

**Minutes of the Full Governing Body Meeting
of St Peter's Anglican/Methodist Primary School
15th January 2024**



NAME	Abrv.	DESIGNATION	Present	NAME	Abrv.	DESIGNATION	Present
Nic Baykaa-Murray	NBM	Associate	✓	Mike Ormond	MO	LA Appointed (Chair)	✓
Adele Farrow	AF	Parent Elected (Vice Chair)	✓	Natalia Sanders	NS	Parent Elected	A
Crista Hazell	CH	Co-opted	✓	Martin Slocombe	MS	Foundation	A
Russell McAulay	RM	Co-opted	✓	Paul Smith	PS	Executive Headteacher	✓
Olwen Murray	OM	Foundation	A	Ben Taylor	BT	Parent Elected	✓
Kieran O'Keeffe	KO	Parent Elected	✓	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 Attendees were welcomed to the meeting, particularly Ben Taylor and Kieran O'Keeffe who have recently joined the governing board. Governors introduced themselves</p> <p>Opening Prayer MO said a welcome prayer</p> <p>Apologies Apologies received and accepted from OM, NS, MS</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 13th November 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 still to complete & return pecuniary interests form and sign sheets to say they have read and understood the governor code of conduct and updated KCSIE 2023 document All other actions complete 	
5	<p>Chairs Report</p> <ul style="list-style-type: none"> Attainment Data circulated appears to show school has made a good start to the year Our financial troubles will continue for the foreseeable future, we are waiting for a response regarding a meeting with LA for potential way forward We will have a visit Ofsted this year (this term most likely) <p>Q: Do governors meet with Ofsted inspector alone or together? A: Governors meet as a group with the inspector Q: What notice of inspection do we receive?</p>	

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	<p><i>A: We receive a phone call between 9.30-10.30am the day before their arrival</i></p>	
<p>6</p>	<p>Headteacher's Report (including Attainment Data Overview & School Development Plan review) <i>Documents circulated in advance of meeting</i></p> <ul style="list-style-type: none"> • PS has been trying to get hold of Mustafa Salih, Head of Finance at LA, to arrange meeting re schools financial situation however has not received a response yet <p><i>Attainment Data</i></p> <ul style="list-style-type: none"> • Top box shows previous results, bottom box is current data • We are now using new system Arbor for assessment • We don't expect any child to be at greater depth at this time of the year • Secure is good • Some year groups stronger than others, Y6 much stronger than last year's cohort who did not perform very well in the last SATs tests. 70% on track already which is much better <p><i>Q: Y4 reading, is that data a little bit of concern?</i> <i>A: It's not a concern, each year groups objectives are slightly different, some content has not been taught yet</i> <i>Q: What are the driving factors behind improved results in Y6?</i> <i>A: Last year's Y6 were a unique cohort, they had a particularly rocky ride through the school and only had consistent teachers in Y1 & 6, their quality of education through the school was weak. There was a large number of SEND children in the cohort also. The school is now much more stable</i> <i>Q: Is there a benchmark and likely 'swing' in cohorts each year?</i> <i>A: No not really, each cohort is different. Current Y2 only has 13 pupils and 3 are SEND so straight away we are only likely to get a maximum of 73% achieve expected standard</i></p> <ul style="list-style-type: none"> • EYFS – 73% at expected standard, we are round about national average at the moment <p><i>Q: Is the EYFS teacher staying for rest of year?</i> <i>A: Yes she is going to be here for the whole year</i></p> <ul style="list-style-type: none"> • There are 3 children not on track at the moment <p><i>Q: Are they children you would expect not to be?</i> <i>A: Yes, 1 of those children only has 40% attendance</i></p> <ul style="list-style-type: none"> • Quality of Education – NBM checks planning, lesson visits & lesson drop-ins have taken place, we've been working with English hub which have identified a real strength of teaching phonics in Y1 and improving in EYFS <p><i>Q: Lesson visits – who does these?</i> <i>A: PS, NBM and subject leaders so English learning walk happening this week with Liz Cannock and Abbi Grotzke. All subject leaders need to know their subjects well and be able to talk about them</i></p> <ul style="list-style-type: none"> • We are constantly reviewing the curriculum • Pupil premium – we're tracking attendance very carefully. A huge amount of PP children taking term time holidays which has brought this down significantly 	

