



St Peter's Church of England Aided School

Minutes Full Governing Body Meeting

Date:	8 March 2017	Present:	<i>Bindu Arjoon (BA) (Chair)</i> <i>Paul Cooke (PC)</i> <i>James De Bass (JDB)</i> <i>Fiona Dodd (FD)</i> <i>Kathryn Hough (KH)</i> <i>Clive Hughes (CH)</i> <i>Christos Kotsogiannis (CK)</i> <i>Karen Leach (KL)</i> <i>Trevor Mills (TVM)</i> <i>Rachel Oliver (RO)</i> <i>Phil Randall (PJR)</i>
Time:	5.30pm	Apologies:	<i>Karen Hayes (sickness)</i> <i>Keir Bovis (other)</i>
Venue:	X65	In Attendance:	<i>Martin Burt (MPB) – Deputy Headteacher</i> <i>Kilda Giraudon – Subject Learning Leader MFL (item 3)</i> <i>Suzanne Power (SP) – Clerk to Governors</i>

Agenda Item	Discussion	Action by
1.	Welcome Governors were reminded that they should withdraw from the meeting or declare any pecuniary interest in any decision where personal interests may conflict with those of the Governing Body.	
2.	Prayer	
3.	Update on MFL BA welcomed Kilda Giraudon, Subject Learning Leader for Modern Foreign Languages. Kilda outlined the current staffing within the department, workstreams across all year groups and initiatives being used within the department which include: <ul style="list-style-type: none">• PIXL(partners in excellence) meetings sharing good practice and strategic planning for the new GCSE.• Use of Memrise On-line learning tool to improve vocab retention• KS4 revision• Parental Communication via eparents, letters and meetings for underachieving students.• Employment of three Foreign Language Assistants with significant savings on employment costs through use of grants and SLL's local contacts.• School Exchange visits including three students undertaking work experience in Morlaix	

- Partner Schools
- Penfriend letters
- Video Conferencing
- Spanish Music Club
- Creative Writing

Governors questioned what are the current three biggest challenges/areas of focus moving forward. Currently these are, Year 11 results, new GCSE (strategies) and opportunities to practice languages outside of the classroom.

Years 9 and 10 have started studying the new GCSE syllabus and new books and an online package have been purchased to support this. The new course does not include coursework and does not allow use of a dictionary.

In response to queries raised at Provision and Standards Committees, regarding further support and initiatives for MFL, PJR continues to look at possible options for buying in additional support from other schools.

Student Voice group will be looking at the impact of using Memrise for students and Kilda is happy to forward their report to Governors when the research is complete.

SP

BA thanked Kilda for taking the time to come to the Governors meeting.

4. **Present, Absent and Absent without Apologies**

Apologies received from Keir Bovis and Karen Hayes and sanctioned by the FGB.

5. **Minutes of Meeting dated 25 January 2017 and matters arising**

Minutes of the meeting dated 25 January 2017 were signed as an accurate record of the meeting.

BA questioned whether a letter had been sent to parents to outline the need for cost savings. PJR confirmed he has written to parents.

6. **Chair of Governors Update**

BA reported that Steve Campion has now agreed to join the Governing Body and will be attending from the next meeting. Governors were asked to vote on approving this appointment and it was agreed unanimously that his nomination be accepted.

SP

The Working Group looking at Future School Structure continues to meet and look at options available for the school. Governors on the group will ensure that all Governors are fully briefed and presented with all information if any decisions need to be made. The Working Group is clear that there need to be compelling reasons for any changes in terms of financial stability, preserving the existing ethos of the school and maintaining the quality of teaching and learning.

7. **Data Report**

PJR reported that a bespoke session has been arranged for SLT with John Lunn of South West Teaching School Alliance, to look at data and the new RAISE data due to be published this week. JDB questioned how this learning will be relayed to all staff. PJR hopes that Middle Leaders will be present at the meeting and learning will filter down to all staff.

PC questioned why there are a great deal of red areas on the Year 10 Data Sheet (Progress and Residuals). PJR reported that the Year 10 progress meeting has not yet taken place and reassured Governors that there is a watching brief on this.

