



St Peter's Church of England Aided School

Minutes Full Governing Body Meeting

Date:	14 March 2018	Present:	<i>Bindu Arjoon (BA), Steve Champion (SC), Paul Cooke (PC), James De Bass (JDB), Fiona Dodd (FD), Karen Hayes (KPH), Kathryn Hough (KH), Ali King (AK), Christos Kotsogiannis (CK), Karen Leach (KL), Trevor Mills (TVM), Rachel Oliver (RO), Phil Randall (PJR),</i>
Time:	5.30pm	Absent with apologies:	<i>Clive Hughes (CH), Caroline Harding (CDH)</i>
Venue:	X65	In Attendance:	<i>Martin Burt (MPB) – Deputy Headteacher Mark Bennett (MGB) – School Business Manager Nicky Ferguson (NLF) – Assistant Headteacher Andrew Hubbard (APH) – Assistant Headteacher Suzanne Power (SP) – Clerk to Governors</i>

Agenda Item	Discussion	Action by
1.	Welcome BA welcomed AK to her first meeting as a governor and also welcomed guests and members of SLT.	
2.	Prayer	
3.	PFI – a unified approach – Guests, Josie Medforth, Director of Operations, Ted Wragg Trust and David Johnson, PFI Consultant, Castle Gate Commercial BA welcomed Josie Medforth and David Johnson to the meeting. PJR briefed governors on conversations with Moira Marder, CEO Ted Wragg Trust regarding their PFI Contract. The trust is seeking to improve delivery of PFI and build relationships with Modern Schools Exeter Limited (MSEL), HCP Ltd and Sodexo. As it has been clear for some time that all schools within the PFI Contract are unhappy with the delivery and management of the contract, Ted Wragg Trust would like to work in collaboration with all schools to improve delivery across the whole contract. Josie Medforth thanked governors for the opportunity to present to them. The trust is currently assessing its' risk across the three schools in the group and has appointed David Johnson, PFI consultant with Castle Gate Commercial to help them review the PFI function and to identify potential savings within the contract. A report commissioned by	

the trust board highlighted the complicated way in which the contract is being handled by parties to the contract. The trust has identified the main barriers to improving PFI and is now putting together a plan for DCC to consider, for the trust to take over the management of the contract acting as a sub-contractor. The trust would like to be in the driving seat when making decisions and would like to deal direct with MSEL and Sodexo. Improved contract management will also be more beneficial when it comes to benchmarking.

Ted Wragg Trust is keen to work with all schools within the PFI contract to improve the service. To date DCC has resisted in engaging with any process to improve the situation. The trust has now escalated its' concerns and has had a meeting with DCC Head of Business Support and has an upcoming meeting with DCC Chief Executive.

Governors questioned why Ted Wragg Trust had identified certain barriers as the main problem in the PFI structure. The trust feels that commercial acumen, challenge, and holding to account are barriers to improving delivery. It was noted that direct conversations between Ted Wragg Trust, MSEL and Sodexo, have already started to show some small scale improvements.

Governors questioned whether, if senior DCC staff agree to sub-contracting the management of the contract, who would take responsibility for this. Josie confirmed that Ted Wragg Trust would take this on, on behalf of all schools, as long as all schools are happy with the arrangement. The operational details, costings, mechanism for resolving disputes and prioritising outstanding works would have to be clarified at a later date but assurances were given to governors that the school would not get presented with any unexpected costs.

David Johnson advised governors that in his experience of working with a number of PFI clients, the arrangement to sub-contract from DCC would be ground-breaking, but that does not mean that it is not achievable.

Josie Medforth and David Johnson left the meeting.

Governors agreed to sign a Memorandum of Agreement to allow Ted Wragg Trust to speak to DCC on their behalf. This agreement is only to allow Ted Wragg Trust to start conversations with DCC regarding sub-contracting PFI management and does not commit St Peter's to entering into any agreement.

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

Absences sanctioned:

Clive Hughes and Caroline Harding.

Governors were reminded of the rules regarding confidentiality and declaring any business or pecuniary interests and were asked to complete the Register of Business Interests annual declaration.

5. SEN Report to Governors and Approval of SEN Policy

APH advised governors that there are no changes to the SEN policy presented for approval. Governors agreed to approve the policy.

Governors noted the content of the SEN Information Report for Parents, which contains information on the local offer.

APH highlighted some of the issues in the SEN report to governors including:

- Progress for SEN students, which is currently a red priority area. It was noted that the very small number of students have an impact on what the data looks like, and that there are significant issues for some of these students, including modified timetables and students being in a mainstream setting when this may not be the best place for them. The data does not necessarily reflect the many positive stories behind the headline data.
- APH advised governors that the DCC 0-25 team is under a great deal of pressure and where an Education Healthcare Plan (EHCP) application should take 20 weeks, they are typically taking much longer. Some students who previously had a SEN statement, do not qualify for an EHCP.
- Some students arrive at St Peter's in Year 7, who have significant needs and should have an EHCP in place, but their primary school has never applied.
- There are increasing numbers of SEN students coming into Year 7 which the school is required to manage. **Governors questioned why there is an increase in SEN numbers.** APH is not sure why this is, but it is putting an increasing strain on the SEN team.
- Accommodation around school for small groups. There is very little space for individual teaching which has required staff to be creative, including using outdoor space and former meeting space.

