

**Minutes of the Full Governing Body Meeting
of St Peter's Anglican/Methodist Primary School
12th March 2026
Held via Microsoft Teams**



NAME	Abv.	DESIGNATION	Present	NAME	Abv.	DESIGNATION	Present
Nic Baykaa-Murray	NBM	Associate	✓	Mike Ormond	MO	LA Appointed (Chair)	A
Grace Clarke	GC	Parent Elected	A	Martin Slocombe	MS	Foundation	A
Crista Hazell	CH	Co-opted	A	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	✓
Jane Leslie	JL	Observer	✓				
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: 17:10 hrs

	Discussion	Actions
1	<p>Welcome Attendees were welcomed to the meeting</p> <p>Opening Prayer NBM said a welcome prayer</p> <p>Apologies Apologies received and accepted from GC, CH, OM, MO & MS</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 12th January 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"> • Pecuniary interest declarations still to be completed by OM • CH & OM still to sign sheet to confirm agree to follow Governor Code of Conduct • CH & OM still to sign sheet to confirm they have read KCSIE 2025 • We need all governors to complete the Governors Skills Audit that was sent out by MO on 14 January • All other actions complete 	<p>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>Governors to complete skills audit sent on 14 January</p>

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5	<p>Chairs Report</p> <ul style="list-style-type: none"> No report due to the absence of the Chair as the meeting was led by the vice chair 	
6	<p>Headteacher's Report (including SDP Review) <i>Documents circulated in advance of meeting</i></p> <ul style="list-style-type: none"> The format of the report is now based around the 8 areas of new Ofsted toolkit <p>Safeguarding</p> <ul style="list-style-type: none"> Highlighted the positive LA safeguarding review which stated best practice being implemented and the culture of safeguarding is secure One pupil on Child Protection plan being supported in school SCR is up to date and was monitored and checked end of term 2. Needs to be rechecked by end of term 4 <p>Achievement of pupils</p> <ul style="list-style-type: none"> No changes to the targets set. No new summative assessments to report as these are carried out 3 times per year (next at the end of Term 4) Focus on formative assessment is important to ensure pupils are knowing and remembering more. There is the expectation of flashback fours in all lessons Phonics mock tests being carried out for year 1 pupils to prepare them for the test in June. Currently we have 6/10 on track with specific support interventions in place for those who are not. These occur daily. Teaching of phonics in two halves in year 1 now to ensure there is a focus on these pupils <p>Inclusion: SEN</p> <ul style="list-style-type: none"> No changes in register – EHCP pupil who was on a part-time enhanced timetable is now full time. The support is in place for all EHCP pupils and working well to ensure they are accessing the curriculum and provision successfully <p>Disadvantaged pupils (in receipt of FSM and on Pupil Premium register), also service children</p> <ul style="list-style-type: none"> We have 14 FSM and 3 service = 17 The programme of support is in place and being implemented across the school Attendance is still an issue with these pupils especially for those who are disadvantaged and SEND. However, the attendance is also suppressed by term time holiday absence. (see actions below in Attendance and Behaviour) <p>Curriculum & Teaching</p> <ul style="list-style-type: none"> There is a continued focus on foundational knowledge including handwriting, spelling, letter formation, etc. All adults in school know which pupils require additional focus to enable them to be successful in this area 	<p>EW to check SCR for this term when next in school</p>

