



**Minutes of the  
 Full Governing Body of St Peter's Anglican/Methodist VC Primary  
 School  
 Wednesday 12<sup>th</sup> July 2017**

---

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

ITEM	TOPIC
<b>1</b>	<ul style="list-style-type: none"> <li>• Apologies LF &amp; MO.</li> <li>• The meeting was quorate &amp; there were no pecuniary interests.</li> <li>• The meeting was briefed on Fire and Evacuation procedures.</li> <li>• Prayer was led by EP.</li> </ul>
<b>2</b>	<p><b>Presentation: Mastery in Maths</b></p> <ul style="list-style-type: none"> <li>• Many thanks to Lauren Harris Cue for her presentation – a copy of which was circulated to Governors during the meeting and also attached to the minutes.</li> <li>• The Mastery Approach has been developed because too many children</li> </ul>



**Minutes of the  
 Full Governing Body of St Peter's Anglican/Methodist VC Primary  
 School  
 Wednesday 12<sup>th</sup> July 2017**

	<p>were falling behind resulting in large gaps in attainment in each year group.</p> <ul style="list-style-type: none"> <li>• Children should become fluent, reason mathematically and solve problems</li> <li>• It is raising the profile and standard of Maths across the country and has very high expectations of pupils particularly in KS1 &amp; KS2.</li> <li>• Children are progressing well and teaching staff are trained continuously.</li> <li>• Lauren will begin to support other schools in the training of Mastery in Maths during 2017/18.</li> </ul>
<b>3</b>	<p><b>Agree and sign minutes of the meeting on the 18<sup>th</sup> May 2017.</b></p> <ul style="list-style-type: none"> <li>• The minutes of the meeting were agreed and will be signed.</li> </ul>
<b>4</b>	<p><b>Matters arising and actions not covered by the Agenda</b></p> <p>140716-02 Start process for Parents Forum – <b>Deferred until September 2017</b></p> <p>190117-02 HSE review rota - <b>Ongoing</b></p> <p>080317-02 Fundraising ideas at the local cluster meeting – <b>Ongoing</b></p> <p>180517-01 Letter to parents &amp; carers re new Deputy head - <b>Complete</b></p> <p>180517-02 Update one page profile – <b>Deferred until September</b></p> <p>180517-03 Letter to the Bishop re replacement for Rev Ann</p> <p>180517-04 Request visit from the Community Police officer – <b>This has been done but a further request to be made in September</b></p> <p>180517-05 Ideas for stopping parking in the school – <b>Deferred until September when there will be a new school council.</b></p> <ul style="list-style-type: none"> <li>• A complaint has been received from parents regarding raised drain covers on the school site – CPS to be asked to assess the situation &amp; report back as a permanent solution is required.</li> </ul> <p><b><u>ACTION 120717-01 CPS to be contacted – PV/MO for Resources</u></b></p> <ul style="list-style-type: none"> <li>• The final singing square of the academic year will be on Thursday 20<sup>th</sup> July – all Governors invited.</li> </ul>
<b>5</b>	<p><b>Chair's Report</b></p> <ul style="list-style-type: none"> <li>• The report was circulated beforehand.</li> <li>• The School Development Plan has been reviewed this term following a series of actions initiated by the SLT and Staff during term 1. The main priorities were Achievement, Teaching, Leadership, Enrichment and Management &amp; Curriculum. The review highlighted that the majority of actions were completed and as the KS1 &amp; KS2 results will show the school continues to improve.</li> <li>• SP has received a letter from Iron Acton C of E Primary School – the letter has been sent to all schools in South Gloucestershire area and is asking to</li> </ul>



**Minutes of the  
Full Governing Body of St Peter's Anglican/Methodist VC Primary  
School  
Wednesday 12<sup>th</sup> July 2017**

---

	<p>open discussions on how our schools may become more collaborative organisations.</p> <p><b><u>ACTION 120717-02 Letter to enquire further – SP</u></b></p> <ul style="list-style-type: none"><li>• SP &amp; TA have attended a New Head Teachers induction training event this week which was very useful.</li><li>• 16 policies have been reviewed by the various committees this year. Many thanks to Anne, Paul and the committee members for their hard work in progressing them.</li><li>• Link Governors: thanks to the Governors for meeting with their link member of staff. Agenda item for the September meeting to report back on final meeting of 2016/17 and complete reports. Feedback also required from the teachers.</li></ul> <p><b><u>ACTION 120717-03 Feedback from the teachers - TA</u></b></p> <p><b><u>ACTION 120717-04 Final Link Governor visits and reports - All</u></b></p> <ul style="list-style-type: none"><li>• All of the Governors were thanked for their hard work and continued support during the last academic year.</li><li>• Finally SP said goodbye to Paul &amp; Eurfron as this is their last FGB. He wished them every success as they enter the next chapter of their lives. They have made a huge contribution to the school and leave us in a much better place to continue our journey.</li></ul>
<b>6</b>	<p><b>Head's Report</b></p> <ul style="list-style-type: none"><li>• The report was circulated beforehand.</li><li>• Many successful things have happened this term involving all of the children in one way or another including sporting activities, year 6 camp, sports week and a very successful well attended sports day. The whole school creative day, moving up day various school trips and the very successful school production Bugsy Malone which was very well received,</li><li>• Unvalidated data has been received for the academic year 2016/17 showing that the school achievement is high, showing a very positive outcome overall. Teaching standards are good overall with aspects of outstanding.</li><li>• Progress figures need validation and will be received later in the year.</li><li>• PO wished to place on record his thanks and appreciation to every member of staff for the way in which all of our children, especially Years 2 &amp; 6, and have approached the learning challenges of the year as a whole and the SAT's period in particular.</li><li>• Terms 1-5 Attendance – No penalty notices have been issued to date. A</li></ul>



**Minutes of the  
Full Governing Body of St Peter's Anglican/Methodist VC Primary  
School  
Wednesday 12<sup>th</sup> July 2017**

---

draft letter has been passed to us to issue re absence from school by schools in our cluster (attached). After discussion it was felt that it would be better to issue the letter from our school rather than the cluster, however following the Isle of Wight ruling if the absence is outside the criteria of exceeding 10 sessions of absence in one go then penalty notices have to be issued.

