

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



NAME	Abrv.	DESIGNATION	Present	NAME	Abrv.	DESIGNATION	Present
Rob Barker	RB	Parent Elected	✓	Mike Ormond	MO	Parent Elected (Chair)	✓
Liz Cannock	LC	Staff	✓	Paul Smith	PS	Executive Headteacher	✓
Helen Daggart	HD	Foundation	✓	Anne Tearle	AT	Co-opted	✓
Adele Farrow	AF	Parent Elected	✓				
Russell McAulay	RM	Parent Elected	A				
Olwen Murray	OM	Foundation	✓	Clare Trayler	CT	Clerk to Governors	✓

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

**Meeting Opened: 18:08 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>• Apologies received and accepted from RM</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 18<sup>th</sup> January and 17<sup>th</sup> February circulated in advance of meeting</i></p> <ul style="list-style-type: none"> <li>• All governors agreed to accept the minutes from 18<sup>th</sup> January as true and accurate record</li> <li>• 17<sup>th</sup> February – correction to be made to attendees - OM attended in person and AF online</li> </ul>	
4	<p><b>Matters Arising</b></p> <ul style="list-style-type: none"> <li>• Governors to do/repeat Prevent training. Download certificate at the end and send copy to CT. Majority of governors still to complete</li> <li>• MO still to arrange for advert to be placed in In View magazine for new governors (subject to sign off of new instrument of government by Diocese/Methodist circuit)</li> <li>• RM has stated that he is happy to remain on the governing board.</li> </ul> <p><b>Decision – governors agreed to Co-opt RM into Co-opted governor vacancy</b></p> <ul style="list-style-type: none"> <li>• Once re-constitution approved by Diocese/Circuit CT to send details &amp; evidence of decision/approval to Governor Services</li> <li>• All other actions complete</li> </ul>	<p><b>All governors to do/repeat Prevent online training module</b> <b>MO to arrange for advert for governors to be placed in In View</b></p> <p><b>CT to send details of re-constitution and evidence of approval to Gov Services</b></p>
5	<p><b>Chairs Report</b> <i>Report circulated in advance</i></p> <ul style="list-style-type: none"> <li>• Proposals for teachers pay rise have now been circulated. There will</li> </ul>	

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	<p>be no additional funding for schools to cover this which will put more pressure on our budget</p> <ul style="list-style-type: none"> <li>• Securing partnership for future continues to be our priority</li> <li>• Recent presentation from LA confirmed partnerships and alliances between schools are definitely the direction of travel. We are likely to have to grow bigger than a 2 school partnership in future so it's important to maintain what's been built</li> <li>• White paper due to be published in May. Indication is that new MATs need to have min of 7500 pupils</li> </ul>	
6	<p><b>Feedback from Sub-Committees</b> <i>Minutes from T&amp;L and Resources committee meetings circulated in advance</i></p> <p><b>Foundation Committee</b></p> <ul style="list-style-type: none"> <li>• Committee have not met since last FGB meeting</li> <li>• Nic B-M has circulated updated action plans. HD to contact</li> </ul> <p><b>Partnership Steering Group</b></p> <ul style="list-style-type: none"> <li>• Met on 24<sup>th</sup> January</li> <li>• The strategic development plan was reviewed</li> <li>• PP presentations were given by Deputy Heads</li> <li>• Both schools SDP's and RAP from STP were also discussed and St Peter's LA review</li> <li>• Group meeting again next week</li> </ul> <p><b>Teaching &amp; Learning Committee</b></p> <ul style="list-style-type: none"> <li>• Met on 17<sup>th</sup> February</li> <li>• Discussed quality first teaching, maths planning, expanding to English. Positive feedback from visits to other schools and lesson observations</li> <li>• Also discussed LA review &amp; SEND</li> <li>• RB met with Sarah McKenzie to review SEND – lots has progressed recently in relation to paperwork and pupil passports and actions from recent reviews. Focussing on what happening in classroom for lowest 20%</li> </ul> <p>Q: <i>Are we starting to see impact yet?</i> A: <i>This will hopefully be seen by end of term</i></p> <ul style="list-style-type: none"> <li>• There is definitely impact that can be seen in Y6 SATS assessments</li> <li>• Phonics going well</li> </ul> <p><b>Resources Committee</b></p> <ul style="list-style-type: none"> <li>• Met on 14<sup>th</sup> February</li> <li>• Discussed budget situation year to date</li> <li>• Setting new budget in April</li> <li>• SFVS discussed</li> <li>• Benchmarking results reviewed – we came out in middle for majority of areas except energy where our expenditure shows as high. Energy manager from South Glos council coming to meet with CT and discuss</li> </ul> <p>Q: <i>When are we putting job adverts up?</i> A: <i>Not yet</i> Q: <i>This term?</i></p>	<p><b>HD to contact Nic B-M &amp; Laura Cox to arrange another meeting</b></p>

