

**Minutes of the Full Governing Body Meeting
of St Peter's Anglican/Methodist Primary School
8th July 2024**



NAME	Abrv.	DESIGNATION	Present	NAME	Abrv.	DESIGNATION	Present
Nic Baykaa-Murray	NBM	Associate	✓	Kieran O'Keeffe	KO	Parent Elected	X
Adele Farrow	AF	Parent Elected (Vice Chair)	A	Mike Ormond	MO	LA Appointed (Chair)	✓
Crista Hazell	CH	Co-opted	X	Martin Slocombe	MS	Foundation	X
Daniel Gordon	DG	Parent Elected	✓	Paul Smith	PS	Executive Headteacher	✓
Russell McAulay	RM	Co-opted	✓ O/L	Ben Taylor	BT	Parent Elected	✓
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: 17:06 hrs

	Discussion	Actions
1	<p>Welcome Attendees were welcomed to the meeting. Thanks were given to RM for his time served as governor as he is resigning</p> <p>Opening Prayer MO said a welcome prayer</p> <p>Apologies Apologies received and accepted from AF & OM. CH, KO & MS absent</p> <p>Quorum The meeting was quorate</p>	<p>RM to send resignation in writing to CT</p>
2	<p>Declaration of Pecuniary Interests</p> <ul style="list-style-type: none"> No Interests declared for this meeting 	
3	<p>Minutes of Previous Meeting <i>Minutes from meeting held on 13th May 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 	
4	<p>Matters Arising</p> <ul style="list-style-type: none"> MO still to be put advert in In View magazine for new governor(s) MO still to circulate skills audit to governors for completion All other actions complete <p><i>Q: With the change in government, do we expect any change in school funding?</i> <i>A: Labour said pre-election that they would maintain school funding in the short term at least</i></p>	<p>MO to put advert in In-view for new governors</p> <p>MO to circulate skills audit</p>

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5	<p>Chairs Report</p> <ul style="list-style-type: none"> • Disappointed appeal to Ofsted was not upheld • As can be seen from the reports we will review later in this meeting the judgement was not fair based on the position and state of school today • MO would like to put on record his thanks for all the hard work of the staff over the year for getting us to where we are and to governors who have helped to contribute to that • Hope we are as successful in the forthcoming year and that our KS2 SATS results provide more evidence of where we are 	
6	<p>Feedback from Sub-committees</p> <p>Foundation Committee</p> <ul style="list-style-type: none"> • Have not met since last meeting • Meeting scheduled for Tuesday 16th July <p>Partnership Steering Group</p> <ul style="list-style-type: none"> • Met on 20 June • Partnership continues and is bearing fruit for both schools <p>Quality of Education Committee</p> <ul style="list-style-type: none"> • Met on 27 June • Minutes have been circulated to all governors <p>Resources Committee (including ratification of Sports provider contract)</p> <ul style="list-style-type: none"> • Not met since last meeting • At the committee's last meeting on 9 May they decided to continue with Bristol Sports as the school's sports provider for the next academic year. This needs ratification from the FGB <p>Decision – governors agreed to continue with Bristol Sport as sports provider for the next academic year</p> <ul style="list-style-type: none"> • Within recent weeks we have managed to pull together the plans to replace the equipment on the playground which has been out of use for the past year and would like the work to be carried out during the summer break if approved. Quotations from 6 companies were initially received and compared and a company called Sunshine Gym, a division of Broxap street furniture was selected as the best value for the gym equipment sought. The costs for the entire project are £9,260 (£1,040 of this amount is optional). So far Jemma Sheppard has managed to secure £8,235 of funding for the project. There are still some decisions pending on other grant applications submitted <p>Decision – governors agreed to approve the installation of the outdoor gym equipment</p> <ul style="list-style-type: none"> • Thanks were noted to Jemma for all her hard work in raising these funds <p><i>Q: Do we think the gym equipment is the best type of equipment to replace the damaged trim trail?</i></p> <p><i>A: As we have another wooden trim trail in the grounds, it was felt it would be beneficial to have an alternative type of equipment on offer. It</i></p>	

