

**Minutes of the Full Governing Body Meeting
of St Peter's Anglican/Methodist Primary School
11th November 2024**



| NAME | Abbr. | DESIGNATION | Present | NAME | Abbr. | DESIGNATION | Present |
|-------------------|-------|-----------------------------|----------|-----------------|-------|-----------------------|----------|
| Nic Baykaa-Murray | NBM | Associate | A | Mike Ormond | MO | LA Appointed (Chair) | ✓ |
| Adele Farrow | AF | Parent Elected (Vice Chair) | X | Martin Slocombe | MS | Foundation | ✓ |
| Crista Hazell | CH | Co-opted | A | Paul Smith | PS | Executive Headteacher | ✓ |
| Daniel Gordon | DG | Parent Elected | ✓ | Ben Taylor | BT | Parent Elected | A |
| Olwen Murray | OM | Observer | ✓ | | | | |
| Kieran O'Keeffe | KO | Parent Elected | X | 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 |
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| 1 | Welcome Attendees were welcomed to the meeting Opening Prayer MS said a welcome prayer Apologies Apologies received and accepted from NBM, CH & BT. AF & KO absent. 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 9th September 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"> Request for change in wording on Instrument of Governance to be made – change 'benefice of Pilning with Compton Greenfield' to South Severnside Benefice Some signatures still required on Code of Conduct and KCSIE 2024 sheets All other actions complete | CT to contact Governor Services to request change in wording on Instrument of Governance Some governors still to sign to say read Code of Conduct & KCSIE 2024 |

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| 5 | Revised Budget <ul style="list-style-type: none"> Budget meeting with Schools Finance Officer took place on 21 October Revised projection reviewed by Resources committee in their meeting last week Projection is we will be better off at the end of the year by £28k primarily due to receiving falling roles funding, wraparound care grant and continued prudent spending. This means we should end the year with a £12.5k surplus however it doesn't really change our situation going forward in the future Resources committee propose revised budget for ratification Decision – governors agreed to approve revised budget | CT to submit revised budget to LA |
| 6 | Teachers Pay & Conditions Document & Pay Policy <ul style="list-style-type: none"> The STP&CD document has now been approved and we are recommending retaining the advisory pay points The document removes the statutory requirement for performance related pay We would like to adopt a common pay policy across the Bridge FOS We have taken the model pay policy from our HR provider Strictly Education and adapted it to fit our school context The Headteachers's met on Friday to review the performance related aspect and are recommending that this be removed and that teachers will automatically progress up the pay scale unless they are under capability procedures The draft pay policy will be ready for circulation and review later this week. Once agreed by governors, the policy will go to staff for any feedback Decision - governors agreed to review and agree draft pay policy by email | CT to circulate draft pay policy to governors once agreed by Headteachers |
| 7 | Chairs Report <ul style="list-style-type: none"> Thanks to governors who have returned skills audit. Those who haven't yet, please return ASAP Initial look, need more skills in governance & schools finance <p><i>Q: Do governors attend training courses?</i> <i>A: Some do. It was commented that they tend to be very small cohorts and perhaps it would be better to have recordings of each course available as a library for governors to access when they have availability</i></p> <ul style="list-style-type: none"> Expectation is that governors do attend a minimum of one training session per year School looks like it's in good shape Children and staff seem happy | Governors who have not already returned skills audit, please do so ASAP |
| 8 | Headteachers Report (including RIG report) <i>Report and supporting documents circulated in advance of meeting</i> <i>Report displayed on screen</i> <ul style="list-style-type: none"> Examples of new assessment grids were circulated prior to meeting Now got specific assessment grids with outcomes for knowledge children are expected to have | |

