from before', few things to streamline which we were working on anyway • Leadership - clear impact and capacity to continue to improve • Next steps will go onto next year's school improvement plan • Report will be shared when received 	<p>PS to share LA report when received</p>
<p>9</p>	<p>Bridge Family of Schools Update <i>Reports circulated in advance of meeting</i></p> <ul style="list-style-type: none"> • New logo – more professional and improved which has been agreed by steering group • Heads met last week to make strategic plan which will be shared with steering committee in September • PS now going to do monthly updates rather than once a term • DT leadership and Computing have been continuing • Adapted Education policy with strategic lead appointment • Will have new independent advisor who will just come to do annual LA visit to meet that obligation • Looking at SEND policy with LEAF • Meetings taken place with CSET and Olympus trusts and governors met with LEAF to continue due diligence however we will not be pursuing joining with them • Meeting with RDD took place who was not fazed by withdrawal of 2 schools. Continuing to meet with lots of other schools who may be interested in joining Bridge. Liz Townend is promoting Bridge to all C of E schools • New timeline as LA changed timescales, conversion would now be Jan 2025 if continue down that route <p><i>Q: Can other schools still join trust after Jan 2025?</i> <i>A: Yes</i></p> <ul style="list-style-type: none"> • LEAF will convert to a trust on 1st Sept. Mosaic have lost schools too (down from 21 to 15), only 4 schools have bought in as trust rest only 	

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	<p>joining for school improvement option, schools seem to be holding back</p> <ul style="list-style-type: none"> • PS now strategic lead seconded 1 day a week to work on development of Bridge, financial costs agreed at previous meeting but costs were adjusted due to change in number of schools. St Peter's will be the budget holder for the Bridge • When go towards trust status we have a central company who will provide all services but we will continue with school improvement and IT with LA as bound with them for now. • Have 2 trustees if go to trust status 	
10	<p>Ratification of Catering Contract Award & Sports Provider</p> <ul style="list-style-type: none"> • Catering contract discussed in item 7 (see above) <p>Sports Provider</p> <ul style="list-style-type: none"> • Continuing with Bristol Sports for the next academic year • Majority of sports premium is spent on their provision • For the following academic year, we will be looking to go out to other providers for cost comparisons again as the added value previously given by Bristol Sport for free has been reduced and we are now being charged for entering competitions etc. We need to make sure we are maintaining value for money by looking at other providers <p>Decision – governors agreed to continue with Bristol Sports for next academic year and seek quotes from other providers for following year</p> <p>Cleaning</p> <ul style="list-style-type: none"> • This service is also being withdrawn by Integra • CT contacted and went through procurement with Bristol City Council to join their contract however that came out more expensive. We also contacted other cleaning contractor directly without success • Recommendation is to employ our own cleaners which is more cost effective for school in terms of staff costs. The only additional cost is CT's time in managing cleaning staff but this is considered the most efficient use of funding – saving approx. £5k • Current cleaner's will TUPE over to school staff and we need to find another cleaner for an additional 5 hours <p>Decision – governors agreed to employ cleaning staff directly rather than contract out</p>	
11	<p>Policies for approval</p> <ul style="list-style-type: none"> • Data Protection – no changes. Agreed and ratified • ECT Induction – only change was LA are no longer the approver of ECT's, if we do have ECT's we will use Five Counties teaching school which have been awarded the contract for South Glos. Agreed and ratified • Privacy Notice – pupils. Agreed and ratified • Privacy Notice – staff. Agreed and ratified 	
12	<p>Terms of Office/Governor Recruitment/Election of Chair & Vice Chair of Governors for 2023/24</p> <ul style="list-style-type: none"> • Vacancies – 1 foundation, 1 co-opted, 1 staff gov vacancy • 2 members of staff possibly interested in staff vacancy 	

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	<ul style="list-style-type: none"> Proposal to add Nic Baykaa-Murray as Associate Governor from Sept due to new role as Head of School <p>Decision - governors agreed to add Nic Baykaa-Murray to membership from September</p> <p>Election of Chair MO left the meeting</p> <ul style="list-style-type: none"> 2 nominations received for MO to continue as Chair for another year <p>MO returned to meeting</p> <ul style="list-style-type: none"> MO agreed to stand for another year MO elected as Chair <p>Election of Vice Chair</p> <ul style="list-style-type: none"> 2 nominations received for RB to stand as Vice Chair for next academic year Due to RB’s term of office coming to an end in October it was decided to revisit this in September meeting 	<p>Add Nic Baykaa-Murray to membership as Associate Governor from September</p> <p>Election for Vice Chair to take place in September meeting</p>
13	<p>Proposed Dates for 2023-24 Meetings <i>Proposed dates circulated in advance of meeting</i></p> <ul style="list-style-type: none"> Governors agreed to go ahead with dates as scheduled in proposed dates 	
14	<p>Reflective Question ‘Where have we made a difference today?’</p> <ul style="list-style-type: none"> Looked at data, we are seeing results of last 2 years of work and school feels in really good position Really helpful to see feedback from LA review and progress made in phonics & EYFS has been very strong Good to close loop and see feedback from 3rd party confirming we are a good school which is what we already know and believe Learned about focus for next year is writing More understanding of how sports premium is awarded and spent Sought best value for contracts being awarded and thoroughness of processes Shared really successful result of audit 	
15	<p>Any Other Business Q: <i>There is a good chance that all teaching unions may be voting for strike action in September, do we need to start planning for this?</i> A: <i>PS will do the necessary planning if this is the case</i> Q: <i>Does MO have any specific responsibilities regarding this?</i> A: <i>None. PS will inform MO if have to close or not if we know this in advance otherwise we will need to see what happens on any strike days</i></p> <ul style="list-style-type: none"> Thanks, were expressed to LC for time given as staff governor. During this time, we have seen a ‘steadying of the ship’ and the school is better place to work in 	
	<p>Date of Next Meeting</p> <ul style="list-style-type: none"> Monday 11th September 2023 at 5pm 	

Meeting Closed: 17.56 hrs

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Action Checklist

WHO	ACTION	WHEN
MO	Advert to be placed for governors in In-view magazine	31 July
CT	Pack to be put together about school for show houses	20 August
PS	Share LA report when received	21 July
CT	Add Nic Baykaa-Murray to membership as Associate Governor from September	1 September
PS/CT	Election for Vice Chair to take place in September meeting	11 September

List of Associated Documents

Minutes of FGB meeting held on 15th May
Report to FGB 10 July 2023
St Peter's June review 2023 feedback
Bridge Family of Schools update June 2023 update for FGBs
Data Protection Policy
ECT Induction Policy
Privacy Notice – pupils
Privacy notice – staff
Proposed Dates for 2023-34 Meetings

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