



**Minutes of the
 Full Governing Body of St Peter's Anglican/Methodist VC Primary
 School
 Wednesday 8th March 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	Y			
Jeanette Fish	Foundation	Y	Diane Crawford	Parent	Y
Rev Ann Parker	Foundation	Y	Phil Viner	Co-opted	Y
Tom Allen	Staff	A	Lee Fairman	Parent	A
Kirsty Macdonald	Co-opted	Y	Michael Ormond	Parent	Y

ITEM	TOPIC
1	<ul style="list-style-type: none"> • Apologies LF & TA. • The meeting was quorate & there were no pecuniary interests. • The meeting was briefed on Fire and Evacuation procedures. • Prayer was led by EP.
2	Agree and sign minutes of the meeting on the 19th January 2017. <ul style="list-style-type: none"> • The minutes of the meeting were agreed and will be signed.
3	Matters arising and actions not covered by the Agenda 110516-07 – PV to liaise with AT re purchase of cupboard – Ongoing – the feeling at the meeting was that if the existing cupboard is cleared to free up space a



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	<p>second cupboard may not be needed. Thanks to JF & EP for volunteering to assist Ann.</p> <p>140716-02 – Start process re Parents Forum – Ongoing</p> <p>140716-04 – Quotes re security system – Ongoing, waiting for final quotes.</p> <p>190117-01 – Governor vacancy – Complete</p> <p>190117-02 – HSE review rota – Ongoing</p> <p>190117-03 – Review of policies – Completed by Resources & Teaching & Learning</p> <p>190117-04 – Quote re inscription for the Rock – Complete – Quote accepted and work will be done.</p> <p>190117-05 – Interview packs - Complete</p>
4	<p>Chair's Report</p> <ul style="list-style-type: none">• The School valuation statement has been produced by Ann Tearle. There is no change from last year and following ratification at this meeting it will be sent to the Local Authority.• Simon expressed thanks to the whole panel involved with the Head Teacher interviews during the past 2 days, with special thanks to Diane & Georgina for their additional work.• SIAMs inspection scheduled for tomorrow, the 9th March.
5	<p>Head's Report</p> <ul style="list-style-type: none">• The report was circulated at the meeting.• Chris Nye (School Improvement Advisor) visited the school on the 1st March 2017.• He found that there was a high quality of learning around the school, which is reflected in the public areas of the school as well as in the classrooms. He found there to be strong evidence of progression in Maths and writing throughout the school, and the overall behaviour very good.• The nurture group set up to benefit 4 pupils in Class 4 has begun; this has resulted in uninterrupted lessons and good progress being made by the rest of the class.• Attendance - the Education Welfare Officer has visited 1 family which has had a positive effect. Requests for term time holidays continues to be recorded as unauthorised absence.• Budget – PO & AT met with Colin Smith the Schools Finance Officer in February to review the budget for 2016/17 & set a very provisional budget for 2017/18. The visit scheduled for 4th May will review and amend as necessary once this financial year has ended. This will enable



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	<p>the Budget to be approved by FGB/Resources before 31st May 2017.</p> <ul style="list-style-type: none">• The provisional figures show a deficit for each of the next 3 years as follows: 2017/18 (£1287) 2018/19 (£87,634) 2019/20 (£181,925). These figures have been prepared assuming the carried forward surplus from 2016/17 will be the predicted figure of £59,627.• Discussion was held to determine if funding could be obtained from any other sources? <p><u>ACTION 080317-01 Foundation Governors to look into possible donations</u> <u>ACTION080317-02 Check at the next cluster meeting where other schools obtain extra funding – PO</u></p> <ul style="list-style-type: none">• There is uncertainty nationally regarding the funding formula for schools as it is still in the consultation stage, but some areas of potential savings to the budget have been identified which could potentially change the provisional figures as follows: 2017/18 £12994, 2018/19 (£61,634) 2019/20 (142,925)
6	<p>Update re appointment of Head Teacher</p> <ul style="list-style-type: none">• The original 5 applicants were shortlisted to 3 which subsequently became 2 when 1 of the applicants accepted another position.• Day 1 involved meeting the school council, taking assembly, playing out various scenarios and writing reports. In addition to dealing with a critical incident, a learning walk around the school and a presentation to colleagues.• Day 2 was a 10 minute presentation followed by a formal interview, with questions at the end.• Tom Allen (currently Deputy Head) was the successful candidate. He will be mentored from now for a period of 18 months, and has a strong team around him.• The position was unanimously ratified.• A letter will be sent to parents/carers informing them of the outcome, and also to HR. <p><u>ACTION 080317-03 – SP to issue as Chair of Governors.</u></p> <ul style="list-style-type: none">• The position of Deputy Head will need to be filled ready for September <p><u>ACTION 080317-04 – Timetable for recruiting – SP & EP</u></p> <p>Governor vacancies</p> <ul style="list-style-type: none">• There will be 2 Parent Governor Vacancies from 1st April 2017. A letter needs to be sent to all parent/carers asking for volunteers. <p><u>ACTION 080317-05 – Letter to parents re vacancies – JP</u></p>



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	<ul style="list-style-type: none"> Rev Ann will be retiring at the end of April and resigning as a Governor. There is no replacement at the moment.
7	Committee Reports <ul style="list-style-type: none"> No reports circulated.
8	Confidential <ul style="list-style-type: none"> None
9	Correspondence <ul style="list-style-type: none"> None
10	Agenda items for the next meeting <ul style="list-style-type: none"> Mastery in maths 15 minute presentation by Lauren Cue. SENco 15 minute presentation by Sarah Margea. Drop off zone parking – possible need to involve the Community police and also write to persistent offenders. A request was made for the Gifted & Talented category to be explained in more detail – should we be recognising these children in some way?
	<ul style="list-style-type: none"> Date of next meeting 18th May 2017 at 6.00pm

Meeting closed at 18.25

REFERENCE	ACTION	GOVERNOR
110516-07	Liaise re purchase of cupboard for electricals	AT & PV
140716-02	Start process for Parents Forum	PO
140716-04	Investigate & obtain quotes re security system.	Traffic Group
190117-02	HSE review rota	SP



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080317-01	Ideas for Fundraising donations	Foundation Governors
080317-02	Enquire about raising extra money at the next cluster meeting	PO
080317-03	Letter to parents/carers re appointment of new Headteacher	SP
080317-04	Timetable for recruitment of Deputy Head	SP, EP
080317-05	Letter re Parent Governor vacancies	JP