

**Minutes of the Full Governing Body Meeting  
of St Peter's Anglican/Methodist Primary School  
3<sup>rd</sup> March 2025**



NAME	Abrv.	DESIGNATION	Present	NAME	Abrv.	DESIGNATION	Present
Nic Baykaa-Murray	NBM	Associate	✓	Mike Ormond	MO	LA Appointed (Chair)	✓
Adele Farrow	AF	Parent Elected (Vice Chair)	A	Martin Slocombe	MS	Foundation	✓
Crista Hazell	CH	Co-opted	X	Paul Smith	PS	Executive Headteacher	✓
Daniel Gordon	DG	Parent Elected	✓	Ben Taylor	BT	Parent Elected	✓
Olwen Murray	OM	Observer	A	Emma Wharram	EW	Co-opted	✓ O/L
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: 17:05 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 AF, OM. CH absent. KO has verbally resigned from his position</p> <p><b>Decision</b> Governors agreed to remove him from board and go out for new parent governor</p> <p><b>Quorum</b> The meeting was quorate</p>	<p><b>CT to go out to parents to seek new parent governor</b></p>
2	<p><b>Declaration of Pecuniary Interests</b></p> <ul style="list-style-type: none"> <li>No Interests declared for this meeting</li> </ul>	
3	<p><b>Minutes of Previous Meeting</b> <i>Minutes from meeting held on 13<sup>th</sup> January 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>MS has got a new candidate for the Foundation Governor vacancy - Jane Leslie who is a member of the church congregation</li> <li>Some signatures still required on KCSIE 2024 sheet</li> <li>OM's application to stand for another term as Foundation Governor is now with the Archdeacon of Bristol Diocese for sign off</li> <li>Some responses to skills audit are still outstanding and need to be completed and sent to MO</li> <li>DG looked at ECO schools/Green Flag award – there is a lot of work involved. We need to establish if there are there enough people who want to/are able to work towards achieving this award. It was agreed that this should be put on hold until after the next Ofsted inspection and then we can re-visit</li> <li>All other actions complete</li> </ul>	<p><b>MS to send CT contact details &amp; copy of ECC minutes approving appointment. CT to invite to meet PS/MO</b></p> <p><b>Some governors still to sign to say read KCSIE 2024</b></p> <p><b>Some governors still to return skills audit</b></p>

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5	<p><b>Chairs Report</b></p> <ul style="list-style-type: none"> <li>• Skills audit - most complete document in recent years, still some governor info missing, shows board is in stronger position than has been in years, weak in experience of governance with lot of new governors but this will improve in time</li> <li>• Recent LA review was strong which shows the school is doing well</li> <li>• Other than finances we are getting our head above water</li> <li>• Building improvements are evident</li> <li>• There are many reasons to feel positive</li> </ul> <p><i>Q: Is there a list of acronyms for new governors?</i> <i>A: Yes, this will be circulated</i></p>	<p><b>CT to send list of acronyms to new governors</b></p>
6	<p><b>Headteachers Report (including LA Review report, SDP &amp; SEF)</b> <i>Report and supporting documents circulated in advance of meeting</i> <i>Headteachers Report displayed on screen</i></p> <ul style="list-style-type: none"> <li>• Assessment – continuing to do as do and doing very well as celebrated in recent LA review</li> <li>• LA review – very positive, credit to all the hard work which has been done</li> <li>• Continuing all the time to monitor and look for improvements, we are monitoring every week through lesson visits, books, talking to children who are coming through really strongly. We've introduced presentation contracts in books, work in books is matching lesson by lesson sequence of learning, pedagogy and structure of lessons strong. We've looked at lesson design and foundational knowledge getting fundamentals in for all children especially the lowest 20% &amp; SEND. We can see evidence of this in books and in visits</li> <li>• Continuing to work on curriculum development, we're looking to amalgamate history and geography onto one document as it's currently in 4 different places</li> <li>• Cementing the curriculum offer is starting to show through</li> <li>• Pupil Premium – NBM spoke to children re their sessions and looked at their books, Y5 provision disappointing however this has been followed up to ensure what is planned matches with what children say. Children spoke really positively and confidently about what they do in sessions</li> </ul> <p><i>Q: You mentioned the bottom 20%, what about greater depth - are we delivering enough challenge to these children?</i> <i>A: Vicky Gordon (VG) visit last term and LA review this term both agreed there is enough challenge and this is demonstrated in books</i></p> <ul style="list-style-type: none"> <li>• Sports premium – attended lots of events, expanding range to give wider offer. Had Paralympian athlete visit, sponsorship money circa £1.2k raised. Money has been spent on sports equipment to support curriculum and activity at break times</li> </ul> <p><i>Q: What equipment has been purchased?</i> <i>A: A second New Age Kurling set, hoops, beanbags, new sensory play, netballs and basketballs</i> <i>Q: What is New Age Kurling?</i> <i>A: Similar to Curling however not on ice. The stones are on wheels</i></p> <ul style="list-style-type: none"> <li>• SEND – pupil going through needs assessment in Y5, working with</li> </ul>	

