



St Peter's Church of England Aided School

Minutes Full Governing Body Meeting

Date:	11 November 2015	Present:	<i>Johno Berry, Mark Barriball, Chris Buckingham (CB), Paul Cooke, Karen Hayes, Kathryn Hough (KH), Rachel Hutchinson (RJH), Trevor Mills (TVM), Nigel Mason (NM), Peter Strawbridge (PS), Sue Walker (SW)</i>
Time:	5.30pm	Apologies:	<i>Bindu Arjoon, Keir Bovis, James de Bass, Clive Hughes</i>
Venue:	X65	In Attendance:	<i>Martin Burt (MPB), Nicky Ferguson (NLF), Phil Randall (PJR), Mark Bennett (MGB), Suzanne Power (clerk)</i>

Item	Discussion	Action by
29.1	<p>Welcome/Prayers</p> <p>Meeting opened by Clerk to Governors.</p>	
29.2	<p>Agreement of Term of Office for Incoming Chair and Vice-Chair</p> <p>Governors considered the options of between one and four year terms of office for both Chair and Vice-Chair. It was noted that as the School Improvement Plan is running on a three-year cycle, this option could fit well with the terms of office for both.</p> <p>Decision: Governors agreed to adopt a three year term of office for Chair and Vice-Chair (both terms proposed by Chris Buckingham/seconded by Trevor Mills).</p>	
29.3	<p>Elections:</p> <p>i. Chair</p> <p>Nomination from Trevor Mills for Bindu Arjoon to be Chair</p> <p>Decision: Governors agreed unanimously that Bindu should be Chair (proposed by Chris Buckingham/seconded by Mark Barriball)</p> <p>ii. Vice Chair</p> <p>Nomination from Trevor Mills for Paul Cooke to be Vice-Chair</p> <p>Decision: Governors agreed unanimously that Paul should be Vice-Chair (proposed by Chris Buckingham/seconded by Nigel Mason)</p> <p>Governors noted the many years of dedicated service Heather Morgan has given to the School and Governing Body and their thanks and appreciation were minuted.</p>	<p>Clerk to notify Diocese & Governor Services</p>

In the absence of Bindu and Paul, Governors agreed CB to Chair the remainder of the meeting.

29.4	Present, Absent and Absent without Apologies/Declaration of Interest Apologies noted as above and sanctioned. There were no declarations of interest.	
29.5	Minutes of Previous Meeting – Minutes of meeting dated 24 September 2015 approved and signed as true record.	
29.6	Headteachers Report RJH noted Governors request for more streamlined/headline Headteacher report and invited feedback on the new format. Governors commented that the format was better and also noted that more detailed information on data and outcomes is available in full report format if requested. Report headings fall in line with Ofsted report headings although RJH commented that this is for benchmarking only. Following Autumn 1 data drop, which was only a five week window at the start of the academic year, there are already clear patterns emerging and data meetings will be taking place across all subjects over the next week. Patterns of progress are currently similar across KS3 and KS4, however RJH feels that due to the quality of data now being received, that it is unlikely to see this in two years' time. Strategies to improve progress will be in place much earlier. Report Headlines: Recent meeting between RE SLL, SW and PJR – Sue reported that this meeting was really positive. CPD investment this term and PJR working closely to give support. Governors noted that recent data is showing improvements. RJH reported that the new MFL SLL is doing a really good job and is currently picking up historical issues. Paul Cooke is working closely with the team and progress is being made. SW reported that the recent drama data meeting showed that staff were very aware of all issues in the department and had clear ideas on how things could be improved, eg behaviour strategies. RJH reported that Year 11 data is looking really good, after some concerns regarding this cohort last academic year. SLT has already identified key areas where further monitoring needs to take place including: Prior high attaining students – RJH confirmed that a number of strategies are being looked at to stretch and challenge the brightest pupils but one of the best measures is when teachers give appropriate feedback and students then act on this. CB questioned whether this is a particular problem with either streamed or mixed ability classes. RJH confirmed that streaming and class sizes make no difference to progress, the key being high quality teaching across all groups. PJR reassured Governors that staff training is having an impact on the quality of teaching and lessons have improved significantly, however there are still some inconsistencies. NLF confirmed that the school as a whole is making progress but the high ability students could do even better. Progress of boys – this is an area that needs to improve. NM questioned whether the achievement of boys is a particular problem in St Peter's. RJH confirmed that the picture nationally is one of boys underachieving.	

Year 9 Students – This is an area both in progress and behaviour that SLT will be looking at with middle leaders over the next few weeks. There are a small number, mainly boys, who are choosing not to apply themselves in certain lessons but are excelling in other lessons. A number of strategies will be looked at including: maths intervention, use of praise and consequences, support for teachers, ensuring students are on task and being challenged, Friday evening/Saturday morning catch-up lessons in school if necessary, HOYs sitting in lessons.

KH questioned at what point will parents be involved. RJH confirmed that parents are being contacted. PJR confirmed that parents are being very supportive.

