



Minutes of the
Full Governing Body of St Peter's Anglican/Methodist VC Primary
School
Tuesday 12th September 2017

	STATUS	Y/N/A	NAME	STATUS	Y/N/A
Simon Powell Chair	Co-opted	Y	Helen Doggart Vice Chair	Foundation	Y
Tom Allen	Head	Y	Georgina Weeks	Staff	Y
Rhys Buckley	Co-opted	Y	Diane Crawford	Co-opted	Y
Jeanette Fish	Foundation	Y	Bonnie Rayment	Parent	Y
Kirsty Macdonald	Parent	Y	Phil Viner	Co-opted	A
Michael Ormond	Parent	Y	Lee Fairman	Parent	A

ITEM	TOPIC
1	<ul style="list-style-type: none"> • Apologies LF & PV. • The meeting was quorate & there were no pecuniary interests. • The meeting was briefed on Fire and Evacuation procedures. • Prayer was led by HD.
2	Election of Chair & Vice Chair <ul style="list-style-type: none"> • The clerk asked for nominations for Chair of Governors – Simon Powell was nominated by HD & seconded by KM. • The Chair then asked for nominations for Vice Chair – Helen Doggart was



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	nominated by DC and seconded by JF.
3	Agree and sign minutes of the meeting on the 12th July 2017. <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 140716-02 Start process for parents Forum – Closed – meeting scheduled for 19/09/17 190117-02 HSE review rota - Ongoing -MO & HD have volunteered for Term 1 & KM during Term 2 080317-02 Fundraising ideas at the local cluster meeting – Closed – Following discussion we have new school lettings, looking at the possibility of obtaining grants, discussing with the Friends of the School specific items needed. <u>ACTION120917-01 TA to investigate Lottery Funding to establish a Sensory Room</u> 180517-01 Letter to parents & carers re new Deputy head - Complete 180517-02 Update one page profile – Closed – Action for staff to complete 180517-03 Letter to the Bishop re replacement for Rev Ann – Ongoing <u>ACTION 120917-02 TA to contact Rev Philip Rowe</u> <u>ACTION 120917-03 HD to contact Eurfron to ask what response has been received from the Bishop</u> <u>ACTION 120917-04 DC to contact John from Emmaus Church</u> 180517-04 Request visit from the Community Police officer – Closed – PCSO's Kelly & Peter have been approached by TA to be present at drop off & pick up when available 180517-05 Ideas for stopping parking in the school – Closed – RB leading the school council on this matter 120717-01 – Contact CPS re manhole covers - Ongoing 120717-02 – Enquire further re letter from Iron Acton school – Ongoing 120717-03 – Link Governor feedback from teachers – Complete – Feedback form attached to minutes – worthwhile exercise to be continued. 120717-04 – Link Governor reports and final visits – Ongoing 120717-05 – Cluster letter re absence – Complete 120717-06 – Confirmation letter re unpaid leave - Complete
5	Chair's Report <ul style="list-style-type: none"> • No report this time.
6	Head's Report <ul style="list-style-type: none"> • The report was circulated beforehand. • The new school year began well with 2 inset days attended by all members of teaching/support staff, reaffirming our school vision and



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values including how the school will evolve over the coming years – this will form the basis of the strategic plan.

- Personal goals were identified and represented by a key to unlock their potential for lifelong learning. Each goal will be represented by a key designed by all staff, pupils and Governors in the school and form part of an ongoing display in the school.
- Thanks were expressed to the Senior Leadership team - Rhys Buckley, Lauren Harris-Cue and Liz Cannock for their input.
- There are currently 201 pupils in the school with 25 EYFS pupils starting confidently. There are also 2 new pupils in Class 1.
- Provisional results have been received for both KS1 & 2 and are attached to the minutes, (the actual results will be available at the end of September) they look positive and show the school to be in a good position. Many thanks to Sophie Calver (EYFS) Jacqui Jones and Sarah Margea (KS1) and Lauren Harris-Cue (KS2)

Teaching & Learning – There will be a greater emphasis on reading with guided reading being redeveloped as part of training sessions with Vicky Gordon an outstanding T & L advisor.

A Phonics Parents workshop is planned for the 16th October. Liz Cannock will be supported by Georgina Weeks. Outdoor Learning will be the responsibility of Rhys Buckley & Sophie Calver, and daily physical activity – “Fit in 5” will be introduced by Georgina Weeks and be run in every class. The format of “The Nest” nurture group will be changing and offered in a variety of different ways. The children involved have been reintroduced into Class 5. The aim is to work towards a nurturing-sensory room.

