



# St Peter's Church of England Aided School

## Minutes Full Governing Body Meeting

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Date:	25 April 2018	Present:	<i>Steve Champion (SC), Paul Cooke (PC), James De Bass (JDB), Kathryn Hough (KH), Clive Hughes (CH), 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>Bindu Arjoon, Fiona Dodd, Caroline Harding, Karen Hayes</i>
Venue:	X65	In Attendance:	<i>Martin Burt (MPB) – Deputy Headteacher Sam Hammett (SCH) – Assistant Headteacher Suzanne Power (SP) – Clerk to Governors</i>

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Agenda Item	Discussion	Action by
1.	<b>Welcome</b>  PC welcomed attendees particularly SCH.	
2.	<b>Prayer</b>	
3.	<b>Present, Absent and Absent without Apologies</b>  All absences noted and sanctioned.	
4.	<b>Minutes of Meeting dated 14 March 2018 and matters arising</b>  Governors reviewed the content of the minutes dated 14 March and clarified that they did not recommend the School Business Manager to undertake the role of DPO.  The minutes were signed as a true record noting the above point.  Matters Arising:  Governors noted the action point for the School Business Manager to provide a further GDPR report. MGB has provided information to PJR and BA and PJR will update governors at item 5.	

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## 5. Business Matters

In MGB's absence Finance team are managing very well and Babcock have completed their usual budget forecast figures.

SC updated governors on his meeting with the school's GDPR working group. He has recommended some immediate actions to be put in place including a general communication to all staff on the implications of changes and a training plan to be put in place for those affected. There also needs to be an immediate time plan as to when these will be implemented. In addition, the school needs to have a named DPO in place by 26<sup>th</sup> May. SC noted that the school already has good data encryption in place. SC discussed with the working group the need to ensure that there is an opt-in process for the taking of photographs of students.

PJR

PJR reported that MGB has found a further £6,000 in the budget and BA has authorised that this can be spent on outsourcing the role of DPO to Babcock or another organisation for one year. A final decision will be made on this in the next week.

PJR

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## 6. Report on Student Attendance Levels

SCH reported to governors on the measures that the school is taking to monitor and reduce persistent absences. SCH is mindful that absence is likely to be a line of enquiry during any inspection, but is confident that the school is doing everything possible to maximise attendance. Her team is able to evidence all actions and interventions for students who are persistently absent and records are kept for each student causing concern giving more detail of the circumstances round their absence.

The newly appointed Attendance Officer is running absence reports and meeting with Heads of Year every 2 weeks to discuss absent students and action appropriate interventions. All interventions, such as letters home, home visits, referrals to EWO and other outside agencies and fines, are recorded on a spreadsheet tracker. Heads of Year are required to produce monthly notes on interventions for individual students and these are quality assured by SCH.

Governors questioned whether the termly absence figures are cumulative over the year. SCH confirmed that they are cumulative and that it is quite difficult to improve these figures as the year progresses.

SCH reported that the attendance triangle (circulated) highlights the impact that missing any lessons can have on a student's progress. Particular concerns are raised when students have days off here and there which accumulate into significant absence. A single period of absence over a long period due to illness is less concerning and cannot be avoided.

Governors noted the current attendance figures and questioned what the figures are in comparison to last year. SCH has not undertaken a year on year comparison but will action this for future reports to governors.

SCH

Governors questioned whether there is any evidence-based research from Education Endowment Fund on interventions that are proven to reduce poor attendance or help to prevent persistent absences. SCH is not aware of any research but will look into this and seek advice from Devon Inclusion Service.

SCH

Governors questioned whether there are any other charities that undertake support for students who are persistently absent. The school uses Transforming Lives for Good and will give governors a full report on this service and its impact at the next FGB.

PJR

Governors questioned whether students who are persistently absent and who have not been in school for many months remain on roll. SCH confirmed that they remain on roll and the school still receives funding for them. They take a huge amount of time and resources to manage, with home visits from staff and sending home work.

Governors questioned why students on a reduced timetable are marked absent if they are not in school for the first lesson of the day. SCH reported that this had been brought to the school's attention by the Education Welfare Officer and it should no longer happen.

Governors questioned whether students who had not been in school for many months could be taken off roll. SCH reported that it is not possible to do this, however there is now a mechanism for them to be discounted from data reported for final examinations.

PC thanked SCH for her report to governors.

