

**Minutes of the Full Governing Body Meeting
of St Peter's Anglican/Methodist Primary School
10th November 2025**



NAME	Abrv.	DESIGNATION	Present	NAME	Abrv.	DESIGNATION	Present
Nic Baykaa-Murray	NBM	Associate	✓	Mike Ormond	MO	LA Appointed (Chair)	✓
Grace Clarke	GC	Parent Elected	✓	Martin Slocombe	MS	Foundation	A
Crista Hazell	CH	Co-opted	✓O/L	Paul Smith	PS	Executive Headteacher	✓
Geraldine Heirani	GH	Parent Elected	✓	Ben Taylor	BT	Parent Elected	✓
Daniel Gordon	DG	Parent Elected	✓	Emma Wharram	EW	Co-opted	✓ O/L
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: 17:07 hrs

	Discussion	Actions
1	<p>Welcome Attendees were welcomed to the meeting particularly GC & GH who were attending their first meeting. MO thanked them for becoming part of the team</p> <p>Opening Prayer MO said a welcome prayer</p> <p>Apologies Apologies received and accepted from MS & OM</p> <p>Quorum The meeting was quorate</p>	
2	<p>Declaration of Pecuniary Interests</p> <ul style="list-style-type: none"> • BT wife is employed in the school • No other interests declared 	
3	<p>Minutes of Previous Meeting <i>Minutes from meeting held on 8th September 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 EW left meeting at 17:11 (due to power cut disabling internet connection)</p> <ul style="list-style-type: none"> • MO to check he sent CT a copy of completed skills audit • Pecuniary interest declarations still to be completed by CH & OM • DG agreed to taking the Vice Chair role • CH & OM still to sign sheet to confirm agree to follow Governor Code of Conduct • CT to re-advertise for staff governor in the new year • CH & OM still to sign sheet to confirm they have read KCSIE 2025 • All other actions complete <p>Election of Vice Chair</p> <ul style="list-style-type: none"> • DG was nominated for Vice Chair & seconded <p>Decision - governors unanimously agreed to appoint DG as Vice Chair of Governors for a 1-year term</p>	<p>MO to check sent Skills Audit to CT</p> <p>CH & OM still to complete pecuniary interest declaration</p> <p>CH & OM still to sign to confirm will follow Code of Conduct & read KCSIE 2025</p> <p>CT to readvertise for staff governor</p>

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5	<p>Revised Budget <i>Revised Budget & Visit Note documents circulated in advance of meeting Revised Budget document displayed on screen</i></p> <ul style="list-style-type: none"> • This is the latest revision of this year's budget. For the benefit of new governors, the budget runs for the financial not school year • Governors have a duty to set 3-year balanced budget which has proved challenging in recent years, particularly for years 2 & 3 • At the time of setting the budget, a sizable black hole of £54,825 was predicted, we are now forecasting a surplus of £4,250 at year end • Predicted budget deficits are not unusual to schools in the area at this current time • We have turned round from a very precarious position to positive one mainly due to securing falling rolls funding • The 3-year picture is still not looking good but has improved on the previous position • Governors noted their thanks to CT for dogged fighting and securing the falling rolls funding due to us <p>Decision – governors agreed to submit the revised budget</p>	<p>CT to submit revised budget to LA</p>
6	<p>Teachers Pay & Conditions Document & Pay Policy</p> <ul style="list-style-type: none"> • The final document in relation to the STP&CD 2025 has been agreed by government and published and can be accessed here https://www.gov.uk/government/publications/school-teachers-pay-and-conditions • Pay Policy has been updated to reflect the contents of the STP&CD and staff have been consulted. The Resources committee reviewed the pay policy and recommend it for approval <p>Decision - governors agreed to ratify the pay policy</p>	
7	<p>Chairs Report</p> <ul style="list-style-type: none"> • Observations when been in school is that the school is in good position, we are seeing great practise embedded and the delivery of results • It is nice to have a full Reception class and growing nursery • We are in a great place considering where we were a few years ago • We were unfortunate enough to have recent parental complaint which has now been investigated and concluded. MO thanked the governors who helped investigate that. Follow up actions will be raised with PS and NBM • Please can governors make a big effort to come in for the next learning walk on 27 Nov at 9am (or earlier if possible, to see beginning of school day) • We will have an Ofsted inspection this year (hopefully this term) 	

