

**Minutes of a meeting of the Local Governing Board of  
St Peter's CE Primary School held on  
Monday 26<sup>th</sup> January at 4.30pm, via TEAMS**

<b>Governors</b>	
Paul Griffiths (PG)	Headteacher
Alan Garrow (AG)	Foundation Governor & Chair
Gina Clarke (GC)	Foundation Governor
Janet Parker (JP)	Foundation Governor & Vice Chair
Jessica Eaton (JE)	Parent Governor
Judith Knott (JK)	Foundation Governor
Will Naylor (WN)	Academy Governor
<b>In attendance:</b>	
Amanda Foster (AF)	School Business Manager
Alice Jones (AJ)	Assistant Headteacher and SENDCO
Kate Henderson (KH)	Interim Assessment Lead
Leanne Eaton (LE)	Clerk

**Core strategic functions of a governing body:**

- A. Ensuring clarity of vision, ethos and strategic direction
- B. Holding the headteacher to account for the educational performance of the school
- C. Overseeing the financial performance of the school and making sure its money is well spent
- D. Safeguarding Challenge

**Opening prayer**

Lord our Father, we seek the guidance of your Holy Spirit in the business that is before us. In planning for the future, give us vision; in matters of finance, give us responsibility; in dealing with people, give us love. Be present in our school here and in all places; bless our work, and everything that is undertaken by everyone in our schools. We ask this in the name of the Father, Son and Holy Spirit.

**PART 'A' – PROCEDURAL**

No	Item	Action
1	<b>Welcome</b> AG welcomed everyone to the meeting and gave an opening prayer. <b>Apologies</b> Ella Potter (EP) – maternity leave. Apologies consented to. Nick McTague (NM) & Sarah Thompson (ST) - Apologies consented to.	
2	<b>Declaration of interests, pecuniary or non-pecuniary. Note rules on confidentiality</b> None.	
3	<b>Determination of confidential items.</b> None.	
4	<b>Notification of urgent other business</b> None.	
5	<b>Reminder re Pecuniary Interest Declaration on Governor Hub</b> These are all now complete so can be removed from agenda.	LE/PG

6	<p><b>Approve minutes of the meetings held on 17<sup>th</sup> November 2025 and address any matters arising</b></p> <p><i>WN noted his apologies to the previous meeting.</i></p> <ul style="list-style-type: none"> <li>Item 5 &amp; 6: Complete all Declarations on Governor Hub &amp; Governing Board Effectiveness. <b>Complete.</b></li> <li>Item 6: Wellbeing - GC to raise with Jane Goodwin: GC will email Jane. <b>Carry forward.</b></li> <li>Item 11: Send the undertaking from the Diocesan Corporate Member to uphold the designated religious character of the school. <b>Complete.</b></li> <li>Item 11: Arrange a collective worship visit: JK has visited a collective worship and plans to carry out a further visit before writing a report. <b>Complete.</b></li> <li>Item 11: Send profile for website – JK still to send.</li> <li>Item 14: Remove reference to a H&amp;S Governor from policy. <b>Complete.</b></li> <li>Item 14: Check is the named person in the Medical Policy is meant to be a governor and bring policy back to the next meeting. <b>On agenda.</b></li> <li>Item 15: PG will check and clarify with parents and staff regarding communication into school: PG has updated the Communications policy and has clarified that the main protocol is parents should use the admin email address. <b>Complete</b></li> </ul> <p>The minutes were approved as an accurate record.</p>	<p>GC</p> <p>JK</p>
7	<p><b>Correspondence</b></p> <p>None.</p>	
8	<p><b>Dates of future meetings including meeting with subject leaders</b></p> <ul style="list-style-type: none"> <li>Subject Leader Governor Meeting - Wednesday 4 February 2026 4.00pm in person or TEAMS (to suit needs). Focus – PSHE and general curriculum update.</li> <li>Full Governing Body Meeting - Monday 9 March 2026 6.00pm in person.</li> <li>Subject Leader Governor Meeting – Wednesday 25 March 2026 4.00pm in person or TEAMS (to suit needs). Focus – Science</li> </ul>	
<p><b>PART 'B' – SCHOOL IMPROVEMENT</b></p>		
9	<p><b>Financial &amp; Operational (premises) Update</b></p> <p>AF was in attendance to present on this item.</p> <p><u>Budget:</u> Report circulated prior to the meeting and AF highlighted the following:</p> <ul style="list-style-type: none"> <li>New finance reporting system is still being embedded.</li> <li>Currently there is a £24k deficit but AF is still tidying up the codes and is confident this will result in a balanced budget.</li> </ul> <p>Governor question: How long will it take to unpick the budget with the new codes? AF is hopeful that it will all be updated by the next LGC.</p> <p>Governor question: Have you been supported by the Trust with this? Yes, the Trust have been very understanding.</p> <p>Governor question: Has this created more work for you? Yes, but the whole system will be easier to manage once this work has been completed. The new system will be able to forecast the budget automatically, the previous system was very labour intensive. We are putting in the work now, but it will be easier next year.</p> <p>Governor question: Are there any concerns regarding the budget assumptions?</p>	

