



# St Peter's Church of England Aided School

## Minutes Full Governors meeting

Date:	1 July 2015	Present: <i>Mrs Morgan (Chairman), Mrs Hutchinson, Mrs Arjoon, Mr Barriball, Mr Berry, Mr Bovis, Dr Buckingham, Mr de Bass, Miss Hayes, Mrs Hough, Revd Mason, Mr Mills, Mr Strawbridge, Mrs Walker</i>
Time:	6.30pm	Apologies: <i>Dr Cooke, Mr Hughes</i>
Venue:	X65	In Attendance: <i>Mr Randall, Mr Burt, Mr Hubbard, Miss Ferguson, Mr Bennett, Mrs Power (minutes)</i>

Item	Discussion	Action by
27.1	<p><b>Welcome and Prayers</b></p> <p>The Chairman opened the meeting with prayers.</p> <p>Thanks and good wishes were noted to Miss Purkis, who has resigned from the Governing Body.</p> <p>Thanks were expressed to Mrs Hutchinson for the recent Ofsted and Safeguarding Training sessions and also to Governors for attending.</p> <p>Mrs Morgan thanked the school for organising the St Peter's Day Act of Worship.</p>	
27.2	<p><b>Register of Interests</b> – no declarations of interest were received.</p>	
27.3	<p><b>Present, Absent and Absent without Apologies</b></p> <p>Apologies received from Dr Cooke (preparing for another meeting) and Mr Hughes (work commitments).</p>	
27.4	<p><b>Minutes of Meetings and Matters Arising</b></p> <p>Minutes of the meeting dated 19 May 2015 were received but not approved. It was noted that some discussions had not been recorded and those present were asked to submit any further contributions to the clerk.</p>	All Govs
27.4.1	<p><b>MFL Review</b></p> <p>Mrs Morgan questioned what has happened since the review with regard to raising expectations of students.</p> <p>Mr Burt outlined some of the activity within MFL department including: Link Governor Visit from Dr Cooke; outlining expectations to SLL linked partly to behaviour and discipline; working with Chris Wakely (MFL External Adviser) on a range of improvements; looking at</p>	

models used in other schools; effective use of FLAs going forward.

Mrs Arjoon questioned the timescale for implementing changes and whether the package of recommendations/changes would be seen by Governors.

Mr Burt will be undertaking a review of the curriculum with Chris Wakely and also looking at alternative exam boards - changes would be discussed and shared in detail at the Curriculum Committee.

Advice has also been sought from Chris Wakely on the appointment of the SLL.

Mr de Bass questioned what was being done to protect Year 10 students if a SLL was not appointed.

Mrs Hutchinson responded that the school was in a very strong position and had options including utilising advisory staff if a SLL was not appointed. She felt it was important to find the right calibre of candidate and would rather wait than appoint in haste.

Mrs Walker questioned whether the school is using the same baseline data as other secondary schools and Mr Burt confirmed that it was.

Following the Link Governor Visit, Mr Burt added that Dr Cooke had observed the importance of looking at the national picture rather than making in-school comparisons.

#### 27.4.2 **Risk Register**

It was agreed that the risk register should be incorporated into the SIP and Dr Buckingham stressed the importance of checking that all risks are either included in the SIP or another appropriate document.

RJH/MGB

The importance of having a Business Continuity Plan was noted.

#### 27.4.3 **ICT Survey**

Content of the ICT Survey was noted.

Mr Bennett stated that there were some software/training issues and a training timeline has been put in place.

Mrs Hutchinson commented on the improving picture with ICT in the school.

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### 27.5 **Educational Performance of the School**

#### 27.5.1 **School Improvement Overview & Teignmouth Self Evaluation Visit**

The SIP overview had been circulated ahead of the meeting. The latest SIP Evaluation visit in March noted that the school was secure with consistent judgements and was in a good place to move forward.