Mastery in maths will continue with a parent workshop planned for the 16th October. Mrs Harris-Cue will be working at St Peter's as well as supporting other schools as part of her outreach work.

The benefits of positive behaviour across the school will continue with the use of behaviour ladders in each classroom.

While we continue our drive on writing throughout the school Pobble will not be used as it is too expensive. The Babcock spelling scheme implemented during the last academic year will continue.

We are implementing the recommendations from our SIAM's inspection and Jacqui Jones will continue to lead RE and Christian values assemblies. We would like to establish a visible presence from the church in school and also visit St Peter's Church at least 3 times a year beginning with the Harvest service on the 12th October.



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Our SEND/Pupil premium teacher is Sarah Margea and Georgina Weeks will be responsible for our after school clubs. Paul Truan will lead the Science & Computing part of the curriculum. Sophie Calver will develop further EYFS & Music. Reception and Year 6 buddy system will be continued after a very successful trial last year.

Art & DT sessions known as Takeover day will also continue, the first session will be on the 19th October and will be led by TA & RB.

Staffing: RB has made an excellent start, not only as Deputy Head but also as the teacher of Class 5, his responsibilities will also include the TA team, school council and student placements. There is a new member of staff supporting a child in EYFS, we will be reviewing whether we can meet the needs of this child during the first part of the academic year.

As funding has been received for a child in Class 5 a 1:1 teaching assistant is required for 27 hours per week – interview date is 26th September.

GW has requested 2 weeks off school as she needs an operation – her continued good health is important so it was agreed unanimously.

TA is covering PPA for 2 sessions per week which will make significant savings to the budget although long term it may not be sustainable.

Performance Management reviews for all staff will be held towards the end of October and TA's at the start of November.

Julie Morgan our lead cook unexpectedly left at the end of last term after 15 years. Many thanks to Julie for her hard work.

Resources: Inconsistencies with the payment of overtime need to be clarified, TA has written a protocol after liaising with HR and other Head's to ensure the payment for overtime is significantly reduced during 2017/18.

TA reiterated that he felt privileged to lead our fantastic school and work with such a committed group of staff, governors, parents and children.

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- FGB dates for 2017/18 were agreed as follows: 12/09/17, 16/11/17, 16/01/18, 14/03/18, 09/05/18, 10/07/18, and 13/09/18.
- Committees will remain the same as the last academic year with Bonnie Rayment & Rhys Buckley both joining Teaching & Learning.
- Link Governor feedback from the teachers has confirmed it is considered worthwhile and will continue during 2017/18. Bonnie will be the SEN Link Governor and Kirsty EYFS.
- Teachers Pay Award – details circulated ahead of the meeting. Option 1 was proposed following discussion by MO & seconded by DC. Voted for



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	<p>unanimously by all Governors (Teacher Governors were not included in the vote)</p> <ul style="list-style-type: none"> • Health & Safety rota needed – MO & HD volunteered for Term 1 and KM for Term 2, the Chair will confirm the rest of the year in due course. • Pecuniary Interest forms were circulated and completed at the meeting together with the eligibility forms where required.
8	<p>Confidential</p> <ul style="list-style-type: none"> • None
9	<p>Correspondence</p> <ul style="list-style-type: none"> • None
10	<p>Any Other Business</p> <ul style="list-style-type: none"> • TA pointed out that the Governor entries on Edubase are now out of date and need to be updated urgently. <p><u>ACTION 120917-05 JP to provide necessary details</u></p>
11	<p>Agenda items for the next meeting</p> <ul style="list-style-type: none"> • Update re Foundation Governor vacancies • Update re PCSO visits & parking • Committee Meeting dates 2017/18 • Link Governors final visits & reports • Performance data • Amended Whistleblowing Policy to be ratified. • Health & Safety rota.
	<ul style="list-style-type: none"> • Date of next meeting 16th November 2017 at 6.00pm

Meeting closed at 19.55

REFERENCE	ACTION	GOVERNOR
190117-02	HSE review rota	SP
180517-03	Letter to the Bishop re the need for a new foundation Governor to	EP



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	replace Rev Ann.	
120717-01	CPS to be contacted	PV/MO
120717-02	Enquire further about letter from Iron Acton	SP
120717-04	Link governor final visit & reports	All
120917-01	Investigate Lottery funding for Sensory Room	TA
120917-02	Contact Rev Philip Rowe	TA
120917-03	Contact EP to determine the response from the Bishop	HD
120917-04	Contact John at Emmaus Church	DC
120917-05	Edu base details need updating – send Governor info to TA	JP