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	<p>parents. Ed Phyc coming in on Thur, no S&amp;L therapist currently however doing interventions ourselves, Sam McDowell has been into school to support. Child starting in September with EHCP, the funding has come back as band 4. Meeting with parents and will appeal this</p> <p><i>Q: We said we would not accept if not fully funded?</i></p> <p><i>A: It does not work like that; the place has been offered but we will appeal the funding</i></p> <p><i>Q: What is difference in funding?</i></p> <p><i>A: Band 4 is £8800, Band 6 £12,660 so the difference is equivalent to a full days support. The appeal is likely to result in Band 5 funding. The child will also need lunchtime support</i></p> <ul style="list-style-type: none"> <li>• Updates for support plans for parents evening being completed</li> <li>• Attendance – arrows have been added to report as comparison to last report. On average we are still below national, we really should be above national. On increase overall. Meeting took place this morning with EWO and a parent, parental contract now in place. This could go to next stage of fining (which is LA's decision) if no improvement. This case is connected with lateness, without the lateness the child's attendance would be 92%</li> </ul> <p><i>Q: What's the reason for the lateness? Could breakfast club help?</i></p> <p><i>A: Parents getting the child up in the morning. We've offered breakfast club and other options</i></p> <ul style="list-style-type: none"> <li>• 120 NOR</li> <li>• 18 first choice applications for September+ EHCP. We may pick up some second choices as ALM &amp; Olveston are oversubscribed. We plan to have a straight Reception class and mixed Y1/2</li> <li>• 1 child subject to child protection plan has now left the school, 2 families having family support through EhAP</li> <li>• Decking – repair/investigation work has been delayed due to issues with contractor</li> <li>• LA School review – gushing feedback received, really strong in terms of leadership, leaders knowing strengths, weaknesses and next steps in subjects, strong in behaviours for learning + focus on 20% and there is challenge. Also looked at writing. Areas for development has already been started in EYFS, guided reading. Working on foundational knowledge for writing giving teachers in R/Y1 permission to scale back on some of curriculum to focus on handwriting, spelling etc</li> <li>• LA not returning this year as happy. VG in at end of March for planned review. Visit is real justification of hard work that adults and children have put in. Really positive</li> <li>• Once Weronika has finished first year as ECT she can start to support with subject leadership so will join PS to support leadership of PE, Art &amp; Music</li> <li>• Nursery – DfE not going to announce funding until May now due to high number of applications. Was going to be March. September opening now looking more doubtful, although we will still prepare for that</li> </ul> <p><i>Q: Is Sarah McK coming back after maternity leave?</i></p> <p><i>A: Yes, in October</i></p>	
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	<ul style="list-style-type: none"> <li>New housing proposed for Easter Compton in new LA strategic plan – 250 new homes however still 5 years away</li> </ul> <p><i>Q: Did the support value from LA change?</i>  <i>A: No, it stays the same for the academic year</i></p> <p><i>Q: How did the national offer day go with Y6 today, did all children get their choice of secondary school?</i>  <i>A: As far as we are aware, yes</i></p>	
7	<p><b>Feedback from Sub-committees</b></p> <p><b>Foundation Committee</b></p> <ul style="list-style-type: none"> <li>Have not met since last FGB meeting</li> <li>Need to plan a meeting for term 5 but not week beginning 12 May</li> </ul> <p><b>Partnership Steering Group</b></p> <ul style="list-style-type: none"> <li>Have not met since last FGB meeting</li> <li>Meeting on Wednesday</li> </ul> <p><b>Quality of Education Committee</b></p> <ul style="list-style-type: none"> <li>Met on 13 February</li> <li>Discussed English Hub visit, monitoring &amp; LA review</li> <li>Minutes have been circulated</li> </ul> <p><b>Resources Committee</b></p> <ul style="list-style-type: none"> <li>Met on 6 February</li> <li>More positive meeting than usual</li> <li>Budget remains on track for this year, future years continue to be challenging</li> <li>Benchmarking report prompted useful discussion</li> <li>Catering contract – investigating bringing catering in-house due to poor service and financial demands being made by current contractor. Met with Dukefields last Thur, felt reassured by offer, currently gathering info to do cost comparison on what AiP will charge going forward</li> </ul> <p><i>Q: What would be implication is we didn't offer catering?</i>  <i>A: We are obliged to provide meals for certain children and don't believe it would be a positive to withdraw/limit catering in terms of attracting pupils</i></p> <ul style="list-style-type: none"> <li>Minutes have been circulated</li> </ul>	<p><b>Schedule Foundation committee meeting for term 5</b></p>
8	<p><b>Policies for approval</b></p> <ul style="list-style-type: none"> <li>Governor Allowances &amp; Expenses – no changes - agreed &amp; ratified</li> </ul> <p><i>Q: Why is mileage rate 30p per mile when HMRC 45p?</i>  <i>A: This is historic but could be raised</i></p> <p><i>Q: There is 12 mile limit of journeys, why?</i>  <i>A: Again, this is historic</i></p>	

