



Minutes of the
Full Governing Body of St Peter's Anglican/Methodist VC Primary
School
Tuesday 8th November 2016

	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	Y	Sarah M Petrie	Co-opted	Y
Jeanette Fish	Foundation	Y	Diane Crawford	Parent	Y
Rev Ann Parker	Foundation	A	Phil Viner	Co-opted	Y
Tom Allen	Staff	Y	Lee Fairman	Parent	Y
Kirsty Macdonald	Co-opted	Y	Michael Ormond	Parent	A

ITEM	TOPIC
1	<ul style="list-style-type: none"> • Apologies AP & MO. • The meeting was quorate and TA had a pecuniary interest for the first part of the meeting. • The meeting was briefed on Fire and Evacuation procedures. • Condolences were expressed for the Rev Ann whose husband has sadly passed away – cards & flowers will be sent from the school & the Governing Body. PO will inform the children. • No formal prayer - time for quiet reflection.



**Minutes of the
Full Governing Body of St Peter's Anglican/Methodist VC Primary
School
Tuesday 8th November 2016**

2	<p>Recruitment process</p> <ul style="list-style-type: none">Louise Lewis & Gail Phillips from South Glos were welcomed to the meeting. Their role is to guide us through the selection procedures of our new Head Teacher. Various things need to be put in place and a timetable established in order to achieve the right outcome. They will assist us every step of the way and provide a free of charge service to obtain references etc.After robust discussion the following decisions were made: Salary: Band L14-L20 was agreed upon, a vote was taken and a majority in favour of accepting with 1 abstention. Governing panel: will be made up of SP, GW, DC, EP, KM, HD, MO & PV. Timeline: The interview pack needs to be with South Glos by 12th January to start the process with short listing on Monday 20th February at 1pm followed by interviews over the 2 days of 7th & 8th March 2017. Monday 21st November at 4pm was the date decided upon to put the pack content together with Louise & Gail in attendance. FGB Meeting: To ratify the appointment on the 8th March at 6pm. Showing candidates around the school: was discussed and the person to do that will be agreed at a later date. LF left at 7.10pm. TA joined the meeting.
3	<p>Agree and sign minutes of the meetings on the 14th September & 20th October 2016.</p> <ul style="list-style-type: none">The minutes of both meetings were agreed and will be signed.
4	<p>Matters arising and actions not covered by the Agenda</p> <p>200116-05 – Complete Prevent training – Complete 100316-01 – Review & agree priorities for SDP with PO – Complete 100316-11 – Arrange to meet Link teacher – Complete 110516-05 – External Health & Safety review – Complete 110516-07 – PV to liaise with AT re purchase of cupboard – Ongoing 140716-01 – Reminder to parents re drop off time – Complete 140716-02 – Start process re Parents Forum – Ongoing – KM to work with PO 140716-04 – Quotes re security system – Ongoing 140916-01 – Training requirements - Complete</p>
5	<p>Chair's Report</p> <ul style="list-style-type: none">The report was circulated beforehand together with the SEF & SDP.Simon confirmed that he has had 2 items of correspondence for discussion during the meeting.



**Minutes of the
Full Governing Body of St Peter's Anglican/Methodist VC Primary
School
Tuesday 8th November 2016**

6	<p>Head's Report</p> <ul style="list-style-type: none">• The report was circulated beforehand.• The term has started on a very positive note with Mastery in Maths led by Lauren Cue being accepted well by both staff and children, and Mindset and the way children learn and behave as introduced by Dr Tom Robson.• The draft behaviour policy will be circulated shortly.• The school is well prepared for the SIAM's inspection expected in January 2017 with thanks to Jacqui Jones.• Thanks to Georgina Weeks for her efforts and positive lead in PE.• Staffing: Kate Stuart is expected to return from maternity leave at the end of January to partner Tom Allen in Class 5. Additional TA support is required for EYFS and recruitment is now underway. Valerie Burke is leaving at the end of term due to her husband's posting and will be greatly missed.• A programme of performance management meetings with all the staff has been arranged for the first 2 weeks in November & this year Tom Allen has worked in partnership with the Head.• Resources: A budget review was carried out at the end of October - the Budget is on track and will be considered in more detail at the next Resources committee meeting. Quotes are still outstanding for the work on front door access security, the removal of the external lights on the playing field and a final resolution to the emergency exit door in the hall.
7	<ul style="list-style-type: none">• Dates for the T & L Committee meetings for 2016/17 were agreed as follows: 28/11/16, 24/1/17, 20/3/17, 16/5/17, 4/4/17 & 25/9/17. Georgina Weeks will join the T & L Committee.• Dates for the Resources Committee minutes for 2016/17 as follows: 14/11/16, 9/1/17, 27/2/17, 15/5/17, 3/7/17 & 18/9/17.• The SEF & SDP were circulated beforehand – they are a good indication of where the school currently stands and were ratified at the meeting.• The agreement to pay the travel expenses of the Head Teacher was deferred during his time as Executive Head of Severn Beach, as this appointment has now finished it was brought back to the FGB to reinstate – this was ratified at the meeting.• The behaviour policy was referred to the Teaching & Learning Committee.



Minutes of the
Full Governing Body of St Peter's Anglican/Methodist VC Primary
School
Tuesday 8th November 2016

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"> Paul's resignation letter. Request from Lauren Cue for 2 additional days leave of absence at the beginning of term 3 for a short honeymoon following her marriage on the 31st December. Paid leave of absence was agreed by all Governors. <p><u>ACTION081116-01 JP to write to Lauren confirming agreement.</u></p>
11	<p>Agenda items for the next meeting</p> <ul style="list-style-type: none"> Link Governor Update. Ofsted/SEND. Feedback on training attended since last FGB. Mastery in maths 15 minute presentation by Lauren Cue.
	<ul style="list-style-type: none"> Date of next meeting 19th January 2017 at 6.00pm

Meeting closed at 19.55

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



Minutes of the
Full Governing Body of St Peter's Anglican/Methodist VC Primary
School
Tuesday 8th November 2016

	Forum	
140716-04	Investigate & obtain quotes re security system.	Traffic Group
081116-01	Letter to Lauren Cue re leave of absence	JP