



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

Thursday 10th September 2020 **VIA TEAMS**

	STATUS	Y/N/A	NAME	STATUS	Y/N/A
Mike Ormond Chair	Parent	Y	Helen Doggart Vice Chair	Foundation	Y
Rhys Buckley	Head	Y	Darren Hunt	Co-opted	Y
Robert Barker	Parent	Y	Anne Tearle	Co-opted	Y
Jonathan Onslow	Parent	Y	Tiffany Newman	Co-opted	Y
Russell McAulay	Parent	Y		Foundation	
Bob Benjamin	Foundation	Y		Foundation	

ITEM	TOPIC
1	<ul style="list-style-type: none"> The meeting was quorate & there were no pecuniary interests. Apologies: None Prayer was led by HD Anne Burrell was welcomed to the meeting. She is representing South Gloucestershire who are conducting a Governance Review. Anne is in attendance to observe, take notes & obtain evidence, only taking part in the meeting if she has knowledge to answer questions that may arise.
2	Election of Chair & Vice Chair <ul style="list-style-type: none"> The clerk asked for nominations for Chair of Governors – Mike Ormond was nominated by HD and seconded by RM. Mike confirmed he was happy to continue. The Chair then asked for nominations for Vice chair – Helen Doggart was nominated by MO and seconded by R Barker. Helen



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	also confirmed that she was happy to continue. All Governors agreed unanimously with the appointments.
3	<p>Agree and sign minutes of the meeting on the 16th July 2020</p> <ul style="list-style-type: none"> It was pointed out that the page numbering needs to be corrected and once this has been done the minutes of the meeting were agreed & will be signed when safe to do so.
4	<p>Matters arising and actions not covered by the Agenda</p> <ul style="list-style-type: none"> 181119-06 Review policies – Ongoing - MO has started review and has suggested that there is a meeting to include the 4 volunteer helpers. <u>ACTION UPDATE: MO to arrange a meeting with CT, JO, JP & AT</u> 210120-03 – Actions completed to the RIP - Ongoing – RB to meet with Andrew & Heather during term 1. <u>ACTION UPDATE: RB to include details of the RIP on Teams.</u> 110320-01 - Mission Statement – Ongoing - HD to circulate suggestions over the summer break - replies indicating the Dream, Believe, Achieve linked to a passage from the Bible is the favourite. <u>ACTION UPDATE: Check that this is SIAM's compliant</u> 110320-03 Meeting for New Governors – Ongoing – not been possible yet due to COVID-19 110320-04 New Safeguarding Policy – Ongoing – Review asap by RB, MO, HD & R. Barker 160720-01 Dates for Parent Forum 20/21 - Ongoing – Dates are on Teams – more regular dates have been requested. <u>ACTION UPDATE: Governors are requested to confirm their availability to attend before the action can be closed</u> 160720-02 Governors to establish area they are most suited to from SDP – Ongoing – Some Governors have replied but the action is ongoing until everyone has replied. <u>ACTION UPDATE: Governors are requested to reply to RB asap.</u> 160720-03 Teacher subject leads to be entered on Teams – Complete 160720-04 Ad re Governor vacancies – Ongoing 160720-05 Circulate details of the C4L partnership – Complete – Meeting with Heather Taylor early September outlining priorities that have been held up due to Covid, details will be on Teams in due course.
5	<p>Chair's Report</p> <ul style="list-style-type: none"> The report was circulated beforehand. It was a very frank report from the Chair setting out details of the School



