

**Minutes of the Full Governing Body Meeting  
of St Peter's Anglican/Methodist Primary School  
12<sup>th</sup> May 2026**



NAME	Abv.	DESIGNATION	Present	NAME	Abv.	DESIGNATION	Present
Nic Baykaa-Murray	NBM	Associate	✓	Mike Ormond	MO	LA Appointed (Chair)	<b>A</b>
Grace Clarke	GC	Parent Elected	✓	Martin Slocombe	MS	Foundation	<b>A</b>
Crista Hazell	CH	Co-opted	✓	Paul Smith	PS	Executive Headteacher	✓
Geraldine Heirani	GH	Parent Elected	✓	Ben Taylor	BT	Parent Elected	✓
Daniel Gordon	DG	Parent Elected	<b>A</b>	Emma Wharram	EW	Co-opted	<b>A</b>
Jane Leslie	JL	Foundation	✓				
Olwen Murray	OM	Foundation	<b>A</b>	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: 17:04 hrs**

	<b>Discussion</b>	<b>Actions</b>
1	<p><b>BT agreed to Chair the meeting in the absence of the Chair and Vice Chair</b></p> <p><b>Welcome</b> Attendees were welcomed to the meeting</p> <p><b>Opening Prayer</b> NBM said a welcome prayer</p> <p><b>Apologies</b> Apologies received and accepted from DG, OM, MO, MS &amp; EW</p> <p><b>Quorum</b> The meeting was quorate</p>	
2	<p><b>Declaration of Pecuniary Interests</b></p> <ul style="list-style-type: none"> <li>GC is a Parish Councillor</li> <li>BT wife is employed in the school</li> </ul>	
3	<p><b>Minutes of Previous Meeting</b> <i>Minutes from meeting held on 12<sup>th</sup> March 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>	
4	<p><b>Matters Arising</b></p> <ul style="list-style-type: none"> <li>Pecuniary interest declarations still to be completed by OM</li> <li>OM still to sign sheet to confirm agree to follow Governor Code of Conduct</li> <li>OM still to sign sheet to confirm they have read KCSIE 2025</li> <li>We need <b>all</b> governors to complete the Governors Skills Audit that was sent out by MO on 14 January</li> <li>All other actions complete</li> </ul>	<p><b>OM still to complete pecuniary interest declaration</b></p> <p><b>OM still to sign to confirm will follow Code of Conduct &amp; read KCSIE 2025</b></p> <p><b>Governors to complete skills audit sent on 14 January</b></p>

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5	<p><b>Chairs Report</b></p> <ul style="list-style-type: none"> <li>No report submitted</li> </ul>	
6	<p><b>Approval of Budget</b> <i>Budget Summary report displayed on screen</i></p> <ul style="list-style-type: none"> <li>We are in a recovering position over the next 5 years</li> <li>There was a carry forward balance of £61.4k from last year which puts us in a good position</li> <li>There are in year deficits predicted for next 3 years however that changes to an in-year surplus from year 4</li> <li>An overall deficit balance is forecast from year 2 however we usually see improvements for subsequent years</li> <li>The Nursery income predicted is conservative and hopefully will come in higher</li> <li>We will not receive falling rolls funding (as in the previous 2 years) going forward as our NOR is now increasing</li> </ul> <p><i>Q: What are the implications of the deficit if we receive a visit from Ofsted?</i> <i>A: Nothing from Ofsted. As we do not go into deficit until year 2 and show recovery from year 4, we hopefully will not have to submit a deficit recovery plan to the LA</i></p> <ul style="list-style-type: none"> <li>The school has been praised for diligence on cost savings from our Schools Finance Officer</li> <li>The Resources committee have scrutinised the budget plan in detail and recommend it for approval</li> </ul> <p><b>Decision – governors agreed to submit budget to LA</b></p>	
7	<p><b>Feedback from Sub-committees</b></p> <p><b>Foundation Committee</b></p> <ul style="list-style-type: none"> <li>Committee has not met since last FGB meeting, they are meeting next week</li> </ul> <p><b>Partnership Steering Group</b></p> <ul style="list-style-type: none"> <li>Have not met since last meeting</li> </ul> <p><b>IATAC Committee</b></p> <ul style="list-style-type: none"> <li>Meeting scheduled for 23 April was cancelled due to lack of attendees</li> </ul> <p><b>Resources Committee</b></p> <ul style="list-style-type: none"> <li>Met on 7 May (minutes have been circulated)</li> <li>Scrutinised the budget</li> <li>Discussed the progress on the tender for new catering contract, our current contractor is not bidding in the tender due to financial viability</li> <li>Sports provision – agreed to continue with Bristol Sport as provider for next academic year</li> <li>Premises/Health &amp; Safety – the sprinkler system continues to demand ongoing high cost repairs – we will approach LA for financial support</li> <li>Agreed a raft of new policies which have come about due to new employment legislation</li> </ul>	