PP issues were recognised and further analysis and overview of PP needs to take place. Miss Ferguson is now overseeing this work. Narrowing the gap between PP and non PP is a challenge when progress of all pupils is moving forward.

Mrs Hutchinson presented and circulated a copy of the Self Evaluation Visit from Teignmouth School, which included context and objectives for the visit and overall findings (good with outstanding features). All observations made during the visit were in line with those of SLT.

Mr de Bass questioned whether it would be possible to provide Governors with percentage of lessons judged in each category. Mrs Hutchinson confirmed that these could be made available.

RJH

Mrs Hutchinson added that there were still inconsistencies between subjects but of

particular note was the outstanding marking in maths and the positive comments during the assessors meetings with students. There was recognition that there is still much work to be done particularly with regard to analysing and using data but the pace of change throughout the school was relentless.

#### 27.5.2 Other Visits:

Tatty Wilson (Diocese of Exeter) – staff survey  
Graham Powell – looking at Teaching and Learning strategies  
Sue Clarke (Head of Education and Learning DCC). Letter of thanks circulated.  
Aspiring Headteachers on the Leadership Development Programme – the SLT also benefitted from this visit.

#### 27.5.3 **Progress at KS3 / Final KS4 Headline Measures**

Mr de Bass questioned/raised concerns about data for high ability boys – how confident is the school about outcomes for this group.

Miss Ferguson reported that there has been progress from 2013/4 in this group but girls have also performed well.

Mr de Bass questioned whether the analysis from Teignmouth was based on this data and Miss Ferguson confirmed that it was. High ability boys would be a key focus for next year and the picture was very positive when comparing to national data.

Mrs Morgan sought Governors views as to whether the picture of progress is consistent with what they see when visiting the school and they agreed that it was.

Mrs Walker felt that KS3 data was very worrying. In addition, some behaviour observed in Year 7 was not as good as it should be.

Dr Buckingham questioned why behaviour was not always good.

Mr Burt reported that some low level disruption was due to lack of stretch and challenge.

Miss Ferguson reported that following the imminent Summer 2 data drop the progress across all cohorts is likely to show an improving picture. Results of Summer 2 data drop will be emailed to Governors.

Dr Buckingham questioned how the data was feeding in to SLLs, how they use it and how the data becomes personalised to every student.

Miss Ferguson reported that SLLs undertake analysis at every data drop and provision is put in place for individual students, e.g. seating plans.

Dr Buckingham questioned whether SLLs cross moderate across subjects.

Miss Ferguson reported that SLLs are starting to look at this.

Mrs Morgan questioned whether SLLs and YGLLs are sharing information and Miss Ferguson reported that this is starting to happen.

Mrs Hutchinson reported that strategies for YGLLs to develop the role of would be looked at.

Mr de Bass requested a report for the next FGB (September) on what strategies would be used to develop the role of YGLLs.

#### 27.5.4 **Recruitment**

Mrs Hutchinson updated Governors on recruitment. There will be a number of highly qualified new staff taking up post in September. The school is in a very good place compared to other schools, having been able to select from a number of candidates for each vacancy.