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	<p><i>also helps meet part of the Active School's target which is for children to have opportunities for over 2 hours of physical exercise per week (over and above PE lessons)</i></p>	
7	<p>Headteacher's Report (including Ofsted feedback & Peer review) <i>Documents circulated in advance of meeting</i></p> <ul style="list-style-type: none"> • Children reaching good level of development in EYFS is 85% - this is the highest the school has ever had, 85% in writing and maths • Y1 phonics - 95% of children have reached the expected standard (only 1 child with EHCP did not achieve). Again, this is the best result the school has ever achieved. We will be in the top 5% in the country which is very good All but one of pupils in Y2 also met standard (91%). These results are significantly above the national averages from last year • We are also well above the national average for the multiplication tables test with an average score of 22.8 • KS1 SATS results are no longer published now however we continued with the test for our own assessment information. Outcomes are much higher than previous years • We were moderated for KS2 writing and had to be re-moderated due to the quality of writing in the children's books from term 5 when they had supply teachers not being up to standard. NB-M took over the teaching for writing since the end of May to address the issue. The re-moderation was based on 5 pieces of work written in a 2.5 week period only. We are consequently under our predictions for writing results <p><i>Q: Who were we moderated by?</i> <i>A: The LA</i></p> <ul style="list-style-type: none"> • KS2 SATS results are being published tomorrow morning • We need the consistency of quality first teaching and to not be reliant on supply teachers • We've continued looking at planning and doing lesson visits • Peer review (Bridge FOS) – looked at Maths, there was very clear pedagogy seen and very clear misconceptions highlighted, children were able to explain their learning. This was a contrast to what was found in the Ofsted inspection <p><i>Q: If we had had a longer inspection, would Ofsted have been more likely able to have seen this due to more exposure/time or do you think it would have been the same result?</i> <i>A: The timing of the inspection was not great being the end of term, the children were tired and perhaps not on form (although they should be able to recall their learning all the time), sometimes the way questions are asked confuses children, also the range of children spoken to was narrow – the inspector only spoke to disadvantaged and SEND children rather than a sample from across the spectrum</i></p> <ul style="list-style-type: none"> • EYFS – very strong and working as a strong team. The planning from Almondsbury with adaptation for the children at St Peter's is still taking place • English hub – Alison Marsden's last visit will take place next Tuesday which will look at plan for September onwards. The English hub have 	

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	<p>reported on a very high standard of teaching in their reports during the year</p> <ul style="list-style-type: none"> • Curriculum development – overview circulated shows where we are with progress against Ofsted feedback. This will form part of SDP for next year • Pupil Premium – attendance remains slightly below nations average <p><i>Q: Has the fining regime for non-attendance changed?</i> <i>A: New regulations come into force on 19 August, new guidance has been released, so we will amend our attendance policy from September. It's still more than 10 sessions of absence for a fine but the cost is increasing by £20 per parent, per child. The number of weeks has changed from 7 to 10 weeks. If any further absence that is unauthorised we can go straight to fining (not just for holidays)</i></p> <ul style="list-style-type: none"> • Sports premium – PS has reviewed strategy document, CT to add costs and to RM to agree. Will be on website by 31 July • Attendance – just at national average. Increased number of term-time holidays this term and last, below national for persistent absence however this is much higher than last year, mainly based on holidays being taken. • Safeguarding audit – RM & PS carried out. Next steps, staff training from serious case reviews • We need a new safeguarding governor from September • Waiting for new guidance re LGBTQ+ as guidance published in November was withdrawn as didn't comply with equalities act • Personal development – Bridge FOS Poetry Please event was a great success, held at UWE with English lecturers • H&S – annual inspection from provider took place in June – no immediate actions. Lockdown practise – children did extremely well • Bridge FOS – steering group last met in June, planning for next year continuing, waiting for Diocese to give dates, Music lead training was very good <p><i>Q: Work with Severn Vale Academy Trust, is that going to develop further?</i> <i>A: We are currently just sharing ideas at the moment, this is our focus for October inset day</i></p> <p>Ofsted Feedback</p> <ul style="list-style-type: none"> • Included above <p>Peer Review</p> <ul style="list-style-type: none"> • Included above 	<p>CT to send sports premium strategy document to RM to agree then publish on website</p> <p>New Safeguarding governor to be appointed from September</p>
8	<p>Safeguarding Audit <i>Safeguarding Audit report circulated in advance of meeting</i></p> <ul style="list-style-type: none"> • Covered above in Headteacher report <p><i>Q: The Safeguarding review didn't include a visit from Mark Dee then?</i> <i>A: No that only takes place every 3 years, the annual audit is a self review</i></p> <p><i>Q: So, it's down to governors to monitor the practises?</i> <i>A: Yes, that's why the audit review is done together with the safeguarding governor</i></p>	

