

**Minutes of the Full Governing Body Meeting  
of St Peter's Anglican Methodist Primary School  
4<sup>th</sup> July 2022**



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

✓ = Attended, A = Absent with Apologies, X = absent no apology O/L = joined meeting on-line

**Meeting Opened: 18:07 hrs**

	Discussion	Actions
1	<p><b>Welcome</b> Attendees were welcomed to the meeting</p> <p><b>Opening Prayer</b></p> <ul style="list-style-type: none"> <li>• HD said a welcome prayer</li> </ul> <p><b>Apologies</b></p> <ul style="list-style-type: none"> <li>• No apologies received</li> </ul> <p><b>Quorum</b></p> <ul style="list-style-type: none"> <li>• The meeting was quorate</li> </ul>	
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 meetings held on 16<sup>th</sup> May circulated in advance of meeting</i></p> <ul style="list-style-type: none"> <li>• All governors agreed to accept the minutes as true and accurate record</li> </ul>	
4	<p><b>Matters Arising</b></p> <ul style="list-style-type: none"> <li>• Governors who haven't already done so to do/repeat online Prevent training module. Download certificate at the end and send copy to CT.</li> <li>• MO still to arrange for advert to be placed in In View magazine for new governors</li> <li>• Diocese and Methodist circuit have both agreed the re-constitution in terms of numbers of governors. The wording for the instrument document re exactly how the selection of the 3<sup>rd</sup> foundation governor will be done, how it will be agreed and how that person would be removed if required still needs to be finalised before getting sign off from Director of Children, Adults &amp; Health</li> <li>• All other actions complete</li> </ul>	<p><b>Governors to do/repeat Prevent training module</b></p> <p><b>MO to arrange for advert for new governors to be placed in In View</b></p> <p><b>CT to work with Diocese, circuit &amp; governor services re wording for Instrument of Governance document</b></p>

Signed by Chair:

**FGB Minutes 4<sup>th</sup> July 2022**

**Minutes of the Full Governing Body Meeting  
of St Peter's Anglican Methodist Primary School  
4<sup>th</sup> July 2022**



5	<p><b>Chairs Report</b> <i>Report circulated in advance</i></p> <ul style="list-style-type: none"> <li>• Pretty happy with way school is going</li> <li>• Seen evidence of improvements in the school</li> <li>• Happy staff and children which says a lot</li> <li>• Governors have visited school more than previously</li> <li>• We are on a good trajectory</li> <li>• Secured another year of partnership – would like to gain more stability for longer term</li> <li>• Presentation from Heather Taylor (CSP) at last steering group meeting re future, schools bill is changing day by day as goes through</li> <li>• This is HD's last meeting after 8 years. MO expressed thanks for everything she has done and contributed in this time, it's much appreciated</li> </ul> <p><i>Q: How are we going to get more governors? A: Advert into In-View and MO will have another look at Inspiring Governance</i></p> <p><i>Q: Can we offer any incentives i.e. can park in staff car park, free tickets to performance etc? A: It's not thought that the sorts of things we may be able to offer would attract co-opted governors. Hoping to attract new foundation governors through holding the circuit meetings here in the school during the Autumn term There will be a new superintendent appointed in September. The current superintendent - Novette Headley was only in post for a year and didn't really get involved with the school.</i></p> <ul style="list-style-type: none"> <li>• OM has put in a request to Anglican church for support with collective worship</li> </ul>	<p><b>MO to look at Inspiring Governance for any potential candidates</b></p>
6	<p><b>Feedback from Sub-Committees</b></p> <p><b>Foundation Committee</b></p> <ul style="list-style-type: none"> <li>• Had planned to meet last week however there was confusion over meeting being held on-line/in school</li> <li>• HD has circulated updated RE subject action plan</li> <li>• Date suggested for pupil conferencing on Monday 11<sup>th</sup> 1pm. HD will sort out questions</li> </ul> <p><b>Partnership Steering Group</b></p> <ul style="list-style-type: none"> <li>• Met on 18<sup>th</sup> May &amp; 24<sup>th</sup> June</li> <li>• Meetings went well, partnership secure for next year</li> <li>• Presentation from Heather Taylor on possibilities for the future</li> <li>• Need a replacement for HD on steering group – NS agreed to sit on this group</li> </ul> <p><b>Teaching &amp; Learning Committee</b></p> <ul style="list-style-type: none"> <li>• Committee has not met since last FGB meeting</li> </ul> <p><b>Resources Committee</b></p> <ul style="list-style-type: none"> <li>• Committee has not met since last FGB meeting</li> </ul>	<p><b>HD to sort out questions for pupil conferencing</b></p>

