



# St Peter's Church of England Aided School

## Minutes Full Governing Body Meeting

Date:	9 Nov 2016	Present:	<i>Bindu Arjoon (BA) (Chair)</i> <i>Mark Barriball (MB)</i> <i>Keir Bovis (KB)</i> <i>Paul Cooke (PC)</i> <i>James De Bass (JDB)</i> <i>Fiona Dodd (FD)</i> <i>Caroline Harding (CDH)</i> <i>Karen Hayes (KPH)</i> <i>Kathryn Hough (KH)</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>Clive Hughes &amp; Christos Kotsogiannis (work commitments)</i>
Venue:	X65	In Attendance:	<i>Martin Burt (MPB) – Acting Deputy Headteacher</i> <i>Nicky Ferguson (NLF) – Assistant Headteacher</i> <i>Suzanne Power (SP) – Clerk to Governors</i>

Agenda Item	Discussion	Action by
1.	<b>Welcome</b>  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.	<b>Prayer</b>	
3.	<b>Present, Absent and Absent without Apologies</b>  Apologies received from Clive Hughes and Christos Kotsogiannis.and sanctioned by the FGB.	
4.	<b>Student View Presentation</b>  Vicky Ovens introduced students Millie and Izzy from Year 8 and outlined to governors the reasons for setting up Student View which is to act as a mechanism for gathering student opinion and enabling students to carry out research and feedback to staff on curriculum issues. Students plan to focus on one area of the curriculum each half term, with ICT being the first focus.	

	<p>BA questioned students on how they feel about being part of the Student Voice. Students reported that they feel their findings will have an impact.</p> <p>The next area of focus will be 'encouraging reading for pleasure'.</p> <p>BA thanked the students for coming to the meeting and sharing their work with Governors.</p> <p>Students/Vicky Ovens left the meeting.</p>	
5.	<p><b>Minutes of Meeting dated 28 September and matters arising.</b></p> <p>Minutes of the meeting dated 28 September 2016 were signed as a true record.</p> <p>Governors noted that specific data to cover two years in MFL and RE and data on Heads of Department targets had not yet been supplied. However, PC felt that the update was good and that the school is addressing issues in these areas.</p> <p>BA confirmed that the Terms of Reference for the Safeguarding Governor have now been adopted.</p>	
6.	<p><b>Chair of Governors Update</b></p> <p>PJR left the meeting and meeting moved to Part II.</p> <p>Meeting returned to Part I. PJR rejoined meeting.</p> <p>Academy update – BA would like further Academy working group meeting to be convened following PJR's meeting with John Searson (Director of Education, Diocese of Exeter).</p> <p>BA advised that, following confirmation that the FGB was happy for her to do so, she has approached Exeter College to invite a senior member of their staff to join the Governing Body. Two nominations have been received and BA and the Committee Chairs were currently reflecting on which nominee was best placed to support the governing body at the current time.</p> <p>Governors were reminded of forthcoming events - Celebration of Achievement (24 November) and the Advent Service at Exeter Cathedral (29 November).</p> <p>The Governors working group on link governance/assuring quality will be set up before the end of term.</p> <p>Admissions – following a meeting between PJR and DCC Admissions, governors agreed that it would be appropriate for DCC to take over the Admissions administration role as the school is already paying for the service as part of the top sliced contribution. BA questioned where the role of Admissions governor would sit. CH is keen to look at Admissions as part of the wider Ethos Committee role and will work with KL at the next Ethos and Chaplaincy Committee meeting. In the meantime a meeting will be convened to include Admissions governors in order to rank the 17/18 applications in accordance with the Admissions policy.</p>	<p>SP</p> <p>BA</p> <p>ALL GOVS</p> <p>SP</p> <p>SP</p>
7.	<p><b>Data Update</b></p> <p>NLF outlined the difficulties in projecting outcomes due to changes to Attainment 8 and that the DFE do not project for Progress 8. For the current Year 11 cohort, maths and English GCSEs are now graded 9 to 1 and for the current Year 10 and below grading will be 9 to 1 for all subjects. There is still work to do with staff to enable them to adapt to these changes.</p> <p>The current Year 7 cohort now has targets rather than levels.</p> <p>As a school, levels of progress will still be used, although the language will be about Progress 8, it will cross refer to levels of progress.</p>	

