



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

Thursday 16th July 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	A	Anne Tearle	Co-opted	Y
Jonathan Onslow	Parent	Y	Phil Viner	Co-opted	A
Michael Ormond	Parent	y	Tiffany Newman	Co-opted	Y
Russell McAulay	Parent	A	Dottie North	Foundation	A
Bob Benjamin	Foundation	Y	Jeanette Fish	Foundation	Y

ITEM	TOPIC
1	<ul style="list-style-type: none"> The meeting was quorate & there were no pecuniary interests. Apologies: RB, RM, PV & DN Prayer was led by HD
2	<p>Agree and sign minutes of the meeting on the 6th May 2020</p> <ul style="list-style-type: none"> The minutes of the meeting were agreed & will be signed when safe to do so.



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3	Matters arising and actions not covered by the Agenda <ul style="list-style-type: none">• 181119-06 Review policies – Ongoing - MO has started review with CT – JO offered to help further over the summer break. -• 210120-03 – Actions completed to the RIP - Ongoing – RB to meet with Andrew & Heather during term 1.• 110320-01 - Mission Statement – Ongoing - HD to circulate suggestions over the summer break with decision asap.• 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
4	Chair's Report <ul style="list-style-type: none">• The report was circulated beforehand.• This has been a very unusual year & we must consider whether we have done all we can for the school community of Pupils, Parents and Staff members of St Peter's.• The school remained open the whole year for vulnerable children & those of Key workers and later in the summer term Reception, Years 1 & 6 also returned. Many thanks to all the staff that made it possible.• With the prospect of COVID-19 being with us for the foreseeable future it's vital that the school identifies those children that have fallen behind and gives the relevant support whilst also supporting the progress of higher achievers, and this is reflected in the proposed SDP by RB.• MO has met with 2 members of outgoing staff and current staff to learn of their experiences at the school and this will be fed back to the Head early in the new academic year.• The LA have sent several relevant documents for consideration as follows: School Improvement Policy, Small & Rural Schools Strategy, Alliance Board & School Improvement Update & a request to review our Budget again. It is critical that we focus on the School Finances in the early part of the next academic year.• It is essential that the School Governors are more visible in future and attendance at Parent Forums and Parent evenings together with issuing an Annual Report have been suggested.
5	Head's Report <ul style="list-style-type: none">• The report was circulated beforehand• Since March there has been an ongoing response to the COVID-19 situation with the school being open for the whole time for vulnerable



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children and those of key workers followed on June 1st by Reception, Year 1 on June 8th and Year 6 on June 15th. As schools have been operating in bubbles of no more than 15 pupils all staff have been on site since Monday June 15th either teaching or supporting a bubble. There have been no suspected or reported cases of COVID-19 within the school community indicating that the measures that have been in place have been effective.

- There are currently 85 pupils attending school each week. The children who are still at home have access learning each day via Google Classroom with weekly opportunities to take part in whole school events including Celebration Assemblies each Friday via Zoom.
- Children from Reception to Year 5 who are not currently in school have been invited to return for an afternoon to meet up on the school field with their current teacher and meet their new teacher from September. These sessions have been well attended.
- There are currently 20 children whose parents are Critical workers, and while they attend depending on their parents shift patterns, they have been made aware that they can access a school place at short notice if needed. 7 Vulnerable children attend school on a full-time basis and regular contact is maintained at least twice a week for those children that do not attend, and our Education Welfare officer is available to visit those families that do not keep in touch.
- Pupils entitled to Free School Meals have been able to access the voucher scheme with children attending school receiving packed lunches prepared by the on-site kitchen team.
- During the Summer term RB hosted a virtual Parents Forum to which all parents were invited. It was well attended, and it gave the opportunity to hear parents concerns and answer any questions arising. A second forum is planned for mid-July to discuss plans for September.
- MO asked if online forums were better attended than ones in person, and if so should we continue with the virtual option in the future.

ACTION 160720-01 RB to circulate dates of planned Parent Forums for the new academic year

- CPOMS is being used by all staff to record all incidents/concerns regarding any of our pupils & their families. The LA is carrying out monitoring safeguarding in all schools and following our 2nd inspection it was agreed that current measures continue to be strong.
- Following guidance from the Government & Local Authority it remains our



