

**Minutes of the Full Governing Body Meeting
of St Peter's Anglican/Methodist Primary School
7th July 2025**



NAME	Abrv.	DESIGNATION	Present	NAME	Abrv.	DESIGNATION	Present
Nic Baykaa-Murray	NBM	Associate	✓	Martin Slocombe	MS	Foundation	✓
Crista Hazell	CH	Co-opted	A	Paul Smith	PS	Executive Headteacher	✓
Daniel Gordon	DG	Parent Elected	A	Ben Taylor	BT	Parent Elected	✓
Olwen Murray	OM	Foundation	X	Emma Wharram	EW	Co-opted	✓
Mike Ormond	MO	LA Appointed (Chair)	✓	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: 17:03 hrs

	Discussion	Actions
1	Welcome Attendees were welcomed to the meeting Opening Prayer MS said a welcome prayer Apologies Apologies received and accepted from CH & DG. OM 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 12th May 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"> Jane Leslie is still interested in becoming a foundation governor. She was going to come to the meeting this evening as an observer however not able, will come to next MO still to send CT copy of latest skills audit There was no interest in the parent governor vacancies again (including new intake parents) so we will need to go back out to parents in September All other actions complete 	MO to send CT copy of skills audit CT to go back out to parents again in September to recruit new parent governors
5	Chairs Report <ul style="list-style-type: none"> Attended school fayre – this was well attended, parents were well engaged and staff all good Vicky Gordon's visit went well Really happy with state school in, broadly speaking all is good We need more governors – MO has been Chair for over 5 years now and we need a succession plan 	

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6	<p>Feedback from Sub-committees</p> <p>Foundation Committee</p> <ul style="list-style-type: none"> • Not met since last meeting • Pupil conferencing was planned in June but had to be postponed <p>Partnership Steering Group</p> <ul style="list-style-type: none"> • Met on 1 July • Reviewed strategic plan – lots of action taken place since last meeting, all moving in positive direction with benefits to both schools <p><i>Q: Can we formalise the partnership any more i.e. federate?</i> <i>A: We are no longer able to do that so need to continue as are</i></p> <p>Quality of Education Committee</p> <ul style="list-style-type: none"> • Meeting scheduled for 19 June had to be cancelled due to lack of attendees <p>Resources Committee</p> <ul style="list-style-type: none"> • Not met since last meeting (no meeting scheduled) 	
7	<p>Headteachers Report (including SDP review)</p> <p><i>Report and supporting documents circulated in advance of meeting</i> <i>Headteachers Report and SDP Review next steps displayed on screen</i></p> <ul style="list-style-type: none"> • Results/outcomes for EYFS – can see where moved forward or stayed static. Current EYFS cohort is a tail of 2 halves 5/9 met Early Learning Goals, 4 didn't, this is what we expected all year through. Each child accounts for 11% • Phonics result great again – 90% achieved, higher than target of 85%, interventions made huge difference • Will get KS2 SATS results tomorrow morning after 7.30am • KS2 writing moderation with LA - all judgements were deemed to be sound – 71% achieved EXS, 1 child down from where we thought. No greater depth this year, however some expected next year • Been doing lots of work on curriculum development in RE, PHSE, History, Art, Geog - clarification and purpose, carried out monitoring • Very positive visit from Vicky Gordon in June, curriculum deemed to be better than good, clarity (intent) and implementation are very good. Recall from pupils is improving, books match the planning, assessment matches planning and books. Lesson design confident, flexible groupings for adaptive teaching, learning behaviours very positive, excellent design to the curriculum. Next steps are on action plan for next year • Pupil premium – continuation of implementing plan • Sports premium – strategy review for the year will be completed next week, now done directly online • SEND – currently 2 children with EHCP's, funding began in June for 2nd child. 2 children starting in Reception with EHCP's, 1 confirmed funding at Band 4, SENTA employed, we are waiting for confirmation of the other one (Band 3) before confirming SENTA. At least one other child coming with additional need, transition funding has been 	

