



St Peter's Church of England Aided School

Minutes Full Governing Body Meeting

Date: 2 October 2018 Present: Bindu Arjoon (BA), Steve Champion (SC), James De Bass (JDB), Caroline Harding (CH), Kathryn Hough (KH), Ali King (AK), Karen Leach (KL), Trevor Mills (TVM), Rachel Oliver (RO), Phil Randall (PJR)

Time: 5.30pm Absent with apologies: Karen Hayes, Paul Cooke

Venue: X65 In Attendance: Martin Burt (MPB) – Deputy Headteacher
Nicky Ferguson (NLF) – Assistant Headteacher
Gary Wills (GWI) – School Business Manager
Suzanne Power (SP) – Clerk to Governors

Agenda Item	Discussion	Action by
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1. Confirm Co-option of BA to Governing Body

Governors agreed unanimously to co-option of BA to the GB with effect from 5 Oct 18 on completion of term as parent governor (nominated by TVM and seconded by KH).

2. Election of Chair of Governors

One nomination has been received for the position of Chair. TVM has nominated BA and this has been seconded by PJR. Governors agreed unanimously to appoint BA as Chair.

BA joined the meeting.

3. Election of Vice-Chair of Governors

KL left the meeting.

One nomination has been received for the position of Vice-Chair. PJR has nominated KL and this has been seconded by RO. Governors agreed unanimously to appoint KL as Vice-Chair.

KL re-joined the meeting.

4. **Welcome**

BA welcomed Gary Wills to his first meeting as School Business Manager.

BA reminded governors to declare any business or pecuniary interests and to ensure confidential matters are not discussed outside of the meeting.

BA updated governors on two resignations from the GB due to increased work commitments and personal circumstances (Christos Kotsogiannis and Fiona Dodd).

5. **Prayer**

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

Apologies received from Karen Hayes (work commitments) and Paul Cooke (illness) were sanctioned.

7. **Minutes of Meeting dated 13 June 2018 and matters arising**

Minutes of the meeting dated 13 June were approved as a true record and there were no matters arising.

8. **Agree Committee Membership 18/19 and approve Governor Standing Orders & Scheme of Delegation. Agree Term of Office for Chair and Vice Chair**

Committee Membership – Governors agreed committee membership circulated prior to the meeting. In addition, KH will join Standards Committee and any new governors will join committees matched to skills and need.

Standing Orders and Scheme of Delegation 2018 – Governors approved this document.

Terms of Office for Chair and Vice-Chair – Governors agreed to three year terms for both positions but for one term the Chair's position will be for two years and revert to three years thereafter.

9. **Review and Approve Terms of Reference for Safeguarding Governors. Appoint Safeguarding Governor**

Governors approved the terms of reference for the Safeguarding Governor.

Governors reappointed KH as Lead Governor for Safeguarding and appointed AK as Deputy Lead Governor for Safeguarding. BA reminded governors that although KH and AK have been appointed to these positions, it is the responsibility of all governors to ensure the school is safe.

10. Agree Appointment of School Improvement Partner

Governors agreed to reappoint Elisabeth Gilpin as School Improvement Partner for a further year. Elisabeth has supported BA with the HT performance review and six monthly review and BA feels that her input has been insightful.

11. GCSE Results Analysis

NLF reported that Progress 8 measure remains significantly positive (0.12) although data is as yet, unvalidated.

Governors thanked staff for their hard work and commitment for these positive results.

Governors spent some time reviewing the ISDR and extracting key data including;

- significantly higher than national average progress in maths although there has been a drop at HPA
- drop in progress for English HPA
- little progress for MFL
- no progress for disadvantaged

Governors questioned why P8 has dropped this year. This is mainly due to the drop in HPA, particularly in English. Baseline KS2 results for this cohort for some HPA students did not match the actual ability of the students and although the school did everything to support them, they were not able to make even close to the expected progress. In addition, because the makeup of HPA in the cohort was extremely high, unless they achieved an 8 or 9 they ended up with a negative progress score.

Governors questioned why the progress of disadvantaged students still remains significantly below national average. There are, statistically a low number of disadvantaged students and their progress has gone up in a number of areas but has not done so in the open element, which has impacted on their overall progress. Curriculum changes are now being looked at to address the changes in GCSE content.

Governors questioned what interventions were used last year for disadvantaged and whether SLT is confident that the right strategies are in place for this year. BA requested that PJR bring a report to the next meeting that will walk governors through all results plus evidence based interventions and impact that are in place for the key areas discussed.

PJR

Governors noted that any changes to the Admissions Policy in future years should be made with consideration to how this would impact on disadvantaged progress.

Governors noted the improved progress for LPA, which was a priority area last year.

Governors questioned whether SLT is considering the quality of classroom practice and the impact this has on progress. MPB assured governors that this is monitored and considered.

