

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



NAME	Abrv.	DESIGNATION	Present	NAME	Abrv.	DESIGNATION	Present
Rob Barker	RB	Parent Elected	<b>X</b>	Olwen Murray	OM	Foundation	<b>A</b>
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	<b>X</b>	Paul Smith	PS	Executive Headteacher	✓
Russell McAulay	RM	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: 17:10 hrs**

	Discussion	Actions
1	<p><b>Welcome</b> Attendees were welcomed to the meeting</p> <p><b>Opening Prayer</b> MO said a welcome prayer</p> <p><b>Apologies</b> Apologies received and accepted from OM. RB &amp; CH absent. Rev Teddy Kalongo has resigned pending the appointment of the new Minister at St Peter's church</p> <p><b>Quorum</b> The meeting was quorate <b>AF joined on-line at 17:13</b></p>	
2	<p><b>Declaration of Pecuniary Interests</b></p> <ul style="list-style-type: none"> <li>• Annual declaration form needs to be completed by each governor and returned as soon as possible</li> <li>• No Interests declared for this meeting</li> </ul>	<b>All Gobs to complete and return form</b>
3	<p><b>Election of Vice-Chair</b></p> <ul style="list-style-type: none"> <li>• Nominations for Vice Chair for 1-year term were requested</li> <li>• AF was nominated, seconded and voted unanimously as Vice-Chair</li> </ul>	
4	<p><b>Minutes of Previous Meeting</b> <i>Minutes from meeting held on 10<sup>th</sup> July 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>	
5	<p><b>Matters Arising</b></p> <ul style="list-style-type: none"> <li>• Advert still to be placed in In-view magazine</li> <li>• All other actions complete</li> </ul>	<b>MO to place advert in in-view</b>

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	<ul style="list-style-type: none"> <li>○ 9<sup>th</sup> November</li> <li>○ 8<sup>th</sup> February</li> <li>○ 28<sup>th</sup> March</li> <li>○ 9<sup>th</sup> May</li> <li>● Quality of Education committee: - <ul style="list-style-type: none"> <li>○ 19<sup>th</sup> October</li> <li>○ 30<sup>th</sup> November</li> <li>○ 22<sup>nd</sup> February</li> <li>○ 25<sup>th</sup> April</li> </ul> </li> <li>● Foundation committee:- <ul style="list-style-type: none"> <li>○ 12<sup>th</sup> October</li> <li>○ 29<sup>th</sup> February</li> <li>○ 2<sup>nd</sup> May</li> </ul> </li> <li>● Partnership Steering Group:- <ul style="list-style-type: none"> <li>○ 23<sup>rd</sup> November</li> <li>○ Further dates TBC</li> </ul> </li> </ul>	
8	<p><b>Policies and Other Documents</b> <i>Policies circulated in advance of meeting</i></p> <ul style="list-style-type: none"> <li>● Child Protection/Safeguarding – updated model policy has not been issued by LA yet so policy will be brought to next meeting</li> <li>● Confidentiality – agreed &amp; ratified</li> <li>● Whistleblowing – agreed &amp; ratified</li> <li>● Keeping Children Safe in Education (KCSIE) 2023 – governors to read part 1 &amp; part 2 , Annexe A &amp; B and sign sheet to confirm they have done so. PS will run training in November meeting</li> </ul>	<p><b>Governors to read updated KCSIE 2023 document and sign sheet to confirm they have done so</b></p>
9	<p><b>Teachers Pay &amp; Conditions Document</b></p> <ul style="list-style-type: none"> <li>● Last email received from HR on 17 July</li> <li>● The recommendations from the School Teachers Review Body (STRB) has been published and is now out for consultation</li> <li>● This document is not a final document in relation to the STP&amp;CD 2023, but may be of interest to school leaders in considering what may happen in September. 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-October.</li> <li>● The full document can be accessed <a href="https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/118411/school_teachers_review_body_33rd_report_2023_-_gov.uk">here <u>School Teachers' Review Body 33rd report: 2023 - GOV.UK (www.gov.uk)</u></a></li> <li>● The proposed document includes: <ul style="list-style-type: none"> <li>○ A 6.5% increase to all pay and allowance ranges and advisory points from September 2023, with a higher increase to M1 to achieve the £30,000 starting salary for teachers by September 2023</li> <li>○ It is reported that the award is fully funded, with an additional £525 million of funding in 2023/24 and £900 million in 2024/25. The DfE states that this is equivalent to the full costs of the pay award over 3.5% (which the DfE understands most schools already had budgets for)</li> </ul> </li> </ul>	<p><b>To be included on agenda for next FGB meeting</b></p>