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	<p>applied for. Additional transition for these 3 children has taken place</p> <ul style="list-style-type: none"> New child started in early June in Y2 who moved into area is going through the needs assessment process, they are currently on a part-time timetable. Plan is to get in full time by mid September <p><i>Q: What level of funding would that come with?</i> <i>A: Not known yet, needs assessment needs to be completed, we should have an idea by mid Oct</i></p> <p><i>Q: Quite a step change in level of additional needs from recently, without Sarah here, how are you coping Paul?</i> <i>A: Sam McDowall has supported, PS has been doing referrals, both have been meetings with parents</i></p> <ul style="list-style-type: none"> Attendance – increased slightly to 94.2%, still below nat. av. of 94.5%, PA risen to 15% partly due to new child on part-time timetable. Overall figure is lower than usual, lots of term time absence with holidays, we were also hit heavily by chicken pox in May <p><i>Q: PA is still less than nat. av. though?</i> <i>A: Yes, it is but higher than we would like (and previous years)</i></p> <ul style="list-style-type: none"> We now have 27 coming into Reception We've also had enquiries for in-year admissions, but this is tricky due to class sizes. We've had to cap admissions into Y1/2 class due to infant class size limit of 30 Health & Safety audit took place at end of June with a good result Beckie Jones is joining as Nursery Lead practitioner from Almondsbury. We've advertised for second post <p><i>Q: What are the numbers like?</i> <i>A: As projected financially, there are less children than estimated however they are scheduled to attend for longer hours. Some parents need to retain the services of private nurseries so they have cover for school holiday periods which we can't offer which has resulted in some parents only sending their child for 1 day which was not anticipated</i></p> <p>SDP Review of next steps</p> <ul style="list-style-type: none"> There are some more areas to turn to green now since Vicky Gordon's visit, 4 & 5 and PD are all green now, most are now complete Next year, SDP will continue with writing, some other elements will be maintained <p><i>Q: What are the priorities for next year's plan?</i> <i>A: Nursery curriculum and linking that with Reception curriculum, maintaining / increasing pupils recall, more work on implementation of RE concepts, continuation of adaptive teaching as can improve this further, implement changes introduced for Personal Development</i></p>	
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8	<p>Safeguarding Audit</p> <ul style="list-style-type: none"> • Audit completed by PS • We need a new named safeguarding governor • EW volunteered to take this role • EW will go on training and meet up with PS/NBM in Sept • There is currently no social care involvement with any families 	EW to book onto governor safeguarding training course
9	<p>Bridge Family of Schools Update (including potential new Catering Provider)</p> <ul style="list-style-type: none"> • Met in June, reviewed strategic plan and plans for next year • Agreed to reduce the number of days for PS strategic lead role to reduce costs as all schools are facing financial difficulties • We will save approx. £800 for BFOS costs • We will however lose 7 days of income for strategic lead role • PS has managed to replace some of this income by agreeing income for SEN lead role (3 days) • Net loss of income approx. £3k <p><i>Q: Will there be an impact to the school with the reduction in strategic lead days?</i></p> <p><i>A: It will be the same, PS will still be at the school for the same time as he was previously carrying out strategic lead role whilst at the school</i></p> <ul style="list-style-type: none"> • One subject for specific training next year – PE • Splitting Vicky Gordon's time next year across Eng & Maths and focusing on SEND <p><i>Q: Have we still got other schools interested in joining us?</i></p> <p><i>A: No and unlikely to change in current climate</i></p> <ul style="list-style-type: none"> • We have been looking for new catering provider for BFOS and had an interesting offer from company called Innovate (presentation from Innovate circulated to governors in advance of meeting) • PS & CT met with Ross Waite from Innovate to go through presentation. He then visited the schools and met with Headteachers • PS & CT went to visit another school today where they provide the service to check out the promises that have been made <p><i>Q: Is it too good to be true?</i></p> <p><i>A: No but it is a good offer, meals are very similar to current, presentation better, quality looked quite good, range of food was better, kitchen staff said they are good to work for, 90% of meals are made from scratch</i></p> <ul style="list-style-type: none"> • Cost is £2.75/£2.76 per meal with no subsidy, we would have to pay the top up from FSM & UIFSM funding. Cost approximately £2k to school • The subsidy of £17k will be payable if we stay with AIP <p><i>Q: How does it work for staff?</i></p> <p><i>A: Staff transfer to new provider under TUPE if they wish, if they choose to leave Innovate will find us new staff</i></p> <p><i>Q: Did Innovate or you arrange today's visit?</i></p> <p><i>A: We did, the kitchen staff did not know we were coming</i></p> <ul style="list-style-type: none"> • We have a 4 month notice period with AiP • Innovate have agreed to take us on as a rolling 1 year contract which is good for us 	