**Minutes of the Full Governing Body Meeting  
of St Peter's Anglican Methodist Primary School  
4<sup>th</sup> July 2022**



7	<p><b>Headteacher's Report</b></p> <p><i>Reports (including Insight data) circulated in advance</i></p> <ul style="list-style-type: none"> <li>• Assessment – mixed results which is quantified by a mixed year in terms of attendance, absences and other reasons</li> <li>• All statutory submissions have been made for EYFS, Phonics, Y2, multiplication check and Y6</li> <li>• EYFS - 64% good level of development. Lot of work done on PSED as children are unable to progress in the other areas if not secure in this</li> <li>• These results mirror the results at Almondsbury, the cohorts are needy</li> <li>• One child worth 7%</li> <li>• Phonics – got 64% instead of 70% missed by 1 child who missed the pass mark by 1 mark</li> <li>• Children had lots of practise and intervention up until threshold. These have continued with children who haven't passed. We did introduce the new phonics scheme in January which takes time to embed. Teaching of phonics is strong.</li> <li>• Multiplication check - children did really well overall. 18/25 children got mark of 23+. There is no pass mark. 4 children who had single digit score – 1 just arrived in country, other 3 children are already identified as working at Y2/3 level. 3 other children will continue to practise into Y5. There has been lots of practise in the lead up to the test</li> <li>• Maths – strongest subject in both Y2 &amp; Y6. This has been a real focus area in pedagogy etc</li> <li>• SATS test results will be released tomorrow morning</li> <li>• Overall its looking consistent across the school that Maths is stronger than reading &amp; writing</li> <li>• Year 5 data needs to be checked as doesn't look quite right. Updated version will be ready for September meeting</li> </ul> <p><i>Q: Given where we were in September are you pleased and/or surprised by results?</i></p> <p><i>A: We've made progress since Sept – definitely in the quality of teaching &amp; learning which can be seen from pupils' books and how they have progressed. Attitudes and learning behaviours have improved. There is still work to do which is ongoing. It's on a positive trajectory</i></p> <ul style="list-style-type: none"> <li>• Now we've got English &amp; Maths secure in terms of pedagogy and teaching we are looking at the wider curriculum in all other areas. Sam Glover from Coniston and Katie from Almondsbury have been working with Nic, Sarah &amp; LC on a much tighter strategic curriculum plan so that coverage of national curriculum is secure and everyone knows what they are teaching when. What was in place had been more of less taken from another school and it wasn't quite right for us so there should be an improvement from September. It should be much clearer. The previous plan was very basic but this plan is much more detailed . More work required in the Autumn term on this planning, it takes a lot of time and effort to do this</li> <li>• Sports premium – surplus is now allocated and being spent</li> <li>• Attendance – still quite low but not quite so bad when Covid absence taken out. PS has worked the EWO on SAM meetings and PS is still in conversation with a few families. There are 3 families where if</li> </ul>	
---	---	--

Signed by Chair:

**FGB Minutes 4<sup>th</sup> July 2022**

**Minutes of the Full Governing Body Meeting  
of St Peter's Anglican Methodist Primary School  
4<sup>th</sup> July 2022**



