



**Minutes of the  
 Full Governing Body of St Peter's Anglican/Methodist VC Primary  
 School  
 Thursday 18<sup>th</sup> May 2017**

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	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 HD.</li> <li>• Bonnie Rayment was welcomed to her first FGB and also Kirsty Macdonald in her new role as Parent Governor.</li> </ul>
<b>2</b>	<p><b>Presentation: Special Educational Needs</b></p> <ul style="list-style-type: none"> <li>• Many thanks to Sarah Margea for her presentation – a copy of which was circulated to Governors during the meeting and also attached to the</li> </ul>



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	<p>minutes.</p> <ul style="list-style-type: none"> <li>• There are currently 23 pupils equating to 11.17% of our pupils that have Special Educational Needs including 1 statemented pupil (soon to be replaced with plans called Education Health and Care Plans EHCP's).</li> <li>• Due to the geographic location of St Peter's we obtain additional funding from Local Authorities in both Bristol &amp; South Gloucester.</li> <li>• The nurture group (implemented this year for 4 pupils in Class 4) operates from Monday – Thursday in the mornings. It is now a model for other schools in the area for which we are very proud. The group is based in the Music Room which has been redecorated and has new lights. The children feel safe and secure and have renamed the room "The Nest"</li> <li>• Sarah has attended various network meetings &amp; training, she has worked extremely hard and her work has been highly commended.</li> </ul>
<p><b>3</b></p>	<p><b>Agree and sign minutes of the meeting on the 8<sup>th</sup> March 2017.</b></p> <ul style="list-style-type: none"> <li>• The minutes of the meeting were agreed and will be signed.</li> </ul>
<p><b>4</b></p>	<p><b>Matters arising and actions not covered by the Agenda</b></p> <p>110517-07 PV to liaise with AT re purchase of cupboard – <b>Closed &amp; passed to Resources</b></p> <p>140716-02 Start process for parents Forum – <b>Deferred until September 2017</b></p> <p>140716-04 Quotes re security system – <b>Closed</b></p> <p>190117-02 HSE review rota - <b>Ongoing</b></p> <p>080317-01 Ideas for fundraising donations – <b>Complete – EP has passed fundraising details to AT</b></p> <p>080317-02 Fundraising ideas at the local cluster meeting – <b>Ongoing</b></p> <p>080317-03 Letter to parents/cares re appointment of new Head teacher - <b>Complete</b></p> <p>080317-04 Timetable for recruitment of Deputy Head – <b>Complete</b></p> <p>080317-05 Letter re Parent Governor vacancies – <b>Complete</b></p>
<p><b>5</b></p>	<p><b>Chair's Report</b></p> <ul style="list-style-type: none"> <li>• The report was circulated beforehand.</li> <li>• Thanks to EP, GW, TA &amp; PO for their help with the interviews for the selection of the new Deputy Head.</li> <li>• Rhys Buckley was appointed and the position was ratified at the Resources Meeting on 15<sup>th</sup> May.</li> </ul> <p><b><u>ACTION 180517-01 PO to write to inform Parents/Carers of the appointment.</u></b></p> <ul style="list-style-type: none"> <li>• <b>Policies</b> – Collective Worship and Complaints Procedure Policies have been adopted. The Whistleblowing Policy will be amended and ratified at</li> </ul>



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	the next FGB in July.
<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 things have happened since the last FGB. Appointments have been made for both the Head teacher and Deputy Head teacher, and also the very successful SIAM's inspection.</li><li>• Many school activities have taken place, and our sports teams have had a successful season – particularly the netball team. Thanks to Mrs Harris-Cue, Mrs Bird and Miss Calver for their support and encouragement.</li><li>• The report from the SIAM's inspection has been circulated to everyone and PO asked for his thanks and appreciation for the work that Mrs Jones, Reverend Ann, the Foundation Governors, staff and children be put on record.</li><li>• Year 6 has undertaken their SATs during week commencing 8<sup>th</sup> May – they worked very hard during the week and also in the the weeks leading up to the tests. Thanks to Mrs Harris-Cue, Miss Withenshaw and Mrs Lewis for their support. Many thanks to Julie &amp; Lesley for providing a cooked breakfast every day of the tests. Year 6 are currently enjoying camp in the Brecon Beacons.</li><li>• Year 2 assessments will take place during w/c 22<sup>nd</sup> May.</li><li>• Mastery in Maths will continue during the next academic year. Mrs Harris-Cue will continue with her own training while supporting colleagues with their practice through staff workshops etc., she will also be spending time working with other schools together with hosting sessions at St Peter's.</li><li>• EYFS New Parents Evening will be led by TA &amp; SC.</li><li>• Gifted &amp; Talented – Following a request for this to be explained a briefing paper was circulated at the meeting. Gifted is a term which schools use to describe a child who has abilities academically, while talented refers to a child who has skills of a practical nature e.g. music, sport or art. St Peter's is an inclusive school encouraging all children to be the best they possibly can. The recent SIAMs inspection highlighted as outstanding the way the school meets pupils needs, and identified it as strength of the school. A one page profile is held for each child in the school and can include details of things they are good at or enjoy, it would be interesting to ask the children what talents they feel they have.</li></ul> <p><b><u>ACTION180517-06 TA to put into place.</u></b></p>