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8	<p>Headteacher's Report (including SDP, Subject Action Plans and SEF) <i>Documents circulated in advance of meeting</i></p> <ul style="list-style-type: none"> • PS has changed format of the report, it is now based around the 8 areas of new Ofsted toolkit <p>Safeguarding</p> <ul style="list-style-type: none"> • Safeguarding is now a standalone aspect, it was previously part of Leadership & Management • The SCR has been checked by PS & EW • We continue to use the CPOMS system to record any concerns • Currently have 1 pupil with social worker • The safeguarding/child protection policy was updated and circulated in September <p><i>Q: The 'no child on child violence recorded' mentioned in report – why has that been stated?</i> <i>A: That is one of the criteria we will be judged against in the new Ofsted toolkit</i></p> <p><i>Q: It's not because this is now an area of concern then?</i> <i>A: No, it's not</i></p> <p>Achievement of pupils</p> <ul style="list-style-type: none"> ○ Most assessments are reported on at end of each long term. Tracking is continuous by teachers. ○ EYFS children have completed baseline assessments, there are no standout area of weakness ○ Every year we set our targets for end of key stage achievement. These were shared in September but are listed again in report <p>Inclusion</p> <ul style="list-style-type: none"> • This looks at SEND and also disadvantaged pupils <p>SEN</p> <ul style="list-style-type: none"> • we now have 5 EHCP's (4 addition ones since May) - 2 children in R, 2 in Y3 and 1 in Y6 • We are constantly updating the SEND register for children on School Support and now have 18 children on it in total (this is below the national average) • Support plans are currently being shared with parents so they are aware what children are working on over next 2 terms • Sarah McKenzie is back in school following her mat leave • Adaptive teaching is in place – other schools have been recommended to come and visit us to see good practise in place and inclusive nature – this is secure and solid • We have a new Ed Psychologist, Emily France who has had 1 visit and will be back this week to conduct assessments <p><i>Q: What is the difference between EHAP and EHCP?</i> <i>A: An EHAP is an early help assessment plan which can be related to medical, social, family need and is a preventative measure to stop ART or social care referral if possible. We had 1 EHAP which has now been closed</i></p> <p>Disadvantaged pupils (in receipt of FSM and on Pupil Premium register), also service children</p>	
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<ul style="list-style-type: none"> • We have 14 FSM and 3 service = 17 • Constant focus on attendance for PP children, we are regularly below nat average for this, got 3 children below 80%, 1 below 90%. We're tracking children really carefully especially those who have had term time holiday (unauthorised). If they don't have further absence, their percentage should rise quite quickly. This is the same with a child who was previously on a part time timetable <p>Curriculum & Teaching</p> <ul style="list-style-type: none"> • Consistency across school is important, pedagogy and lesson structure along with adaptive teaching – this is our universal offer • We are constantly reviewing our curriculum which is very secure, evidenced from LA review and recent. Vicky Gordon's report (following last week's visit) will be discussed at next meeting as has just been received • LA review – took place on 30th September (report circulated in advance). Really pleased with writing improvements showing that strong foundations are being built, which is a real focus from DfE and Ofsted – handwriting, spelling, early reading – is really clear and coming through. Understanding of structure of writing in terms of grammatical content • We are now a priority 3 school so there will be no further LA monitoring due to strong practise and teaching and learning • Governors noted their congratulations for these improvements <p><i>Q: Does the shift to a priority 3 school take some of the admin off and give more room for other focus?</i> <i>A: It's just a validation of where we are, we've still got to do all the same things</i></p> <p>Behaviour & Attendance of pupils</p> <ul style="list-style-type: none"> • YTD – 96.2% above national av of 95.4% however below national for FSM • PS meeting with EWO next week as we are in amber zone for attendance for the last academic year with the LA <p><i>Q: Noticed in attendance policy that if a child has 3 consecutive years of low attendance this can lead to prosecution of parents?</i> <i>A: That's correct, we have one case (as discussed last year) where there was a notice to improve and then fine and there has been little improvement due to persistent lateness</i></p> <ul style="list-style-type: none"> • We now have a waiting list for places in Y1,2,3 & 4 but can't take the children due to the mixed age classes <p><i>Q: How many extra children would we need before we could look at opening another class?</i> <i>A: Quite a few more, at least another 5</i></p> <p>Personal Development and Wellbeing</p> <ul style="list-style-type: none"> • General ethos of school remains very good • We have a strong offer • Providing mentoring through Bristol Sport and ELSA <p>EYFS</p> <ul style="list-style-type: none"> • Nursery came out strongly in LA review, purposeful environment, high focus on language and vocabulary development . 1 child being 	
