



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

Tuesday 12<sup>th</sup> January 2021 **VIA TEAMS**

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	STATUS	Y/N/A	NAME	STATUS	Y/N/A
Mike Ormond  <b>Chair</b>	Parent	Y	Helen Doggart  <b>Vice Chair</b>	Foundation	Y
Rhys Buckley	Head	Y	Liz Cannock	Staff	Y
Robert Barker	Parent	Y	Darren Hunt	Co-opted	A
Jonathan Onslow	Parent	A	Anne Tearle	Co-opted	Y
Russell McAulay	Parent	N	Olwen Murray	Foundation	Y
Bob Benjamin	Foundation	N		Foundation	

ITEM	TOPIC
<b>1</b>	<ul style="list-style-type: none"> <li>• The meeting was quorate &amp; there were no pecuniary interests.</li> <li>• Apologies: JO &amp; DH</li> <li>• Prayer was led by OM</li> <li>• AOB: Olwen is still unable to access her St Peter's email &amp; therefore needs to still be contacted via her personal account. MO offered to help.</li> <li>• <b><u>ACTION 120121-01 MO to assist with accessing email.</u></b></li> </ul>
<b>2</b>	<p><b>Agree and sign minutes of the meeting on the 10<sup>th</sup> November 2020</b></p> <ul style="list-style-type: none"> <li>• The minutes of the meeting were agreed &amp; will be signed when safe to do</li> </ul>



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	so.
<b>3</b>	<p><b>Matters arising and actions not covered by the Agenda</b></p> <ul style="list-style-type: none"> <li>• 181119-06 Review policies – <b>Ongoing</b> - MO confirmed that AT has made a start on reviewing the policies, and it was suggested that each Governor has a selection of policies to review. There is a statutory list of policies and where we do not have the necessary policy, we can adopt the LA version.</li> <li>• 110320-04 New Safeguarding Policy – <b>Completed</b> – See Chair's report</li> <li>• <b>See New Action: 120121-02</b> School admin to make the requested updates to the Safeguarding Policy.</li> <li>• 160720-04 Ad re Governor vacancies – <b>Ongoing</b> – 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.</li> <li>• 101120-01 The New Governor meeting for BB &amp; OM via Teams – <b>Ongoing</b> - will be actioned by MO within the next 2 weeks.</li> <li>• 101120-02 Volunteers received for the Parents Forum – <b>Completed</b> - Emergency Forum planned for 13<sup>th</sup> January to discuss the situation regarding the lockdown.</li> <li>• 101120-03 Circulate report from Anne Burrell – <b>Completed</b></li> <li>• 101120-04 Revised Child Protection Policy posted on Teams – <b>Completed</b></li> <li>• 101120-05 Prospective Parents Visit notes to be circulated – <b>Closed</b> – <b>Overtaken by events</b> – RB explained that feedback from prospective parents had broadly been good. Many were concerned about the ongoing Covid situation.</li> <li>• 101120-06 Circulate Skills Audit – <b>Completed</b> – This is an annual action so will need to be completed again in March</li> <li>• 101120-07 Volunteers for the Curious Curriculum – <b>Completed</b> – Names put forward but not able to be actioned due to COVID-19.</li> <li>• 101120-08 Governor Training - <b>Completed</b></li> <li>• 101120-09 Committee reports/minutes to be circulated – <b>Completed</b></li> <li>• 101120-10 Link Governor Handbook &amp; email contact addresses – <b>Completed</b></li> </ul>
<b>4</b>	<p><b><u>Chair's Report</u></b></p> <ul style="list-style-type: none"> <li>• The report was circulated beforehand.</li> <li>• Governor Services have been in touch to see what they can do to help address the actions in the reports from both Anne Burrell &amp; Heather Taylor. While the Governance Evaluation was deemed to need</li> </ul>



