

**Minutes of the Full Governing Body Meeting  
of St Peter's Anglican/Methodist Primary School  
13<sup>th</sup> November 2023**



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)	✓O/L	Natalia Sanders	NS	Parent Elected	✓
Crista Hazell	CH	Co-opted	X	Martin Slocombe	MS	Foundation	✓
Russell McAulay	RM	Parent Elected	✓O/L	Paul Smith	PS	Executive Headteacher	✓
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: 17:03 hrs**

	Discussion	Actions
1	<p><b>Welcome</b> Attendees were welcomed to the meeting. A particular welcome was given to MS in attendance at his first meeting</p> <p><b>Opening Prayer</b> MS said a welcome prayer</p> <p><b>Apologies</b> Apologies received and accepted from OM. CH absent.</p> <p><b>Quorum</b> The meeting was quorate</p>	<p><b>MO to contact CH to see if she is going to return</b></p>
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 11<sup>th</sup> September 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>Pecuniary interests forms still to be signed by CH and OM</li> <li>Advert still to be placed in In-view magazine</li> <li>Signatures still required from CH and OM re code of conduct</li> <li>Parent gov vacancy has been advertised. Governors who are available to attend parents evening to promote governing board</li> <li>MO still to write article for newsletter about being a governor</li> <li>Signatures still required from CH and OM re reading KCSIE</li> <li>All other actions complete</li> </ul>	<p><b>CH &amp; OM to complete PI forms</b> <b>MO to place advert in in-view</b> <b>CH &amp; OM to sign re code of conduct</b> <b>MO to write article for newsletter</b> <b>CH &amp; OM to sign re KCSIE</b></p>

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5	<p><b>Revised Budget</b> <i>Draft revised budget circulated in advance of meeting</i> <i>Document displayed on screen</i></p> <ul style="list-style-type: none"> <li>• Budget meeting with Schools Finance Officer took place on 19<sup>th</sup> October</li> <li>• The revised budget is more or less the same as the original budget set in May. There are not many places to make savings in year now as everything pared back so much</li> <li>• Q: Is the financial issue due to fall in number on roll?</li> <li>• A: Yes</li> <li>• Q: What happens if we run out of money?</li> <li>• A: We'll need to set a deficit budget, look at reductions in classes and staff, last resort redundancy. We will also need to write a recovery plan</li> <li>• Q: Is there a similar position with other schools locally?</li> <li>• A: A third of all schools in South Glos already have a deficit budget so we are better off than some. It was discussed at the Resources meeting that we plan to ask for a meeting with Mustafa Salia at the LA regarding plans for housing development in the locality (450 houses) and the fact that it'll be easier for us to maintain what our current class structure to accommodate the growth in the future</li> <li>• Resources committee propose revised budget for ratification</li> </ul> <p><b>Decision – governors agreed to approve revised budget</b></p>	<p><b>CT to submit revised budget to LA</b></p>
6	<p><b>Teachers Pay &amp; Conditions Document &amp; Pay Policy</b></p> <ul style="list-style-type: none"> <li>• As per email circulated with updated STPCD document and proposed pay policy, all governors were in agreement to accept the recommendations and stay with advisory pay points as per model pay policy from HR</li> </ul>	
7	<p><b>Chairs Report</b></p> <ul style="list-style-type: none"> <li>• There are a lot of positive things going on in school although we are facing staffing issues and finances continue to be a worry. Vicky Gordon's report verifies the positives</li> <li>• People seem to be happy</li> <li>• We thought that we may have Ofsted visiting last week however we didn't and staff were disappointed</li> </ul>	
8	<p><b>Headteachers Report (including Safeguarding report)</b> <i>Documents circulated in advance of meeting</i> <i>Report displayed on screen</i></p> <ul style="list-style-type: none"> <li>• Targets for key stages have been set which are similar to last years. There are only 13 children in Y2 so each council counts as 13%</li> </ul> <p>Q: <i>Can you please explain the codes for new governor?</i> A: <i>EXS – expected standard, GDS – greater depth – more advanced</i></p> <ul style="list-style-type: none"> <li>• Y6 cohort is stronger than last years, 50%+ at EXS already so we are confident we should achieve our targets this year</li> <li>• Y2 no longer have to sit SATs but we will do them but not until June which means they'll have had a whole year of teaching</li> <li>• Next year there will be no publishing of performance tables for KS2 due to fact that the cohort didn't sit assessments during the pandemic</li> </ul>	

