



Minutes of the  
Full Governing Body of St Peter's Anglican/Methodist VC Primary  
School

Monday 18<sup>th</sup> November 2019 **DRAFT**

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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
Rhys Buckley	Head	A	Darren Hunt	Co-opted	Y
Robert Barker	Parent	Y	Kirsty Macdonald	Co-opted	Y
Jonathan Onslow	Parent	Y	Phil Viner	Co-opted	Y
Michael Ormond	Parent	y	Tiffany Newman	Co-opted	Y
Russell McAulay	Parent	A	Dottie North	Foundation	A
			Jeanette Fish	Foundation	Y

ITEM	TOPIC
1	<ul style="list-style-type: none"> <li>• The meeting was quorate &amp; there were no pecuniary interests.</li> <li>• The meeting was briefed on Fire and Evacuation procedures.</li> <li>• Apologies: RB, RM &amp; DN</li> <li>• Prayer was led by JF</li> </ul>
2	<p><b>Agree and sign minutes of the meeting on the 16<sup>th</sup> September 2019</b></p> <ul style="list-style-type: none"> <li>• The minutes of the meetings were subject to amendment as the question &amp; answer items need to be recorded in a separate Confidential Minutes.</li> </ul> <p>This will be amended and brought to the next FGB for signature.</p>



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<b>3</b>	<b>Matters arising and actions not covered by the Agenda</b> <ul style="list-style-type: none"><li>• 090518-04 Foundation Governor Vacancy – <b>Closed</b> – Bob Benjamin will be joining us once confirmed by the Diocese</li><li>• 151118-02 Vision Statement – <b>Closed</b></li><li>• 151118-03 Mission Statement – <b>Ongoing</b></li><li>• 160919-01 Standardise pupil/parent introduction to new classes – <b>Ongoing</b> – New procedure to be brought back in Term 5 ready to implement in Term 6</li></ul>
<b>4</b>	<b>Chair's Report</b> <ul style="list-style-type: none"><li>• No report was circulated this time.</li><li>• Our 2 new Parent Governors were welcomed to their first meeting.</li><li>• It is hoped that following the traumatic end to the last academic year we can look forward to a more settled time at St Peter's.</li><li>• The Local Authority have proposed a pay increase for staff of 2.75% which will be accepted.</li><li>• Additional funding has been needed by South Gloucestershire Schools over &amp; above what was expected – this has resulted in all schools being asked to repay some of their funding – this has been rejected by <b>all</b> schools. Our budget has been set but we are still heading for a deficit. The Cluster Heads have all rejected the proposal and this has been upheld by the Resources Committee.</li><li>• Question from TN regarding the Governor/Head teacher Course being held on 20<sup>th</sup> November – as the budget repayment proposal has been rejected no one is intending to attend.</li><li>• Simon confirmed his intention to resign at tonight's meeting. He was thanked for his hard work &amp; continued support. The election of the new Chair – Mike Ormond was proposed by HD and seconded by KM – all agreed.</li></ul>
<b>5</b>	<b>Head's Report</b> <ul style="list-style-type: none"><li>• The report was circulated beforehand</li><li>• Following the visit from Heather Taylor our SIA in early September and her subsequent report our priorities for rapid improvement have been put in place, with RB &amp; DH taking control of English leadership – DH focusing on reading/phonics and RB on writing. They are being supported in this by outside consultants familiar to the school. A new book scheme has been requested and Tiffany &amp; Vicky have been coming into school, and they plan to visit the Manor School to see how they approach English as their results are very good.</li></ul>