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	<i>A: Yes hopefully. Agreements re partnership need to be made first</i>	
7	<p><b>Headteacher's Report (including proposed staffing structure for 2022/23)</b> <i>Reports circulated in advance</i></p> <ul style="list-style-type: none"> <li>Assessments will be done at end of term</li> <li>KS1 have been re-assessed for phonics</li> <li>Y6 upward trajectory</li> <li>Completed pedagogy of Maths &amp; English so all teachers know what we should be looking for and seeing in both subjects/lessons and know what is expected</li> </ul> <p><i>Q: What is pedagogy in terms of teaching lessons?</i> <i>A: The way you teach and how you teach. It goes through series of steps. PS displayed 'Pedagogical Principles in English' document running through the principles of instruction and practice and talked governors through this. This document has been developed from a series staff meetings and staff have had input in creating</i></p> <ul style="list-style-type: none"> <li>Lesson visits – looking at improved modelling &amp; SEND interventions and catch ups</li> <li>Sports premium – gymnastics last term was very successful. Support at lunchtimes – ball game support to get children engaged with more constructive play. This term 'sums &amp; scrums' running – developing calculation skills and then linking this with sport. Catch up swimming sessions booked</li> <li>Attendance – big improvement on last report. Still lower than South Glos average, but higher than national. PP &amp; SEND are lower. Persistent Absence (PA) is going down slightly now. PS has had some SAM (school attendance meetings) with parents</li> </ul> <p><i>Q: Have parents responded well to these?</i> <i>A: Yes they generally have</i></p> <ul style="list-style-type: none"> <li>For all but 2 children (who have had SAM meetings) – attendance has improved</li> </ul> <p><i>Q: How many children does it relate to?</i> <i>A: Approx. 24</i></p> <ul style="list-style-type: none"> <li>Nationally PA stood around 8.57% pre covid, it is now over 20%</li> <li>Safeguarding – audit report circulated in advance. PS ran through responses and actions required to improve further. E-safety committee required – pupils, govs &amp; staff, map jigsaw program to curriculum, policies need developed further</li> </ul> <p><b>Decision - Governors agreed to safeguarding report being submitted</b></p> <ul style="list-style-type: none"> <li>Behaviour – good overall (some issues with one class which are being addressed)</li> <li>H&amp;S meeting now booked,</li> </ul> <p><i>Q: Do we need to carry out a siren drill?</i> <i>A: We will complete a lockdown drill at some point in the near future</i></p> <ul style="list-style-type: none"> <li>TA professional growth – implemented now for TA's – model document circulated – this has been really powerful and positive</li> <li>Staffing structure – draft format circulated in advance</li> </ul> <p><i>Q: So there will be split classes in EYFS/KS1?</i> <i>A: Yes, we need to do this due to numbers</i></p>	<p><b>PS to share pedagogical principles in English document</b></p> <p><b>PS to submit safeguarding audit report to LA</b></p>

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	<ul style="list-style-type: none"> <li>The continuous provision is developing. Timetabling will be important – we may create some Y1 only time</li> </ul> <p><i>Q: How will we decide the split of current Y1's?</i>  <i>A: If this staffing structure is agreed, we would have to agree a policy on splitting. This could be done either by age or by ability. It will not happen by friendship groupings</i></p> <ul style="list-style-type: none"> <li>A discussion took place around pros and cons of these options</li> </ul> <p><i>Q: Will it be an official split of the year groups across 2 classes or like this year where the year groups were kept separate and just registers altered to make 2 classes?</i>  <i>A: Yes, it will be an official split with just 2 classrooms for the 3 year groups</i></p> <p><i>Q: What will split of teaching time be between Nic B-M and Sarah McKenzie?</i>  <i>A: There will be an increase in teaching time for Nic B-M</i></p> <p><i>Q: What will happen with Sarah McKenzie's time?</i>  <i>A: She will provide some cover for leaders</i></p> <p><i>Q: What is our feeling about the recruitment of teachers, are we likely to be successful?</i>  <i>A: TLR position is attractive but we need to secure our partnership before going ahead with this</i></p>	
8	<p><b>Review of LA Review Recommendations and Rapid School Improvement Plans</b>  <i>Plans circulated in advance</i></p> <ul style="list-style-type: none"> <li>PS ran through progress made on LA review plan actions</li> </ul> <p><i>Q: You talked about simplifying the Maths planning?</i>  <i>A: Yes that's what we have done i.e. cut out 'explore' as you can't really explore something when you haven't been taught it yet</i></p> <p><i>Q: Are SEND/bottom 20% getting resources to meet their needs?</i>  <i>A: Yes</i></p> <p><i>Q: We've spent a lot of time talking about lowest 20%, what about children of other higher ability what's happening with them?</i>  <i>A: There is always a 'challenge' that is linked to the lesson where they need to think bigger. This stretches the children and provides an open ended application of the learning and challenge</i></p>	
9	<p><b>Schools Financial Value Standard (SFVS)</b>  <i>Report circulated in advance</i></p> <ul style="list-style-type: none"> <li>Completed by AT &amp; CT</li> <li>There are a couple of new questions and additional parts to questions have been added</li> <li>There is no dashboard now, a benchmarking exercise has been carried out and Resources committee have reviewed results</li> <li>There are a couple of actions</li> </ul> <p><i>Q: Has the school fund been audited?</i>  <i>A: The 20/21 accounts and been audited and certificate submitted to internal audit. We hope that the same person will complete the audit for the 21/22 account</i></p> <p><i>Q: When is the Energy Manager coming to review usage in school?</i>  <i>A: Had to be re-arranged from this week, now taking place first week in</i></p>	<p><b>CT to submit SFVS report to</b></p>