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10	<p><b>Chairs Report</b></p> <ul style="list-style-type: none"> <li>• It's a new year, let's be the best governors we can be</li> <li>• We clearly need to recruit governors as well as pupils</li> <li>• We are losing RB who has been strong governor and are likely to lose RM at end of the year so need to plan ahead to fill the gaps that this will leave on the board</li> </ul>	
11	<p><b>Headteachers Report (including KS2 Outcomes, Insight Attainment report, Rapid School Improvement Action Plan 2022-23)</b> <i>Documents circulated in advance of meeting</i></p> <ul style="list-style-type: none"> <li>• Insight report shows where attainment moved from one area to another and can see the progress children made across the year</li> <li>• The previous discrepancy with the data means that some figures had to be adjusted. Overall, we are happy with how children have progressed and developed as gone through the year</li> <li>• The Year 6 data doesn't reflect where the SATs came out at (apart from Maths which is similar)</li> </ul> <p><i>Q: Does this (Insight) data go with the children to secondary school?</i> <i>A: No, it's just used internally for us to track progress</i></p> <ul style="list-style-type: none"> <li>• We are moving our data tracking to Arbor from this term</li> </ul> <p><i>Q: Will it still report in a similar way to this?</i> <i>A: Yes, it will be something similar</i></p> <ul style="list-style-type: none"> <li>• Y6 SATs results were disappointing and were down on what we expected and from targets, the outcomes were really low and not as positive as our predictions were, especially in Maths. One child's paper has gone to be remarked so hopefully figure will increase to 44%</li> <li>• NBM is going to write a case study regarding that cohort. Apart from in Y1 they had changes of teachers within the year every year. There was also high SEND - almost a third. 2 children were disapplied from the test but they are still counted in the numbers</li> <li>• Every term of practise SATs paper there were a number of children just on the edge i.e. 97/98 score so we hoped they would achieve in the actual tests but didn't unfortunately</li> </ul> <p><i>Q: How did the LA fare?</i> <i>A: A lot better than we did.</i></p> <p><i>KS2 Outcomes 2022-23 document was displayed on screen</i></p> <ul style="list-style-type: none"> <li>• Ignore wrong year and pupil numbers at top</li> <li>• PS ran through our school scores compared to LA and National averages (National figure shown is last year's, that has now dropped to 69% for reading)</li> <li>• The results are disappointing and much lower than where we wanted to be</li> </ul> <p><i>Q: What does this year's cohort look like?</i> <i>A: They are a very different story, the targets will be much higher</i></p> <p><i>Q: Are we going to come under any particular scrutiny due to these results?</i> <i>A: Not from LA due to curriculum that is in place now. Obviously, these children (last Y6) only had 1 year of that curriculum. If we had a repeat of similar outcomes next year then we would come under scrutiny</i></p>	<p><b>CT to chase Carole Brown at IMS regarding switch over to using Arbor for data tracking</b></p>

