

**Minutes of the Full Governing Body Meeting  
of St Peter's Anglican/Methodist Primary School  
9<sup>th</sup> September 2024**



NAME	Abrv.	DESIGNATION	Present	NAME	Abrv.	DESIGNATION	Present
Nic Baykaa-Murray	NBM	Associate	✓	Mike Ormond	MO	LA Appointed (Chair)	<b>A</b>
Adele Farrow	AF	Parent Elected (Vice Chair)	✓	Martin Slocombe	MS	Foundation	✓
Crista Hazell	CH	Co-opted	✓ O/L	Paul Smith	PS	Executive Headteacher	✓
Daniel Gordon	DG	Parent Elected	✓	Ben Taylor	BT	Parent Elected	✓ O/L
Olwen Murray	OM	Foundation	<b>X</b>				
Kieran O'Keeffe	KO	Parent Elected	✓	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: 17:08 hrs**

	Discussion	Actions
1	<p><b>Welcome</b> Attendees were welcomed to the meeting</p> <p><b>Opening Prayer</b> MS said a welcome prayer</p> <p><b>Apologies</b> Apologies received and accepted from MO, OM absent</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>No Interests declared for this meeting</li> <li>Governors present completed their annual pecuniary interest form</li> </ul>	<p><b>CT to send annual declaration form to governors not present for completion</b></p>
3	<p><b>Election of Chair &amp; Vice Chair</b></p> <ul style="list-style-type: none"> <li>CT advised that one self nomination for Chair of Governors has been received from MO.</li> </ul> <p><b>Decision - governors unanimously agreed to appoint MO as Chair of Governors for a 1 year term</b></p> <ul style="list-style-type: none"> <li>CT advised that no nominations have been received for Vice Chair</li> <li>AF was nominated for Vice Chair by KO, seconded by MS</li> </ul> <p><b>Decision - governors unanimously agreed to appoint AF as Vice Chair of Governors for a 1 year term</b></p>	
4	<p><b>Minutes of Previous Meeting</b> <i>Minutes from meeting held on 8<sup>th</sup> July 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>	
5	<p><b>Matters Arising</b></p> <ul style="list-style-type: none"> <li>MO still to be put advert in In View magazine for new governor(s)</li> <li>PS to send Governor Skills Audit document to CT for circulation to governors</li> <li>All other actions complete</li> </ul>	<p><b>MO to put advert in In-view for new governors</b></p> <p><b>PS to send Skills Audit doc to CT</b></p>

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7	<p><b>Meetings Schedule</b> <b>Meeting dates re-confirmed as:-</b></p> <ul style="list-style-type: none"> <li>• FGB <ul style="list-style-type: none"> <li>○ 9 September 2024</li> <li>○ 11 November 2024</li> <li>○ 13 January 2025</li> <li>○ 3 March 2025</li> <li>○ 12 May 2025</li> <li>○ 7 July 2025</li> </ul> </li> <li>• Resources <ul style="list-style-type: none"> <li>○ 7 November 2024</li> <li>○ 6 February 2025</li> <li>○ 27 March 2025</li> <li>○ 8 May 2025</li> </ul> </li> <li>• Quality of Education <ul style="list-style-type: none"> <li>○ 17 October 2024</li> <li>○ 28 November 2024</li> <li>○ 13 February 2025</li> <li>○ 24 April 2025</li> <li>○ 19 June 2025</li> </ul> </li> <li>• Foundation <ul style="list-style-type: none"> <li>○ 22 October 2024</li> <li>○ TBC</li> <li>○ TBC</li> </ul> </li> <li>• Partnership Steering Group <ul style="list-style-type: none"> <li>○ 21 November 2024</li> <li>○ 27 February 2025</li> <li>○ 1 July 2025</li> </ul> </li> </ul>	
8	<p><b>Policies and Other Documents</b> <i>Policies circulated in advance of meeting</i></p> <ul style="list-style-type: none"> <li>• Attendance – this is a new policy to incorporate all changes introduced by the DfE in August. typo bottom of pg 3, hyperlink on pg 3 needs updated. Agreed &amp; ratified (subject to corrections) Q: <i>Do we think parents will respond positively?</i> A: <i>Not really</i> Q: <i>How robustly will it be enforced?</i> A: <i>We have a list of guidance from the DfE to follow</i> Q: <i>Does the income from fines go to the school?</i> A: <i>No, it goes to the Council</i></li> <li>• Child Protection/Safeguarding – links on pgs 23 &amp; 26 don't work. Agreed &amp; ratified (subject to corrections)</li> <li>• Code of Conduct (Staff) – no changes, agreed &amp; ratified</li> <li>• Confidentiality – no changes, agreed &amp; ratified</li> <li>• Whistleblowing – no changes, agreed &amp; ratified</li> <li>• Keeping Children Safe in Education (KCSIE) 2024 – governors to read part 2, Annexe A &amp; B and sign sheet to confirm they have done so. PS will run governor safeguarding training in November meeting</li> </ul>	<p><b>Governors to read updated KCSIE 2024 document and sign sheet to confirm they have</b></p>

