

**Minutes of the Full Governing Body Meeting
of St Peter's Anglican/Methodist Primary School
12th September 2022**



| NAME | Abrv. | DESIGNATION | Present | NAME | Abrv. | DESIGNATION | Present |
|-----------------|-------|----------------------|----------|-----------------|-------|------------------------|---------|
| Rob Barker | RB | Parent Elected | ✓ | Natalia Sanders | NS | Parent Elected (Chair) | ✓ |
| Liz Cannock | LC | Staff | ✓ | Paul Smith | PS | Executive Headteacher | ✓ |
| Adele Farrow | AF | Parent Elected | A | | | | |
| Russell McAulay | RM | Parent Elected | ✓ | | | | |
| Olwen Murray | OM | Foundation | ✓ | | | | |
| Mike Ormond | MO | LA Appointed (Chair) | ✓ | Clare Trayler | CT | Clerk to Governors | ✓ |

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

Meeting Opened: 17:05 hrs

| | Discussion | Actions |
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| 1 | <p>Welcome Attendees were welcomed to the meeting</p> <p>Opening Prayer</p> <ul style="list-style-type: none"> • OM said a welcome prayer <p>Apologies</p> <ul style="list-style-type: none"> • Apologies received and accepted from AF <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"> • Annual declaration form needs to be completed by each governor and returned as soon as possible • No Interests declared for this meeting | All Gobs to complete and return form |
| 3 | <p>Election of Chair & Vice-Chair</p> <ul style="list-style-type: none"> • The Clerk asked for nominations for Chair for 1-year term • MO was nominated, seconded and voted unanimously as Chair • Meeting returned to Chair • Nominations for Vice Chair for 1-year term were requested • RM was nominated, seconded and voted unanimously as Vice-Chair | |
| 4 | <p>Minutes of Previous Meeting <i>Minutes form meeting held on 4th July 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 | |
| 5 | <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 • Final wording for Instrument of Governance document still to be agreed by Diocese • RM to chase Bristol Golf Club for permission to display banner | <p>CT to resend link for prevent module</p> <p>CT to chase Diocese for agreement to proposed wording</p> <p>RM to chase</p> |

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| | <ul style="list-style-type: none"> • MO to formally reply to LC re request regarding wellbeing days • All other actions complete or on this agenda | <p>Bristol Golf Club MO to reply to LC request</p> |
| <p>6</p> | <p>Review of Governing Body <i>Draft documents circulated in advance of meeting</i></p> <p>Standing Orders</p> <ul style="list-style-type: none"> • This is the model document from Governor Services and remains unchanged from last year (other than update to dates) • Governors agreed to adopt <p>Decision Planner</p> <ul style="list-style-type: none"> • This remains unchanged from last year • Governors agreed to adopt <p>Governor Code of Conduct (CofC)</p> <ul style="list-style-type: none"> • Latest model document circulated • Number of training courses to be attended each year agreed as minimum of 1 per governor • Governors agreed to adopt <p>Committee Membership</p> <ul style="list-style-type: none"> • Resources committee members: - RM, MO, AF (TBC) • T&L committee – change name of committee agreed – now called Quality of Education committee. Members:- RB, LC, OM, MO, NS • Partnership Steering Group members:- RB, MO, NS • Bridge Family of Schools (FoS) representative - RB <p>Link Governor roles:- Curriculum - MO English - NS Maths - AF Safeguarding - RM H&S - MO RE - OM SEND - RB Pupil Premium – RB</p> <p>Governor recruitment</p> <ul style="list-style-type: none"> • Advert has been submitted for next edition of In-View magazine • Advert has also been posted on Inspiring Governance website – there are 4 potential candidates within the locality | <p>MO to contact AF regarding moving committees</p> <p>CT to put list of link governors on Governor Teams platform</p> <p>RM to attend extended safeguarding course</p> |
| <p>7</p> | <p>Meetings Schedule Meeting dates re-confirmed as:-</p> <ul style="list-style-type: none"> • FGB Meeting:- <ul style="list-style-type: none"> ○ 14th November ○ 16th January ○ 7th March ○ 15th May ○ 10th July • Resources committee: - <ul style="list-style-type: none"> ○ 3rd November ○ 9th February ○ 27th March | |