TVM questioned why these issues were not picked up in Year 8. RJH confirmed that teachers expectations of students are so much greater now.

Ofsted

Report circulated to Governors. Governors requested that a message be relayed to staff thanking them for their work in preparing for and during the Ofsted Inspection.

**Clerk to
action via
bulletin**

School Improvement Plan

RJH highlighted and presented areas for discussion within the School Improvement Plan as follows:

Review of School Improvement Plan. Governors/RJH need to consider whether it now meets the needs of the school. Post Ofsted and TISP the focus should include:

High quality Teaching and Learning

Leadership at every level

Partnerships – including Primary Schools, Diocese, Other Secondary Schools, Academies, MATs

Ethos – this will also guide future partnerships

Review of Mission Statement, working in partnership with students, governors, parents, staff (teaching and non-teaching)

Direction of the school led by self-improvement and not Ofsted grade

Following the Governors working party meeting in October it was agreed that all Governors have areas of expertise and these now need to be pulled together to help form an overall strategy.

CB questioned whether Governors have had enough input in the preparation of the School Improvement Plan. RJH felt that in a model where Governors are working at a more strategic level, mirroring SLT areas of responsibility, they should be able to feed in to the School Improvement Plan.

Improvement Cycle focus for Year 1:

Looking at financial stability and income generation, eg managing school lettings out of hours.

SEND review – to take place prior to Christmas (St Peter's has highest SEND cost per pupil of any Exeter school)

Ongoing professional development of teachers/leaders – recognising need to retain good staff but also assist with their development.

Governors questioned whether the depth of enquiry (link governor visits) are still necessary given the progress made by the school and the recent Ofsted grading.

Governors agreed that they do still need to attend data meetings where there are subject issues but that they have confidence in the data and could identify any problems very quickly. It was noted that Governors still want to have involvement but over time the in-depth involvement will decrease.

SW felt that although there is confidence in senior leaders, SLLs and YGLLs are not quite in the same place. Governors could step back once the middle leaders have developed further.

	<p>Governors expressed some concerns about operating at a purely strategic level particularly with regard to Safeguarding and the lessons many schools have learnt from Callington College. RJH agreed that a blend of strategic working and in-depth working where there are highlighted issues, would be the most appropriate way forward.</p>	
29.7	<p>Committee Structure</p> <p>Following the proposal for Governing Body restructure, to align with SLT responsibilities, Paul Cooke recommended Governors consider the first model, with School Improvement sitting within all committees.</p> <p>Committee Structures would change as follows:</p> <p>Personnel becomes Performance Curriculum becomes Provision Finance and H&S become one - Business Services Worship becomes Ethos and Chaplaincy Admissions becomes part of Ethos and Chaplaincy</p> <p>Once Committee Membership is established those committee members would elect their committee chair.</p> <p>Paul Cooke suggested that an audit of Governor skills be undertaken which may help to inform committee membership.</p> <p>Governors agreed that they would re-structure from January adopting the above model.</p>	<p>Skills Audit to be completed</p>
29.8	<p>Policy Review</p> <p>Redundancy Policy – DCC Policy adopted at Personnel Committee on 5 November 2015. Governors agreed to ratify policy.</p> <p>Exclusion Policy – Governors agreed to adopt policy. Minor layout and grammatical changes still to be made with final review at first committee to meet subsequent to this FGB meeting.</p>	<p>Clerk to note</p>
29.9	<p>Safeguarding</p> <p>PS questioned when Governors can expect to see the result of the recent Safeguarding review carried out by Babcock LDP. Babcock has already confirmed that the review is good, the school is meeting all of the statutory requirements and that the school is safe. RJH will share the report with Safeguarding Governors when received.</p> <p>PS/KH to undertake half-termly safeguarding visit during November. Weekly safeguarding meeting minutes (governor version) are being sent to safeguarding governors and PS will be meeting with Safeguarding SLT to discuss safeguarding practices in more detail.</p> <p>SW questioned whether there is a policy in place to cover appropriate use of mobile phones by staff and students and whether staff are aware of the policy. MPB confirmed that the recently issued ICT Acceptable User Agreement covers use of mobile phones. It was noted that Governors should also read and sign this document.</p> <p>RJH thanked all Governors that have been involved in recent additional personnel and safeguarding related work.</p>	<p>RJH</p> <p>Clerk to circulate</p>
29.10	<p>Review of Governing Body Procedures</p> <p>Governors agreed that meetings this academic year would not be open to the public but that minutes (other than Part II) would be available on the website once approved.</p> <p>Governors were reminded of the need for Confidentiality involving Part II matters.</p> <p>Governors were reminded of the need to undertake training as required.</p>	

Governors noted that Standing Orders and Committee terms of reference will be reviewed by the new Chair and Vice-Chair and will be circulated for approval at the next FGB meeting.

29.11

Urgent and Emerging Issues

Meeting Moved to Part II

Meeting Returned to Part I

Meeting Close – 7.45pm
