

**Minutes of the Full Governing Body Meeting
of St Peter's Anglican/Methodist Primary School
12th May 2025**



NAME	Abbr.	DESIGNATION	Present	NAME	Abbr.	DESIGNATION	Present
Nic Baykaa-Murray	NBM	Associate	✓	Martin Slocombe	MS	Foundation	✓
Adele Farrow	AF	Parent Elected (Vice Chair)	A	Paul Smith	PS	Executive Headteacher	✓
Crista Hazell	CH	Co-opted	A	Ben Taylor	BT	Parent Elected	✓
Daniel Gordon	DG	Parent Elected	✓	Emma Wharram	EW	Co-opted	A
Olwen Murray	OM	Foundation	✓				
Mike Ormond	MO	LA Appointed (Chair)	✓	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: 17:03 hrs

	Discussion	Actions
1	Welcome Attendees were welcomed to the meeting Opening Prayer MS said a welcome prayer Apologies Apologies received and accepted from AF, CH & EW Quorum The meeting was quorate	
2	Declaration of Pecuniary Interests <ul style="list-style-type: none"> No Interests declared for this meeting 	
3	Minutes of Previous Meeting <i>Minutes from meeting held on 3rd March circulated in advance of meeting</i> <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	Matters Arising <ul style="list-style-type: none"> There was no interest in the parent governor vacancy.so we will need to go back out to parents We are still waiting to hear from Jane Leslie re arranging a meeting with PS/MO MO to send CT copy of latest skills audit Next learning walk set for Friday 20 June at 9am All other actions complete 	MS/OM to establish with Jane Leslie if she is still interested in becoming a Foundation Governor MO to send CT copy of skills audit
5	Chairs Report <ul style="list-style-type: none"> It's good to have an expanding number on roll with a strong intake for September We need to recruit more governors The School is doing well <i>Q: The parent governor vacancy, does it need to be a parent or can it be a grandparent?</i> <i>A: If we are unsuccessful with recruiting a parent after a certain amount of attempts we can extend the net to include grandparents however</i>	