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<ul style="list-style-type: none"> • Monitoring of teaching is positive across the school with feedback from Alison Marsden from the English Hub reflecting on the strong phonics teaching. The use of adaptations in classes continues to enable all pupils to access the curriculum <p>Behaviour & Attendance of pupils</p> <ul style="list-style-type: none"> • Whole school attendance is rising and now above national compared to last year. We still have the issue of disadvantaged attendance being below national and where we want it to sit. This is also for SEND. There are overlaps with the same pupils in both vulnerabilities who are persistently absent • Attendance is monitored fortnightly with actions taken • We have 7 pupils on attendance plans, of which 5 have improved since the start of the plan and have been reviewed. The two pupils who have declined further are due to illness and bereavement and have been acknowledged • One pupil with an attendance contract and one about to be started with the EWO <p>Personal Development and Wellbeing</p> <ul style="list-style-type: none"> • This continues to be a strength of the school with clear PSHE programme in place covering the 9 areas expected to be taught and offered through personal development • Enrichment is one of the core aspects including access to music, sporting events and trips and visits. Year 6 visited the Houses of Parliament this week linked to the British Values <p>EYFS</p> <ul style="list-style-type: none"> • Children continue to make progress in both nursery and Reception classes • Nursery children have started the phase 1 of phonics being exposed to the first letters and sounds which they are enjoying and remembering the sounds • Reception children enjoy their learning and the variety of the provision. Positive progress being made <p>Leadership & Management</p> <ul style="list-style-type: none"> • The staffing has remained the same since the last FGB. Harriet Houlford has settled in really well in year 1 and 2 with positive feedback from learning walks and parental comments. She is very thorough • SEF remains unchanged • PS highlighted the progress against the SDP target in terms of the reading progression documents which have been shared with staff and one aspect being trialled in the summer term before full implementation in September • Adaptive teaching is positively seen across the school along with the spaced retrieval • PS shared the information regarding the next steps of the catering 	
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	<p>tender and the need for a governor rep on the approval panel for the tender in September</p> <p><i>Q: Does the catering information need to be taken to the resources committee for approval?</i></p> <p><i>A: When we have everything in place and the tender bids are received these will be shared with the Resources committee. The decision making will be on behalf of the FGB and be in consensus with the other schools and then shared with the FGB</i></p> <p>Governors learning walk report from 6 March</p> <ul style="list-style-type: none"> • GH shared the feedback from the learning walk that took place on Friday 6 March. Strengths including clear routines, positive behaviour across the school with clearly high expectations by staff in place for all pupils. There is a culture of highly supportive relationships which are a strength. Strong modelling in EYFS was seen, pace was good, children quickly moved to complete the work, teachers took answers from range of pupils, all pupils were confident and explained their learning including the use of mathematical language in year 2 where pupils were able to explain the series of tasks planned and challenges and were keen to share learning especially practical learning. Observed confident guided reading in year 6, pupils did know what prosody is. All pupils enjoyed their learning • There were some discussions around even better ifs including the consideration of whiteboard work, some challenges, questions about mathematics marking and errors being corrected in books. Had the school considered the use of floor books to capture practical work in mathematics? • NBM shared some observations and answers to the even better ifs – Pupils will start of act upon feedback in year 2 from now – feedback is verbal but increases in written form in KS2. We use marking stations guiding in this in mathematics and there is an expectation that pupils correct their errors. However, we also use whole class feedback sessions when misconceptions are addressed. May be useful to consider floor books in KS1. NBM also gave an explanation of guided reading sessions and expectations that are in practice <p><i>Q: Reflecting on the learning walk as the focus was on inclusion - how would governors know which pupils were disadvantaged and SEND to check learning?</i></p> <p><i>A: This information would never be given out to governors although some aspects may be shared with leaders if in the room. In PS's experience on Ofsted inspection he would not know which pupils these were unless they were pointed out by school leaders to show impact of teaching or they had been chosen as a case study pupil</i></p>	
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7	<p>Feedback from Sub-committees</p> <p>Foundation Committee</p> <ul style="list-style-type: none"> • Met on 26 Feb • Discussed the RE policy to be reviewed in the summer term. The committee set up RE lesson visits and pupil conferencing on 19 March and NBM shared some questions and learning points to guide discussions • Discussed the KICK Chaplaincy project (which we were approached at Diocese conference about by Jo Lowther). MS to investigate to gather more info and a decision needs to be made as to whether this is implemented with Almondsbury. This could support behaviour, wellbeing, developing spirituality etc. Cost involved of £185 per day for the chaplaincy and includes an after school club. Decision to be made before the end of Term 4. <p>Partnership Steering Group</p> <ul style="list-style-type: none"> • Met on 26 Jan • Looked at the strategic plan and the SDP parallels between both schools. Discussed the on-going partnership and cemented the partnership as both schools continuing to get value out of the relationship and gaining agreement on this. <p>IATAC Committee</p> <ul style="list-style-type: none"> • Met on 12 Feb (minutes have been circulated) • Looked at assessment information and discussed inclusion, achievement, teaching and curriculum • Much of what was shared has been shared at the FGB. Positive meeting with much to celebrate. <p>Resources Committee</p> <ul style="list-style-type: none"> • Met on 5 Feb (minutes have been circulated) • Committee went through the budget, which was largely unchanged at the time of meeting from the revised budget. Reviewed areas around significant spend such as hardware costs for ipads. Investigated the benchmarking report comparing St Peter's to other like schools. Discussed the reasons where higher than average which were clear and members had no concerns regarding these areas. • Reviewed risk register which is stable and largely unchanged • SFVS was shared with MO and BT and then sent for approval to the FGB 	
8	<p>Policies and Other Documents</p> <p><i>Policies circulated in advance of meeting</i></p> <ul style="list-style-type: none"> • Disciplinary Procedure (Staff) – contrary to the information given at the last FGB meeting, it is advised that the school do have a disciplinary procedure in place. This is the new HR provider model policy which is recommended to FGB for approval by the Resources committee - agreed & ratified 	

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9	<p>Schools Financial Value Standard (SFVS)</p> <ul style="list-style-type: none"> This document has been reviewed by BT, MO & CT and amended/updated as required for this year <p>Decision – governors agreed to approve SFVS for return to Internal Audit</p>	CT to submit return to Internal Audit
10	<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"> It is clear that the whole school attendance is rising for all pupils and the actions of leaders to address this aspect are continuing Positive report sharing the information Harriet Houlford has taken everything on board since her arrival and is working well in year 1 and 2 and is a great addition to the staffing. A parent elected governor added that parents evening delivery was very thorough The 100% conversion from nursery to Reception applications is positive including the curriculum and phonics being taught. The nursery is achieving the objectives we set prior to opening 	
11	<p>Any Other Business</p> <ul style="list-style-type: none"> The LA have approved the nomination for MO to be re-appointed as LA governor for another term. <p>Decision – governors agreed to re-appoint MO as LA governor</p> <ul style="list-style-type: none"> JL’s application to become a Foundation Governor is being processed by Bristol Diocese CH term of office is up in November We still have a vacancy for a staff governor 	MO/DG to check with CH to ascertain whether she will be willing to do another term of office after November
	<p>Date of Next Meeting</p> <ul style="list-style-type: none"> Tuesday 12th May at 5pm 	

Meeting Closed: 18.12hrs

Action Checklist

WHO	ACTION	WHEN
OM	Complete pecuniary interest declaration form	ASAP
CH & OM	Sign sheet to confirm agree to follow Code of Conduct	ASAP
CH & 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
EW	Check SCR for this term when next in school	By 1 April
CT	Submit SFVS return to Internal Audit	By 27 March
MO/DG	Contact CH to ascertain whether she will be willing to do another term of office after November	ASAP

List of Associated Documents

Minutes of FGB meeting held on 12th January

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Report to FGB 3 March 2026
SDP Autumn Review
26_02_12 Inclusion Achievement Teaching and Curriculum Meeting Minutes
26_02_05 Resources Meeting Minutes
Disciplinary Procedure (Staff)
Schools Financial Value Standard_SFVS_Checklist 2025-26

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