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| <ul style="list-style-type: none"> • The assessments have been covered at staff meetings, everyone is happy and getting on with these • There is very clear guidance on what is expected each term – this has really firmed everything up following Ofsted next steps • Slight decreasing of targets due to changes of pupils in Y2. KS1 targets are internal only <p><i>Q: The greater depth targets seem low?</i> <i>A: They are for these cohorts, although the Y6 figure may increase</i></p> <ul style="list-style-type: none"> • Regular lesson visits (every week) have taken place for science, humanities, English and maths so far this academic year. Others are planned which include pupil conferencing <p><i>Q: What is RIG?</i> <i>A: Rapid Improvement Growth</i> <i>Q: When governors have carried out pupil conferencing re Maths, pupils have said they don't need manipulatives?</i> <i>A: We make them available for accessibility however children do not need to use them</i></p> <ul style="list-style-type: none"> • Curriculum – we've done lots of work over past term and were really praised for this by Vicky Gordon (VG), feedback very positive in EYFS too (indoors) • As only 10 children in EYFS there tends to only be 1 adult so usually it's either all children inside or all children outside due to supervision • Adaptive teaching – inset day on 25 Oct, more training in Jan on lesson design with VG • VG back in on 18 Nov to look at guided reading • Pupil Premium – on final year of 3 year plan. Plan has been reviewed and new strategy written • SEND – PS now SENCO along with Sam McDowall from ALM (during Sarah's maternity leave). PS has met with parents and carried out reviews, met S&L consultant in last 3 weeks <p><i>Q: Do we think we are owed any EHCP's?</i> <i>A: No</i></p> <ul style="list-style-type: none"> • Attendance – better than last year however we've had 3 children on role who were absent for 3 weeks as they relocated and we didn't have new school details so we've only been able to take them off role recently. This has significantly affected our attendance. We should see an uplift soon and are still just above national average. We have 1 persistent absence child which is to do with lateness – arriving at 9.30/45am. PS is meeting with parent on Friday <p><i>Q: When you followed the children missing in education procedure, did you get support?</i> <i>A: The crossover of schools was tricky due to differing half terms in different parts of the country. We contacted the school we believed the children were joining but they had no record so had to go to LA for 2 of the children. The other child moved to a school in Iraq and it was problematic getting hold of them but we did eventually</i></p> <ul style="list-style-type: none"> • 1 child on child protection plan, this may be reduced to child in need • 1 recent referral made to ART did not meet the threshold, Compass now working with family | <p>CT to circulate Pupil Premium documents for governor comment, then place on website</p> |
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| <ul style="list-style-type: none"> • PS met with AF to go through safeguarding and SCR • Behaviour – continues to be good and this was held up by SIAMS report • Professional development for staff ongoing • Bridge FOS – steering group committee met at end of Oct • Partnership – need to have discussions regarding leadership structure for next year at steering group meeting • SIAMS inspection – areas for improvement on report were different to feedback so were challenged. Now only 2 areas not 3 • Consultation re nursery – discussed at Resources meeting, consultation ends on 29 Nov <p><i>Q: As part of this, did you send anything to Severn Beach school?</i> <i>A: Yes, the consultation was sent to the school and pre-school – they replied jointly as the school is taking over the pre-school shortly. It was also sent to Olveston & Stepping Stones pre-schools out of courtesy (as they are out of our ward).</i> <i>Q: So, Severn Beach school are doing the same as us?</i> <i>A: They are taking the pre-school in house but not increasing numbers or session times</i></p> <p>RIG report <i>Report circulated in advance of meeting</i></p> <ul style="list-style-type: none"> • RIG report is from Vicky Gordon's last visit • We are currently in Priority 2 • Priority 2 means that we have the RIG process and additional visits from Vicky Gordon as stated in the Headteacher's report <p><i>Q: In RIG report, under effective subject leadership it says maths & English leadership remains area of concern – improvements have not had enough impact on outcomes? The Y6 writing results were down to 56%, reading was much better at 80% – are the 2 things connected?</i> <i>A: PS did challenge this comment but it's about making sure that the core subjects have effective leadership and that leaders are more pro-active than they have been. This year we are having support with the writing moderation. NB-M had a session last week. The writing outcomes should be better</i> <i>Q: Was writing down across the Bridge FOS?</i> <i>A: No, it was just us</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 22 October • Met after worship, need to think about when we do next one – with hindsight it wasn't the best time to have the meeting • Went over Christmas events. KS1 doing nativity in church this year. We're doing La Posada – Mary & Joseph travelling around, ties into Carol service • MS going to come into RE lessons sometime • Collective worship – governor visit found excellent behaviour, respectful and calm and children responsive to MS questioning • More dates to be set for worship in church from January <p>Partnership Steering Group</p> <ul style="list-style-type: none"> • Not met yet, meeting scheduled for next week <p>Quality of Education Committee</p> <ul style="list-style-type: none"> • Met on 17 October • Discussed visit from English Hub, details of assessments, pupil progress meetings and monitoring, SENCO role, visits, attendance, RE lead training, inset day and SIAMS <p>Resources Committee</p> <ul style="list-style-type: none"> • Met on 7 November • Reviewed Revised budget as previously discussed • Discussions around school expansion, Bfst & ASC. Committed to running ASC for rest of year, need to look at how can keep it going as losing money. Bookings have not come through as predicted. We can't use school budget to subsidise • Ratified pay committee's decisions on teachers pay increases and large number of policies | |
| 10 | <p>Policies for approval</p> <ul style="list-style-type: none"> • Accessibility Plan - agreed & ratified • Anti-fraud, corruption & bribery - agreed & ratified • Charging & Remissions - agreed & ratified • Emergency Plan - agreed & ratified • Managing Medical Needs - agreed & ratified • Pay – not ready yet • SEND - agreed & ratified | |
| 11 | <p>Safeguarding Training</p> <ul style="list-style-type: none"> • Postponed until January as not enough governors in attendance | |
| 12 | <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"> • Nursery proposal – would like further info when available • Thinking about leadership and when to start recruitment for new Head of School. A discussion took place re pros & cons of current leadership structure • In the next Governor monitoring visit, we need to look at writing and reading | |