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	<p>referred to speech and language therapist</p> <ul style="list-style-type: none"> • Some children in Reception having interventions for speech & language, securing phonics and early reading development <p><i>Q: What is the bucket attention activity?</i> <i>A: We have a bucket with different objects in related to what the children have been learning, it's a circle time activity, children develop their concentration, lengthening time each day, they talk about learning and have discussion about it. It was designed for ASD children originally but now used for wider audience</i></p> <p>Leadership & Management</p> <ul style="list-style-type: none"> • We will be advertising for a new SEN support TA • Teachers have had professional growth meetings and set goals • We've had child protection training and a session for staff on developing resilience and mental health, this is important when having regular contact with children who become dysregulated • SEF – this has been updated and PS has graded where we are – at expected standard as minimum, graded personal development as strong standard but attendance will drag it down • SDP – in place and been circulated to staff and governors <p>Finance</p> <ul style="list-style-type: none"> • Budget – covered above • Catering – transferring to new contractor Innovate on 24 Nov – all on track. Bridge FOS Heads have a contract meeting tomorrow <p>SEF <i>Document circulated in advance</i> <i>Document displayed on screen</i></p> <ul style="list-style-type: none"> • In the Ofsted inspection pilots, over 50% of schools had 1 area that needed attention, this has raised the bar <p><i>Q: In Leadership & governance, the reference to the departure of previous leadership team, should that be taken out as is now old?</i> <i>A: This shows the journey we've been on. This is probably the last year it will be included</i></p> <p><i>Q: Do the LA reports carry any weight with Ofsted?</i> <i>A: We will share the reports</i></p> <p><i>Q: Do they have to take into consideration?</i> <i>A: No they don't</i></p> <p><i>Q: Does the colour coding match up with Ofsted outcomes 'rainbow'?</i> <i>A: No, PS has inserted the colours to differentiate sections</i></p>	
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9	<p>Feedback from Sub-committees</p> <p>Foundation Committee</p> <ul style="list-style-type: none"> • Met on 16 October (minutes have been circulated) • Discussed upcoming events that MS supports i.e. Christmas • SIAMS action - whole school community comes together on Thursday afternoon for Collective worship • Plans in place for Carols at church, nativity at school • La Posada - journey with year 5 • Dates for foundation governors to come in and support RE observations to tick things off on SIAMS action plan • Next meeting on 26 Feb <p>Partnership Steering Group</p> <ul style="list-style-type: none"> • Haven't met <p>Quality of Education Committee</p> <ul style="list-style-type: none"> • Sparsely attended held on 16 October (minutes have been circulated) • All that was discussed has been covered in this meeting • Question was raised whether we continue with this committee • Committee will be renamed as Inclusion, Achievement, Teaching & Curriculum (IATC) committee • It was agreed that GC & GH will both join this committee • Next meeting 27 Nov 5pm <p>Resources Committee</p> <ul style="list-style-type: none"> • Met last week on 6 November (minutes have been circulated) • Discussed Revised Budget, pay committee meeting to agree pay progressions, various policies, reviewed risk register, health & safety & premises report and review of wraparound care – which is becoming sustainable following very difficult period of low attendance 	
10	<p>Policies and Other Documents</p> <p><i>Policies circulated in advance of meeting</i></p> <ul style="list-style-type: none"> • Attendance – recommended by Q of E committee for approval. Agreed and ratified • Charging & Remissions – recommended by Resources committee for approval. Agreed and ratified • Disciplinary Procedure (Staff) – not yet ready for review, will be brought to next meeting • School Emergency Plan - recommended by Resources committee for approval. Agreed and ratified • Equalities – minor updates following changes in legislation. Agreed and ratified • Managing Medical Needs – no changes made. Agreed and ratified • Pay – agreed as above • SEND – link to Code of Practise no longer works so needs to be updated. Agreed and ratified • Social Media – no changes. Agreed and ratified 	

