

**Minutes of the Full Governing Body Meeting
of St Peter's Anglican/Methodist Primary School
13th January 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	✓	Paul Smith	PS	Executive Headteacher	✓
Daniel Gordon	DG	Parent Elected	✓	Ben Taylor	BT	Parent Elected	✓ O/L
Olwen Murray	OM	Observer	A	Emma Wharram	EW	Co-opted	✓
Kieran O'Keeffe	KO	Parent Elected	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: 17:05 hrs

	Discussion	Actions
1	<p>Welcome Attendees were welcomed to the meeting. A particular welcome was given to Emma Wharram as this was her first meeting. Emma introduced herself to those who she hadn't already met</p> <p>Opening Prayer MS said a welcome prayer</p> <p>Apologies Apologies received and accepted from AF, OM & KO</p> <p>Quorum The meeting was quorate</p>	
2	<p>Declaration of Pecuniary Interests</p> <ul style="list-style-type: none"> No Interests declared for this meeting 	
3	<p>Minutes of Previous Meeting <i>Minutes from meeting held on 11th November 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"> Request for change in wording on Instrument of Governance - 'benefice of Pilning with Compton Greenfield' to South Severnside Benefice was submitted to Governor Services who advised this needs to be approved by both the Methodist Church and Diocese. Diocese have confirmed they have received the request and will consider at their meeting later this week. No response as yet from MAST Some signatures still required on KCSIE 2024 sheet OM's application to stand for another term as Foundation Governor was approved by the ECC at their meeting on 28 November. CT to check with Diocese that they have received the application for approval Some responses to skills audit are still outstanding and need to be completed and sent to MO All other actions complete 	<p>CT to chase MAST regarding change in wording on Instrument of Governance</p> <p>Some governors still to sign to say read KCSIE 2024</p> <p>CT to chase Diocese re OM Foundation Governor application</p> <p>Some governors still to return</p>

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		skills audit
5	<p>Chairs Report</p> <ul style="list-style-type: none"> • It's great to have new governor in post • MS may have a candidate to fill the Foundation Governor vacancy • Last governor learning walk was very positive, great morning in school, can see where changes have got traction and things are going well • Looking forward to rest of the year • Thank you to all governors for what you do 	
6	<p>Headteachers Report (including Attainment Data Overview) <i>Report and supporting documents circulated in advance of meeting Documents displayed on screen</i></p> <p>Attainment Data Overview</p> <ul style="list-style-type: none"> • Data shows progress from end of summer term through to the end of the autumn term • We are where we would expect it to be in terms of secureness (we've only done 1/3 of year) • We have also changed the way we record info in Arbor, it's very specific about what is being assessed in each term so looks slightly different to what looked like last time <p><i>Q: Is the Year 3 (1st page, reading), top bar last year?</i> <i>A: Yes, that's right, top bar is where the children were at the end of the summer and the next bar where they are now</i></p> <ul style="list-style-type: none"> • Positive overall and where we'd expect for all of the year groups. We are pleased with where we are. • Foundation subjects assessment – <i>(example History assessment sheet displayed on screen)</i>, highlighted areas are where the children are not yet secure. We have put in recommendations, these have now been added to assessments and looked at in planning. This is the cycle of assessment - identify gaps, put something in place and assess again. This has been done for all the units that have been completed in Art, DT, Music, Science and Humanities <p><i>Q: So that is a summary of what the children should be learning this term in History?</i> <i>A: Yes, and the highlighted statements are the areas that need to be worked on/re-visited and used in '4 from before'</i></p> <p><i>Q: Do the children have knowledge organisers?</i> <i>A: Yes, they do</i></p> <p>Headteacher's Report</p> <ul style="list-style-type: none"> • Targets have not changed since last report • All subject leaders looked at books last term and identified at strengths and areas for development. Monitoring cycle now has lesson visits twice per term and pupil conferencing. We are ensuring we are speaking to a variety of children which is helping the pupils to articulate their recall. Art and Science recently was excellent. We will keep doing this 	