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	<p>improvement, we must all keep in mind the 3 functions of effective governance: 1. Ensuring clarity of vision, ethos &amp; strategic direction. 2. Holding executive leaders to account for the educational performance of the organisation, pupils &amp; staff. 3. Overseeing the financial performance and making sure the money is well spent. The Chair felt that although help from Governor services is welcome more can be done to help ourselves although this will require more of a time commitment.</p> <ul style="list-style-type: none"><li>• The subcommittee chair roles have been filled by Rob Barker for T &amp; L, and Jon Onslow for Resources, and are working well.</li><li>• The Child Protection Policy: Governor Services wanted the policy to be signed but MO confirmed amendments are needed re Police/FGM and the report to Ofsted for EYFS needs clarity. It was suggested that it will be signed once amended. It was also noted that contact was made with Mark Dee at the LA giving detailed comments and reservations on the model policy, suggesting that once his team had considered the comments raised a formal review meeting be set up to decide the best way forward – to date there has been no contact.</li></ul> <p><b><u>ACTION 120121-02 Emma Pople to make the necessary amendments to the policy ahead of signing</u></b></p> <ul style="list-style-type: none"><li>• <b>Policies</b> – There is a statutory list of school policies – some are missing from our current list. MO thanked AT for her help in working through the list &amp; it was suggested that each Governor should take a share of the policies to review. Where we don't currently have a policy the LA version can be adopted. The Sex &amp; Relationship Education policy is due for review – this has been dealt with by the Foundation Committee historically.</li></ul> <p><b><u>ACTION 120121-03 HD &amp; OM to review please</u></b></p> <ul style="list-style-type: none"><li>• <b>Clerk</b> – After many years of service to the school Jan has tendered her resignation. The position has been advertised and although Jan hopes that this will be her final FGB she has been asked to stay on until a suitable replacement can be found. MO wanted to place on record his thanks and that of the rest of the board for her patience, help &amp; advice over the years.</li></ul>
<b>5</b>	<b>Head's Report</b> <ul style="list-style-type: none"><li>• The report was circulated beforehand</li><li>• Due to the current lockdown situation &amp; the short notice received the report focuses on the response made and actions taken by the school to ensure pupils had the support needed either by attending school in the case of key worker &amp; vulnerable children and online lessons for all other</li></ul>



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pupils.

- Parents were contacted and asked to apply for a place if they felt their children were either in the key worker or vulnerable categories. This resulted in a figure of 52, however, as many key worker parents work shifts very few attend full time meaning that the highest number in school on any day is 37. These pupils were placed into 1 of 3 bubbles as in previous lockdown. It was also noted that some parents whose children qualified to attend school chose to keep them at home to protect them.
- Once again School staff were also placed into 2 groups, one group that would attend school and a group that would be at home but on call should they be needed. The staff also have access to a home learning handbook which was prepared last October. This gives guidance should home schooling be put in place in the event of sudden closure, and in addition two days of generic Maths/English activities were prepared for each year group to be placed on Google classroom immediately – this has been invaluable.
- Google Chromebooks are used in school and some have been loaned to families for the period of the school closure who have signed to return it in the same condition. The Government has allocated 7 laptops to the school, these will be distributed to pupils who are currently working on phones or tablets and will be returned to school once lockdown is over.
- There will be an online Parent Forum on 13<sup>th</sup> January to discuss the current situation. Feedback so far has been positive of both online learning and the work dropped off by the Head or Deputy Head.
- One member of staff felt unwell on 6<sup>th</sup> January & tested positive for COVID-19 on the 8<sup>th</sup> January. All staff & pupils who had been in close contact were contacted by the Head and will remain in isolation until 16<sup>th</sup> January. Thankfully, there are no signs of any other members of staff or children becoming unwell.
- Free School Meals – despite the short notice given the Head & Clare Trayler worked with our catering provider – Integra to provide food packages to all our FSM pupils both at home and in school last week. Packages were delivered to families by the Head and will continue to be delivered on Monday each week and provide enough nutritional food for lunch each day. The food content during the second week was poor due to deliveries being too late to be distributed & so parents have been given the opportunity of collecting a hot meal from school at lunch time. Hopefully, standards will improve next week.



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	<ul style="list-style-type: none"><li>• <b>Questions for the Head:</b></li></ul> <p>Q1. Video lessons have been well received. There is a target of Maths &amp; English every day. Are we achieving that across all the years? Obviously we have teachers actually teaching in school and perhaps managing their own children. Is there any further support staff need in delivering these style of lessons??</p> <p>A1. Staff are doing really well and the fact they had prepared ahead is paying dividends. RB will get feedback tomorrow at both the staff meeting and Parent forum. We are at a very early stage of this lockdown so RB will keep us informed if more support is needed.</p> <p>Q2.EEF talk about pupil interaction/collaborative working being a key issue for learning. W has tried to connect with others in his class with Google Hangouts – but this didn't work. Is this an area the school could look into facilitating perhaps through team work in Google meets. For example when he was looking at the Girl with the red balloon he discussed all the issues with his parents and not his peers.</p> <p>A2. Although the learning is getting out to the children there is no facility at present which will allow the children to communicate with each other. There are regular whole school assemblies but Google meets is not easy to use. The LA have requested support from the IT department to help with this.</p> <p><b><u>ACTION 120121-04 RB to feedback the LA response.</u></b></p> <p>Q3.Reading: At T &amp; L we were all concerned about reading catchup. We have an aspiration that every child will read with an adult weekly. Can we achieve this remotely perhaps with special emphasis on the children who we know/suspect will not read at home. Given that reading of this style was a one on one activity anyway I think this is something we could strive for.</p> <p>A3. It was agreed that this would be a great benefit. This is something that may be achievable by using Zoom with the TA staff who are at home.</p> <p>Q4. OM asked how marking of online work is done.</p> <p>A4. Feedback can we left via Google classroom by teachers.</p> <ul style="list-style-type: none"><li>• <b>RB wanted his thanks to all staff put on record, HD reiterated thanks on behalf of the Governors, especially noting that within 8 hours of the lockdown being announced the ready prepared work was rolled out online.</b></li></ul>
<b>6</b>	<b>Committee Reports</b> <ul style="list-style-type: none"><li>• <b>Resources</b> – Minutes circulated beforehand. Budget is still a cause for concern but staff numbers will remain constant. Breakfast &amp; After school club staff can be placed on furlough while the school remains closed. Elmtree have checked the decking area outside classrooms and despite</li></ul>