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	<i>April</i> <b>Decision – governors agreed to authorise SFVS document</b>	<b>internal audit</b>
10	<b>Policies and Other Documents</b> <i>Policies circulated in advance of meeting</i> <ul style="list-style-type: none"> <li>• Governor Allowances/Expenses – agreed &amp; ratified</li> </ul>	
11	<b>Terms of Office/Governor Recruitment/Re-constitution update</b> <ul style="list-style-type: none"> <li>• Having agreed in principle to the proposed re-constitution, the Diocese &amp; Methodist circuit are now in deliberations regarding how the split of Anglican and Methodist foundation governors should be made. Bristol Diocese have suggested that one position should be reserved for the Vicar (Anglican) and then each church appoint one governor</li> <li>• MO In process of putting together letter to advertise for 2 parent governor vacancies</li> </ul> <b>Decision – Governors agreed to appoint MO to LA governor vacancy (subject to approval by LA)</b>	<b>CT to contact Maxine Winter re MO taking LA governor position</b>
12	<b>Reflective Question ‘Where have we made a difference today?’</b> <ul style="list-style-type: none"> <li>• Governors gained greater understanding of pedagogy</li> <li>• Agreed re-shuffle of governor positions in principle</li> <li>• SFVS &amp; Safeguarding audit approved</li> <li>• Good to see so much progress on LA review action plan already been made</li> </ul>	
12	<b>Any Other Business</b> <ul style="list-style-type: none"> <li>• Link governors agreed as:- <ul style="list-style-type: none"> <li>○ PP/SEND - RB</li> <li>○ Safeguarding - HD</li> <li>○ PE/Sport – RM</li> <li>○ Maths – AF</li> <li>○ English – AT</li> <li>○ Computing/e-safety – MO</li> <li>○ RE – OM</li> </ul> </li> <li>• MO attended Almondsbury FGB meeting this week  <i>Q: Does a 6pm start meeting work for everyone or should we review this (Almondsbury start at 4pm)?</i>  <i>A: Governors advised they could accommodate a 5pm start</i>  <b>Decision – governors agreed to meetings starting at 5pm from now on</b>  <i>Q: What did you learn/take away from Almondsbury FGB meeting?</i>  <i>A: There was nothing very different in practise, very similar to here, similar issues, governors do ask questions</i> </li> <li>• Governor visit on Friday morning – PS will allocate pairs and timetable</li> </ul>	
	<b>Date of Next Meeting</b> <ul style="list-style-type: none"> <li>• Monday 16<sup>th</sup> May 2022 at 5pm</li> </ul>	

**Meeting Closed: 19.39hrs**

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**Action Checklist**

<b>WHO</b>	<b>ACTION</b>	<b>WHEN</b>
All	Governors to do/repeat Prevent online training module and sent certificate to CT	31 March
MO	Arrange advert for governors in In View magazine (if required after reconstitution)	31 March
CT	Send details of re-constitution and evidence of approval to Gov Services	As soon as received
HD	Contact Nic B-M & Laura Cox to arrange another Foundation committee meeting	18 March
PS	Share pedagogical principles in English document	10 March
PS	Submit safeguarding audit report to LA	31 March
CT	Submit SFVS report to internal audit	31 March
CT	Contact Maxine Winter re MO taking LA governor position	11 March

**List of Associated Documents**

Minutes of FGB meeting held on 18<sup>th</sup> January  
 Minutes of EFGB meeting held on 17<sup>th</sup> February  
 Chairs Report  
 Minutes of Teaching & Learning committee meeting held on 18<sup>th</sup> February 2022  
 Minutes of Resources committee meeting held on 17<sup>th</sup> February 2022  
 Headteacher's Report 9<sup>th</sup> March  
 Proposed Staffing Structure for 2022/23  
 Professional growth TA appraisal form example  
 Safeguarding audit spreadsheet for return  
 Pedagogical Principles in English  
 Pedagogical Principles in Maths  
 St Peter's LA review 19<sup>th</sup> January evaluative summary  
 LA Review recommendation plan January 22 review March  
 Rapid School Improvement Action Plan 2021-22 (RAP) review Feb 22  
 Schools Financial Value Standard checklist 2021-22  
 Governors Allowances/Expenses Policy

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