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	aren't at that stage yet																					
6	<p>Approval of Budget for 2025/26</p> <ul style="list-style-type: none">The 3 year budget projection was presented to the Resources committee in their meeting last week and was discussed at lengthWe are in a position of being unable to balance the budget and are going to have to set a deficit budget as follows:- <table><tr><td>Summary</td><td>2025 - 26</td><td>2026 - 27</td><td>2027 - 28</td></tr><tr><td>Total Revenue Expenditure</td><td>1,008,266</td><td>1,034,635</td><td>1,040,329</td></tr></table> <table><tr><td>In Year Surplus / (Deficit)</td><td>(97,563)</td><td>(83,555)</td><td>(115,845)</td></tr><tr><td>Surplus / (Deficit) Brought Fwd</td><td>42,738</td><td>(54,825)</td><td>(138,380)</td></tr><tr><td>Cumulative Surplus / (Deficit) C/Fwd</td><td>(54,825)</td><td>(138,380)</td><td>(254,225)</td></tr></table> <p>Q: What is the implication of setting a deficit budget?</p> <p>A: We do have an obligation to set a balanced budget however we are in a position where it is impossible. We are not carrying any extra labour we could get rid of and have pared everything back as far as it can go already. The LA will look for a recovery plan however there is really no credible plan until the new houses are built and numbers increase much higher. The Nursery finances are still an unknown and we have been conservative with our estimates, we hope this will end up more positive than projected</p> <p>Q: So, we are not likely to get a kick back to say, you must get rid of 2 staff etc?</p> <p>A: This is not likely</p> <ul style="list-style-type: none">We will need to provide a statement of explanation for the deficit with the budgetOur Finance Officer reported that 7/10 schools she had met with so far were setting a deficit budgetThe main reasons we are unable to set a balanced budget for this year are due to:-<ul style="list-style-type: none">Increased leadership costs due to reduction in amount of Bridge FOS Strategic Lead time for Paul and the retention of Nic B-M.Nursery costs higher than income in initial stagesShared parental leave costsIncreased costs for supporting children with EHCP's not all covered by incomeCatering contract cost increases and subsidiesNo additional grant for staff pay increases (cost @3% £16,653). The NIC Grant Is £2,702 less than the additional cost of the increaseWe've made savings everywhere we possibly can <p>Decision – governors agreed to submit 3 year budget projection as presented</p>	Summary	2025 - 26	2026 - 27	2027 - 28	Total Revenue Expenditure	1,008,266	1,034,635	1,040,329	In Year Surplus / (Deficit)	(97,563)	(83,555)	(115,845)	Surplus / (Deficit) Brought Fwd	42,738	(54,825)	(138,380)	Cumulative Surplus / (Deficit) C/Fwd	(54,825)	(138,380)	(254,225)	<p>CT to submit budget with statement to LA</p>
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7	<p>Feedback from Sub-committees</p> <p>Foundation Committee</p> <ul style="list-style-type: none"> • Met on 8 May, minutes have been circulated • Talked mainly about SIAMS report, picked up items on spirituality and how these can be brought in to different areas in school, training, new ways of teaching theology, sociology and philosophy • Collective worship – MS sessions are being moved to Thursday afternoons to enable more staff to attend. Governors are also welcome to attend • Grants are available from Bristol Diocese (applications to be submitted by 6 June). We are considering a Bridge wide project to support mental health for children and staff • A date has been set for monitoring and pupil conferencing on 16 June • Governors are invited to join any collective worship at any time <p>Partnership Steering Group</p> <ul style="list-style-type: none"> • Met on 5 March • Reviewed strategic plan and agreed to retain partnership and leadership structure for another year <p>Quality of Education Committee</p> <ul style="list-style-type: none"> • Met on 24 April, minutes have been circulated • Reviewed progress and attainment data, largely where expected although some joiners/leavers have resulted in changes <p>Resources Committee</p> <ul style="list-style-type: none"> • Met on 8 May, minutes have been circulated • Other than budget we discussed the status of the catering contract, sports provision contract and health & safety/premises report • Catering – this is a tricky situation for the school as we have to provide meals. A full update was provided of the subsidies demanded by the provider, the legal situation/advice, negotiations that have taken place to reduce the subsidies and seek quotes from other providers. • The recommendation is to agree the negotiated subsidy of £17k for the next academic year with AiP and continue to seek a better solution which is the middle ground <p>Decision – governors agreed to accept the subsidy of £17k and continue to seek a better/cheaper solution</p>	<p>CT to confirm to AiP that the negotiated subsidies will be accepted</p>
8	<p>Headteachers Report (including attainment & progress data and SEF review)</p> <p><i>Report and supporting documents circulated in advance of meeting</i></p> <p><i>Attainment & Progress Data and Headteachers Report displayed on screen</i></p> <ul style="list-style-type: none"> • Attainment and progress report shows increases term on term • The anomaly is year 2 where 3 greater depth level children have left and 3 working towards level children have joined therefore the overall numbers have decreased 	