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7	<p><b>Committee Reports</b></p> <p><b><u>Teaching &amp; Learning</u></b></p> <ul style="list-style-type: none"><li>• Report circulated beforehand – no questions at this time.</li></ul> <p><b><u>Foundation</u></b></p> <ul style="list-style-type: none"><li>• No report circulated. EP has endeavoured to find another Foundation Governor to replace Rev Ann by writing to the Bishop. Rev Ann's replacement is Philip Rowe – the Bishop is writing to ask him to take up the position.</li></ul> <p><b><u>ACTION 180517-03 – EP will write to ask the Bishop to help in finding a replacement if Philip Rowe declines.</u></b></p> <p><b><u>Resources</u></b></p> <ul style="list-style-type: none"><li>• No report circulated.</li></ul>
8	<ul style="list-style-type: none"><li>• <b>Budget review</b> – There is estimated to be a surplus for 2017/18, with a deficit predicted for 2018/19. Governors need to be aware that difficult decisions may need to be taken to set a balanced budget in the future. The uncertainty nationally regarding Government funding for schools may change following the General election and will reflect on our position. A copy of the overall budget was circulated – it has been discussed and agreed at the Resources meeting on the 15<sup>th</sup> May and approved during this FGB. Budget approval proposed by SP and seconded by PV. All agreed and the Budget will be submitted to the LA.</li><li>• <b>Deputy Head</b> – Rhys Buckley has been appointed and will join the school in September.</li><li>• <b>Update on Parking</b> – There continues to be parking within the school grounds despite a visit from our Community Police Officer.</li></ul> <p><b><u>ACTION 180517-04 - Request for Kelly the Community Police Officer to visit again - PO</u></b></p> <p><b><u>ACTION 180517-05 – Ask the children to come up with ideas to stop parking in school – TA</u></b></p> <ul style="list-style-type: none"><li>• Out of School Club – An e mail has been received stating that 2 of the committee are standing down at the AGM on the 7<sup>th</sup> June although they have agreed to stay on until the end of the academic year if required. The result will be that there will be no holiday/out of school club during August if no one comes forward to carry it on. There are on average 12-20 children per day. The OSC has a good reputation and alternatives need to be explored - PO will attend the AGM and report back to the next FGB.</li><li>• The Nurture Group will continue in its present form for the majority of the summer term. A briefing paper will be written for the T &amp; L Committee</li></ul>



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	<p>and be provided to Governors as soon as possible.</p> <ul style="list-style-type: none"> <li>We have been approached by the LA to take an EYFS pupil with severe Special Needs in September 2017. It is essential that the child has 1:1 adult support of at least 32.5 hours per week funded by the LA before mainstream schooling can be considered. We are awaiting the outcome.</li> <li>Resources – The lock down button has been pressed but unfortunately it doesn't work – this will be addressed asap. The Hall door has been repaired, and the signage has been added to "The Rock"</li> <li>The attendance report was circulated during the meeting – PO has contacted persistent offenders.</li> <li>The revised SDP &amp; SEF will be sent showing end of year outcomes – DC &amp; SP will meet with PO &amp; TA.</li> </ul>
<b>9</b>	<p><b>Confidential</b></p> <ul style="list-style-type: none"> <li>None</li> </ul>
<b>10</b>	<p><b>Correspondence</b></p> <ul style="list-style-type: none"> <li>None</li> </ul>
<b>11</b>	<p><b>Agenda items for the next meeting</b></p> <ul style="list-style-type: none"> <li>Mastery in maths 15 minute presentation by Lauren Cue.</li> <li>End of year data.</li> <li>Amended Whistleblowing Policy to be ratified.</li> </ul>
	<ul style="list-style-type: none"> <li>Date of next meeting 12<sup>th</sup> July 2017 at 6.00pm</li> </ul>

**Meeting closed at 20.15**

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



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	cluster meetings	
180517-01	Letter to parents & carers to inform of the appointment of the new Deputy head	PO
180517-02	Children to update their one page profile.	TA
180517-03	Letter to the Bishop re the need for a new foundation Governor to replace Rev Ann.	EP
180517-04	Request visit from the Community Police Officer	PO
180517-05	Ask the children for ideas to stop parking in the school	TA