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| | <ul style="list-style-type: none"> ○ 11th May ● Quality of Education committee:- <ul style="list-style-type: none"> ○ 20th October ○ 1st December ○ 23rd February ○ 27th April ● Foundation committee:- TBC ● Partnership Steering Group:- <ul style="list-style-type: none"> ○ 6th October ○ Further dates TBC | |
| 8 | <p>Policies and Other Documents <i>Policies circulated in advance of meeting</i></p> <ul style="list-style-type: none"> ● Child Protection/Safeguarding – agreed & ratified | Governors to read updated KCSIE 2022 document |
| 9 | <p>Teachers Pay & Conditions Document</p> <ul style="list-style-type: none"> ● Last email received from HR on 20 July ● Recommendations from the School Teachers Review Body (STRB) are out for consultation ● The consultation period will last for a 10-week period, and so it is likely it will not be laid before Parliament (when it has legal status) until at least mid-September. ● The full document can be accessed here School Teachers' Review Body 32nd Report 2022 – CP 714 (publishing.service.gov.uk) ● Proposed document includes a two year pay deal and the proposals include: <ul style="list-style-type: none"> ○ A 5% increase to all pay and allowance ranges and advisory points from September 2022, with higher increases to some parts of the main pay range with a view to achieving the £30,000 starting salary for teachers by September 2023. ○ A 3% increase to all pay and allowance ranges and advisory points from September 2023, with higher increases to some parts of the main pay range to deliver a £30,000 starting salary for teachers. ● Awaiting update from HR ● To be carried forward to next meeting if agreed by then | To be included on agenda for next FGB meeting |
| 10 | <p>Chairs Report</p> <ul style="list-style-type: none"> ● Nothing specific to report ● This is the start of the second year of our partnership, we hope to build on changes made last year and embed and take forward this year | |
| 11 | <p>Headteachers Report (including Insight data reports, LA review report from July & SEF) <i>Documents circulated in advance of meeting</i></p> <ul style="list-style-type: none"> ● End of year data reports – there were a few changes since last presented but not many ● Maintained level of progress or increased across the board which is positive | |

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| <p><i>Q: Is the bottom bar the summer term results?</i> <i>A: Yes, that's correct</i></p> <ul style="list-style-type: none"> • There is more blue appearing which is greater depth. There is also a lessening of below or well below or same percentage overall but finer tuned. The green numbers indicate better than expected progress • This data is a result of a better Quality of Education and the improved teaching which was seen in the summer term which was borne out by the results of the LA review at end of year. The result of the review allowed staff to feel like all their hard work has paid off and has been recognised <p><i>Q: How will these numbers effect the start of this year?</i> <i>A: We want to see those numbers maintained or increased by the Autumn term. The data goes with the children</i></p> <p><i>Q: So, the end of year result in Y2 will be the starting point for Y3?</i> <i>A: Yes, that's correct</i></p> <ul style="list-style-type: none"> • The final data results measured against the targets set were pretty much spot on. Congratulations to all staff • Targets for Y2 & Y6 for this coming year look different to last year. This is because they are a different cohort and this is based on their end of KS1 results. The Y6 cohort are our weakest, they have had a lot of disruption to their education over the years • Y2 targets are based on their notional EYFS outcomes and linked to their phonics results • A little bit extra challenge has also been added • We will hopefully achieve around national average this year, Y6 are likely to be a little lower in Reading & Writing <p><i>Q: Maths seems to be going better across the school?</i> <i>A: That's correct. Reading & writing seemed to be more adversely affected by school closures</i></p> <p><i>Q: So, targets are variable each year?</i> <i>A: That's right, they are cohort dependent</i></p> <ul style="list-style-type: none"> • Interventions have already started • Targets for other year groups were shared and will be circulated • Quality of Education – it's very early in the year to say anything yet. We did a lot on curriculum at end of last term and this is continuing. SEND emotional coaching training – was very good and well received by staff <p><i>Q: What is emotional coaching?</i> <i>A: It's about recognising changes in children, seeing emotions heighten and how to deal with this without your own emotions taking over</i></p> <ul style="list-style-type: none"> • The training was provided by our Educational Psychologist. This would be good to run for parents • SEND – 25 children on register. We have had a child join in Reception with severe need and have secured transition funding of £5.4k. This added together with the £6k the school must fund will allow us to provide 1:1 support for the child every morning for the year. We have advertised by a SENTA. In the meantime, we have secured supply support through an agency <p><i>Q: What is the chance of netting full funding?</i> <i>A: An EHCP application was turned down in summer. Parents can</i></p> | <p>CT to circulate targets set for other year groups</p> |
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| | <p><i>appeal. If they don't appeal we need to wait 6 months before applying again. This will give us time to gather evidence. A needs assessment can take up to a 20-week period. The transition funding is a one-off payment in EYFS and doesn't not carry on in KS1</i></p> <ul style="list-style-type: none"> • Attendance – Final year figure didn't change much from last meeting. 93.34% overall. Still a lot of term time holiday being taken <p><i>Q: There was chatter from the government re changing fining – has that come to fruition?</i></p> <p><i>A: Not as yet</i></p> <p><i>Q: What is this year's attendance target?</i></p> <p><i>A: We want to be at national average (pre Covid) which was 95.6%</i></p> <ul style="list-style-type: none"> • LA review in July was very positive • The school remains a priority 2 school currently for Local Authority support • Priority 1 – serious weakness / special measures – get a lot of support from LA • Priority 2 – cause for concern, get task group meetings every term & 2 LA visits a year. Will get 6 hours extra SIA support paid for by LA • Priority 3 – no intervention from LA • We hope to be moved to become a Priority 3 school after next LA visit • SEF has been updated. Some historical information regarding effects of Covid etc remain in there as Ofsted are still monitoring these areas in their inspections • Much more positive aspects are included in the SEF, lots of information in progress and impact column now • School is still RI as we need validation from LA review before moving out of this category • Professional growth – teachers have been placed in triads – 2 teams in school. Triads support and assess each other's teaching, looking at teacher standards and looking at ways to improve own practice. We can tap into expertise available in other schools in the Bridge FOS for this too | |
| 12 | <p>School Development/Rapid School Improvement Plan 2022-23 <i>Document circulated in advance of meeting</i></p> <ul style="list-style-type: none"> • Have merged SDP and RAP all into one document for this year, this includes specific targets from LA review and replaces 3 separate documents from last year making it more simple • PS ran through all targets • Q: Do children come into school already eligible for FSM? • A: No, families need to apply for FSM if eligible • Character education will really move forward this year <p><i>Q: Previous problems were at least in part due to staff not knowing what was expected of them and having a curriculum imposed on them rather than being involved in the development?</i></p> <p><i>A: The curriculum planning is now led by staff members and focused on specialist areas, it's the leaders of the subjects who are doing the planning. In the past the curriculum was imposed this is much more a</i></p> | |