	<p>Subject Learning Leaders now have new progression assessment criteria for GCSE and all students will be assessed on this criteria.</p> <p>SLLs have now been paired up across the school to share practice between subjects.</p> <p>Underachieving Year 11 students will be interviewed with parents to discuss the way forward.</p> <p>JDB questioned why actions being taken to improve progress in MFL and RE will have more impact than previous initiatives. NLF feels that the actions now being taken are far more targeted. External support and specific reviews will help to address issues. Where staff support is needed, PJR will also be involved.</p> <p>ICT progress – due to the move towards Computing with more emphasis on programming, some upskilling of staff is taking place and Cranbrook Education Campus is providing some support in this area.</p> <p>Photography progress- this was the first cohort to take GCSE in the summer. MPB is confident about the improvement plan going forward.</p>	
8.	<p><b>Headteacher Report</b></p> <p>JDB questioned why there is a significant spike in bullying. PJR reported that the new CPOMS system does not yet filter incidents. Sam Hammett is reviewing how proven incidents and referrals can be filtered more sensitively.</p> <p>Governors questioned what recruiting is underway to replace a number of staff who are leaving. PJR does not necessarily want to replace on a like for like basis and costings are currently taking place to look at developing teams and giving additional responsibility.</p> <p>KB noted that the Parent Evening booking system was popular with many parents. CDH and KPH felt there were some issues with on-line booking, which placed additional pressure on staff. PJR has noted staff concerns and the data team is seeking solutions to these issues.</p> <p>PJR will be recirculating the Headteacher Report as there is a minor error on budget figures. 16/17 income is down by £80,000 due to lost revenue from school not being at capacity. There is now a firm control on in-year admissions numbers.</p>	PJR/SP
9.	<p><b>RE Report</b></p> <p>The meeting moved to Part II for this agenda item.</p>	
10.	<p><b>Committee Chairs Update</b></p> <p><b>Provision Committee</b></p> <p>The report on Learning Enrichment Week provided by Caroline Millar was very helpful and Provision Committee members were grateful for this detailed analysis.</p> <p>There are ongoing discussions on the number of languages offered. There is work to be done on breadth v. depth of languages and consideration as to what languages would serve students best.</p> <p>JDB questioned whether parents would be involved in any discussions. PJR will ensure that any proposals are discussed with Provision Committee.</p> <p>PC feels the new Curriculum Vision that MPB and PJR are working on is a helpful articulation of what curriculum can lead to. However, this is aspirational and difficult to measure and he would therefore like to see a document alongside the vision that will</p>	<p>SP Agenda for next Provision</p> <p>PJR</p>

	<p>measure criteria. Year 8 Options evening will be taking place on 8 December and PJR is keen to ensure the work on the Curriculum Vision is ready by then.</p> <p><b>Business Services</b></p> <p>TVM reported that the last Business Services had an emphasis on Health and Safety. Minutes have been circulated and outcomes from a forthcoming meeting of Exeter Heads to prioritise working relationships with Sodexo will be fed back in due course.</p>	
11.	<p><b>Safeguarding</b></p> <p>KH and FD reported on a positive visit.</p> <p>Sam Hammett is working hard to develop and embed systems and Jonny Baker is doing valuable work to engage school refusers.</p> <p>The control and monitoring of IPADs owned by SEN students and brought into school was raised and this issue will be looked at by IT as a priority. Currently there are a number of SEN students using their own IPADs to assist in lessons but these do not have the same monitoring facility as school owned IPADs. BA requested feedback when this issue has been resolved.</p> <p>SP to recirculate link for Level 2 safeguarding for those that have not completed it.</p>	<b>PJR</b>
12.	<p><b>Urgent emerging items</b></p> <p>Nil</p>	
13.	<p><b>Date of Next Meeting</b></p> <p>Wednesday 25 January 2017 at 5.30pm – Room X65.</p>	

**Meeting Close – 7.25pm**

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