NLF

	<p>A letter will be sent within a week to parents updating them on recruitment, followed by an end of year report to parents, which will include information on attendance and school data.</p>	
27.5.5	<p><b>Ofsted Framework 2015</b></p> <p>Copies of the new framework were circulated and Mrs Hutchinson added that the school will be assessed under the new framework if an inspection does not take place in the last few weeks of the term. The new framework puts greater emphasis on accountability of middle leaders. Schools judged as inadequate for safeguarding can receive an overall judgement of inadequate.</p>	
27.6	<p><b>Recruitment of Chaplain</b></p> <p>A progress note was circulated by Mrs Morgan prior to the meeting.</p>	
27.7	<p><b>Financial Report</b></p> <p>Minutes of the Finance Committee date 7 May 2015 were circulated prior to the meeting.</p>	
27.7.1	<p>Mr Bennett reported that there would be a benchmarking meeting on 23 July and Governors wishing to attend should email him as soon as possible.</p>	All Govs
27.7.2	<p>Mrs Morgan reported that she had written to the local MPs regarding the Fairer Funding Campaign for Devon Schools. Mr Bennett has also drafted a letter on behalf of Mrs Hutchinson.</p>	
27.8	<p><b>Safeguarding</b></p>	
27.8.1	<p>Following Anthony Goble's visit (safeguarding adviser), he reported verbally that he was encouraged by the role Governors played in safeguarding. A full report will follow.</p>	
27.8.2	<p>Following recent Governor Safeguarding spot checks Mrs Morgan questioned what follow up would be taking place regarding issues raised.</p> <p>Dr Buckingham clarified that any safeguarding spot checks should be sent to SDO to respond and action with copy of report placed on file.</p> <p>Mrs Hutchinson commented that there was a capacity issue around SLT following up minor incidents.</p> <p>Mrs Walker felt that low level incidents could be flagged up in the staff bulletin but if serious issues are found, they need to be followed up.</p> <p>Mrs Arjoon added that, whilst accepting there are capacity issues, when Governors are required to undertake spot checks, issues raised need to be actioned by the school.</p> <p>Mr Strawbridge suggested that investigations following on from safeguarding spot checks could be delegated by SLT, in order not to over burden them.</p>	
27.8.3	<p>Central Record – Mrs Morgan and Mrs Hutchinson will discuss this further.</p>	RJH/HM
27.8.4	<p><b>E-Safety/Acceptable Use Policy</b></p> <p>Mr Burt thanked Emma Veale for her work with students and outlined some developments: new software has been purchased which can monitor what students are working on; e-safety leaflets have been prepared for parents; e-safety training will take place early next term for staff to ensure that the response to any breach is proportionate and consistent.</p> <p>Mr Burt requested feedback from Governors on the Actions/Sanctions grid of the draft e-safety policy (page 12-13).</p>	All Govs

	<p>Mrs Morgan questioned whether the e-safety Policy was ready for approval and Mr Burt confirmed that it would be ready at the next Curriculum Committee meeting.</p> <p>Mrs Morgan questioned who line manages the Network Manager and Mr Bennett confirmed that he is responsible.</p> <p>Mrs Morgan questioned as to how Governors would know that monitoring of computer use had been undertaken and Mr Burt confirmed that staff would be able to fulfil this requirement by using the new monitoring software.</p> <p>Mrs Morgan questioned whether there needs to be separate Acceptable Use documents for staff and students. Mrs Hutchinson was of the opinion that it should be the same document applying to both staff and students.</p>	
27.8.5	Mr Berry stated that when parents are giving permission for photos to be used, they need to be made clear that photos could be used on school social media.	
27.8.6	CCF Hut – Mr Bennett reported that MOD had accepted ownership. A meeting will take place on 15 July and a request for a new hut would be made.	
27.9	<p><b>HR Matters</b></p> <p>Pay Policy – subject to two minor amendments the policy can be ratified and should be adopted with immediate effect.</p> <p>Appraisal Policy – subject to minor changes and additions the policy can be ratified subject to amendments.</p>	
27.10	<p><b>Other Governor Business</b></p> <p>The new Instrument of Government has been sealed and returned to take effect from 1 July 2015. Governors were asked to accept adoption of the new Instrument of Government confirming that all Governors would be appointed in accordance with it. Dr Buckingham proposed and Mrs Arjoon seconded and all Governors approved.</p>	
27.11	<p><b>Dates for Next Year</b></p> <p>Mrs Arjoon requested that FGB meetings be moved to 5.30pm and all were in favour.</p> <p>Meeting timings for next academic year would be timed to co incide with data drops and Mrs Hutchinson would supply these dates ready for the first FGB meeting in September.</p> <p>It was agreed that committee meeting start times could be flexible to suit the needs of individual members.</p>	RJH
<b>Prayer and Meeting Close – 9.00pm</b>		