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8	<p><b>Headteacher's Report (including attainment &amp; progress data)</b> <i>Documents circulated in advance of meeting</i></p> <p><b>Safeguarding</b></p> <ul style="list-style-type: none"> <li>• Procedures continue to be in place and secure</li> <li>• One child on Child Protection plan with allocated social worker</li> <li>• We had a request for information in relation to a case regarding a sibling of one of our pupils (in another school) from social care</li> <li>• We continue to provide updates for staff and safeguarding training for new members of staff</li> <li>• EW checked SCR since last meeting</li> </ul> <p><b>Achievement of pupils</b> <i>Attainment reports – end of autumn to spring term and EYFS assessments displayed on screen</i></p> <ul style="list-style-type: none"> <li>• Report shows progress made since Autumn term with percentages increasing in the year groups</li> <li>• There have been some slight changes in certain year groups due to starters and leavers</li> <li>• We are broadly on track and improving</li> <li>• Reading &amp; writing – working towards statements are covered in the autumn, spring term – expected standard and the summer term is looking towards greater depth</li> <li>• EYFS – comparisons shown between end of autumn term and end of spring term. We can see marked progress across most areas. Physical Development &amp; Understanding the World have remained the same. We are on track. We now have 28 children in the cohort, so each child percentage is slightly more now</li> <li>• Targets for Y2 &amp; Y6 have not changed</li> <li>• SATS are taking place this week – EGPS yesterday and reading today. Tomorrow &amp; Thursday are the Maths tests. Results will be received on 7 July</li> <li>• Assessment continuing in lessons using assessment for learning</li> <li>• Phonics – the year 1 cohort is a tale of two halves; each child is worth 10%. Last visit from English hub this term confirmed that teaching is very secure, interventions are also strong, everything is being done that can to support children in achieving expected standard. All children are making progress however some will just not make the threshold in time for the test. Result likely to be 60%, this is a drop of 30% on last year. We have the case study with all the detail and evidence</li> <li>• Pupil progress meetings have been held this last couple of weeks looking at progress of all children and interventions in place to support those who require it</li> </ul> <p><b>Inclusion:</b> <b>SEN</b></p> <ul style="list-style-type: none"> <li>• We have 5 EHCP's in school, the children are being supported, some are receiving more support from adults than they are funded for. We will be requesting additional funding for 1 child at their annual review in October (cannot request prior)</li> </ul>	
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<p><b>Disadvantaged pupils</b> (in receipt of FSM and on Pupil Premium register), also service children</p> <ul style="list-style-type: none"> <li>• We now have 15 FSM and 3 service children = 18 (increase of 1)</li> <li>• There are forthcoming changes on pupil premium funding, as from September due to eligibility. We also have a few year 6 children who will be leaving so funding will decrease</li> <li>• One area to improve is attendance. 33% of PP pupils are also SEN and/or social care involvement and their attendance is not as positive as could be</li> <li>• Quite a few PP children also have taken term time holidays</li> <li>• The 2 pupils below 80% are both SEN, 1 with social care. Their attendance is monitored and attendance plans are in place</li> </ul> <p><b>Curriculum &amp; Teaching</b></p> <ul style="list-style-type: none"> <li>• Foundational knowledge is our focus particularly in younger year groups</li> <li>• Phonics teaching a strength as previously mentioned</li> </ul> <p><b>Behaviour &amp; Attendance of pupils</b></p> <ul style="list-style-type: none"> <li>• Overall attendance 95.1% with 12% persistent absence (PA)</li> <li>• This is a rise from previous report and 0.5% above national, 3% below national in PA</li> <li>• Official LA meeting has been held with one family; this is a pre-cursor to legal proceedings against 1 parent due to persistent lateness after registration. There is a review meeting planned for June and a final decision will be made in September whether it goes to court. There has been a 1.5% increase in the child's attendance since meeting</li> <li>• There has been an increase in the number of children in Nursery</li> <li>• 22 children are due to start in September and we may pick up some more. 100% conversion from Nursery</li> </ul> <p><i>Q: Do we get visibility on wider location situation?</i>  <i>A: We do get some, there will be no pickup from Bradley Stoke/Patchway area as they have surplus places, Severn Beach has 24 children starting. Almondsbury is over-subscribed with some families appealing so we may pick up some from there</i></p> <ul style="list-style-type: none"> <li>• 1 pupil received a half day suspension in term 4 (this is the same child as we will be requesting increased funding for)</li> </ul> <p><b>Personal Development and Wellbeing</b></p> <ul style="list-style-type: none"> <li>• Links with churches continue</li> <li>• Following personal development strategy devised which covers all aspects of the new PHSE curriculum required from September</li> </ul> <p><b>EYFS Nursery</b></p> <ul style="list-style-type: none"> <li>• Showing great success and has increased numbers</li> <li>• Children are doing very well in communication &amp; language and phonics knowledge. They are being well prepared for moving into Reception in September</li> </ul>	
