



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

Tuesday 10th November 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	Liz Cannock	Staff	A
Robert Barker	Parent	Y	Darren Hunt	Co-opted	Y
Jonathan Onslow	Parent	Y	Anne Tearle	Co-opted	Y
Russell McAulay	Parent	Y	Olwen Murray	Foundation	Y
Bob Benjamin	Foundation	Y		Foundation	Y

ITEM	TOPIC
1	<ul style="list-style-type: none"> • The meeting was quorate & there were no pecuniary interests. • Apologies: LC • Prayer was led by HD • AOB: The content of the school website was discussed and the need to ensure that it is legally compliant and up to date. Minutes of the FGB: although there isn't a statutory requirement to include the minutes it was decided that the minutes for the last year would be included – due to COVID-19 hard copies are not available in school. Currently the July minutes are the last available, this is because minutes are approved at the next FGB meeting i.e. the July minutes are agreed at the September



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	meeting. Loading unapproved minutes was discussed but it was not felt appropriate/necessary.
2	<p>Agree and sign minutes of the meeting on the 10th September 2020</p> <ul style="list-style-type: none"> The minutes of the meeting were agreed & will be signed when safe to do so.
3	<p>Matters arising and actions not covered by the Agenda</p> <ul style="list-style-type: none"> 181119-06 Review policies – Ongoing - MO is anxious to start the ball rolling he will be back in the UK in early December – help available from Clare Trayler and the following Governors: JO, JP, AT, RM & OM. 210120-03 – Actions completed to the RIP – Completed – On Teams 110320-01 - Mission Statement – Completed – The passage chosen is used by other schools so SIAMs compliant. 110320-03 Meeting for New Governors -Completed – MO has had a meeting with Rob Barker & Skype call with Jon Onslow. New action will be set up for 2 new governors. <p><u>ACTION100920-01 Introduction Meeting via Teams to be set up for Olwen & Bob</u></p> <ul style="list-style-type: none"> 110320-04 New Safeguarding Policy – Ongoing – Review asap by RB, MO, HD & R.Barker 160720-01 Parent Forum – Governors to confirm their availability – Completed– Volunteers received at the meeting from BB, HD, OM, Rob B & AT, <p><u>ACTION 101120-02 RB to circulate dates for Parent Forum to establish availability from volunteers.</u></p> <ul style="list-style-type: none"> 160720-02 Governors to establish the area of suitability from SDP – Closed – SDP circulated. 160720-04 Ad re Governor vacancies – Ongoing – MO has signed up to Inspiring Governors to aid recruitment. It was decided that more details of the Governor role need to be communicated to any potential Governors joining. 100920-01 Draft Curriculum – Completed – Circulated by RB 100920-02 Committee dates for 20/21 – Completed. 100920-03 Questions re the Chair's report – Closed.
4	<p><u>Chair's Report</u></p> <ul style="list-style-type: none"> The report was circulated beforehand. Anne Burrell who visited at the last FGB has reported back on our governance. The outcome was not a huge surprise to MO and followed



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feedback from the LA Governor Services team. RB & MO will be working together with the Local Authority to propose an action plan for our development.

ACTION 101120-03 MO to circulate the review of governance report to all Governors

- Maxine Winter from Governor Services has requested to attend our Committee meetings and the next FGB meeting.
- Heather Taylor is running a meeting on the 26th November to which all Governors have been invited. It is particularly important, and all Governors were advised to contact RB to confirm their attendance.
- The Child Protection Policy is out of date and MO is unable to sign either the first or revised versions of the Local Authority model policy. Essentially it does not tell us how to manage child protection in school. MO has proposed changes to our old policy, but more changes are necessary.
- Some Governors suggested that we sign the LA policy as that is what almost all other schools have done and "if something goes wrong, we have LA cover". MO disagreed with that sentiment.
- RM suggested that we run our own policy as an annexe to the LA one. MO stated that he would rather annexe the LA policy to our own.

ACTION 101120 -04 MO to post revise policy on Teams Chat to generate further discussion/input. Urgent action is needed with comments by 16th November please.