8. **Headteacher Report**

PJR reported that the planned Wellbeing sessions for Years 7 and 9 from September, will now only involved Year 7 due to budget pressures. Year 9 Wellbeing sessions will start from September 2018.

PJR updated Governors on staffing of the Computing team and Governors advised PJR to seek further clarity from HR. **PJR**

PJR reported that all Year 9 GCSE Options have now been collated. There have been areas of surplus identified and conversations have taken place regarding whether any staff wish to consider reducing their hours. Staff have responded professionally to these conversations. PJR added that the school will do all it can to avoid redundancies but if staff don't come forward to reduce their hours in the surplus areas, the school may need to move to a redundancy process, with advice and support from HR.

BA thanked PJR, MPB other staff involved in budget and timetabling work asked that Governors thanks be passed on to all staff at a difficult time for schools. **PJR**

Governors questioned why attendance figures have gone down and whether students on reduced timetables have any impact on this. Governors questioned whether there has been any increase in term time holidays. Due to Governors concerns around the ongoing decline in attendance they requested that SCH attend the next FGB and provide data/report on authorised and unauthorised absences as well as on the increasing number of lates. **SCH via PJR**

It was noted that the PTA has been very supportive with fund raising and they are keen to contribute where possible.

9. **Governor Competency Framework**

Governors noted the content of this recently issued guidance from the DFE. Governors felt that there were no areas of concern with regard to the framework but will continue to review and reflect on their performance and effectiveness. **SP**

10. **Assuring Quality**

This working group will meet prior to Easter to finalise the document and will also consider the Governors Terms of Reference document with a view to signing off both documents by June. **PC/SP**

Governors discussed the possibility of creating a more condensed School Improvement Plan with smart targets to ensure governors can evidence their ownership of the plan. SP to recirculate the updated version to all Governors. **SP**

11. **Committee Chairs Update**

Standards Committee – Governors looked at sickness data, review of staffing, MFL progress and discussed half-termly updates from PJR on priority workstreams and budget allocations for these workstreams.

Ethos and Chaplaincy Committee – Governors looked at making minor changes to the mission and vision of the school, discussions on recruitment of Anglican vicar to the governing body and admissions.

Provision Committee – Governors discussed progress in MFL and RE along with policy reviews including a trial of the Homework Policy. PC added, that following the excellent presentation at item 3 above, he was reassured about the positive work within MFL.

Business Services – Governors remodelled the Outdoor Education Policy and discussed the implementation of a process for Governors to ensure trip risk assessments are carried

out in line with the policy (audit trail). Governors reviewed and approved the new Finance Manual and the SFVS annual return to the EFA.

12. **Finance Manual (Policy) and Schools Financial Value Standards**

Governors approved the Schools Financial Value Standards Assessment for submission by the School Business Manager to the Local Authority. The document was signed by the Chair of Governors.

Governors approved the Finance Manual (Policy) following review by Business Services Committee.

13. **Safeguarding**

Nil.

14. **Review of Governor Vacancies**

As discussed at item 11.

15. **Urgent emerging items**

Governors approved the following members of staff/governing body to be signatories for the Barclaycard Debit Card Account as follows: Chair of Governors, Headteacher, Deputy Headteacher, School Business Manager, Finance Officer. Current these named staff members are: Bindu Arjoon (Chair of Governors), Phil Randall (Headteacher), Martin Burt (Deputy Headteacher), Mark Bennett (School Business Manager), Jackie Armstrong (Finance Manager).

MGB

Governors approved the use of the DCC Procurement Card by the School Finance Team.

MGB

Governors noted the date for the commissioning service of PJR. This will take place on Monday 26 June and Governors will receive an official invitation. St Peter's Day will be marked in school on 26 June rather than 28 June to tie in with commissioning and the visit of Bishop Robert.

ALL Govs

16. **Date of Next Meeting**

Wednesday 26 April 2017 at 5.30pm – Room X65.

Meeting Close – 7.05 pm

Distribution: Governors, Martin Burt, Mark Bennett, Rachel Gage