	<p>attendance doesn't improve it will go to a panel meeting in September. New attendance policy from DfE says no holidays allowed at all – fines triggered earlier not just after 10 consecutive sessions. We are just above the national average however that average is very low this year</p> <ul style="list-style-type: none"> <li>• No changes on SDP since last meeting</li> <li>• White paper – Bridge family of schools will have a steering committee which will need a governor from each school. We need a volunteer for this committee. Developing further school leadership and school improvement plan. Writing strategic plan for next year on Wednesday</li> </ul>	<p><b>Volunteer required to sit on Bridge hub steering group</b></p>
<p>8</p>	<p><b>Review of LA Review Recommendations, Rapid School Improvement Plan and SWOT Analysis</b> <i>Documents circulated in advance</i></p> <ul style="list-style-type: none"> <li>• These documents will be updated following the LA review</li> <li>• LA Review taking place on Friday. MO to attend meeting at 1pm to meet Heather and Geraldine. Feedback will be at end of school day.</li> </ul> <p><i>Q: Previous discussions were had regarding possible secondment for KS1 leadership position from Almondsbury, why was no-one interested in doing this? Is there anything we should read into that?</i> <i>A: No, nothing to worry about, PS was not particularly keen to move the person Heather wanted to due to the level of need at Almondsbury. We've got Curtis Payne from Coniston coming in to support in terms 1 &amp; 2 He has already been working with Laura Cox this year</i></p> <ul style="list-style-type: none"> <li>• Governor visits (<i>reports circulated in advance of meeting</i>)– visit in June, saw good development in books and could see throughout the year, improved volume and writing. Learning focuses clear, presentation good from children. Lots of evidence of marking and next steps in some books. Couldn't evidence with lower ability where there was extra scaffold or help.</li> <li>• There could have been further push for children to complete 'prove it'</li> <li>• Every child (except one) managed to show governors work they were proud of and talked about it, they knew how to get help and talk about resources, marking stations, they felt teachers were available to help them</li> <li>• BAT system – couldn't see so much evidence of 'B' taking place</li> </ul> <p><i>Q: How often do these governor visits happen?</i> <i>A: Once every big term</i> <i>Q: Can we circulate this to other staff?</i> <i>A: Yes, we can now we have them</i></p> <ul style="list-style-type: none"> <li>• H&amp;S monitoring visit (<i>report circulated in advance</i>) - 2 walk rounds carried out in May. The school is in pretty good order. MO saw places in school that he hadn't seen before. Saw evidence of statutory checks and maintenance checks being carried out. There is a list of actions/improvements which is and being progressed through</li> <li>• De-cluttering around school is still work in progress</li> </ul>	<p><b>PS to circulate governor visit reports to staff</b></p>

Signed by Chair:

**FGB Minutes 4<sup>th</sup> July 2022**

**Minutes of the Full Governing Body Meeting  
of St Peter's Anglican Methodist Primary School  
4<sup>th</sup> July 2022**



9	<p><b>Finance &amp; Health &amp; Safety Reports</b> <i>Reports circulated in advance of meeting</i></p> <ul style="list-style-type: none"> <li>No significant financial variances to date – as is usual only 3 months into the financial year</li> </ul> <p>Q: How will we be impacted financially next year with losing 10 children on roll? A: That's included in the 3-year projection, we basically run out of money in 2023-24 as it stands so we do need to attract more children by this time next year. There are some fixed term contracts etc where there is possibility of some flexibility. There may be opportunities in wider partnership too</p> <ul style="list-style-type: none"> <li>In September we need to get the banners out again</li> <li>11/14 from Pilning pre-school are coming here this year. The numbers are not high at the pre-school for the following year – they are similar to this year</li> </ul> <p>Q: <i>Is there anything else we can do? What about the new houses at Cribbs Causeway?</i> A: <i>We can do a leaflet drop into the marketing suite when it opens</i> Q: <i>What is the legality around putting up the banners?</i> A: <i>We need to ask permission from land owners</i></p>	<p><b>RM to speak to Bristol Golf Club re putting up banner</b></p>
10	<p><b>Policies and Other Documents</b> <i>Policies circulated in advance of meeting</i></p> <ul style="list-style-type: none"> <li>Emergency Plan – very thorough. Agreed and ratified</li> </ul> <p>Q: <i>What is the threshold for a major incident?</i> A: <i>If Severnside siren went off or we had a fire, natural disasters i.e. floods, fire, environment and any type of terrorist activity</i></p> <ul style="list-style-type: none"> <li>DT – agreed and ratified</li> </ul> <p>Q: <i>pg. 2 relationship to other subjects – there is so much opportunity in D&amp;T to link it to English not just science and maths. There are a few incorrect apostrophes on pg. 1 to be corrected.</i> A: <i>This is just an example. Extra text added to state example only &amp; apostrophes corrected</i></p> <ul style="list-style-type: none"> <li>Music – agreed and ratified</li> <li>Risk Register – agreed</li> </ul>	
11	<p><b>Terms of Office/Governor Recruitment/Re-constitution update</b></p> <ul style="list-style-type: none"> <li>Discussed above under matters arising</li> </ul>	
12	<p><b>Proposed Dates for 2022-23 Meetings</b> <i>Dates displayed on screen</i></p> <ul style="list-style-type: none"> <li>Proposed dates agreed</li> </ul>	
13	<p><b>Reflective Question 'Where have we made a difference today?'</b></p> <ul style="list-style-type: none"> <li>Looked at data and know information – are more aware of assessment data and able to talk about more readily</li> <li>Discussion &amp; feedback from governor visits given</li> <li>Generated good actions around governor recruitment</li> </ul>	