- **Budget** – Although we are a school in financial difficulties, we should end this academic year with a small surplus and although pupil funding is increasing it will disappear quickly over the next 2 years.
- Prospective parents for September 2021 are currently visiting & it was requested that the visit notes are circulated amongst the Governors.

ACTION 101120-05 RB to circulate the visit notes.

- **Governor Recruitment** – With the resignation of Tiffany Newman and the appointment of Olwen Murray we have the following vacancies: 1 Foundation, 2 Co-opted & 1 Local Authority. MO has signed up to the Inspiring Governance portal and it is hoped to widen our talent pool by listing our requirements with them. However, if you know anyone who is keen to join us please pass details to MO or JP. AT requested that the summary of the last skills audit be distributed to all Governors.

ACTION 101120-06 MO to circulate the summary of the skills audit to all Governors



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5 Head's Report

- The report was circulated beforehand
- School attendance continues to be good although we do currently 2 children in isolation due to their parent having tested positive to COVID-19.
- As highlighted in the Governance review by Anne Burrell and in the Chair's Report we are not currently compliant as the new Safeguarding/Child Protection Policy has not been ratified. A deadline of the 16th November has now been placed on this for feedback to MO to move this forward as a matter of urgency.
- The children continue to work in their classroom bubbles and Google classroom is widely used to ensure children who may be absent from school still have access to learning – Rev Phillip Rowe also takes Tuesday assembly remotely using Teams. Any pupils that cannot access Google classroom have work delivered to them at home.
- Following work with Heather Taylor we now have a whole school curriculum plan which has been entitled the "Curious Curriculum" as its heart lies in enquiry & research. We currently do not have the same consistency in planning for History, Geography & Science as we do in Maths & English so this term steps are being taken to address this with teachers planning these subjects based around the national curriculum objectives for each subject. We currently have class-based teachers which will continue due to COVID-19 but going forward there will be teachers performing the "Lead" on History, Geography & Science. This may be supported by subject leads within the C4L or via Heather Taylor.
- The SLT are monitoring areas of the Curriculum and together with the Curious Curriculum there will be involvement with speaking to pupils of all ages to gather their thoughts and Governor involvement would be welcomed.

ACTION 101120-07 Governors to contact RB if you are willing to take part.

- We are still on the School Improvement journey which, had it not been for COVID-19 was on track to be completed by July 2020.
- The Better Behaviour project has continued to be positive with pupils in EYFS still using the Behaviour ladder.
- In Term 1 teaching staff assessed their class to consider the learning lost from April-July. Predictably the analysis has shown that there are areas of learning that have been lost – the next step is to plan this term so that the learning delivered between now & the end of the academic year



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addresses these gaps. Details of the findings will be available for discussion at the next Teaching & Learning Committee meeting.

- RB confirmed that following circulation of his reports to FGB he is happy to have questions ahead of the meeting. He also confirmed that he is happy to give Governor training.

ACTION 101120-08 RB to circulate possible dates

Thanks, were expressed to Rhys and all Staff for their continued hard work during these unprecedented times.

Q: RAB: Asked if RB had considered any further a move to subject based teachers rather than class teachers.

A: Advice from the CSP is that the priority should be on growing middle leaders and CPD will be delivered along those lines.

Q: RAB: Will that CPD delivered with partners/informally or by more formal learning.

A: In the first instance it will be delivered by working with partner schools e.g. St Helens.

Q: MO can we get more help from the partner schools i.e. stop doing stuff twice.

A: Andrew Best is supportive of this approach, but it is easier to talk about than to put it into reality.

Q: MO: Our behaviour policy does not align with the Better Behaviour Project, when will a new policy be brought to Governors.

A: A new policy is being developed and should be brought to Governors in Term 5.

Q: MO: CSP report suggested all reading ability has been assessed. What is the outcome i.e. are most children on target?

A: DH: Pupil progress meetings will take place tomorrow; we will have a better picture then and will feedback to the next T & L committee meeting.

Q: RM: Asked about the new curious curriculum and how we would arrange governor visits to assess its impact.

A: RB: We will try and set up small governor to children discussions over Teams – obviously COVID places many restrictions on visits.