	<p>We are not concerned the budget will not be balanced and we are asking staff to be mindful about resource requests. However, some projects we had planned will not be done as we will not have the budget for these.</p> <p>Governor question: Are there any concerns about income next year? We will have reduced numbers but the same staffing costs. Schools are underfunded and we are lucky we have support of the Trust as they can help with premises issues from the centralised funding.</p> <p><u>Premises:</u> Report circulated prior to the meeting:</p> <p>Governor question: Is there anything causing serious concern over premises? There are some internal leaks in the stairwells, and we are liaising with the Trust on this.</p> <p>Governor question: What is the latest update with the heating? This is an ongoing issue. We have two boilers that are very old, and the heating system is completely inefficient – they run on maximum power, but we get minimum heat. We have raised this with the Trust as the temperature of the school is getting colder and AF is gathering data on this. In order to have reasonable temperatures in classrooms we are boosting with electric heaters, but this has an impact on the budget. We need an efficient system sooner rather than later.</p> <p>Governor question: So, we have an extra cost but less heating? Yes – the inefficiency is decreasing. Tom Stephen (Trust Estate Lead) is working with a company to look at different options around contingency and improvement, and we have a meeting in March.</p> <p>Governor question: If a boiler breaks down do we have enough electric heaters to heat the school? If they both shut down, we would need more heaters. The heaters we have are fine as a top up but on their own they would not be enough to heat the school. The boiler also heats the hot water. Tom has been into school with a Mechanical &amp; Electrical engineer to look at alternatives, but it will cost £3k to do a full piece of work on this. If the heating went tomorrow, we would need to hire industrial heaters, but this would also put strain on the electric system.</p> <p>Governor question: As Governors, should we express our concerns to the Trust on this? The Trust are aware of the issue, but it may help if Governors were to make contact and express concerns, as this is also a Health &amp; Safety and Safeguarding concern.</p> <p>Governor question: Do we have a Business Continuity Plan? What is the alternative provision if school had to close? All schools have a general continuity plan, but this is quite high level. If the school had no heating, we are more likely to have to hire equipment as opposed to using an alternative site. Closing the school is not a decision taken lightly, but it does raise the urgency of the matter with the Local Authority and Trust.</p> <p>Governors thanked AF for her report, and she left the meeting at 17.30hrs.</p>	
11	<p><b>Monitoring and Evaluation</b> (<i>brought forward for KH to present</i>)</p> <p><u>End of Autumn/start of spring pupil progress meetings based on autumn outcomes information:</u> report circulated prior to the meeting, and KH highlighted the following:</p> <ul style="list-style-type: none"> <li>• Data taken from the December cycle – NTS Data, SATS and teacher assessment.</li> <li>• Y6 Reading is a strength.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Writing overall is a weakness and this is a priority for the school – we are looking at moderation to ensure consistency.</li> <li>• Y1 phonics looks good.</li> <li>• Y4 multiplication assessment looks good: October assessment on Times Table Rock Stars (TTRS) - outcomes were above national average.</li> <li>• Learning behaviour is good, and we have a strong reading culture.</li> <li>• Maths fluency well embedded.</li> </ul> <p>Governor question: What is Reading Plus and why are Y2’s having rapid catch-up for reading and maths?  Reading plus is an online reading platform which increase fluency and comprehension. We are trialling it with a group of children for interventions. The Y2 cohort are affected by their previous years data so we are using Little Wandle to support them with reading. It is a cohort specific issue.</p> <p>Governor question: Is there any overlap between SEND, Pupil Premium and EAL children?  Yes and KH can amend the data to make clearer.</p> <p>Governor question: There was a big emphasis on oracy – are there any benefits coming out?  Yes – the children seem more confident in speaking full sentences and explaining their answers more fully. We are just at the start of this so we will see more impact longer term. There is no hard data for this, but we will see an impact over the curriculum e.g. reading levels, discussions, answering in class etc.</p> <p>Governor question: Does Oracy support maths as well?  Yes, is it not subject specific, it is a universal approach. JK &amp; JP noted they had observed improved oracy during their visits to school, and AJ has also seen this improve across the whole school.</p> <p>Governor question: Reading Plus was rolled out to all KS2 and then been narrowed down to fewer children – what is the reason for this?  The package we have only allows 25 licences so only 25 children can work on this at one time. We did a lot of work on assessing which children would benefit most from it and we are reassessing all the time. Some Y6’s currently have a licence and we can swap licences if we think a child no longer needs it. We will reassess again after SATS and prioritise different children. It is not envisaged that a child will use it continually for a whole year, but they can go back and forth over the year.</p> <p><i>Governors thanked KH and she left the meeting at 17:42hrs)</i></p>	
10	<p><b>Headteacher’s Report</b>  Verbal report and PG had provided notes prior to the meeting. PG highlighted key issues and invited questions:</p> <p><u>Staffing:</u></p> <ul style="list-style-type: none"> <li>• Maternity cover has all been done internally which is great for continuity and consistency for the children, as well as staff CPD.</li> <li>• Some temporary cover for a TA for a high need child.</li> <li>• Administrator: interviewed and offered the role. Once appointed this will ease the pressure off AF who has been covering in the office.</li> <li>• Some adjustment to curriculum leads.</li> </ul>	

Governor question: Why are you not backfilling the TA post, does this not have an impact on the classes?

