



**Minutes of the**  
**Full Governing Body of St Peter's Anglican/Methodist VC Primary**  
**School**  
**Wednesday 11<sup>th</sup> March 2020**

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	STATUS	Y/N/A	NAME	STATUS	Y/N/A
Michael Ormond  <b>Chair</b>	Parent	Y	Helen Doggart  <b>Vice Chair</b>	Foundation	Y
Rhys Buckley	Head	Y	Darren Hunt	Co-opted	Y
Robert Barker	Parent	Y	Tiffany Newman	Co-opted	Y
Jonathan Onslow	Parent	Y	Phil Viner	Co-opted	A
Russell McAulay	Parent	N	Anne Tearle	Co-opted	Y
Liz Cannock	Staff	A	Jeanette Fish	Foundation	Y
			Dottie North	Foundation	A

ITEM	TOPIC
<b>1</b>	<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: PV &amp; DN</li> <li>• Prayer was led by HD</li> <li>• AOB: Clarification of Link Governors</li> </ul>
<b>2</b>	<p><b>Presentation by Heather Taylor our School Improvement Advisor</b></p> <ul style="list-style-type: none"> <li>• Heather confirmed that she is working closely with the school together with Andrew Best.</li> <li>• There has been a visit this week so her findings are up to date.</li> </ul>



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	<ul style="list-style-type: none"> <li>• There has been a big improvement since the October inspection and senior leaders are urged to keep standards up.</li> <li>• PT, as Maths lead is receiving support from the Maths lead at Coniston Road School. MO asked why Coniston School was chosen to deliver support. HT said that the Maths lead at Coniston was recognised locally for excellence.</li> <li>• The RIP was put together in November 2019, Senior leaders are working well and the teaching of reading is improving.</li> <li>• EYFS has been audited by the LA EYFS team as well as HT and AB. There are some small “even better if” actions to be completed in particular for the Outdoor area.</li> <li>• RB &amp; DH are in the process of compiling a new curriculum ready for September.</li> <li>• The overall message was that many issues have been addressed and things are much improved. Thanks to RB and all the staff.</li> </ul>
<p><b>3</b></p>	<p><b>Agree and sign minutes of the meeting on the 21<sup>st</sup> January &amp; amendment to 18<sup>th</sup> November 2019</b></p> <ul style="list-style-type: none"> <li>• The minutes of 21<sup>st</sup> January were agreed &amp; will be signed.</li> <li>• An amendment to the minutes of 18<sup>th</sup> November for the closing of the gate to be amended to 9am instead of 8.50am was agreed.</li> </ul>
<p><b>4</b></p>	<p><b>Matters arising and actions not covered by the Agenda</b></p> <ul style="list-style-type: none"> <li>• 151118-03 Mission Statement – <b>Closed – New action</b> – the Mission statement needs to be linked to a passage from the bible.</li> </ul> <p><b><u>ACTION 110320-01 A meeting needs to be arranged to progress the generation of a new Mission statement that is SIAMS compliant– MO, RB &amp; Foundation</u></b></p> <ul style="list-style-type: none"> <li>• 181119-06 Review of policies – <b>Ongoing</b> – MO &amp; JP to continue updating &amp; eventually have all policies on the Governor shared drive.</li> <li>• 210120-01 Vision for St Peter's – <b>Closed</b></li> <li>• 210120-02 Circulation of skills audit/identify training needs – <b>Closed</b> –</li> </ul> <p><b><u>ACTION 110320-02 Governors to identify the training they need &amp; contact JP to arrange.</u></b></p> <ul style="list-style-type: none"> <li>• 210120-03 Show how actions have been completed to the RIP – <b>Ongoing</b> - RB has circulated and will answer any email questions.</li> <li>• 210120-04 Governor Induction pack – JP still working on updating the induction pack. Governors given some information at their first training session with Governor Services and MO agreed there should be a meeting separate from FGB for new Governors to obtain background information.</li> </ul> <p><b><u>New ACTION 110320-03 Arrange meeting for group of new Governors – MO</u></b></p>



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	<ul style="list-style-type: none"><li>• 210120-05 Re-visit policy wording – <b>Closed</b> – MO has amended.</li><li>• 210120-06 Visit to the New Room – <b>Closed</b>– The Foundation Committee has arranged the visit for the Values ambassadors to spend the day at the New Room Chapel, bringing their learning back to school and running workshops.</li></ul>
<b>5</b>	<b>Chair's Report</b> <ul style="list-style-type: none"><li>• The report was circulated beforehand.</li><li>• Further to receiving the Skills Audit Mike has circulated details of the gaps that we have as a Governing Body. Anne Tearle has agreed to become a Co-opted Governor and this will be beneficial in the area of School Finance. We do, however, need to think about how we can gain the expertise we lack to ensure that all Governors understand their role, carry it out effectively and hold leaders to account for the quality of education.</li><li>• Rhys &amp; Mike have attended a briefing arranged by Ofsted and the LA. The main focus was on the inspection framework in relation to the Curriculum and in particular Reading, this is currently a key area for Rhys &amp; the whole team.</li><li>• Unfortunately, an anonymous complaint has been received. It is obviously difficult to investigate such complaints so cannot be formally acted upon, but discussions have taken place with the Head. Please be assured that any complaints received by the Chair will be taken seriously.</li><li>• The LA have written to the school requesting to see the minutes of the Resources Committee for audit/scrutiny as we are a School in Financial Difficulties.</li></ul>
<b>6</b>	<b>Head's Report</b> <ul style="list-style-type: none"><li>• The report was circulated beforehand</li><li>• The format of the report has been changed to make it more useful for the Governors.</li><li>• Staffing: Emma Pople has begun her role as full time office administrator, and Clare Trayler will begin her role as School Business Manager on Monday 16<sup>th</sup> March. Many thanks to Anne Tearle for her continued help during the transition period. The recruitment process is ongoing to find a new Caretaker. Jacqui Jones continues to be absent from school due to sickness and will not return this term.</li><li>• The Safeguarding/CP policy needs to be ratified by FGB. The LA have put funding in place to enable schools to invite Mark Dee (LA Safeguarding</li></ul>



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Lead) in to school to carry out a safeguarding audit to ensure we are fully compliant – this will take place on March 30<sup>th</sup>.

