



**Minutes of the**  
**Full Governing Body of St Peter's Anglican/Methodist VC Primary**  
**School**  
**Tuesday 21<sup>st</sup> January 2020**

	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	A	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	y	Jeanette Fish	Foundation	Y
Liz Cannock	Staff	A	Dottie North	Foundation	Y

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, EC &amp; KM</li> <li>• Prayer was led by DN</li> <li>• AOB: The intention is to have a Governor shared drive to access documents, policies etc with each Governor having a <a href="http://stpetersprimary.co.uk">stpetersprimary.co.uk</a> login as soon as possible,</li> </ul>
<b>2</b>	<b>Agree and sign minutes of the meeting on the 16<sup>th</sup> Sept &amp; 18<sup>th</sup> November 2019</b> <ul style="list-style-type: none"> <li>• The minutes of both meetings were agreed &amp; will be signed.</li> <li>• Decision was made to continue using Confidential minutes for questions/challenges.</li> </ul>



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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>• 151118-03 Mission Statement – <b>Ongoing</b></li><li>• 160919-01 Standardise pupil/parent introduction to new classes – <b>Closed</b> – has been adopted as a school procedure.</li><li>• 181119-01 Business manager training – <b>Closed</b> – position re-advertised.</li><li>• 181119-02 Circulate SDP – <b>Complete</b> – Circulated by RB.</li><li>• 181119-03 Meeting re Ofsted framework – <b>Closed</b> – SIA will present at the next FGB.</li><li>• 181119-04 Investigate TA insurance – <b>Closed</b> – AT has obtained a quote &amp; action passed to the Resources Committee.</li><li>• 181119-05 Gate closure &amp; sweep of playground – <b>Closed</b> – RB confirmed that all staff aware to adhere to process. PMN: RB has written to the affected staff with a detailed procedure.</li><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></ul>
<b>4</b>	<b>Chair's Report</b> <ul style="list-style-type: none"><li>• The report was circulated beforehand.</li><li>• This is the first FGB for the new Chair who confirmed that he has had meetings with Staff, Governors &amp; the Clerk and taken advice from Governor Services of the way forward following a lengthy phone conversation with Maxine Winter.</li><li>• RB noted that feedback from the LA reported that Ofsted had been critical of Governance in a series of recent inspections in the area the LA viewed there to be a “crisis of governance” in the area.</li><li>• Governors were asked to come to the next meeting with ideas of a plan for a 3-5 year time frame setting out their vision for St Peter's going forward – this will require more than just soundbites.</li></ul> <p><b><u>ACTION 210120-01 Bring ideas to the next meeting re vision for St Peter's.</u></b></p> <ul style="list-style-type: none"><li>• Following the circulation to Governors of the Skills Audit a spreadsheet has been compiled giving the results. MO felt that some scores had been pitched quite low but realised the need to partake in the training which is available via Governor Services.</li></ul> <p><b><u>ACTION 210120-02 MO to circulate the Skills Audit spreadsheet to identify shortcomings and training needed.</u></b></p>
<b>5</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</li></ul>



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Governors.

- Following the circulation of the Rapid Improvement Plan by RB MO requested that additional details are added to the "Green squares" to help evaluate the effectiveness of the actions.

**ACTION 210120-03 RB to add detail to show how actions have been completed to the RIP & recirculate.**

- Staffing changes – A new business manager has been appointed, together with a new Office Administrator – both appointments are very strong as they are coming from other South Glos schools so are familiar with our procedures. They will take up their appointments before the end of term. Sarah Margea began her maternity leave at the beginning of November and will return to school 4 days per week in September. JJ is unwell and not due back in school until March, DH is currently in Class 2 for 2 days per week.
- Performance management is taking place & the NQT's are meeting with DH each Friday.
- RB & MO have been liaising on the new Safeguarding/CP policy with the local authority strategic lead and a safeguarding audit will take place in March.
- A new approach to the planning/teaching of Reading has been introduced this term. This has been devised by RB, DH & Vicky Gordon (English consultant) and is being introduced in all classes this term. The quality of teaching in school was judged as good last term in all but 2 classes and for teaching staff in those 2 classes support plans have been put in place.
- Behaviour – As part of the Better Behaviour Project visible consistencies and 3 rules have been agreed upon for all our children & staff to adhere to – Ready, Respectful & Safe. Following on from this the Behaviour ladders have been removed from classrooms and replaced by Recognition Boards. Above & beyond postcards are also being awarded that can be taken home and also these children are recognised during assembly. MO asked if any auditing had been conducted on how many children make the recognition board each period as the Better Behaviour method expects all children to get there. MO also asked what the situation on Above and Beyond vs the old Headteacher awards was. RB said no formal audit had been carried out but his feeling was that most children made it to the board and that the higher level awards were where they should be. TN questioned the appropriateness of Noise as a target in a Yr5 class; RB