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| 15 | Any Other Business <ul style="list-style-type: none"> Governor monitoring visit – planned for 27 November, 9am. Focus is maths, guided reading, KS1 English There is a governor social for all Bridge Family of Schools governors planned for Monday 25 November. MO will send message via WhatsApp. Sometimes it's good to meet governors from other schools. If anyone wants to visit another school's governor meeting let MO know OM has nearly completed form for Bristol Diocese to re-stand as a Foundation Governor. Form to be completed and returned to Diocese, then go to PCC (called ECC at St Peter's Church) for appointment to be approved CT left meeting at 18:20 <ul style="list-style-type: none"> Clerk's pay increase – governors agreed to increase Clerk's pay by 5.4% backdated to April | Pay increase to be actioned and backdated |
| | Date of Next Meeting <ul style="list-style-type: none"> Monday 13th January 2025 at 5pm | |

Meeting Closed: 18.23 hrs

Action Checklist

| WHO | ACTION | WHEN |
|----------------|--|-------------|
| CT | Contact Governor Services to request change in wording on Instrument of Governance | 15 November |
| AF, CH, KO, BT | Some governors still to sign to say read Code of Conduct & KCSIE 2024 | 27 November |
| CT | Submit revised budget to LA | 30 November |
| CT | Circulate draft pay policy to governors once agreed by Headteachers | 15 November |
| ALL | Governors who have not already returned skills audit, please do so ASAP | 29 November |
| CT | Circulate Pupil Premium documents for governor comment, then place on website | 15 November |
| PS | Clerk's pay increase to be actioned and backdated | 30 November |

List of Associated Documents

Minutes of FGB meeting held on 9th September

Confidential Minutes of FGB meeting held on 9th September

Revised Budget 2024-25

Report to FGB 11 November 2024

Curriculum documents

- Art evaluation sheet
- LKS2 Cycle B Terms 1 and 2
- Year 1 and 2 Assessment Doc Art Andy Warhol
- Year 2 English Milestones with Grammar
- Year 3 and 4 Assessment Doc Geography
- Year 3 and 4 Assessment Doc History

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- Year 3 and 4 Assessment questions – History and Geography
- Year 5 English Milestones with Grammar

Report St Peter's Pilning Vicky Gordon November 2023

Accessibility Plan

Anti-fraud, corruption & bribery policy

Charging & Remissions policy

Emergency Plan

Managing Medical Needs policy

SEND policy

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