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<ul style="list-style-type: none"> <li>• Vicky Gordon's visit was very positive (report circulated in advance), one area of development wasn't expected which was the use of concrete resources as this had been seen previously through our own monitoring</li> </ul> <p><i>Q: One weakness - Maths for girls – this hasn't been the case before?</i>  <i>A: It wasn't a weakness as such just that during the pupil conferencing the girls didn't say much and let the boys do the talking. We will consider perhaps doing this separately in future</i></p> <ul style="list-style-type: none"> <li>• We are monitoring regularly as SLT and giving feedback to specific teachers which is being acted upon for improvement.</li> <li>• Had English Hub in Alison Marsden is our link, she was impressed by assessment in place and quality of teaching in year 1. Coming back next week to look at that again and will be looking particularly at children in lowest 20%. She will be visiting once per term to support.</li> <li>• Pupil premium support in class going well</li> <li>• SEND – good, adaptive teaching, our own learning walks have been good</li> <li>• Needs assessment has been carried out for Y6 child</li> <li>• Attendance dropping as a lot of term time absence through holiday – 11 out of 14 persistent absentees have had holiday. 2 children who aren't counted officially until May (as still aged 4) are causing an issue, one child has only 40% attendance. EWO can't get involved until May and we are having difficulties getting engagement with the parents</li> </ul> <p><i>Q: How are things in Reception?</i>  <i>A: Supply teacher who is covering is really good. Teacher has now resigned so we will keep the teacher for the remainder of the year EYFS teacher from Almondsbury (ALM) has been down to do planning with supply teacher (and Megan Bell) and she is going up to Almondsbury to observe drawing club. We are using ALM's planning and resources</i></p> <p><i>Q: Are ALM able to benefit from reciprocally from STP?</i>  <i>A: We are doing joint things anyway i.e. greater depth writing</i></p> <ul style="list-style-type: none"> <li>• Behaviour &amp; personal development – lots of activities with Bridge FOS. Rev Anjali Kanagaratnam is being invested in Dec, she is keen to come and lead worship</li> <li>• Bridge Family of Schools – had inset day which was very positive, starting to build networks and developing subject areas</li> <li>• Surveys – the vast majority of parents, pupils &amp; staff survey results were positive</li> <li>• Safeguarding – nothing changed in policies and procedures</li> <li>• We have our Safeguarding review on Thursday with Mark Dee from LA (3-year cycle)</li> <li>• 2 children currently on child protection plans, we had 4 at one point but 2 of the children have left the school</li> </ul> <p><i>Q: The visit on Thursday is just a routine cycle visit?</i>  <i>A: Yes. PS shared pre-populated questions. We will receive a rag rated report</i></p> <p><i>Q: Parents questionnaire – 50% response?</i>  <i>A: A little less, would like it to be higher</i></p>	
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	<ul style="list-style-type: none"> <li>• Vicky Gordon's report stated we needed to confirm we are a Priority 3 school. This states that there is no intervention or support required from the LA.</li> </ul>	
9	<p><b>Feedback from Sub-committees</b></p> <p><b>Foundation Committee</b></p> <ul style="list-style-type: none"> <li>• Met on 2 November</li> <li>• Unfortunately, were not quorate</li> <li>• Shared RE action plan</li> <li>• Looked at RE &amp; Collective Worship policies</li> <li>• Discussion around attendance of staff at collective worship which needs to be discussed further – it's a challenging balancing act</li> <li>• MS's observation was that only NBM + 1 other member of staff attended and what message does this send to children about importance of collective worship. There were a lot of staff at Harvest service and the majority of staff were in Friday's Remembrance service</li> </ul> <p><b>Partnership Steering Group</b></p> <ul style="list-style-type: none"> <li>• Not met yet, meeting scheduled for next week</li> </ul> <p><b>Quality of Education Committee</b></p> <ul style="list-style-type: none"> <li>• Meeting was cancelled due to lack of attendees</li> </ul> <p><b>Resources Committee</b></p> <ul style="list-style-type: none"> <li>• Met on 9 November</li> <li>• Reviewed Revised budget as previously discussed</li> <li>• Discussions around Bfst &amp; ASC – these have been just breaking even however due to staff costs increases this will soon turn to a loss potentially</li> <li>• Health &amp; Safety review – more actions from last inspection</li> <li>• Ratified pay committee's decisions on teachers pay increases</li> <li>• Bridge Family of Schools Steering Group met last week. An update for governors will be circulated shortly</li> </ul>	
10	<p><b>Policies for approval</b></p> <p>Assessment – additional to agenda as Q of E meeting didn't take place - agreed &amp; ratified</p> <p>Attendance - agreed &amp; ratified</p> <p>Charging &amp; Remissions - agreed &amp; ratified</p> <p>E-safety – additional to agenda as Q of E meeting didn't take place - agreed &amp; ratified</p> <p>Equalities - agreed &amp; ratified</p> <p>Emergency Plan - agreed &amp; ratified</p> <p>Managing Medical Needs - agreed &amp; ratified</p> <p>Pay - agreed &amp; ratified</p> <p>RE - agreed &amp; ratified</p> <p>SEND - agreed &amp; ratified</p> <p>Social Media - agreed &amp; ratified</p> <p><b>NBM left meeting at 18:10</b></p>	