**ACTION 120717-05 Contact cluster schools to check whether they are all using the letter & report back to the FGB – PO**

- An EYFS child will be leaving St Peter's at the end of term to attend the newly opened Pegasus Special School, consequently Emma Sinclair will have her contract terminated. Emma has been informed.
- The placement in September of a Special Needs child in EYFS has been confirmed. There is additional funding placed in to our budget to help meet the cost of 1:1 care throughout the school day. Sandra McAulay has been appointed for September.
- Rhys Buckley has made visits to the school to meet staff and his new class (on moving up day) as part of his induction into the school – he is very much looking forward to joining the school.
- Partial lockdown is in place through external doors being locked from the outside, and it is hoped that an emergency signalling system can be supplied through telephones or another device – quotations are awaited to have this in place before the start of the next academic year.
- TESA has been on site to investigate the Severnside Emergency Button. A full survey will be carried out during the summer holiday period.
- Laptops and new docking stations have been ordered for all 7 classes in time for the new academic year.
- The future of the Out of School Club in its present form and charitable status now seems secure. Parent volunteers will take over the roles of Chair & Secretary and will take up the positions at the end of term.
- PO confirmed that the budget is on track.
- And finally as this is the last report from Paul he wished to thank the staff and Governors who placed their trust in him to lead the school from a point where it was barely satisfactory to being a good school with outstanding features which will go from strength to strength. "It has been a privilege and pleasure to be with the school for the past 6 years"

**7**

**Committee Reports  
Teaching & Learning**

- Report circulated beforehand – no questions at this time.



**Minutes of the**  
**Full Governing Body of St Peter's Anglican/Methodist VC Primary**  
**School**  
**Wednesday 12<sup>th</sup> July 2017**

	<p><b><u>Foundation</u></b></p> <ul style="list-style-type: none"> <li>Report circulated beforehand – no questions at this time.</li> </ul> <p><b><u>Resources</u></b></p> <ul style="list-style-type: none"> <li>No report circulated.</li> </ul>
<b>8</b>	<p><b>Policies</b></p> <ul style="list-style-type: none"> <li>Governors code of conduct, School accessibility plan and Allegations of abuse against staff policies were ratified at the meeting.</li> </ul>
<b>9</b>	<p><b>Confidential</b></p> <ul style="list-style-type: none"> <li><b>None</b></li> </ul>
<b>10</b>	<p><b>Correspondence</b></p> <ul style="list-style-type: none"> <li>Lesley Smyth has requested a weeks' unpaid leave in November which was agreed.</li> <li><b><u>ACTION 120717-06 Letter of confirmation to be sent - PO</u></b></li> </ul>
<b>11</b>	<p><b>Agenda items for the next meeting</b></p> <ul style="list-style-type: none"> <li>Re-elect Chair &amp; Vice Chair</li> <li>Committees &amp; Meeting dates</li> <li>Link Governors</li> <li>End of year data.</li> <li>Amended Whistleblowing Policy to be ratified.</li> <li>Health &amp; Safety rota.</li> </ul>
	<ul style="list-style-type: none"> <li>Date of next meeting 12<sup>th</sup> September 2017 at 6.00pm</li> </ul>

**Meeting closed at 19.30**

REFERENCE	ACTION	GOVERNOR
<b>140716-02</b>	<b>Start process for Parents Forum</b>	<b>TA</b>
<b>190117-02</b>	<b>HSE review rota</b>	<b>SP</b>
<b>080317-02</b>	<b>Enquire about raising extra money at the</b>	<b>TA</b>



**Minutes of the  
 Full Governing Body of St Peter's Anglican/Methodist VC Primary  
 School  
 Wednesday 12<sup>th</sup> July 2017**

---

	<b>cluster meetings</b>	
<b>180517-02</b>	<b>Children to update their one page profile.</b>	<b>TA</b>
<b>180517-03</b>	<b>Letter to the Bishop re the need for a new foundation Governor to replace Rev Ann.</b>	<b>EP</b>
<b>180517-04</b>	<b>Request visit from the Community Police Officer</b>	<b>TA</b>
<b>180517-05</b>	<b>Ask the children for ideas to stop parking in the school</b>	<b>TA</b>
<b>120717-01</b>	<b>CPS to be contacted</b>	<b>PV/MO</b>
<b>120717-02</b>	<b>Enquire further about letter from Iron Acton</b>	<b>SP</b>
<b>120717-03</b>	<b>Link Governor feedback from teachers</b>	<b>TA</b>
<b>120717-04</b>	<b>Link governor final visit &amp; reports</b>	<b>All</b>
<b>120717-05</b>	<b>Cluster letter re absence</b>	<b>TA</b>
<b>120717-06</b>	<b>Confirmation letter re unpaid leave</b>	<b>PO</b>