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<ul style="list-style-type: none"> • Developing and improving overall, positive, moving in right direction • EYFS – there has been movement with increases in physical development and expressive arts. There are only 9 children, 4 who require additional support. 5 are reaching the expected standard. Hopefully will get up to 70%+, 2 children are being targeted however 2 we know will not achieve the early learning goals • Phonics – aiming for 85-90% to pass the test which will be above the national average which is positive • We've been doing lots of monitoring with subject leads and have had positive feedback from those leaders – we can match what is in books to planning – these have aligned consistently apart from when we have had staff absence. Had much better responses from pupil conferencing in what children can recall and talk about, this is very strong in Y1 & 2 in particular, this is with a variety of different children. Monitored Humanities, Science, Maths, English, Art & Music • Review with Vicky Gordon at end of March – really good feedback in terms of leadership, expectations, behaviour, phonics, improved guided reading, huge improvement in EYFS. Also looked at Science, slight tweaks can make things even better for children • Pupil Premium – we are maintaining in class support. • Sports premium – several competitions coming up in next few weeks • SEND – update since report, a child in Y5 has been awarded an EHCP with band 2 funding (£2.5k) which should commence in June so support will need to be provided. The school has to contribute £6k of funding • EHCP child joining in September, interviewing on Fri for SENTA to provide support <p><i>Q: The £6k that we have to put in, is that in the budget?</i> <i>A: Yes</i></p> <ul style="list-style-type: none"> • Attendance – we are in line with national average and are doing all we can to tackle cases of poor attendance including EWO involvement • We have 25 children for Reception in September and will have a single Reception class and mixed Y1/2 class of 29 • Safeguarding audit – needs to be completed • Behaviour – all positive • SEF – much better. All areas are good • Partnership – we've just had joint moderation with Almondsbury for Y6 writing, we will be moderated again this year • English lead for LA has been in and working with NB-M – we are secure and all on track • Staffing – we've had the go ahead for the nursery and the 10 day period has ended. Advert for staff published today, leaflet to advertise prepared to go out this week <p><i>Q: Ofsted and attendance, is there a benchmark that if you fall below there is an issue?</i> <i>A: If attendance is below national average, we have to prove we are doing everything possible to challenge and improve, using correct procedures etc</i></p>	
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9	Policies for approval <ul style="list-style-type: none"> Data Protection – reviewed by Resources committee and recommended for approval - agreed & ratified Health & Safety – no changes – agreed and ratified <p><i>Q: 4.3 do we have a copy of the PE book?</i> <i>A: Yes we do</i></p>	
10	Terms of Office/Governor Recruitment <ul style="list-style-type: none"> AF term of office up on 30 June – MO to discuss with AF There was no interest for parent governor vacancy so we need to go out again for 1 (or 2 depending on AF) parent governor(s) Still no interest for staff governor Still have vacancy for foundation governor – need to establish if Jane Leslie is still interested MO term of office up in March 26. MO advised he will stay on beyond this time 	<p>MO to contact AF to ask if she wishes to continue for another term</p> <p>CT to go out again for parent governor(s)</p>
10	Reflective Question ‘What have we learnt today and what questions has it raised that we want to investigate further?’ <ul style="list-style-type: none"> Good news re Nursery approval and Reception intake for September <p><i>Q: Is there any other guidance re our deficit budget, surely there needs to be a response to this from the LA?</i> <i>A: Governors can write to MP re fair funding. The government have suggested that there will be a review for next year's funding. We will see what the LA's response is to the extent of schools submitting deficit budgets</i></p>	
11	Any Other Business <ul style="list-style-type: none"> FOSP summer fayre on Friday 27 June, any governors able to help, please do 	
	Date of Next Meeting <ul style="list-style-type: none"> Monday 7th July 2025 at 5pm 	

Meeting Closed: 18.03 hrs

Action Checklist

WHO	ACTION	WHEN
MS/OM	Establish with Jane Leslie if she is still interested in becoming a Foundation Governor	31 May 25
MO	Send CT copy of completed skills audit	31 May 25
CT	Submit budget with statement to LA	31 May 25
CT	Confirm to AiP that the negotiated subsidies will be accepted	13 May 25
MO	Contact AF to ask if she wishes to continue for another term	19 May 25
CT	Go out again for parent governor(s)	31 May 25

List of Associated Documents

Minutes of FGB meeting held on 3rd March
Report to FGB 13 May 2025
Attainment and Progress over time Spring 2025
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St Peter's SEF March 2025
Foundation Committee Meeting Minutes May 25
25_04_24 Quality of Education Committee Minutes
25_05_08 Resources Meeting Minutes
Data Protection policy
Health & Safety policy

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