**ACTION 110320-04 New Safeguarding Policy needed – RB, MO, HD & RBarker**

- The Rapid Improvement Plan (RIP) continues to be the main priority for the school together with the development of the new curriculum. Heather Taylor began working with the staff team on this last term, it was shared with the Teaching & Learning Committee recently and there is now a working draft of how the Curriculum will look for Years 1-6. Our current curriculum is not ambitious enough and we are aiming to trial parts of the new curriculum during the summer terms.
- Issues in Reading/Phonics planning have now been addressed mainly due to changes implemented in January. Many thanks to Tiffany Newman for her help.
- The impact of the Better Behaviour project led by Liz Cannock continues to be positive & significant. Staff have now received three training sessions. Attendance figures continue to be strong and to date there have been no fixed-term exclusions issued this academic year.
- In the absence of our SIAMS lead RB has been covering the position since the beginning of December and has produced a new R.E. whole school overview.
- Our Years 5 & 6 Values Ambassadors continue to play an active part representing the school and later this term will spend the day at the New Room Chapel before returning to school to share their experience with other pupils.
- The school council meets regularly and visitors planned for the school include Jack Lopresti our local MP on Friday 13<sup>th</sup> March and Del Planter the Head of Marlwood School on Friday 20<sup>th</sup> March who will be speaking to Year 5 & 6 pupils and answering any questions they may have.
- RB reminded Governors that he is happy to answer questions at the FGB meeting but would also welcome emailed questions in advance to ensure all relevant information is available.
- RB expressed his thanks to the whole staff team who have worked extremely hard to implement the changes that have been introduced & also for the support of the Governing Body.

**7**

**Committee Reports**

**Teaching & Learning** – No meeting held.

DH gave a short update and spoke about the potential introduction of a further data capture tool, to aid in progress tracking. MO & TN questioned the intent of



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	<p>this tool given the recent Ofsted briefing and their insistence that they were not interested in internal data and the schools' recent adoption of a similar tool. LC also questioned how the use of another data capture tool would impact staff workloads.</p> <p><b>Resources</b> – No report this time. Both the Breakfast and Out of School Clubs were discussed. Breakfast club has made a small loss this may be because charges for food have not been increased for several years – by doing so the deficit would be covered. Out of School Club has made a small profit, the new set up is working well and will continue.</p> <p>Governors agreed that the main purpose of both of these clubs is not to generate a profit but to provide a service to the school community.</p> <p><b>Foundation</b> – No report this time.</p> <p>HD &amp; DN have met up with Foundation Governors from other schools together with David Alderman from the Diocese all of which is connected to SIAMS.</p> <p>The proposed trip to the new Room Chapel has been agreed.</p>
<b>8</b>	<p><b>SFVS</b></p> <ul style="list-style-type: none"> <li>• Many thanks to AT for completing the SFVS for the school.</li> <li>• Governors agreed that it should be submitted as stands.</li> </ul>
<b>9</b>	<p><b>Budget</b></p> <ul style="list-style-type: none"> <li>• This financial year the Resources Committee will be setting &amp; signing off a break even Budget</li> </ul> <p><b>Training</b></p> <ul style="list-style-type: none"> <li>• All Governors were encouraged to identify the Training that would benefit their role as a Governor.</li> </ul> <p><b>Policies</b></p> <ul style="list-style-type: none"> <li>• The Governor hub isn't accessible for all Governors at the moment so although AT has uploaded the Policies Governors are unable to view them.</li> </ul>
<b>10</b>	<p><b>Correspondence</b></p> <ul style="list-style-type: none"> <li>• Anonymous complaint received – see Chair's Report</li> </ul>
<b>11</b>	<p><b>Confidential</b></p> <ul style="list-style-type: none"> <li>• See separate report</li> </ul>
<b>12</b>	<p><b>Agenda items for the next meeting</b></p> <ul style="list-style-type: none"> <li>• Presentation by Maths Lead – Paul Truan</li> <li>• Budget</li> <li>• Policies</li> <li>• SEN Update</li> <li>• Training</li> </ul>



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|  | <ul style="list-style-type: none"><li>• Date of next meeting 6<sup>th</sup> May 2020 at 6.00pm</li></ul> |
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**Meeting closed at 20.00**

<b>REFERENCE</b>	<b>ACTION</b>	<b>GOVERNOR</b>
181119-06	Review Policies	MO/JP
210120-03	Detail showing how actions have been completed to the RIP	RB
110320-01	Meeting to finalise details of the Mission Statement	MO, RB & Foundation Governors
110320-02	Governor training needs	All to identify & contact JP
110320-03	Meeting for New Governors	MO
110320-04	New Safeguarding Policy needed	RB, MO, HD & R.Barker