



Minutes of the
Full Governing Body of St Peter's Anglican/Methodist VC Primary
School
Thursday 19th January 2017

	STATUS	Y/N/A	NAME	STATUS	Y/N/A
Simon Powell Chair	Parent	Y	Helen Doggart Vice Chair	Foundation	Y
Paul Overton	Head Teacher	Y	Georgina Weeks	Staff	Y
Eurfron Parry	Foundation	A			
Jeanette Fish	Foundation	A	Diane Crawford	Parent	Y
Rev Ann Parker	Foundation	Y	Phil Viner	Co-opted	A
Tom Allen	Staff	Y	Lee Fairman	Parent	Y
Kirsty Macdonald	Co-opted	Y	Michael Ormond	Parent	y

ITEM	TOPIC
1	<ul style="list-style-type: none"> • Apologies EP, JF & PV. • The meeting was quorate & there were no pecuniary interests. • The meeting was briefed on Fire and Evacuation procedures. • Prayer was led by HD. • AOB: Sarah Petrie has resigned from the Governing Body as from 18th January. Following discussion it was decided to put an entry in the next Newsletter to see if there is anyone in the Community that would be interested in joining the Governing Body. <p><u>ACTION 190117 -01 – PO to draft an entry for the newsletter with enquiries</u></p>

Signed by the Chair

Date



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	<u>back to him.</u>
2	Open Forum <ul style="list-style-type: none"> • Nothing at present.
3	Agree and sign minutes of the meeting on the 8th November 2016. <ul style="list-style-type: none"> • The minutes of the meeting were agreed and will be signed.
4	Matters arising and actions not covered by the Agenda 110516-07 – PV to liaise with AT re purchase of cupboard – Ongoing 140716-02 – Start process re Parents Forum – Ongoing – KM to work with PO in Term 4 140716-04 – Quotes re security system – Ongoing, waiting for final quotes.
5	Chair's Report <ul style="list-style-type: none"> • The report was circulated beforehand. • 1 item of correspondence has been received regarding traffic, PO has replied on behalf of the Governors. • The information requested from parents regarding the census is not now required by the DFE. • Health & Safety – Thanks to PV, MO & PO who have been leading the HSE duties. SP is proposing a termly inspection and suggesting that pairs of Governors take it in turns to undertake a brief HSE walk (inside & out) to compile an action list and report back to the next FGB. MO will give guidelines. <u>ACTION 190117 -02 – SP to draw up a rota</u> <ul style="list-style-type: none"> • Sophie Calver has requested a Link Governor for EYFS. Thanks to KM for volunteering. • Resources Committee has received letters from 2 teachers requesting progression pay increases under the terms of our pay policy. Both are related to the UPS and will need to be considered by the Head and 2 Governors. EP & SP have agreed to support the applications by Term 3.
6	Head's Report <ul style="list-style-type: none"> • The report was circulated beforehand. • Term 2 drew to a close with amazing Christmas productions and as usual the children were a real credit to the school. Many thanks to all staff and adults that helped. • The midyear assessments for reading, writing and mathematics will have been completed by the end of January, and the T & L committee should have the relevant data for the FGB in May.



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- There is currently still no date for the expected SIAMS inspection.
- A Nurture group is planned for some year 4 pupils. It is proposed to start the group at the beginning of Term 4 – 4 pupils will spend Monday – Thursday mornings as part of the group and then return to the classroom for afternoons and all day Friday. Wendy Lewis will have additional training and work with the 4 children identified. PO will meet with the parents to explain the benefits of the Nurture Group.
- The 4 policies circulated ahead of the meeting (Behaviour management, Anti-Bullying, RE and Worship) we ratified at the meeting.

ACTION 190117-03 - All policies on the review list need to be checked. Teaching & Learning & Resources Committees to review.

- Staffing – Lauren Harris-Cue is making a phased return to work & will be back full time from 30th January. Thanks were expressed to Sophie & Fiona for continuing netball in Lauren's absence. Kate Stuart will be returning to school on Monday 30th January working 0.4 on Mondays & Tuesday. A Link Governor is needed for EYFS & Music to work with Sophie Calver. Sarah Margea is working well in her SENco role and is currently studying towards a National Award.
- Budget – Despite some additional training costs the overall budget is in line with the projected expenditure.
- A further unannounced fire drill is due to take place during Term 3 with a Siren Drill planned for Term 4.
- The playground lights will be repaired rather than removed.
- The Bursar has obtained a quote for an inscription on the "Rock" in the carpark. A second quote is required.

ACTION 190117-04 – LF to obtain another quote.

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- Link Governors – Meetings take place regularly. HD will now link with TA in place of SMP, and KM with SC to cover EYFS & Music.
- Ofsted/SEND – The 3 year anniversary has passed and so an inspection could happen at any time. PO feels we are prepared for when the visit is made. Safeguarding is a top priority and Child Protection Level 1 will be undertaken by staff on the 25th January between 4-7pm.
- Training feedback – KM attended the Induction for new Governors course and found it very beneficial.
- Appointment of New Head update – HR has placed the advertisement – closing date 3rd February with shortlisting planned for 20th February. The office will keep track of applicants wishing to visit the school and will be



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	<p>shown round by either SP or EP. The interviews will take place on the 7th & 8th March, with ratification of the appointment at the FGB on the 8th March. Interview packs will be needed ahead of this.</p> <p><u>ACTION 190117-05 – SP to contact Louise & Gail to check the procedure.</u></p>
8	<p>Committee Reports</p> <p><u>Teaching & Learning</u></p> <ul style="list-style-type: none"> • Report circulated beforehand – no questions at this time. <p><u>Foundation</u></p> <ul style="list-style-type: none"> • No meeting held. <p><u>Resources</u></p> <ul style="list-style-type: none"> • No meeting held.
9	<p>Confidential</p> <ul style="list-style-type: none"> • None
10	<p>Correspondence</p> <ul style="list-style-type: none"> • Resignation received from SMP. • Letter regarding traffic.
11	<p>Agenda items for the next meeting</p> <ul style="list-style-type: none"> • Ratification of the appointment of the New Headteacher. • Mastery in maths 15 minute presentation by Lauren Cue. • SENco 15 minute presentation by Sarah Margea.
	<ul style="list-style-type: none"> • Date of next meeting 8th March 2017 at 6.00pm

Meeting closed at 19.40

REFERENCE	ACTION	GOVERNOR
110516-07	Liaise re purchase of cupboard for electricals	AT & PV
140716-02	Start process for Parents Forum	PO



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140716-04	Investigate & obtain quotes re security system.	Traffic Group
190117-01	Entry on the newsletter re a community member joining the Governing Body	PO
190117-02	HSE review rota	SP
190117-03	Check policies on the review list	T & L and Resources
190117-04	Quote re inscription for the "Rock"	LF
190117-05	Procedure for obtaining interview packs	SP