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	<ul style="list-style-type: none"> There will be an investment pot which would be shared across the 5 schools <p><i>Q: How much would the savings be in total by moving provider?</i> <i>A: Approx £18k for a year, however we will have to pay the subsidy to AiP for the months we remain with them during notice period</i> <i>Q: What happens if AiP ditch us in Sept?</i> <i>A: Innovate have said they would try to mobilise us in this time if necessary, however this is unlikely as AiP are contractually obliged. Ideally AiP would release us from contract a month early so we could start with Innovate in November (term 2)</i> <i>Q: How much is the government funding for meals?</i> <i>A: UIFSM currently £2.58, rising to £2.61 in September. £2.60 for FSM this financial year</i> <i>Q: What do the other schools think?</i> <i>A: St Chad's have agreed to move, at ALM it has been discussed in finance committee who will recommend to FGB to approve tomorrow evening. Oldbury are now linked with ALM (as they provide meals) so really need to move. It's just The Manor we don't know about yet. All schools will save money with Innovate though and no-one is happy with AiP's service so it's likely to proceed</i></p> <ul style="list-style-type: none"> All Bridge schools need to sign up for the offer STP will benefit the most from the rate offered by Innovate <p>Decision – governors agreed to move catering provider from AiP to Innovate</p>	<p>PS/CT to write to AiP to serve notice to end contract (subject to agreement of all in BFOS)</p>
10	<p>Policies for approval</p> <ul style="list-style-type: none"> ECT Induction Policy – there have been a few changes for September - agreed & ratified Privacy Notice - pupils – no changes - agreed Privacy Notice – staff - no changes - agreed 	
11	<p>Terms of Office/Governor Recruitment</p> <ul style="list-style-type: none"> Adele's term of office ended on 30 June There was no interest in parent governor vacancies (including to new intake) so we need to go out again for 2 new parents in September Still no interest in staff governor Foundation governor – Jane Leslie is still interested <p>Election of Chair & Vice Chair of Governors <i>Nominations sought in advance</i></p> <ul style="list-style-type: none"> 1 nomination received for MO as Chair <p>Decision – governors appointed MO as Chair</p> <ul style="list-style-type: none"> Vice Chair election will take place in Sept 	<p>Election for Vice Chair to take place in September</p>

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12	Proposed Dates for 2025-26 Meetings <i>Suggested dates circulated in advance of meeting</i> <ul style="list-style-type: none"> • 3 FGB meetings (Jan, Mar & May) propose to move to Tuesday's • Proposed dates for Foundation meetings agreed with 1pm start including service by Rev Martin • Updated dates circulated with minutes 	
13	Reflective Question 'What have we learnt today and what questions has it raised that we want to investigate further?' <ul style="list-style-type: none"> • Learnt more about catering contract and significant saving to be made • Found all Bridge FOS info very useful, now fully understand strategic plan <p><i>Q: Do Ofsted have to turn up to inspect again before the end of the year?</i> <i>A: If we do not hear by 9.45am on Monday they are not coming this year, and the visit will not happen until term 2 next year at the earliest under a completely new framework</i></p> <p><i>Q: Should we consider offering nursery all year round?</i> <i>A: This is not expected of school based nurseries, it would only be possible with a holiday club provider</i></p> <p><i>Q: Would Bristol Sport be able to do this?</i> <i>A: We don't have the demand to make it a viable option at this time, but we should keep it under review</i></p>	
14	Any Other Business <ul style="list-style-type: none"> • There is a day conference in November for Methodist Schools, we have been requested to provide slides for each school • PS not planning to attend the conference. MS may attend 	
	Date of Next Meeting <ul style="list-style-type: none"> • Monday 8th September 2026 at 5pm 	

Meeting Closed: 18.19 hrs

Action Checklist

WHO	ACTION	WHEN
MO	Send CT copy of completed skills audit	18 Jul 25
CT	Go out again for parent governors	15 Sept 25
EW	Book onto governor safeguarding training course	30 Sept 25
PS/CT	Write to AiP to serve notice to end contract (subject to agreement of all in BFOS)	21 Jul 25
CT/MO	Election for Vice Chair to take place in September	8 Sept 25

List of Associated Documents

Minutes of FGB meeting held on 12th May

Report to FGB 7 July 2025

SDP Review Next steps for Spring Summer Terms 2025 V2 review March 2025

St Peter's Safeguarding Audit 2025 for 23 24 June 25

Bridge FoS Strategic Plan for September 23 -25 Review for June 25

Bridge Review Strategic Day June 25

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Bridge Revised Financial implications for 2025 26 June 25
Innovate Catering Proposal to Bridge Family of Schools
ECT Induction policy
Privacy Notice – pupils
Privacy Notice – staff
Suggested Governor meetings 2025 26

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