Governors questioned what staff morale is like given the overall positive results but with a slight dip in results in some areas. CH felt that some departments were disappointed but staff continue to do their very best for every student and morale is overall good.

NLF highlighted some of the individual cases which had an impact on overall performance and progress including a number of school refusers (some since year 7), students on reduced or adapted timetables for a variety of emotional reasons, students with no prior education at all and students with significant medical issues.

12. **Feedback on Assuring Quality and confirm programme for 18/19**

Governors visited the school and observed a very positive Year 9 Spanish lesson. Governors questioned whether for future visits they could observe two lessons of the same subject and same year group. Governors observed the use of QT materials during tutor time and felt there is increasing consistency in the way tutor time is delivered. Governors observed assembly which was delivering a message of respect.

Governors questioned whether staff have advanced notice that they will be having an Assuring Quality visit. Individual staff are not aware in advance although departments will know if their department is on the visit programme.

Dates of future AQ visits have been circulated to governors.

13. **Exeter and wider Inclusion Group**

PJR reported that Ethos and Standards Committee have already looked in detail at this joint inclusion initiative with other Exeter schools and have endorsed the proposal.

Governors questioned whether money put into the venture would be carried forward if it is not used at the end of the first year and whether the cost of the service would be weighted to how much it is used. Governors also questioned the criteria for exclusions and whether it would be standardised across participating schools. PJR will not be able to answer at this stage as he considers it to be a pilot year and there is no commitment to sign up beyond the first year.

Governors supported the recommendation to join the group with a review and report to governors prior to committing for a further year and confirmation of ongoing match funding from DCC. **PJR**

14. **Headteacher Report**

Following analysis of the GCSE results, departmental meetings are taking place and CPD needs and curriculum changes are being discussed.

Governors questioned whether curriculum changes with more vocational offering would give students better life chances or whether it would be setting them up to fail.

Vocational qualifications still offer pathways to university and there will be some work to undertake with parents and students around options time but it is important to constantly review the offer to ensure there is a broad and balanced curriculum.

Forest School – A staff member has put together a detailed proposal which would have an emphasis on Key Stage 3 curriculum. This is something SLT will need to look at in more detail as an element of the Key Stage 3 curriculum. Further discussions will take place at Provision Committee. **PJR**

Woodard Corporation – Governors agreed that membership of Woodard should cease. **SP**

15. **Committee Chairs Update**

Ethos Committee – KL was elected as committee chair. Discussions at the most recent meeting included, use of QT, length of the school day, the service level agreement from Exeter Diocese and admissions (see below item 16).

Standards Committee – committee discussed GCSE results in greater depth. A number of policies were approved and the committee agreed to archive the Staff CPD policy and replace with an annual report to governors on CPD.

Business Services – TVM was elected as committee chair. Governors discussed health and safety matters and finances. Governors approved the Fire Policy, Fire Risk Assessment and the Health and Safety Policy.

16. **Policy Review**

Governors approved the Safeguarding Policy.

The Pay Policy has not yet been finalised by Devon County Council and will therefore be carried over to the next meeting.

PJR/GWI

Governors approved the Health and Safety Policy following more detailed scrutiny by Business Services Committee.

Governors agreed to the proposed 20/21 draft Admissions policy which retains the offer of Foundation places. Governors recognised that any future significant changes to the policy should be discussed early in the summer term in order to give enough time to fully consider implications of changes. Governors proposed a separate meeting of the governing body as a single agenda item during the summer term.

PJR/SP

17. **Staff Absence Policy**

PJR reported that he had hoped to implement some changes to the policy following discussions at a previous Standards Committee, to bring the policy into line with DCC policy. However, it is not possible to implement changes at this stage, following advice from HR. PJR will liaise with HR and the policy will be looked at again at Standards and a future FGB.

PJR

18. **Safeguarding**

Governors expressed concern about the poor quality of the report received from an outside agency on the current standard of safeguarding in the school. The report compliments the quality of safeguarding however governors do not feel it is robust and does not provide enough detail. Governors would like the Education Safeguarding Lead for Babcock to be invited to a future governing body meeting to discuss safeguarding in more detail.

PJR/SH

Governors agreed that their next safeguarding training session would be at the start of the next FGB in December.

**Sam
Hammett**

19. **Succession Planning and Review of Governor Vacancies**

PJR and SP are working to identify potential new governors. There may be a need to consider reconstitution of the governing body at a future date.

20. **Urgent Emerging Items**

BA thanked JDB and PC (in his absence) for their contribution to the work of the governing body as their terms of office come to an end.

21. **Date of Next Meeting – 12 December 2018 - Room X65**

Meeting Close – 8.00 pm

Distribution: Governors, Martin Burt, Rachel Gage