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11	<b>Safeguarding Training</b> <i>Power point displayed on screen</i> <ul style="list-style-type: none"> <li>• PS delivered Safeguarding training covering               <ul style="list-style-type: none"> <li>○ Refresher of what child protection is</li> <li>○ Key messages from KCSIE and updates this year</li> </ul> </li> </ul>	
12	<b>Reflective Question 'Where have we made a difference today?'</b> <ul style="list-style-type: none"> <li>• Updated CP training</li> <li>• Agreed the revised budget</li> <li>• Heard about targets set and progress towards them</li> <li>• Agreed lots of policies</li> <li>• Feedback from Vicky's Gordon's visit positive</li> </ul>	
15	<b>Any Other Business</b> <ul style="list-style-type: none"> <li>• Governor monitoring visit – planned for Monday 20<sup>th</sup> at 9.15am</li> </ul> <b>CT left meeting at 18:50</b> <ul style="list-style-type: none"> <li>• Clerk's pay increase – governors agreed to increase Clerk's pay by 5% backdated to April</li> </ul>	<b>Pay increase to be actioned and backdated</b>
	<b>Date of Next Meeting</b> <ul style="list-style-type: none"> <li>• Monday 15<sup>th</sup> January 2023 at 5pm</li> </ul>	

**Meeting Closed: 18.28 hrs**

**Action Checklist**

WHO	ACTION	WHEN
MO	Contact CH to see if she is going to return	ASAP
CH, OM	Complete and return annual pecuniary interest form	ASAP
MO	Advert to be placed for community governors in In-view magazine	4 Dec
CH, OM	Sign sheet to confirm they agree to follow Code of Conduct	ASAP
MO	Write article for newsletter about being a Governor	ASAP
CH, OM	Read updated KCSIE 2023 document and sign sheet to confirm they have done so	ASAP
CT	Submit revised budget to LA	30 November
PS	Clerk's pay increase to be actioned and backdated	30 November

**List of Associated Documents**

Minutes of FGB meeting held on 11<sup>th</sup> September  
 Revised Budget  
 Report to FGB 13 November 2023  
 Report to Quality of Education Committee October 23  
 Safeguarding Report to Governing Body 2023  
 St Peter's Anglican Methodist VC Primary School Parents Survey September 2023  
 St Peter's Anglican Methodist VC Primary School Pupil Survey  
 St Peter's Staff Survey September 2023  
 Report St Peter's Pilning Vicky Gordon November 2023  
 Assessment Policy

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Attendance Policy  
Charging & Remissions Policy  
E-safety Policy  
Equalities Policy  
Emergency Plan  
Managing Medical Needs Policy  
Pay Policy  
RE Policy  
SEND Policy  
Social Media Policy

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