



**Minutes of the
 Full Governing Body of St Peter's Anglican/Methodist VC Primary
 School
 Thursday 16th November 2017**

	STATUS	Y/N/A	NAME	STATUS	Y/N/A
Simon Powell Chair	Co-opted	Y	Helen Doggart Vice Chair	Foundation	Y
Rhys Buckley	Acting Head	Y	Georgina Weeks	Staff	Y
Lauren Harris-Cue	Co-opted	Y	Diane Crawford	Co-opted	Y
Jeanette Fish	Foundation	Y	Bonnie Rayment	Parent	Y
Kirsty Macdonald	Parent	Y	Phil Viner	Co-opted	Y
Michael Ormond	Parent	Y	Dottie North	Foundation	Y

ITEM	TOPIC
1	<ul style="list-style-type: none"> • The meeting was quorate & there was 1 pecuniary interest. • The meeting was briefed on Fire and Evacuation procedures. • Prayer was led by JF.
2	Head teacher recruitment process <ul style="list-style-type: none"> • SP welcomed Lauren Harris-Cue, Gail Phillips & Neil Turner to the meeting. • RB has a pecuniary interest so left the meeting at this point. • GP ran through the recruitment process and distributed information



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	<p>regarding dates and pay scale for discussion.</p> <ul style="list-style-type: none"> The initial discussion related to the date by which we feel it appropriate for a new Headteacher to be in position either Easter or September 2018. The proposal for September was made by HD, seconded by DC and was a unanimous decision. Pay Band: Following discussion the Band 12-18 was voted for unanimously. Dottie & Phil joined the meeting at 6.15pm. E teach will be used to deal with all interview procedures. The interview panel will consist of: Neil Turner (consultant Head Teacher), John Swainson (C of E) David Alderman (Methodist), SP (Chair of the panel) HD, GW, MO, KM and DC. Timeline: The advertisement pack writing will be done on Thursday 6th December at 5pm. The advertisement will need to be with HR by the 1st February for publication on the 5th February with the closing date of the 16th February. Shortlisting will be carried out on Tuesday 27th February at 1pm with the interviews being held on Wednesday & Thursday 21st & 22nd March followed. FGB meeting to ratify the appointment Thursday 22nd March at 6pm. RB returned to the meeting.
<p>3</p>	<p>Agree and sign minutes of the meeting on the 12th September 2017.</p> <ul style="list-style-type: none"> The minutes of the meeting were agreed and will be signed.
<p>4</p>	<p>Matters arising and actions not covered by the Agenda</p> <p>190117-02 HSE review rota – Closed</p> <p>180517-03 Letter to the Bishop – Closed</p> <p>120717-01 CPS to be contacted – Closed</p> <p>120717-02 Enquire re letter from Iron Acton – Closed</p> <p>120717-04 Link Governor final visits & reports – Ongoing</p> <p>120917-01 Investigate Lottery Funding – Ongoing</p> <p>120917-03 Ascertain response from the Bishop – Closed</p> <p>120917-04 Contact John at Emmaus – Closed</p> <p>120917-05 Update Edubase - Complete</p>
<p>5</p>	<p>Chair's Report</p> <ul style="list-style-type: none"> The report was circulated beforehand <u>See Confidential Minutes</u>
<p>6</p>	<p>Head's Report</p> <ul style="list-style-type: none"> The report was circulated beforehand. Significant staff changes have been needed since the resignation of TA. In order to facilitate Rhys Buckley as Acting Head Georgina Weeks has moved to Class 5 with Lauren Homer teaching Class 4. Lauren Harris-Cue



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	<p>has agreed to become Acting Deputy Head. Liz Cannock is continuing her role as English lead and has provided excellent support as part of the SLT.</p> <ul style="list-style-type: none">• A Monitoring Week was held during Term 1 during which the SLT observed teachers in either Maths or English. There were many positives found and also some areas for improvement.• Term 1 brought a very valuable visit from our new School Improvement Officer, Kay Pettifer.• The school has used fixed exclusions with 3 pupils this year – severe behaviour has been demonstrated in each case making the action necessary. The school is working closely with the families and also alongside outside agencies for support. Two of the pupils are currently at risk of permanent exclusion and we are working alongside the relevant agencies to support us in that process.• Due to the high percentage of SEND children in KS1 increased nurturing support needs to be given. TA support has been given informally but this will now be continued on a more formal basis with relevant training given where needed. Our EYFS teacher Sophie Calver has good links with the Anderson School, the Head has previously visited St Peter's and he may be invited again. <p><u>ACTION 161117 -02 RB to investigate training available re SEN.</u></p> <p>Thanks to Sarah Margea for her continued support in her role as SENCO at St Peter's.</p> <ul style="list-style-type: none">• Behaviour throughout the school remains good, and attendance satisfactory. Pupils with below average attendance are being monitored closely.• Teacher Performance Management review is due to take place on the 27th November 2017.• Analysis of last years' SAT's results has been completed and areas for development have been identified and will form a large part of our School Development Plan. Writing is a key focus this year.• Thanks were expressed for the support of all staff during this difficult time with special thanks to Rhys, Lauren and Simon.
<p>7</p>	<ul style="list-style-type: none">• Committee meeting dates are currently with SP. <p><u>ACTION 161117 – 03 SP to circulate dates to all Governors.</u></p> <ul style="list-style-type: none">• The final Link Governor visits for the year need to be made and reports circulated please. Completed reports have been received from HD & KM. KM has agreed to be Link Governor to Georgina Weeks in addition to



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	<p>Sophie Calver (EYFS).</p> <ul style="list-style-type: none"> Health & Safety – MO agreed to set up a rota from Term 3. <p><u>ACTION 161117-04 MO to arrange Health & Safety Rota</u></p> <ul style="list-style-type: none"> Performance Data Update – Validated KS1 results will be available shortly and will be circulated by RB. Three policies circulated ahead of the meeting: Lone Working, Educational Visits & School Emergency were ratified at the meeting. Foundation Governor Update: The Rev Ann Lloyd is to be approached regarding joining the Governing Body or at least having a presence in the school. <p><u>ACTION 161117-05 Foundation Committee to contact Rev Lloyd.</u></p> <ul style="list-style-type: none"> PCSO has visited the school; a patrol will be done twice a week. The school council will be used to approach parents who park illegally. A concern has been raised by parents regarding the speed of cars travelling on Bank Road – a note is to be put in the next Newsletter.
8	<p><u>Committee reports</u></p> <ul style="list-style-type: none"> No reports this time
9	<p>Confidential</p> <ul style="list-style-type: none"> See separate minutes
10	<p>Correspondence</p> <ul style="list-style-type: none"> None
11	<p>Agenda items for the next meeting</p> <ul style="list-style-type: none"> SEN Update (To be included at each FGB) Policies Social event following the next Governors meeting.
	<ul style="list-style-type: none"> Date of next meeting 16th January 2018 at 6.00pm

Meeting closed at 19.55

REFERENCE	ACTION	GOVERNOR
120717-04	Link governor final visit & reports	All



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120917-01	Investigate Lottery funding for Sensory Room	RB
120917-02	Contact Rev Philip Rowe	RB
161117-01	Letter to parents	SP
161117-02	SEN Training	RB
161117-03	Circulate Committee dates 2017/18	SP
161117-04	H & S rota	MO/Resources Committee
161117-05	Contact Rev Ann Lloyd	Foundation Committee