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	<p>A Maths specialist has also been recommended by our SIA to support our Maths lead that is new to the position.</p> <ul style="list-style-type: none"><li>• MO felt that the report is not supported by the results that we are achieving in the school.</li><li>• Following interview a new School Business Manager has been appointed to replace Anne Tearle our Bursar. Her start date will be November 25<sup>th</sup> to enable a handover period. She will be on a 6 months temporary contract and Integra will support and the cost will be £500 for 6 x 2 hour sessions, together with additional qualifications being gained on a Home/school course.</li></ul> <p><b><u>ACTION181119-01 Following discussion it was decided that RB should investigate the feasibility of a learning contract for the new appointment whereby any monies paid by the school for the Business Manager to gain the necessary qualifications would be repaid if employment was terminated – RB</u></b></p> <ul style="list-style-type: none"><li>• See also Confidential Minutes for additional questions/challenges by the Governors.</li></ul> <p><b><u>ACTION181119-02 RB to circulate the SDP</u></b></p> <ul style="list-style-type: none"><li>• There is a new Ofsted framework and TN's partner who is himself a Head has offered to come into school and explain the detail, before Christmas if it can be arranged.</li></ul> <p><b><u>ACTION 181119-03 TN to set up the meeting.</u></b></p> <ul style="list-style-type: none"><li>• The Better Behaviour project is continuing this term with the second staff twilight meeting having been held this week. Last term 3 visible consistencies were agreed that we wanted children to see/hear from staff as follows: Smart lines, Fantastic walking and Staying in seat unless asked to move – which affects the learning atmosphere. In turn this has meant that the behaviour ladders will be replaced by Recognition Boards in each classroom and our 3 school rules that underpin everything we do are: Ready, Respectful and Safe. As previously discussed this project is based around the approach put forward by Paul Dix in his book "When Adults Change, Everything Changes"</li><li>• Whole School Attendance figures for term 1 have been received from the LA – 97.4% which is slightly above our target.</li></ul>
<b>6</b>	<ul style="list-style-type: none"><li>• Budget – The report was circulated at the meeting. The figures are broadly in line with the projected figures bearing in mind that the Traded Services figure is taken as a whole at the beginning of the year. Laura our finance adviser was in school today – Forward projection of pay</li></ul>



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	<p>rises is a bigger % increase than expected and with the number of pupils reducing we are looking at a deficit of £23k. Currently we don't have Teaching Assistant Insurance – this needs to be looked into.</p> <p><b><u>ACTION 181119-04 Investigate the possibility of purchasing TA Insurance - RB</u></b></p> <ul style="list-style-type: none"> <li>• <b><u>After School Club</u></b> – This has been in operation since 4<sup>th</sup> November with an surplus income of circa £400. See also Confidential minutes.</li> <li>• <b><u>Policies</u></b> MO will be reviewing how to move forward.</li> </ul> <p><b><u>ACTION 181119-06 Review the process. MO &amp; JP</u></b></p>
<b>7</b>	<p><b>Committee Reports</b></p> <ul style="list-style-type: none"> <li>• There were no reports this time, it is essential all Committees submit reports to each FGB in the future. All reports to be circulated 1 week ahead please.</li> </ul>
<b>8</b>	<p><b>Confidential</b></p> <ul style="list-style-type: none"> <li>• See separate report</li> </ul>
<b>9</b>	<p><b>Correspondence</b></p> <ul style="list-style-type: none"> <li>• None</li> </ul>
<b>10</b>	<p><b>Agenda items for the next meeting</b></p> <ul style="list-style-type: none"> <li>• Budget</li> <li>• Out of school club</li> <li>• SIA update</li> <li>• Update RIP</li> <li>• Policies</li> <li>• SEN Update</li> <li>• Training</li> </ul>
	<ul style="list-style-type: none"> <li>• Date of next meeting 21<sup>st</sup> January 2020 at 6.00pm</li> </ul>

Meeting closed at 19.50

REFERENCE	ACTION	GOVERNOR
151118-03	Mission Statement	Foundation Committee Term 4



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<b>160919-01</b>	<b>Standardise pupil/parent introduction to new classes ahead of new academic year.</b>	<b>RB</b>
<b>181119-01</b>	<b>Monies paid for Business Manager training to be repaid if employment terminated</b>	<b>RB</b>
<b>181119-02</b>	<b>Circulate SDP</b>	<b>RB</b>
<b>181119-03</b>	<b>Set up meeting re new Ofsted framework</b>	<b>TN</b>
<b>181119-04</b>	<b>Investigate TA insurance</b>	<b>RB</b>
<b>181119-05</b>	<b>Ensure that the gate to the playground is closed promptly at 8.50</b>	<b>RB &amp; all staff</b>
<b>181119-06</b>	<b>Review Policies</b>	<b>MO/JP</b>