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		done so
9	<p><b>Teachers Pay &amp; Conditions Document</b></p> <ul style="list-style-type: none"> <li>The recommendations from the School Teachers Review Body (STRB) of a 5.5% increase to all pay and allowance ranges and advisory points from 1 September 2024 has been agreed by the government</li> <li>It is reported that the award is fully funded. Schools will receive £1.1 billion in additional funding to cover their overall costs in financial year 2024-25, including fully funding the pay award for teachers at a national level.</li> <li>The final document in relation to the STP&amp;CD 2024 is currently under consultation. The consultation period lasts for a 10 week period, and so it is likely it will not be laid before Parliament (when it has legal status) until mid-October.</li> <li>The full document can be accessed here <a href="https://www.gov.uk/government/publications/school-teachers-review-body-34th-report-2024">https://www.gov.uk/government/publications/school-teachers-review-body-34th-report-2024</a></li> </ul>	<p><b>To be included on agenda for next FGB meeting</b></p>
10	<p><b>Chairs Report</b></p> <ul style="list-style-type: none"> <li>No report made</li> </ul>	
11	<p><b>Headteacher's Report (including Ofsted feedback &amp; Peer review)</b> <i>Documents circulated in advance of meeting</i></p> <ul style="list-style-type: none"> <li>Assessment information circulated shows attainment &amp; progress from Spring to Summer. We want to see an increase in the dark green colour and lessening of the yellow which is what we can see which shows progress across the school. We have changed the targets this year for Reading &amp; Writing to match milestones. Children will be assessed on a termly basis so that assessment is much more precise</li> <li>Results met targets in KS1 in EXS &amp; exceeded targets in GDS</li> <li>In KS2 reading, SPAG &amp; maths we were pleased with results</li> <li>We had the best phonics results, EYFS outcomes and highest result in KS2 SATs for Reading GDS (38) the school has ever had</li> <li>Targets for this year have now been set and will be circulated. They are very similar to last year</li> </ul> <p><i>Q: Are these targets for our school only? What are they based on?</i> <i>A: They are for our school only and are based on prior attainment from previous assessment period. KS2 targets are usually based on KS1 SATs results however children last year &amp; this didn't sit SATs therefore they are based on a number of factors. There is also some challenge in there</i></p> <ul style="list-style-type: none"> <li>Planning, assessment &amp; curriculum – we looked at this on Inset days in June &amp; Sept. We are focussing on real clarity of what and when things are being taught and how they are being assessed so it's much tighter. This is ongoing work. Vicky Gordon will look at this on her visit on 27 Sept. Due to our Ofsted result the LA wanted more focus therefore we will have 3 visits over year from Vicky as opposed to just one</li> </ul> <p><i>Q: Will these visits be watching lessons and looking at books?</i> <i>A: Yes and talking to leaders</i></p>	