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	<p>Finances which, although additional money is due from the Government in the region of £30k will not improve our situation. This indicates that it is essential to set a viable budget for the next 3-5 years.</p> <ul style="list-style-type: none">• See also Confidential minutes.
6	<p>Head's Report</p> <ul style="list-style-type: none">• The report was circulated beforehand• In line with Government guidelines all children were welcomed back into school at the start of the new academic year in September. Although the school day is very different the children have adapted well, and attendance is higher than the normal average first week with a figure of 97.4%. The newly introduced Government electronic attendance form requires daily completion by 12pm for key pupils and also records children or staff who have developed symptoms related to COVID-19.• New routines have been established with the children around hygiene and Teachers have also been focusing on children's Social & Emotional Mental Health checking for anxiety or signs of traumatic stress. This term a gap analysis also needs to be conducted of children academically primarily in Maths & English. The catch-up premium to be received from the Government is to be spent on the children's academic support including staff training to give intervention to pupils in need and also to employ additional staff as required. Rhys wanted to put on record his thanks to all staff for their hard work in these very unusual times. This was also echoed by the Governors.• Staff Recruitment: The position of Caretaker has been filled this week and the interviews are being held shortly for the vacancies for 2 Lunch time supervisors.• MO asked what RB considered as the SLT currently. RB clarified that the SLT was: Himself, the Deputy Head, School Business Manager and the SENCO. MO asked if this was an adequate structure. RB confirmed that he was happy with the SLT for a school of this size.• MO asked in terms of learning gaps are we catering for the more able pupils who may not have fallen behind in lockdown. DH responded that he felt even the more able pupils had catch up learning to do and he was confident no one was bored.
7	<p>School Development Plan</p> <ul style="list-style-type: none">• The SDP overview 20/21 was circulated by the Head beforehand.• The main priority is to develop a wider curriculum which meets the expectations set out within the new inspection framework from Ofsted.



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	<ul style="list-style-type: none"> SDP priorities had previously been shared with Governors who had been asked to align themselves with the priority they are best suited to. Some replies have been received by RB, but can ALL Governors please ensure they reply. During the discussion around the SDP the timing of the draft curriculum was raised & MO requested that it is ready for the next FGB. <p><u>ACTION 100920-01 Draft curriculum requested from RB by the next FGB</u></p> <ul style="list-style-type: none"> MO noted that the SDP was quite different to that presented own July and that Maths and Literacy were no longer targets in their own right; given OFSTED emphasis on literacy was this the best decision. RB said that OFSTED would be interested in the evidence in the school not the SDP itself, and that Maths and Literacy were covered in the combined teaching target.
<p style="text-align: center;">8</p>	<ul style="list-style-type: none"> FGB meeting dates confirmed as: 10/11/20, 12/1/21, 2/3/21, 18/5/21 and 15/7/21. As before there will be a budget update at each meeting. Committees: Teaching & Learning – Chair – Rob Barker plus RB, MO, DH, TN, LC, BB. Date of first meeting – 15/10/20 at 5pm. Resources – Chair – Jon Onslow plus RB, MO, HD, AT, RM. Date of first meeting 12/10/20. Foundation – Chair – Helen Doggart plus RB, BB. Date of first meeting 14/9/20. Meeting dates for the whole year to be agreed at the first meeting and reported to the clerk. <p><u>ACTION 100920 – 02 Committee chairs to agree dates for meetings for20/21 and forward details to the Clerk.</u></p> <ul style="list-style-type: none"> Link Governors: Will be established during the FGB in November & Teams meetings set up in the absence of being able to visit the school. Training – New Governor Induction – AT 14/9/20 & BB 7/10/20. It is possible to book courses online once you have identified your particular needs or if you prefer to contact the clerk who will arrange for you. Pecuniary Interest forms: Circulated by Clare Trayler – please complete and return forms asap.
<p style="text-align: center;">9</p>	<p>Confidential</p> <ul style="list-style-type: none"> See separate report
<p style="text-align: center;">10</p>	<p>Correspondence</p> <ul style="list-style-type: none"> None
<p style="text-align: center;">11</p>	<p>Agenda items for the next meeting</p> <ul style="list-style-type: none"> Budget Link Governors Policies for ratification



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	<ul style="list-style-type: none"> • Pay appraisal • Training
	<ul style="list-style-type: none"> • Date of next meeting Tuesday 10th November 2020 at 6.00pm

Meeting closed at 19.20

REFERENCE	ACTION	GOVERNOR
181119-06	Review Policies	MO/JP
210120-03	Details showing how actions have been completed on the RIP. To be closed once on Teams.	RB
110320-01	Mission Statement – Check that the preferred option is SIAMs compliant	HD
110320-03	Meeting for New Governors – delayed due to COVID-19	MO
110320-04	New Safeguarding Policy	RB, MO, HD & R. Barker
160720-01	Parent Forum details on Teams – Governors to confirm their availability to attend.	All Governors



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160720-02	Governors who haven't already replied to establish area they are most suited to from SDP	All Governors
160720-04	Ad re Governor vacancies	MO
100920-01	Draft Curriculum requested by the next FGB in November	RB
100920-02	Committee chairs to agree meeting dates for 20/21 & forward details to JP	Committee Chairs
100920-03	Questions and concerns regarding the Chair's report	All Governors