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	<ul style="list-style-type: none"> • Continuing with adaptive teaching, PS did lesson visits last week making sure everything right for all children (particularly lowest 20%) but including more able and all groups. We've got training on lesson design with Vicky Gordon this week • Continuing to tweak curriculum and improving as going along • Pupil premium – as was last time on going support being provided for PP children • Sport premium – ongoing. All teachers are now using on-line curriculum and assessment for PE which is an improvement • SEND – ticking along, PS had several meetings as has Sam McDowell. Ed Psych in next term to observe another child. WE received a Consult for a child starting in EYFS in September, we should be able to meet need but we need fully funded support so that's what we have asked for <p><i>Q: So, the child has significant needs?</i> <i>A: Yes, they do. Their needs are medical as well as learning. Main elements are medical, majority of support required to prevent choking and managing epilepsy</i></p> <ul style="list-style-type: none"> • Attendance – we're lower than national average, there are some specific reasons as specified in report. Without these cases we are just about on track but below where we would like to be due to term time holidays in particular. One child is on an attendance plan which is being reviewed this week, another child set to go on one • Safeguarding – one child subject to child protection order, looks like this may being downgraded at next meeting. The family are also moving therefore the child may move schools • Behaviour – strong • Health & Safety – ongoing issues with decking. LA have now confirmed financial support for necessary repairs. New decking boards are on order and date for work will be set when received • Vicky Gordon last in school in November – reading and phonics very strong which we know, spaced retrieval exercises in grammar also contributing to greater inference focus. Geography also really strong, Disciplinary writing was very good. Lesson design training coming up as previously mentioned <p><i>Q: What is disciplinary writing?</i> <i>A: Writing about geography, i.e. writing about the world</i></p> <ul style="list-style-type: none"> • Staff development – RE leaders training next week and PHSE in February • Proposal for NBM to stay and continue in post for another year • Bridge FOS – status quo, no schools (not already in the conversion process) will now become academies • School expansion – we've gone to LA for approval of Nursery and this has also gone to Diocese. Still waiting for details on timelines which hopefully will be September (if not January). The proposal has got to go through 2 cabinet approvals which is the timeline we are up against. Completed and submitted DfE form for funding approx. £8.5k (intercom & artificial grass/fencing). If get go ahead by May we can advertise for staff and children to open in September 	
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	<p><i>Q: Child that may join us in September with EHCP - will there be any building requirements needed?</i> <i>A: No alterations are required</i> <i>Q: What are the numbers of applications for September?</i> <i>A: 17 first choice with 2 more likely (1 with EHCP and the other in process of applying for EHCP)</i></p>	
7	<p>Feedback from Sub-committees MO gave a summary of the committees for the benefit of EW. EW will join Resources & Foundation committees</p> <p>Foundation Committee</p> <ul style="list-style-type: none"> • Have not met since last FGB meeting <p>Partnership Steering Group</p> <ul style="list-style-type: none"> • Met on 21 November • Looked at schools SDPs • Liz Townsend handing over to Laura Harris as Diocese rep • Talked about leadership structure across both schools for next year <p>Quality of Education Committee</p> <ul style="list-style-type: none"> • Met on 28 November • Discussed very successful governor visit • Next meeting on 13 Feb <p>Resources Committee</p> <ul style="list-style-type: none"> • Have not met since last FGB meeting • Next meeting on 6 Feb <p><i>Q: Will the Resources committee be looking at the overall plan for the Nursery expansion?</i> <i>A: Yes, we will but largely reliant on LA timescales</i></p>	
8	<p>Policies for approval</p> <ul style="list-style-type: none"> • Educational Visits - agreed & ratified <p><i>Q: Appendix 1 (non-residential visits) doesn't mention sun-cream but it is mentioned for residential visits?</i> <i>A: Parents would be expected to follow normal school 'policy' of applying sun-cream before trip and/or child bringing sun-cream with them</i></p>	
10 (taken as item 9)	<p>Any Other Business</p> <ul style="list-style-type: none"> • Contribution to the Methodist Prayer Handbook for 2025/26 – runs Sept-Aug. Each double page has prayers for that day, there are geographical ones linked to areas of Britain and the world. There has been a suggestion that church schools are asked to write a prayer and submit by end of January • Year 3 and 4 are doing prayer this term and therefore will have an attempt at doing one. <p><i>Q: Do we have the Methodist prayer book and if so do we use it?</i> <i>A: Not in school</i> <i>Q: Is it an online resource or just a book?</i> <i>A: It is just a book and is available on the Methodist website</i></p>	<p>NBM will speak to Liz Cannock about submitting a prayer for the Prayer book</p>

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	<ul style="list-style-type: none"> • ECO schools scheme from Bristol Diocese. Methodist Circuit is offering to fund a 'green flag' training course if the school is interested • The Diocese and LA also have a carbon neutral by 2030 pledge • A lengthy discussion took place regarding ECO schools and accreditations/awards etc which there is a lot of work involved in gaining which we don't have the capacity for at this time. The possibility of setting up a parent committee etc. was discussed and DG agreed to look into this further • Date for next governor visit (learning walk) set for Thursday 6 March 	DG to explore the ECO schools/Green Flag award
9 (taken as item 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"> • Eco-schools awards, investigate what this can do for us and how we can possibly progress this • Good news that potential pupil numbers are up slightly for next year • Impact of new resources having positive impact of learners can be seen • The new format of the Arbor attainment charts is good and provides, consistent data now year on year for comparison 	
	<p>Date of Next Meeting</p> <ul style="list-style-type: none"> • Monday 3rd March 2025 at 5pm 	

Meeting Closed: 18.22 hrs

11	<p>Safeguarding Training</p> <ul style="list-style-type: none"> • PS delivered annual safeguarding briefing and update training with changes made in KCSIE 2024 document to governors 	
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Action Checklist

WHO	ACTION	WHEN
CT	Chase MAST regarding change in wording on Instrument of Governance	24 January
AF, KO	Some governors still to sign to say read KCSIE 2024	24 January
CT	Chase Diocese re OM Foundation Governor application	17 January
ALL	Governors who have not already returned skills audit, please do so ASAP (to MO)	24 January
NBM	Speak to Liz Cannock about submitting a prayer for the Methodist Prayer book	17 January
DG	Explore the ECO schools/Green Flag award	31 January

List of Associated Documents

Minutes of FGB meeting held on 11th November
Report to FGB 13 January 2025
Attainment and Progress over time Autumn 24
Educational Visits policy

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