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	<ul style="list-style-type: none"> <li>• Pupil Premium Strategy will be reviewed from last year, we've got until 31 Dec to put on website, this will be the 3<sup>rd</sup> year of the plan</li> <li>• Sports Premium Strategy – this has been reviewed for last year and is on the website. This years plan has also been written and is in place (both plans were circulated with as supporting documents). This year's plan is similar to last year due to large amount of spend being on sports provision from Bristol Sport</li> <li>• SEND – we have a smaller number of SEND children on the register due to the high number of children who left Y6 in August. PS will be covering the SENCO role when Sarah McKenzie goes on maternity leave until Abbi Grotzke returns from maternity leave in April. Sam McDowall from Almondsbury will support once per fortnight if needed</li> <li>• Attendance – just below national last year at 94%, unauthorised absence and persistent absence (PA) rose last year. Disadvantaged children still making up large portion of PA</li> <li>• We have less children on roll since 24 left Y6 and 10 came into Reception. We had 3 joiners over the summer in other year groups</li> <li>• Safeguarding – annual staff training took place on September inset day, governor training will take place in Nov meeting, 1 child on CP plan, also attended a meeting in the summer for a child who has now left the school</li> <li>• Updated SEF (circulated in advance) following Ofsted inspection and outcomes for pupils which are much stronger than previous years, which are above national averages</li> <li>• Training – lots coming up with Bridge FOS</li> <li>• We were successful in our application for Falling Roles funding and have been awarded £17k. Not the £50k we applied for but it brings us out of a deficit budget situation. If the teachers pay award is fully funded this should also help the budget situation</li> </ul>	
12	<p><b>School Development Plan</b> <i>Report circulated in advance of meeting</i></p> <ul style="list-style-type: none"> <li>• The SDP is continuing from what we had last year, some area have changed i.e.no 3 is much more focussed on curriculum consistency and with spaced retrieval and assessment in response to the Ofsted report</li> </ul> <p><b>Governor monitoring schedule</b></p> <ul style="list-style-type: none"> <li>• Link governor meetings should be set up directly with your subject link</li> <li>• Governor monitoring visit set for Wed 27 Nov AM</li> </ul>	CT to circulate subject leader link details
13	<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>• The meeting has been very positive, the school is in much better place than it was, it's a good start to the year with robust academic targets set</li> <li>• It's encouraging to have some positive news re falling roles funding and potential expansion</li> </ul>	

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	<ul style="list-style-type: none"> <li>• Congratulations to the Y6 team for the results achieved, keep doing more of the same. Really positive work</li> <li>• AF has further questions re Safeguarding link governor role which will be addressed to PS</li> <li>• Succession planning for Chair of Governors role needs to be put in place</li> </ul>	
14	<b>Any Other Business</b> <ul style="list-style-type: none"> <li>• None raised</li> </ul>	
	<b>Date of Next Meeting</b> <ul style="list-style-type: none"> <li>• Monday 11<sup>th</sup> November at 5pm</li> </ul>	

**Meeting Closed: 18.23hrs**

**Action Checklist**

WHO	ACTION	WHEN
CT	Send annual Pecuniary Interest declaration form to governors not present for completion	20 September
MO	Put advert in In-view magazine for new governors	30 September
PS	Send Skills Audit document to CT	13 September
ALL	Sign sheet to confirm agree to follow Code of Conduct	20 September
CT	Re-advertise for staff governor	30 September
ALL	Read updated KCSIE 2024 document and sign sheet to confirm they have done so	30 September
CT	Include Teachers Pay & Conditions document on agenda for next FGB meeting	1 November
CT	Circulate subject leader link details with minutes	16 September

**List of Associated Documents**

Minutes of FGB meeting held on 8<sup>th</sup> July  
Instrument of Government  
Governing Board Standing Orders 2024-25  
Governing Body Delegation Planner  
Governor Code of Conduct  
Dates for 2024-25 Governors Meetings  
Report to FGB 9<sup>th</sup> September 2024  
Attainment and Progress overtime Summer 2024  
Bridge FOS Signature of Risk St Peter's September 2024  
PE Premium document 2023-24 review July 24  
PE Premium document 2024-25  
SDP Autumn 24  
St Peter's Music Development Plan Summary  
St Peter's SEF September 24  
Attendance policy  
Child Protection policy  
Code of Conduct (staff)  
Confidentiality policy  
Whistleblowing policy  
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