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	<p>showing signs of wear it was found to be structurally sound. Decking strips will be replaced when necessary and the area will be added to the rolling maintenance plan.</p> <ul style="list-style-type: none"> <li>• <b>Teaching &amp; Learning</b> – Minutes circulated beforehand. Pupil performance data has been reviewed. TA's COVID-19 catch up training has been completed and all TA's trained in catch up for Maths &amp; Literacy. Years 2 &amp; 6 SATS will not take place this year with internal teacher assessments being done instead.</li> <li>• <b>Foundation</b> – Minutes circulated beforehand. The RE Link Governor will be OM with HD assisting, a meeting will be arranged asap with LC. The school prayer was being worked on by the Value Ambassadors but is now on hold due to COVID-19. Ofsted &amp; SIAM's Inspections are currently suspended.</li> </ul>
<b>7</b>	<p><b>Link Governor Reports</b></p> <ul style="list-style-type: none"> <li>• RAB as Link for Special Educational Needs has submitted his report following a meeting with Sarah Margea.</li> <li>• AT had planned to meet with Abbi Dean &amp; Holly Weir but now delayed due to lockdown.</li> </ul>
<b>8</b>	<p><b>School Development Plan –</b></p> <ul style="list-style-type: none"> <li>• RB has a meeting with Heather Taylor 14<sup>th</sup> January and the C4L on the 13<sup>th</sup> January. School Improvement making good progress but will experience delay due to the lockdown.</li> <li>• All Governors need to look at the SDP and give suggestions for priorities going forward, reading being one of them.</li> </ul> <p><b><u>ACTION 120121-05 Read SDP &amp; feedback priorities to MO</u></b></p>
<b>9</b>	<p><b>Governor Training</b></p> <ul style="list-style-type: none"> <li>• HD has completed her safeguarding training &amp; LC the New Governor Induction.</li> <li>• The Governor skills matrix will be circulated for completion – all Governors to identify where training would be helpful.</li> </ul> <p><b><u>ACTION 120121-06 MO to circulate.</u></b> <b><u>ACTION 120121-07 Establish training needs after completion of the Skills Matrix</u></b></p>
<b>10</b>	<p><b>Confidential</b></p> <ul style="list-style-type: none"> <li>• None</li> </ul>
<b>11</b>	<p><b>Correspondence</b></p> <ul style="list-style-type: none"> <li>• None</li> </ul>
<b>12</b>	<p><b>Agenda items for the next meeting</b></p>



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	<ul style="list-style-type: none"><li>• Governor Evaluation/Action Plan</li><li>• School Financial Statement</li><li>• School Development Plan</li><li>• Safeguarding</li><li>• Policies</li></ul>
	<ul style="list-style-type: none"><li>• Date of next meeting Tuesday 2nd March 2021 at 6.00pm</li></ul>

Meeting closed at 19.35

REFERENCE	ACTION	GOVERNOR
181119-06	Review Policies	MO/JP
160720-04	Ad re Governor vacancies	MO
101120-01	New Governor meeting for BB & OM via Teams	MO
120121-01	Assist with accessing email for OM	MO
120121-02	Amend the Child Protection Policy	Emma People
120121-03	Review of the Sex & Relationship Education Policy	HD & OM
120121-04	Feedback progress re pupils ability to contact each other through Google meets.	RB
120121-05	Establish priorities from	All



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	<b>the SDP feedback to MO</b>	
<b>120121-06</b>	<b>Circulate the Governor Skills Matrix</b>	<b>MO</b>
<b>120121-07</b>	<b>Identify training needs after completion of the Skills Matrix</b>	<b>All</b>