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	<p><i>Q: What do children get disapplied for?</i>  <i>A: When a child is working pre-key stage</i></p> <ul style="list-style-type: none"> <li>• When the ISDR report comes out we will fall into the bottom 20% of schools nationally</li> <li>• The Head's report is short as we've only had 2 school weeks since the last meeting so there is not much to report</li> <li>• Number of children on SEN register has reduced dramatically since last Y6 cohort left. By end of term we will have new support plans ready for these children to be shared with parents</li> <li>• Attendance results for last year were very strong, school in top 10% of schools nationally for PA and top 20% for attendance</li> <li>• Safeguarding training for staff is being carried out this week and next</li> <li>• PS has completed SEF and assessed school as good. EYFS graded as Good/RI just while Jess Briggs settles into role</li> </ul> <p><i>Q: When do Reception children start full-time?</i>  <i>A: Monday</i>  <i>Q: Are they settling well?</i>  <i>A: Yes, they are doing well</i>  <i>Q: Are the professional growth triads that were started last year continuing?</i>  <i>A: They didn't really work for anyone so no. PS is going to look at everyone's goals and pair people up to work together</i></p> <ul style="list-style-type: none"> <li>• The parent survey that has been sent out, the very last question says Almondsbury school</li> <li>• No questions were raised regarding the Rapid School Improvement Action plan</li> </ul>	<p><b>CT to circulate SEF</b></p> <p><b>PS to change Almondsbury to St Peter's in survey</b></p>
12	<p><b>School Development Plan</b>  <i>Report circulated in advance of meeting</i></p> <ul style="list-style-type: none"> <li>• Using EEF (Education Endowment Foundation) research model for document this year</li> <li>• The report is not yet complete but the sections circulated are</li> <li>• There is great cross over this year with Almondsbury which will allow more joint work to take place across curriculum teams</li> <li>• 1a, 2a, 4, 5, 7, 8 &amp; 9 are same for both schools so we are going to have much more collaborative working. We have a joint staff meeting on 11 Oct to focus on greater depth writing.</li> </ul> <p><i>Q: Is that where they share plans, resources etc?</i>  <i>A: Yes</i>  <i>Q: Are these priorities across the whole school?</i>  <i>A: Yes, they are relevant to each year group, we have the same focus across the Bridge schools</i></p>	

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14	<b>Reflective Question ‘Where have we made a difference today?’</b> <ul style="list-style-type: none"> <li>• We have asked a lot of questions</li> <li>• Got a better understanding of the story behind the KS2 data/SATs results</li> <li>• Have set up the structure for governors for the year</li> <li>• Heard about strengths of ongoing partnership</li> <li>• LA review report was very positive and showed the hard work put in by staff in the 6 weeks between April and June reviews, this gives us confidence in looking at where school is now</li> <li>• Awareness that we are due an Ofsted inspection this year</li> </ul>	
15	<b>Any Other Business</b> <ul style="list-style-type: none"> <li>• None raised</li> </ul>	
	<b>Date of Next Meeting</b> <ul style="list-style-type: none"> <li>• Monday 13<sup>th</sup> November 2023 at 5pm</li> </ul>	

**Meeting Closed: 18.28 hrs**

**Action Checklist**

WHO	ACTION	WHEN
All	Governors to complete and return annual pecuniary interest form	30 Sept
MO	Advert to be placed for community governors in In-view magazine	30 Sept
All	Governors to sign sheet to confirm they agree to follow Code of Conduct	30 Sept
CT	Advertise vacancy for parent governor at end of September	30 Sept
MO	Write article for September newsletter about being a Governor	30 Sept
All	Governors to send MO statements for newsletter	25 Sept
All	Governors to read updated KCSIE 2023 document and sign sheet to confirm they have done so	30 Sept
CT	Teachers Pay & Conditions Document to be added to agenda for next FGB meeting	6 Nov
CT	Chase Carole Brown at IMS regarding switch over to using Arbor for data tracking	20 Sept
CT	Circulate SEF	20 Sept
PS	Change Almondsbury to St Peter's in survey	12 Sept

**List of Associated Documents**

Minutes of FGB meeting held on 10<sup>th</sup> July  
 Governing Board Standing Orders 2023-24  
 STP FGB Decision Planner 2023  
 Governor Code of Conduct September 2023  
 Dates for Meetings 2023-24  
 Confidentiality Policy  
 Whistleblowing Policy  
 Report to FGB 11<sup>th</sup> September 2023  
 8033441 – Key Stage 2 Outcomes 2022-23  
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Insight Attainment Comparison End of Spring Term to End of Summer Term 2023  
Rapid School Improvement Action Plan 2022-23 Review July 23  
SDP 2023-24

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