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| | <p>wider collaboration with staff given more empowerment than previously <i>Q: Are we happy that this is now a thing of the past? Is there a risk in driving for QFT and curriculum development that we fall back into imposition and the problems we have solved?</i> <i>A: This is a thing of the past, we have progressed but there are areas still to be worked on</i></p> <ul style="list-style-type: none"> • Governors approved the School Improvement Plan <p><i>Q: When is the next LA review?</i> <i>A: It will be in term 3</i></p> <ul style="list-style-type: none"> • SIAMS is on hold for this month and we know we will not be inspected under this framework this year as the names of schools are now published • Governor monitoring schedule - first governor visit scheduled for 15th November AM | |
| 13 | <p>Reflective Question 'Where have we made a difference today?'</p> <ul style="list-style-type: none"> • Sorted the business/admin for the year ahead • Approved the School Improvement plan and have clear direction of where heading/aiming • Updated understanding of Quality of Education • We have a better understanding of results from last year and targets for this year | |
| 14 | <p>Any Other Business</p> <ul style="list-style-type: none"> • None raised | |
| | <p>Date of Next Meeting</p> <ul style="list-style-type: none"> • Monday 14th November 2022 at 5pm | |

Meeting Closed: 18.32 hrs

Action Checklist

| WHO | ACTION | WHEN |
|-----|---|------|
| AF | Complete and return annual pecuniary interests form to school | |
| CT | Resend link for prevent module to OM & AF | |
| CT | Chase Diocese for agreement to proposed wording in Instrument of Governance | |
| RM | Chase Bristol Golf Club for permission to display banner | |
| MO | Formally reply to LC request to reinstate welling days | |
| MO | Contact AF regarding moving committees | |
| CT | Put list of link governors on Governor Teams platform | |
| RM | Attend extended safeguarding course | |
| ALL | Read updated KCSIE 2022 document | |
| CT | Include Teachers Pay & Conditions document on agenda for next FGB meeting | |
| CT | Circulate targets set for other year groups | |

List of Associated Documents

Minutes of FGB meeting held on 4th July
 Governing Body Standing Orders 2022-23

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Governing Body Delegation Planner
Model Governor Code of Conduct 2022
Child Protection/Safeguarding Policy
Headteacher's Report
Insight Attainment comparison end of Autumn 21 to end of Summer 22
St Peter's LA review report 080722
St Peter's SDP plan 2021-22 review July 22
St Peter's SEF September 2022 draft
Rapid School Improvement Action Plan draft 2022-23 draft

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