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## 7. Headteacher Report

Governors questioned the on-track assessment for red priority curriculum areas and requested more detail around the improvements made in areas such as MFL, Geography and RE.

MPB reported that milestones towards the targets set in red priority areas had been reached. Progress in Spanish and German has improved, but French still remains an area of concern. Comparisons to previous years are proving to be difficult due to the move to 9-1 grading. The Subject Learning Leader has observed the externally assessed speaking exams for French and is pleased overall with what he has observed. The team has undertaken revision sessions and members of SLT have interviewed those close to threshold in year 11.

Governors questioned, given that data for MFL including residuals had gone backward, whether the school is still on track. MPB felt that now that 70% of the mark is based on a terminal exam, it is difficult to provide further data at this stage. There is a great deal of work being undertaken with middle leaders on assessment and the school is working with colleagues in the teaching alliance to get some good comparative data.

Governors questioned how the school manages parental expectations regarding entry to either the higher tier or foundation level on certain subjects. PJR reported that the school has an open discussion with parents. It is important to pitch entry correctly but difficult to pitch without knowing grade boundaries.

Governors noted the data focusing on three years and it is therefore important that assuring quality is robust throughout Key Stage 3.

PJR reported that there has been a good field of candidates for the Assistant Headteacher post and noted with thanks the support offered from governors for the interview activities and final panel interview.

Governors requested PJR reconfigure the safeguarding data within the Headteacher report using graphs to show trends. **PJR/SCH/  
RG**

Governors questioned whether the two historic Prevent cases are still a cause for concern as they had not been discussed at previous FGBs. Governors were assured that appropriate steps had been taken in these cases and PJR will supply further detail at a later date. **PJR**

Governors questioned why there was an increase in cases of inappropriate use of the internet. PJR reported that although the firewall was in place, there was an extremely good software monitoring system that could pick up everything that students put into search engines. The firewall would prevent access beyond the search engine.

PJR reported on a member of staff becoming an SLE and another member of staff being nominated in the Pearson Teacher of the Year awards. PC will draft letters to these staff members on behalf of the governing body. **PC**

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## 8. **Governor Succession Planning**

Governors noted the number of governors whose terms of office are coming to an end in the next few months. PJR has written a flyer which will be sent to local parishes and primary schools to encourage applications from potential governors. A parent governor election will take place in the autumn term and any unsuccessful candidates from this process could be encouraged to join the governing body in another category if they have suitable skills. **SP**

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## 9. **Committee Reports**

### **Business Services**

TVM reported that the meeting scheduled for this week has been postponed. When the committee next meet, they will be discussing the content of the most recent letter received from DCC PFI team. **TVM**

### **Standards**

JDB reported that the recent meeting had discussed the new Assistant Headteacher role, school improvement and how the school had made significant progress in their assessment processes.

The committee approved a new Whole School Staff Absence policy which moves the school more broadly in line with the DCC model policy on staff absence. Some additional changes have also been made to ensure non-teaching staff are treated equitably with teaching staff.

The committee also made recommendations regarding requests to move from full-time to part-time contracts.

The committee approved a new Staff Code of Conduct but have requested that staff be informed that they can no longer use their own phones to take photos on school trips. A pool of smart phones will be purchased for use by trip leaders.

The committee were also made aware of some possible staff changes with some staff looking for promotion or to relocate away from Exeter.

10. **Safeguarding and Urgent emerging items**

PJR will meet with Sodexo to raise some safeguarding concerns including the main door and side door access to the school being unlocked before 3.20pm. A recent governor safeguarding spot check had revealed that Sodexo staff appeared to be lacking in safeguarding training and in general safeguarding knowledge/awareness. In addition, one governor reported that the side door had not been re-locked at 4.30pm and this governor had been able to gain access to the school unchallenged. PJR and SCH will seek an urgent meeting with Paul White to address these issues.

**PJR/SCH/  
MGB**

PJR reported that he has been in discussion with other Exeter headteachers regarding a possible joint inclusion project. There will be a financial contribution from all schools but this would mean a likely saving on existing spending for students at risk of exclusion. There are still some considerations including implications for Chances and the Youth Service and the requirement to take 4 managed moves per year. Governors requested that PJR report back to the next meeting or via email if a decision on participation is needed before the next FGB.

**PJR**

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11. **Date of Next Meeting – 13 June 2018 - Room X65**  
**St Peter's Day/Assuring Quality Day – 26 June 2018**

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**Meeting Close – 7.30 pm**

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