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<p><b>Reception</b></p> <ul style="list-style-type: none"> <li>• Children are making good progress</li> <li>• Further Educational Psychologist advice being sought for 1 child</li> </ul> <p><b>Leadership &amp; Management</b></p> <ul style="list-style-type: none"> <li>• Continue to support all pupils and staff</li> <li>• NBM continuing as Head of School at St Peter's as agreed by Resources committee</li> <li>• Sports Premium funding – maintaining strategy implementation, attending festivals and tournaments i.e. celebration of sport. We still have some Sports Grant funds to spend, decisions on how this will be spent to be made with staff shortly</li> <li>• Bridge Family of Schools – continues to work well. Updates on strategy plan, offer for next year and finance documents (all agreed by steering group) were circulated prior to meeting</li> <li>• Partnership with ALM continues to go well</li> <li>• SDP has been reviewed and updated and seen good improvements, the spelling framework is being reviewed this week with good progress being made</li> <li>• Week beginning 15 June for next learning walk</li> <li>• Catering contract – next meeting 4 June which bidders will attend. Decision will be made in September</li> </ul> <p><b>Class organisation structure</b></p> <p><i>Proposed class structure document circulated in advance of meeting and displayed on screen</i></p> <ul style="list-style-type: none"> <li>• The current Year 1 with 10 children makes things very difficult</li> <li>• The numbers in year groups dictate the need for straight Reception and Y1 classes, therefore we need to mix Y2/3, Y3/4 and Y5/6. In 2028/29 we should be back up to 6 classes</li> <li>• This means we need to adapt the curriculum based on our current 2-year cycle and we will need to make adjustments for the Y2's</li> <li>• We will need to teach maths separately for Y2 and Y3 (which we are used to doing anyway with the current Y1/2 class) and will adjust the support required</li> </ul> <p><i>Q: Year 2 are on a different curriculum to Year 3 so how are teachers going to teach that?</i></p> <p><i>A: In Science and the wider curriculum subjects' appropriate adaptations will need to be made. We will build these into existing curriculums. The core subjects will need to be taught separately (input) and then the children will come together to complete work. English topics will be able to have objectives for Y2 &amp; Y3 but use the same text for example</i></p> <p><i>Q: Can you not put some Y1's with Reception?</i></p> <p><i>A: We've looked at it every way and it doesn't work. We need to keep 30 places available in Reception (year of entry)</i></p> <p><i>Q: Can it not be an advantage to mix children's year groups based on ability?</i></p> <p><i>A: The wider curriculum is taught in a 2-year cycle anyway. Within the current curriculum for core subjects you can't go above, you need to</i></p>	<p><b>PS to circulate email to establish best day for next learning walk in w/c 15 June</b></p>
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	<p><i>deepen knowledge with extended challenges but you can't go ahead to teach the following years content</i></p> <p><i>Q: In terms of wellbeing for teachers, is there anything we can do to support?</i></p> <p><i>A: Last year we paired teachers with teachers from Almondsbury who teach mixed year group classes which we can continue to do. We are using White Rose adaptations for Maths to match consistency for both year groups so have already got that in place. Liz Cannock has taught both year 2 &amp; year 3 and is familiar with the curriculums, it's making sure organisation is in place. There will also be support across the Bridge FOS as another of those schools is also going to have a mixed Y2/3 class. There are resources out there to support Maths. This structure will hopefully only be for one year. We have children currently on waiting lists for Year 1, 2, 3 &amp; 4 who we have been unable to admit due to current class organisation, the proposed structure will allow these children to be admitted and the NOR to grow</i></p> <p><b>Decision – governors agreed to new class structure</b></p> <p><i>Q: Is there a number of children for a class which is seen as unviable cost wise?</i></p> <p><i>A: We have a class of 15 at the moment however that is unusual and effectively is unviable financially. In KS1 we can't go above 30 and we also need to retain 30 spaces in the Reception class (under the Admissions Code of Practise), in KS2 there is not upper limit. We have had 33 in one class this year however don't want more due to the mixed ages and would have to look at extra support</i></p> <p><i>Q: Next year will the same Nursery staff remain?</i></p> <p><i>A: Yes they will</i></p> <p><i>Q: Persistent absence – is it the same 12% of children as last year?</i></p> <p><i>A: Most of them are – around 80% despite having had attendance plans, meetings, talks with EWO etc. Three of the families will leave this year (year 6)</i></p>	
9	<p><b>Policies and Other Documents</b></p> <p><i>Policies circulated in advance of meeting</i></p> <ul style="list-style-type: none"> <li>• Data Protection – not yet ready for review, to be brought to next meeting</li> <li>• Grievance Procedure - this is our HR provider model policy which is recommended to FGB for approval by the Resources committee - agreed &amp; ratified</li> <li>• Health &amp; Safety – agreed &amp; ratified</li> </ul>	<p><b>Data protection policy to be brought to next meeting</b></p>
10	<p><b>Terms of Office/Governor Recruitment</b></p> <ul style="list-style-type: none"> <li>• CH has agreed to stand for another term</li> <li>• Staff governor position still vacant although we may have someone interested now so hope to fill shortly</li> <li>• Nominations for Chair of Governors for next year will be sought in July New. A discussion around the possibilities of Co-Chairing took place</li> </ul>	