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	<ul style="list-style-type: none"> • Using additional funding to provide support in Y2 and Y6 for catch up • SEND – application for needs assessment went through so child will receive a needs assessment for an EHCP • Persistent absence figure has increased to 11.5% <p><i>Q: What counts as persistent absence?</i> <i>A: Anything below 90%, so any child who has had more than 6 days absence so far this year would be considered as PA</i></p> <p><i>Q: Is that a rolling number?</i> <i>A: Yes so number of days will increase as year goes on</i></p> <ul style="list-style-type: none"> • Safeguarding - SCR has been checked by RM. Visit from Mark Dee to carry out safeguarding review, report yet to be received • Personal development – this terms value is respect. • Rev Anjali will not be able to join our governing board • Bridge FOS – training coming up for science and music, looking at collaboration, working with Severn federation based in Lydney <p><i>Q: How big are Severn federation?</i> <i>A: Exactly same size as us</i></p> <p><i>Q: Are we doing cross school moderation?</i> <i>A: Yes once per term, in school and then as Bridge FOS. This was carried out in November, next one in March, Bridge networks are next week</i></p> <p>School Development Plan</p> <ul style="list-style-type: none"> • Has been reviewed and RAG rated, all on track 	
7	<p>Feedback from Sub-committees</p> <p>Foundation Committee</p> <ul style="list-style-type: none"> • Have not met since last meeting • Meeting scheduled for 29 February <p>Partnership Steering Group</p> <ul style="list-style-type: none"> • Met on 23 November <p>Quality of Education Committee</p> <ul style="list-style-type: none"> • Have not met since last meeting • Meeting scheduled for 22 February <p>Resources Committee</p> <ul style="list-style-type: none"> • Have not met since last meeting • Meeting scheduled for 8 February <p>Decision - KO and BT will both join Resources committee</p>	

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8	<p>Policies and Other Documents <i>Policies circulated in advance of meeting</i></p> <ul style="list-style-type: none"> • Allegations of Abuse against Staff – model policy, very few changes. Agreed & ratified • Complaints – no changes. Agreed & ratified • Educational Visits – streamlined policy and removed first 2 stages as these were not being used in practise. Agreed & ratified <p><i>Q: With the sections removed are we still compliant?</i> <i>A: Yes</i></p>	
9	<p>Reflective Question ‘Where have we made a difference today?’</p> <ul style="list-style-type: none"> • Question raised as to the value of asking this question – is it of value? • Suggestion to re-frame question to ‘what have we learnt today and what questions has it raised that we want to investigate further’ • Concern re Y4 data, re-assurance has been given • It was nice to look at attainment and progress data over time and learn that despite national challenges facing education sector, school is doing all it can and moving in right direction. Congratulations to staff on the ground in the classrooms for the work they do every day • It was Interesting to hear about work in early years and learn writing quite low so looking forward to seeing progress in future <p><i>Q: Do we typically see it pick up in the EYFS writing attainment around Spring?</i> <i>A: We are looking to make 84% mark by summer</i></p>	
10	<p>Any Other Business <i>Q: Are there plans for next governors learning walk?</i> <i>A: Friday 1st March, focus hopefully will be actions from Ofsted inspection if it has happened</i></p> <ul style="list-style-type: none"> • FOSP Bingo and Quiz night – Friday 1st March 	
	<p>Date of Next Meeting</p> <ul style="list-style-type: none"> • Monday 4th March 2024 at 5pm 	

Meeting Closed: 18.09 hrs

Action Checklist

WHO	ACTION	WHEN
OM	Complete and return annual pecuniary interest form, sign sheet to confirm agree to follow Code of Conduct, read updated KCSIE 2023 document and sign sheet to confirm have done so	22 January

List of Associated Documents

Minutes of FGB meeting held on 13th November
Report to FGB 15th January 2024
Attainment and Progress over time Autumn 2023

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EYFS Assessments End Autumn Term December 2023
SDP Review Autumn 2023
Allegations of Abuse against Staff Policy
Complaints Policy
Educational Visits Policy

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