We are being creative with the TA's we have – we have had some pupil movement so need has also decreased.

Governor question: Who will be the PSHE lead?

Mrs. Robbins which links in with Computing and the online safety element.

Admissions: Cohort intake analysis circulated prior to the meeting.

- 26 first choice for September 2026 and we will hopefully pick up some late applications between now and September. This figure is better than anticipated and the conversion rate from tours has increased from last year.
- Parents can make changes to choices up to 22<sup>nd</sup> February.
- We have had a lot of 2<sup>nd</sup> viewings and a lot of 1<sup>st</sup> viewings in January.
- Outcomes from the follow up questionnaire showed nothing stood out that we can change, and we need to keep doing what we are doing. We have good relationships with existing parents, and they are great advocates for the school.

Governor question: Do we do carry out 'exit questionnaire' if families leave mid-year?

This data is in the HT document – some leave as they are moving areas, some to go to other local schools. PG knows the reasons for children who leave but there are no patterns of concern. There will occasionally be a dissatisfied parent/carer, but this is not uncommon for any school.

JE suggested we need to encourage positive conversation on social media to keep the momentum going. PG is grateful for everyone's support and advocates of the school.

GC has created a marketing strategy for the school and will meet with PG in the Spring term to discuss.

Behaviour: Overview circulated – improving picture.

Attendance: Anonymised attendance tracker circulated.

- 3-4 families under supervision.
- Discussion with Mark Colbourn and looking at fines for ongoing persistent absences.
- Looking at linking with schools' siblings are attending to see if they have managed to have an impact.
- Very rigorous on attendance.

*(JE left the meeting at 18.12hrs).*

Staff Absence: 3-year overview of staff absence circulated:

- Data compared from 2023/24, 2024/25 and 2025/26 (to date) showing a picture of the impact of staff absence.

Governor question: Is this just illness or is maternity leave included?

This is just illness (unexpected absence).

Governor question: Have we had the same number of staff each year – is it comparable?

Broadly yes, we dropped one class this year, so we have one less teacher but the TA's are broadly the same.

	<p><u>Surveys:</u> Staff, pupil and parent surveys on key aspects of schools closed last night – data and report will come to the next LGC.</p> <p>Staff survey – complete with staff over 2 nights and verbal feedback provided.</p> <p>WN reported that the parents evening went well – staff used timers to ensure it ran on time, and parents were offered childcare if they required it. 3 breaks were built in for staff. WN reported that not all books were available for every child – some were outside the class, others were provided by the teachers. PG will review this for the next one.</p> <p>Governors thanked PG for the report.</p>	
<b>11</b>	<p><b>Monitoring and Evaluation Cont.</b></p> <p><u>SIAMS Summary Evaluation:</u> Inspection expected in 2026/27. PG is working with Richard Taylor as they have recently had an inspection. PG will share the SIAMS strategic Planning document when it is ready. A more detailed SEF is also being worked on with Pam Acheson (Diocesan Advisor).</p> <p><u>Mike Smit Autumn Term Visit:</u> report was shared when it came out. JP &amp; JK also attended and observed:</p> <ul style="list-style-type: none"> <li>• Positive behaviours in the corridors.</li> <li>• Makaton leaders.</li> <li>• Seamless day in school despite challenges eg staff absences.</li> </ul> <p>PG advised that Mike is visiting again on 4<sup>th</sup> March and governors are invited to attend. Mike will focus on Ofsted, EYFS, a part of the curriculum and progress since the last visit.</p> <p><u>Mark Colbourn Spring 1 Visit:</u> Mark visited last week and looked at data and year 6.</p>	
<b>12</b>	<p><b>Governance</b></p> <p><u>Governor visits feedback:</u> Covered.</p>	
<b>13</b>	<p><b>Safeguarding</b></p> <p><u>SCR monitoring:</u> PG does this and shares with WN who will moderate. Keri Standen (Trust Safeguarding lead) will also check the SCR once per year. WN to book in with PG to monitor SCR.</p> <p>WN has seen the most recent Filtering &amp; monitoring report.</p> <p>No major safeguarding issues to report.</p>	WN
<b>14</b>	<p><b>MAT business</b></p> <p>None.</p>	
<b>15</b>	<p><b>Policies</b></p> <p>The following were circulated prior to the meeting:</p> <ul style="list-style-type: none"> <li>• School Medical Policy – slight amended since last meeting. <b>Approved.</b></li> </ul>	
<b>16</b>	<p><b>AOB</b></p> <p>None.</p>	

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Summary of Actions		
No	Action	Who
4	Reminder re Pecuniary Interest Declaration on Governor Hub - remove from agenda.	LE/PG
6	Wellbeing - email Jane Goodwin	GC
6	Send profile for website.	JK
13	Book in with PG to monitor SCR.	WN

The meeting closed at 18.36hrs