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11	<p><b>Reflective Question ‘What have we learnt today and what questions has it raised that we want to investigate further?’</b></p> <ul style="list-style-type: none"> <li>We’ve learnt about and discussed the mixed Year 2/3 class and how that is going to work, we need to keep this on our radar. It’s not something we want to do but have little option. We will be able to make it work in the short term</li> <li>It’s been good to hear that there are some consequences for parents of children consistently late/absent</li> </ul> <p><i>Q: Some parents think that term time absence doesn’t matter until children are aged 5, is that correct?</i>  <i>A: No fines for absence will be levied in cases of children under 5 as they are only applicable in the term following a child’s fifth birthday however their absence still effects the school’s attendance figures</i>  <i>Q: Are there cases where children would rather stay in school rather than go on holiday with their parents?</i>  <i>A: Probably not</i></p>	
12	<p><b>Any Other Business</b></p> <p><i>Q: How much interaction does the school have with the parish council?</i>  <i>A: NBM met with Peter Tysack last week to see how can work together</i></p> <ul style="list-style-type: none"> <li>GC is now a parish councillor and community partnership working is a big focus</li> <li>We’ve had problems with parents parking in the school car park in the past, now that we shut the gates we have an issue with parents parking on zig zag lines outside the school, please could governors help challenge people if they see this and report to NBM. We challenged a parent parked on zig zags last week who refused to move</li> </ul>	<b>Challenge people parking on zig zags and report to NBM</b>
	<p><b>Date of Next Meeting</b></p> <ul style="list-style-type: none"> <li>Monday 6<sup>th</sup> July at 5pm</li> </ul>	

**Meeting Closed: 18.12hrs**

**Action Checklist**

WHO	ACTION	WHEN
OM	Complete pecuniary interest declaration form	ASAP
OM	Sign sheet to confirm agree to follow Code of Conduct	ASAP
OM	Read updated KCSIE 2025 document and sign sheet to confirm they have done so	ASAP
All	Governors to complete the skills audit circulated by email on 14 January	ASAP
PS	Circulate email to establish best day for next learning walk in w/c 15 June	19 May
CT/EW	Data protection policy to be brought to next meeting	6 July
ALL	Challenge people parking on zig zags and report to NBM	Ongoing

**List of Associated Documents**

Minutes of FGB meeting held on 12<sup>th</sup> March

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SPT 2026-27 Budget Summary  
26\_05\_07 Resources Meeting Minutes  
Report to FGB 12 May 2026  
Attainment and progress over time Autumn 2025 to Spring 26  
Class structure for 2026-27 and beyond  
Costs school improvement impact report 2025 26 Strategic Lead role and impact  
EYFS Assessments End Spring Term 26  
Projected Bridge finances 2026 27  
Revised Bridge finances 2025 26  
Revised Financial implications for 2026 27 April 26  
Health & Safety Policy  
Grievance Procedure

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