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	<p>aim for all pupils to return to school safely in September (see attached presentation document for details)</p> <ul style="list-style-type: none">• Staff well-being has been high priority for the Head and the Senior Leadership Team. Regular staff meetings have been held via Teams, WhatsApp group chats have been set up and details of the LA counselling service has been shared should any member of staff need to use it. An end of term BBQ will also be held. Thanks, were again expressed to the whole team for hard work and dedication during these unusual circumstances.
6	<p>Budget Update</p> <ul style="list-style-type: none">• A School Finance Report was provided by Clare Trayler our school Business Manager and was circulated ahead of the meeting.• There are various things that have impacted the budget due to COVID-19 including the loss of income from Breakfast and After School Clubs, and the cost of PPE which we must fund.• JJ continues to be absent from school due to sickness and is unlikely to return.• RB & CT will be putting a plan in place to cover Premises costs in the 3-5 year time frame, this will be discussed at the Resources meeting in September.
7	<p>SDP</p> <ul style="list-style-type: none">• SDP priorities were also circulated ahead of the meeting. The priorities proposed have been put together by RB & the SLT and then shared with MO & HD. Governors were requested to familiarise themselves with the proposals and align themselves to the area that is best suited to their skills and interests and bring feedback to the Inset day on the 1st September where they can work alongside the Staff. <p><u>ACTION 160720-02 All Governors to familiarise themselves with the SDP and decide which area you will be best suited to.</u></p> <ul style="list-style-type: none">• MO noted that the Budget was not included as a headline priority. He explained that he felt it was appropriate to give it that level of visibility as we are a School in Financial Difficulties and we have been forced to reduce staff for 2 years in a row.• As part of the wider curriculum the resources held in the school were discussed. CT is undertaking an audit of items which includes a treasure chest of IT and Science equipment. Once the audit has taken place any items that cannot be used can either be sold or donated to the local pre-school in Pilning.



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	<ul style="list-style-type: none"> Teacher subject leads 2020/21 as follows: Darren/Heather – Curriculum, Paul – Maths, Liz – Writing, Holly – Reading, Abbie – P.E., Laura R.E. (SIAMs) Becky – French, Liz - Science. <p><u>ACTION 160720-03 Details of Teacher subject leads to be put on Teams by RB</u></p>
8	<p>2020/21 Governor Plan/Priorities</p> <ul style="list-style-type: none"> A discussion took place regarding Governor resignation & recruitment. TN committed to Terms 1 & 2 but would need to review her position after that due to possible changes to her work commitments. JF's term of office comes to an end at the end of August, she indicated that there could potentially be someone willing to take her place. Jeanette has been a Foundation Governor for many years and was thanked for her hard work and commitment to the school in the event that this is her last meeting with us. MO will be contacting Governors not attending tonight's meeting to establish their position for the new academic year. He will also be actively seeking new Governors to join us by putting an advert in the local In View Magazine and contacting past and present Local Authority representatives. <p><u>ACTION 160720-04 MO to compile an advert for the In View Magazine for local community Governors</u></p> <ul style="list-style-type: none"> In preparation for the FGB meeting in September it was decided that in future the Committee meetings will be held at the beginning of the month with FGB towards the end giving time for Committee reports to be circulated without fail each time. Committee Chairs : Jon Onslow said he was willing to take on the Resources Committee. MO noted that Darren Hunt was currently the Chair of the Teaching & Learning Committee (and he does a great job) MO said he would prefer to have a non-staff member as Chair of this Committee if possible. Performance Management Panel - HD, TN & JO Head Teachers Review - JO
9	<p>School Policy Review</p> <ul style="list-style-type: none"> There are currently 51 statutory policies and the aim is to put them all on the Governor shared drive. MO, JO, JP & AT volunteered to help
10	<p>Correspondence</p> <ul style="list-style-type: none"> Letter from LA re Finance MO asked if RB could circulate details of the C4L partnership along with any initiatives that would demonstrate the value of the partnership is



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	<p>supposed to be delivering for us.</p> <p><u>ACTION 160720-05 RB to circulate details of the C4L partnership</u></p> <ul style="list-style-type: none"> RB noted that the move to virtual meetings had made the C4L partnership more effective in terms of time spent travelling.
11	<p>Confidential</p> <ul style="list-style-type: none"> None
10	<p>Agenda items for the next meeting</p> <ul style="list-style-type: none"> Election of Chair & Vice Chair Dates of meetings & Committees Budget Policies Training
	<ul style="list-style-type: none"> Date of next meeting Thursday 10th September 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.	RB
110320-01	Mission Statement	HD
110320-03	Meeting for New Governors	MO
110320-04	New Safeguarding Policy	RB, MO, HD & R.Barker
160720-01	Dates for Parent Forums 20/21	RB



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160720-02	Governors to establish area they are most suited to from SDP	All Governors
160720-03	Teacher subject leads to be entered on Teams	RB
160720-04	Ad re Governor vacancies	MO
160720-05	Circulate details of the C4L partnership	RB