APH identified some areas where the school has been recognised for, or is developing good practice:

- Positive feedback from Education Psychology team.
- Supporting students through Nurture Groups.
- Hearing impaired students grouped together in one tutor group with a specialist TA providing sign language and excellent feedback from parents of hearing impaired students.
- Increasing awareness and training on speech and language problems with boys and how this impacts on their behaviour at school.

Governors felt any future changes to the Admissions Policy would have to be carefully considered given the pressure on the SEN team and the trend of increasing numbers of students with high needs.

BA thanked APH for the comprehensive written report and presentation and requested that thanks be passed to his team for their work.

PJR

6. **Data Training**

Governors undertook a training session led by NLF on how to analyse the Inspection Summary Data Report (ISDR) and information supplied via Analyse School Performance (ASP).

Governors recognised the need to be able to scrutinise data from internal and external sources and challenge the school based on their findings. Standards Committee governors have been provided with log in details to ASP to enable them to look at external data.

NLF summarised how the Key Performance Indicators Progress 8 and Attainment 8 are worked out and the importance of that governors understanding of these.

NLF provided governors with an ISDR to study and pointed out what sort of questions they should start to consider based on the report provided and where the priority areas are.

BA thanked NLF for the session which governors found useful.

7. **Data Report**

Governors noted the content of the data report supplied by NLF.

8. **Business Matters**

School Financial Standards Document – Governors approved the document circulated prior to the meeting and confirmed that MGB could now submit it to the Local Authority with no amendments. **MGB**

GDPR – BA noted that this subject requires in depth discussion and should be brought to Business Services Committee in April for an update. MGB was asked to bring governors up to date on this legislation and his action plan for implementation. **MGB**

MGB raised concerns that as School Business Manager, he could potentially have a conflict of interest in taking on the role of Data Processing Officer. He recommended that this role be taken on by an external agency, such as Babcock LDP. Babcock LDP has issued advice that there could be a conflict of interest for a member of school staff to take on this role but Governors felt Babcock were not best placed to give this advice when they are also offering GDPR consultancy. Governors felt that based on current knowledge of the legislation it would not be appropriate to outsource this role and that MGB should, with support, take on the role of Data Processing Officer.

Governors queried why there would be a conflict of interest, given that every organisation, not just schools, need to be compliant and there will be many of these who are undertaking the work themselves.

Governors also felt that a member of staff would have a much better understanding of the flow of information and internal systems within the school than a consultant

MGB currently rates the preparation for GDPR compliance as amber.

PJR will seek further advice from other Secondary Headteachers as to how they are managing implementation of GDPR. SC confirmed that Exeter College is not using outside organisations to prepare them for GDPR compliance. **PJR**

Governors would like MGB to circulate a paper to them on options, costs and independent evidence as to why governors should consider using an external organisation such as Babcock to fulfil the GDPR function on behalf of the school. They would also like the report to include how the cost for GDPR consultancy could be met through income generation.

MGB

9. **Minutes of Meeting dated 31 January 2018 and matters arising**

Minutes were signed as a true record. There were no matters arising.

10. **Headteacher Report**

PJR advised governors that there have been a number of absences within the MFL department for various reasons and Kilda has been working hard to ensure continuity. BA asked PJR to pass thanks to Kilda for his work. The recent recruitment process for Advanced Skill Teacher in MFL has not resulted in an appointment being made.

PJR

PJR drew governor's attention to the pilot SIAMS report.

PJR updated governors on the changing budget situation. MGB has been unable to give a definitive decision as to whether new staff can be recruited as longer term budget information is not available.

PJR has met with Elisabeth Gilpin, School Improvement Partner, to discuss school improvement and income generation.

Governors noted that Responding to Feedback within the report is currently off-track and would therefore like PJR to report further on this to Standards Committee.

PJR

Governors raised concerns about attendance levels and requested that SCH attend the next FGB to discuss this in more depth. KPH, along with other Heads of Year are meeting on a weekly basis to look at attendance levels. There are a number of school refusers and students with mental health issues which is impacting on attendance levels.

PJR/SCH

11. **Review of Assuring Quality Visit on 7 March 2018**

Governors were asked to provide their written feedback on their observations.

Governors

12. **Urgent Emerging Items**

Term dates. Governors approved revised term dates for 18/19 and 19/20.

13. **Date of Next Meeting – 25 April 2018 - Room X65 at 5.30pm.**

Meeting Close – 8.00 pm