Signed by Chair:

**FGB Minutes 4<sup>th</sup> July 2022**

**Minutes of the Full Governing Body Meeting  
of St Peter's Anglican Methodist Primary School  
4<sup>th</sup> July 2022**



14	<p><b>Any Other Business</b></p> <ul style="list-style-type: none"> <li>LC asked governing body to consider re-instating one half day for well-being day per year to staff. There were previously 3 per member of staff which was unmanageable however perhaps one would be more manageable</li> </ul> <p><i>Q: Do you do a wellbeing day for staff at Almondsbury?</i>  <i>A: We do it as part of an inset day. All staff are together not separate days. PS has already planned something for staff this year</i></p> <ul style="list-style-type: none"> <li>Thank you again to HD for all she has contributed to school</li> </ul>	<p><b>MO to consider proposal and feedback</b></p>
	<p><b>Date of Next Meeting</b></p> <ul style="list-style-type: none"> <li>Monday 12<sup>th</sup> September 2022 at 5pm</li> </ul>	

**Meeting Closed: 18.42hrs**

**Action Checklist**

WHO	ACTION	WHEN
All	Governors who haven't already done so to do/repeat Prevent online training module and send certificate to CT	21 July
MO	Arrange advert for co-opted governors in In View magazine	21 July
CT	Work with Diocese, circuit & governor services re wording for Instrument of Governance document	21 July
MO	Look at Inspiring Governance site for any potential candidates	21 July
HD	Sort out questions for pupil conferencing	11 July
All	Volunteer required to sit on Bridge hub steering group	12 Sept
PS	PS to circulate governor visit reports to staff	11 July
RM	Speak to Bristol Golf Club re putting up banner	12 Sept
MO	Consider proposal for re-instatement of wellbeing day for each member of staff	12 Sept

**List of Associated Documents**

Minutes of FGB meeting held on 16<sup>th</sup> May  
 Chairs Report  
 Governor Monitoring Visit Reading  
 Governor Monitoring Visit Book Scrutiny  
 H&S Monitoring  
 Foundation Report July 22  
 STP RE Subject Action Plan June review  
 Headteacher's Report 4<sup>th</sup> July  
 Insight Attainment comparison end of Autumn 21 to Spring 22 to end of year 22  
 Insight Attainment comparison EYFS Autumn 21 to Spring 22  
 LA Review recommendation plan February 22 review end of May 22  
 Rapid School Improvement Action Plan 2021-22 (RAP) review June 22  
 SWOT Analysis update May 22  
 22\_06\_21 School Finance Report to Governors  
 School Health & Safety Report June 22  
 St Peter's Primary School – Fire Risk Assessment May 22

Signed by Chair:

**FGB Minutes 4<sup>th</sup> July 2022**



**Minutes of the Full Governing Body Meeting  
of St Peter's Anglican Methodist Primary School  
4<sup>th</sup> July 2022**



St Peter's Primary School – Health & Safety Audit May 22  
School Emergency Plan  
St Peter's DT Policy  
St Peter's Music Policy  
Risk Register Mar 22

Signed by Chair:

**FGB Minutes 4<sup>th</sup> July 2022**