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	<p>explained the nature of the class targets and how they could change through the day depending on what the teachers concern was at the time.</p> <ul style="list-style-type: none"> <li>• Attendance figures have been impressive with overall attendance at the end of Term 2 being 97.2% against our target for the year of 97%. RB offered to circulate the LA figures as they become available. The Governors agreed this was a great idea.</li> <li>• The school council meets fortnightly to discuss matters raised by their fellow pupils and RB has arranged for Jack Lopresti to visit school on March 13<sup>th</sup> to visit Governors, parents and the school council from 3pm.</li> </ul>
<p><b>6</b></p>	<ul style="list-style-type: none"> <li>• Budget – As reported by Anne the budget is broadly on track.</li> <li>• SIA – Heather Taylor will attend the next FGB and also the next T &amp; L meeting to meet the governing board and to advise on the Ofsted framework.</li> <li>• Details of the Skills Audit will be circulated &amp; training needs identified.</li> <li>• The Out of school club &amp; the Breakfast club are both working well.</li> <li>• Link Governors to fill gaps that have arisen as follows: EYFS – Bob Benjamin, Maths – Jon Onslow &amp; Senco – Rob Barker.</li> <li>• School strategy – see Chairs Report.</li> <li>• The Governor induction pack to be circulated.</li> </ul> <p><b><u>ACTION 210120-04 JP to circulate governor induction pack to all governors.</u></b></p> <ul style="list-style-type: none"> <li>• Training – Governors were encouraged to look out for details on the Thursday e mail or check online to see the complete list of training available.</li> <li>• Policies – New Unavoidable Leave policy has been circulated by Anne with a request for comments/agreement. DN asked about the requirement to make medical appointments outside school hours. Policy amended to state wherever practical. MO said that the line manager of the Head Teacher needed to be clarified as the Chair of Governors.</li> <li>• <b><u>ACTION 210120-05 Re-visit the wording of the policy &amp; bring back to the next FGB</u></b></li> <li>• Health &amp; Safety – covered in the Resources committee minutes.</li> </ul>
<p><b>7</b></p>	<p><b>Committee Reports</b></p> <p><b>Teaching &amp; Learning</b> – Minutes circulated ahead – no questions.</p> <p><b>Resources</b> – Minutes circulated ahead of the meeting – no questions</p> <p><b>Foundation</b> – Report circulated ahead. The SIAM's inspection is expected to be carried out more often &amp; Governors are establishing a way to move forward in</p>



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	<p>the absence of JJ. As part of the SIAM's Methodist appendix a proposal could be put forward for Class 3 to visit the Methodist New Room in Bristol with the Church covering the cost of a coach.</p> <p><b><u>ACTION210120 – 06 Further information to be obtained on a visit to the New Room.- Foundation Committee</u></b></p>
<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>• Presentation by Heather our SIA</li> <li>• Budget</li> <li>• Policies</li> <li>• SEN Update</li> <li>• Training</li> </ul>
	<ul style="list-style-type: none"> <li>• Date of next meeting 11<sup>th</sup> March 2020 at 6.00pm</li> </ul>

Meeting closed at 19.55

REFERENCE	ACTION	GOVERNOR
151118-03	Mission Statement	Foundation Committee Term 4
181119-06	Review Policies	MO/JP
210120-01	Vision for St Peter's	All
210120-02	Circulation of Skills audit/identify training needed	MO/All



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<b>210120-03</b>	<b>Add detail to show how actions have been completed to the RIP</b>	<b>RB</b>
<b>210120-04</b>	<b>JP to circulate governor induction pack to all governors</b>	<b>JP</b>
<b>210120-05</b>	<b>Re-visit the policy wording &amp; bring to the next FGB</b>	<b>MO</b>
<b>210120-06</b>	<b>Further information to be obtained on a visit to the New Room</b>	<b>Foundation Committee</b>