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	<p>Q: RAB: The CSP report talks about whole staff understanding of curriculum intent, this was likely to be true for Governors too. Is there anything that the school can do to help this?</p> <p>A: RB: Will circulate some dates for governor training opportunities.</p> <p>Q: RM: Has the PE budget been impacted by COVID i.e. is there a significant underspend and will we lose that money?</p> <p>A: PE spend has progressed as normal, Bristol Sport are still providing coaching/lessons. We need to publish the PE grant report by the end of March</p>
6	<p>Committee Reports</p> <ul style="list-style-type: none"> • Foundation – Minutes circulated beforehand – no questions. • Teaching & Learning – Minutes will be circulated. • Resources – Minutes to be circulated. <p><u>ACTION 101120-09 – Rob Barker & Jon Onslow as Committee Chairs to circulate minutes/reports</u></p> <p>Anne Burrell in her recent report commented that the Clerk to Governors does not currently clerk the Committee meetings & in her opinion this would be an advantage.</p>
7	<p>SDP</p> <ul style="list-style-type: none"> • The SDP was circulated beforehand. • The priorities and milestones have been outlined together with Governing Body responsibilities. • RB acknowledged that Governors hadn't had very long to digest the report but already several of the Governors (who haven't got children at the school) found the report very informative giving them a good picture of the running of the school. The Head also confirmed that he is happy to receive email questions or to set up Team meetings if it helps. • MO said he felt the report looks good, but the amber colour needs to show how progression will be made into the green. RB confirmed it will be revisited with the SLT and amended to reflect the changes. Would it be appropriate to include another column to indicate the next steps?? RB said that this was to be included in the impact/evaluation column, MO ask that he expand the title to make it clear.
8	<p>Pay Appraisal</p> <ul style="list-style-type: none"> • This has been referred to the Resources Committee. LA guidelines have been followed – this will result in a small negative impact on the Budget but follows recommendations by the Head. <p>Link Governors</p>



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	<ul style="list-style-type: none">Allocated as follows: English/Anne Tearle, Maths/Jon Onslow, Science & IT/Rob Barker, EYFS/Bob Benjamin, R.E./Olwen Murray & Helen Doggart, Safeguarding/Helen Doggart, Assessment/T & L Committee, SEN/Rob Barker, P.E./Mac McAulay, Pupil premium/Mac McAulay. Due to COVID-19 the meetings will need to be held online teacher emails will need to be obtained. <p><u>ACTION 101120-10 JP to distribute the Link Governor Handbook to all Governors & obtain Teacher email addresses.</u></p>
9	Confidential <ul style="list-style-type: none">None
10	Correspondence <ul style="list-style-type: none">Report re Governance from Anne Burrell
11	Agenda items for the next meeting <ul style="list-style-type: none">BudgetPoliciesTraining
	<ul style="list-style-type: none">Date of next meeting Tuesday 12th January 2021 at 6.00pm
12	Close <p>MO asked that Governors consider whether:</p> <p>a. We had provided strategic direction.</p> <p>We had certainly discussed it, but no one felt we had really provided it.</p> <p>b. We had held the leadership to account with strong and purposeful questions.</p> <p>Again no one felt that we had really managed that to the best of our abilities.</p> <p>We all agreed we had room to improve.</p>

Meeting closed at 19.54



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REFERENCE	ACTION	GOVERNOR
181119-06	Review Policies	MO/JP
110320-04	New Safeguarding Policy	RB, MO, HD & R.Barker
160720-04	Ad re Governor vacancies	MO
101120-01	New Governor meeting for BB & OM via Teams	MO
101120-02	Dates of Parent Forum meetings to be circulated to check availability for volunteers – BB, HD, OM, AT & Rob B.	RB
101120-03	Circulate report from Anne Burrell	MO
101120-04	Post revised Child Protection Policy on Teams Chat – comments by 16 th November	MO
101120-05	Prospective Parents Visit notes to be circulated.	RB
101120-06	Circulate the completed Skills Audit	MO
101120-07	Contact RB if you would be willing to speak to pupils to gather their thoughts re the Curious	All Governors



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	Curriculum etc	
101120-08	Governor Training – RB to circulate dates	RB
101120-09	T & L & Resources Committee chairs to circulate their reports/minutes	R.Barker & JO
101120-10	Distribute the Link Governor Handbook & obtain Teacher emails for contact	JP