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12 (taken as item 11)	<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"> Robust practices in place Leadership is outstanding across the school <p>Q: <i>What should we be reading before inspection?</i> A: <i>Read SEF, be familiar with all aspects. Know that we know there are issues with attendance</i></p> <p>Q: <i>Do we all come in to meet inspectors?</i> A: <i>Whoever is available, this can also be online and will be the Wednesday AM lasting approx. 30 mins</i></p> <p>Q: <i>How much notice do we get?</i> A: <i>We get notified on Monday morning, inspectors arrive on Tuesday 8am</i></p>	
13 (taken as item 12)	<p>Any Other Business</p> <p>Q: <i>Nursery – is 10 children where we projected we would be, I thought it was more?</i> A: <i>We’ve got more starting in January. Original projections were based on 12 children attending for 15 hours but many are attending up to 30 hours so we are ahead of projections</i></p> <p>Q: <i>The forthcoming holiday club, is this a result of our nursery provision so we can offer more time to parents or just wraparound?</i></p> <p>A: <i>No, it’s a club being run by Bristol Sport. They previously ran these with us prior to Covid however then moved to more densely populated areas. They have agreed to try running one with us again</i></p> <p>Q: <i>Do we have children booked on?</i> A: <i>Yes, at least a few each day which is not bad this far out</i></p>	
	<p>Date of Next Meeting</p> <ul style="list-style-type: none"> Monday 12th January at 5pm 	

Meeting Closed: 18.27hrs

11	<p>Safeguarding Training</p> <ul style="list-style-type: none"> PS delivered annual safeguarding briefing and update training with changes made in KCSIE 2025 document to governors 	
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Action Checklist

WHO	ACTION	WHEN
MO	Check sent Skills Audit to CT	17 November
CH & OM	Sign sheet to confirm agree to follow Code of Conduct	30 November
CT	Re-advertise for staff governor in the new year	15 January
CH & OM	Read updated KCSIE 2025 document and sign sheet to confirm they have done so	30 November
CT	Submit revised budget to LA	30 November

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List of Associated Documents

Minutes of FGB meeting held on 8th September
SPT Revised Budget Governors Report
SPT Revised Budget Visit Note
Report to FGB 10 November 2025
SDP Autumn 25
St Peter's School Review Report 30.09.25
St Peter's SEF November 2025
Subject Action Plans 2025 26
Minutes from term 1 Foundation & Q of E and term 2 Resources committee meetings
Attendance policy
Charging & Remissions policy
School Emergency Plan
Equalities policy
Managing Medical Needs policy
Pay policy
SEND policy
Social Media policy

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