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9	<p>Bridge Family of Schools Update</p> <ul style="list-style-type: none"> Covered above in HT report 	
10	<p>Policies and Other Documents <i>Policies circulated in advance of meeting</i></p> <ul style="list-style-type: none"> Freedom of Information Publication Scheme – a discussion took place regarding the publishing of performance management of staff procedures on the website. It was decided that this statement should be removed from the policy as the information is not required on the website. Policy agreed & ratified Privacy Notice (pupils) - agreed & ratified Privacy Notice (staff) agreed & ratified 	
11	<p>Terms of Office/Governor Recruitment and Election of Chair & Vice Chair of Governors for 2024/25</p> <ul style="list-style-type: none"> No terms of office ending until June 2025 There has been an e-mail from Bristol Diocese re OM's term of office. <i>Q: Who's responsibility is it to find foundation governors?</i> <i>A: It should be down to the Diocese/Methodist Circuit</i> MO will reply to email from Diocese (Ali Diver) We have vacancies for a foundation governor and a staff governor and a co-opted governor from RM (once resignation received) <p>Election of Chair and Vice Chair</p> <ul style="list-style-type: none"> Postponed until September meeting due to lack of attendees as this meeting MO advised he is happy to stand as Chair for another year however this is the last year therefore succession planning needs to take place BT offered to stand as Chair of Resources DG offered to take up responsibility of sports premium link governor 	<p>MO to reply to email from Bristol Diocese re foundation governors</p>
12	<p>Proposed Dates for 2024-25 Meetings</p> <ul style="list-style-type: none"> Proposed dates have been set in similar pattern to the meetings of this year FGB <ul style="list-style-type: none"> 9 September 2024 11 November 2024 13 January 2025 3 March 2025 12 May 2025 7 July 2025 Resources <ul style="list-style-type: none"> 7 November 2024 6 February 2025 27 March 2025 8 May 2025 Quality of Education <ul style="list-style-type: none"> 17 October 2024 28 November 2024 13 February 2025 24 April 2025 	

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	<ul style="list-style-type: none"> ○ 19 June 2025 ● Foundation <ul style="list-style-type: none"> ○ To be discussed with MS ● Partnership Steering Group <ul style="list-style-type: none"> ○ 21 November 2024 ○ 27 February 2025 ○ 1 July 2025 	NB-M to discuss foundation committee meeting dates with MS to tie in with his visits to school for collective worship
13	<p>Reflective Question ‘What have we learnt today and what questions has it raised that we want to investigate further?’</p> <ul style="list-style-type: none"> ● Great to see young seeds showing promise and attaining well ● Great to hear about attainment, nice to see more and more evidence towards Good judgement ● Really, really happy to see phonics results, setting smallest children up to become high quality readers – reading is the key to everything 	
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 9th September at 5pm 	

Meeting Closed: 18.09hrs

Action Checklist

WHO	ACTION	WHEN
RM	Send resignation in writing to CT	
MO	Put advert in In-view magazine for new governors	
MO	Circulate skills audit to governors for completion	
CT	Send sports premium strategy document to RM to agree then publish on website	
ALL	New Safeguarding governor to be appointed from September	
MO	Reply to email from Bristol Diocese re foundation governors	
NB-M	Discuss foundation committee meeting dates with MS to tie in with his visits to school for collective worship	

List of Associated Documents

Minutes of FGB meeting held on 13th May
24_06_27 Quality of Education Meeting minutes
Report to FGB 8th July 2024
Ofsted Feedback next steps for subjects April 2024
St Peter's Peer Review 17.06.24
St Peter's Day 5
Safeguarding Audit 2023 24 St Peter's complete
Freedom of Information policy
Privacy Notice – Pupils July 24
Privacy Notice – Staff July 24

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