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9	<p><b>Schools Financial Value Standard</b> <i>Report circulated in advance of meeting</i></p> <ul style="list-style-type: none"> <li>MO, BT &amp; CT met in half term to review the self assessment document</li> <li>There are 3 areas where answers are 'in part' which are all due to current levels of funding not meeting expenditure</li> </ul> <p><b>Decision – governors agreed to approve SFVS document for submission</b></p>	
10	<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>Great to hear about positive LA review.</li> </ul> <p><i>Q: ‘Gushing’ review has been referred to however the report written is very flat. Is that due to a prescriptive format for the report?</i></p> <p><i>A: The feedback we have given as ‘gushing’ has been based on the verbal feedback given by the visit leader at the end of the visit which also involved Debbie Gibbs, Strategic Lead for Education from LA. The reports do have to follow a set format</i></p> <p><i>Q: If we were to receive a similar Ofsted outcome on their next visit, is there a place where we can say their feedback is not adding up with the other evidence we have i.e. this LA visit report, would reports like this strengthen any appeal situation?</i></p> <p><i>A: An Ofsted report is primarily based on what is seen in the school on the day(s) of the visit in terms of lessons however what is in books and talking to children provides a bigger picture of course as that does not just include a snapshot</i></p> <p><i>Q: The comment in the LA report regarding the curriculum having gaps? What is meant by that and how big an issue is that when it comes to Ofsted?</i></p> <p><i>A: This was referring back to the AFIs from previous Ofsted visit so talking about the past. The only mention of gaps in this LA report was in relation to times tables</i></p>	
11	<p><b>Any Other Business</b></p> <ul style="list-style-type: none"> <li>Governor learning walk on Thursday 6 March postponed due to lack of participants.</li> </ul>	<b>PS to suggest new date(s) for learning walk</b>
	<p><b>Date of Next Meeting</b></p> <ul style="list-style-type: none"> <li>Monday 12<sup>th</sup> May 2025 at 5pm</li> </ul>	

**Meeting Closed: 18.09 hrs**

**Action Checklist**

WHO	ACTION	WHEN
CT	Go out to parents to seek new parent governor	14 March
MS	Send CT contact details for Jane Leslie & copy of ECC minutes approving appointment	7 March
CT	Invite Jane Leslie to meet PS/MO	14 March
AF	Some governors still to sign to say read KCSIE 2024	7 March

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AF, OM	Governors who have not already returned skills audit, please do so ASAP (to MO)	7 March
CT	Send list of acronyms to new governors	7 March
MS, NBM, EW, OM	Schedule Foundation committee meeting for term 5	14 March
PS	Suggest new date(s) for learning walk	7 March

**List of Associated Documents**

Minutes of FGB meeting held on 13<sup>th</sup> January  
 Report to FGB 3 March 2025  
 St Peter's School review report 06 02 2025  
 SDP Review Dec 2024  
 St Peter's SEF January 2025  
 25\_02\_13 Quality of Education Committee Minutes  
 25\_02\_06 Resources Meeting Minutes  
 Governors Allowances & Expenses policy  
 Schools Financial Value Standard SFVS Checklist 2024-25

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