



St Peter's Church of England Aided School

Minutes Full Governing Body Meeting

Date:	1 October 2019	Present:	<i>Steve Bright (SB), Steve Champion (SC), Kathryn Hough (KH), Maria Kapodistria (MK), Ali King (AK), Karen Leach (KL), Trevor Mills (TVM), Rachel Oliver (RO), Phil Randall (PJR), Jenine Searle (JS), Joanna Webb (JW)</i>
Time:	5.30pm	Absent with apologies:	<i>Matt Melksham, James Moore</i>
Venue:	X65	In Attendance:	<i>Martin Burt (MPB) – Deputy Headteacher Graham Kirk – School Business Manager Designate (observing) Suzanne Power (SP) – Clerk to Governors</i>

Agenda Item	Discussion	Action by
1.	Prayer	
2.	Welcome KL opened the meeting and reminded governors to declare any business or pecuniary interests.	
3.	Present, Absent and Absent without Apologies Absence noted and sanctioned from Matt Melksham and James Moore.	
4.	Minutes of Meeting dated 26 June 2019 and matters arising Governors approved the minutes from 26 June 2019. There were no matters arising.	
5.	Appointment of Vice-Chair of Governors There was one nomination for the position of Vice Chair. RO left the room. Governors unanimously agreed to appoint RO as Vice Chair (nominated by KL and seconded by TVM). RO re-joined the meeting.	

6. **Agree Committee membership, Scheme of Delegation and Standing Orders**

Governors approved the following documents as distributed prior to the meeting:

Standing Orders & Scheme of Delegation 19/20
Committee Membership and Structure 19/20

7. **Confirm Term of Office for Chair and Vice Chair (currently 3 years)**

Governors agreed that the terms of office for Chair and Vice Chair should remain at 3 years.

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

Governors approved the Terms of Reference for the Safeguarding Governor.

KH will remain as Safeguarding Lead working with AK as Deputy until the next FGB meeting. KL requested this to be an agenda item for the next FGB as KH term as governor finishes in the new year.

SP

9. **Data Report / GCSE Result Analysis**

Governors reviewed the GCSE reflections document and analysis of results.

PJR commented on the notable successes:

Maths continues to be a strength;
Art, photography, music and RE have seen overall improvements;
High Prior Attainers have improved;

Governors questioned why MFL continues to perform poorly. PJR has a great deal of confidence in the relatively newly appointed Subject Learning Leader in MFL. Given time SLT has every confidence that MFL will improve. There has been a real culture shift within the team and some specific areas for improvement have been identified.

Governors questioned whether the results in German were particularly noticeable due to the size of the cohort. MPB confirmed that the numbers taking German were very low. There are currently no GCSE German students in Year 11 and a very small number in Year 10.

Governors questioned why Drama has underperformed. MPB stated that this department will now be a red priority. Analysis shows that the exam has a much greater emphasis on theory and further work will be undertaken to unpick why the results have dropped for the second year. Strategies will be put in place to support writing and time may need to be found to free up the SLL to visit other schools.

Governors questioned why SEND and disadvantaged continue to underperform. MPB stated that there are stories behind all of these students and many of the disadvantaged students are also SEND.

Governors noted that History results have declined and questioned whether this will become a red priority area. MPB is confident that this is a one year dip and that factors such as a non-specialist teaching GCSE and staffing changes have affected this department. MPB is confident that leadership in History is very strong and is a model for others to follow.

Governors questioned why Chemistry has underperformed compared to the other sciences when it is the same cohort of students taking the exams. PJR has identified why this has happened and it should be noted that one particular class performed badly which has impacted all the Chemistry results. Governors expressed disappointment that processes were not put in place to address this issue sooner.

Governors questioned why English had underperformed. MPB stated that this is now a red priority area and there will be intensive support for the department. The Acting SLL has identified areas of the curriculum and the way content is organised that need to change. There has been an external review of the department from Babcock LDP and issues raised have been incorporated into staff CPD.

Governors questioned whether there has been any feedback with students having the same English Literature and Language teacher. MPB felt that it is too early to see positive impact. Governors requested that MPB feeds back on the significant gains that he anticipates.

Governors requested that the Acting SLL come to a future FGB meeting to report to governors on progress within the department. Governors also requested that English be a significant foci for the next Assuring Quality Meeting.

SP

School Improvement Plan

Governors noted the more concise School Improvement Plan which is now organised under Ofsted headings. PJR advised governors that SLT are meeting on a weekly basis to monitor and update the plan.

PJR stated that SLT is currently and temporarily short staffed due sickness absence and the departure of APH to Malawi plus the new School Business Manager not officially taking up the role until next week. Governors noted thanks in particular to Jackie Armstrong and the SLT Admin Team for working extra hours to assist during this time.

Governors noted a number of staff appointments and departures which had been discussed in detail at Standards and Business Services Committee.

10. Ofsted Preparations

PJR reported that Governors will be contacted as soon as possible after Ofsted notify him of an inspection. PJR will share further information with governors regarding the improvement stories for each department.

PJR

11. Agree Appointment of School Improvement Partner

Governors agreed unanimously to re-appoint Elisabeth Gilpin (St Mary Redcliffe School Bristol) as the School Improvement Partner. Elisabeth is a National Leader of Education and has provided both challenging and supportive advice to the Chair of Governors and Headteacher.

12. **Chair of Governors Update**

JW confirmed that she will become link governor for Disadvantaged students. This means her current link with Careers will need to be filled by another governor. KL requested this be on the agenda for the next FGB meeting.

SP

13. **Headteacher Report**

Governors noted the content of the report. All questions have been covered in School Improvement item.

The meeting moved to Part II.

The meeting returned to Part I.

Governors noted staff appointments and departures which had been discussed in detail at Standards and Business Services Committee.

14. **Policy Review and Approval**

Safeguarding Policy – approved

Pay Policy – not yet received from DCC

Draft Admissions Policy 21/22 – governors approved the policy noting one change from the previous year. The frequency criteria for attendance at church for Foundation/Christian/Other Faith places has changed from 12 to 24 months.

Health and Safety Policy – carry over for new School Business Manager to review when he takes up post.

GK

15. **Safeguarding**

Nil

16. **Communications with and between governors & governor meeting times**

IT Manager to consider governor communications in light of GDPR regulations.

SP

Governors agreed to keep FGB meeting times starting at 5.30pm.

17. **Review of Governor Vacancies**

Following reconstitution there are now three vacancies.

18. **Urgent Emerging Items**

Governors noted the extremely tight timescale to make a decision on PFI benchmarking. This is a significant item for the Full Governing Body due to the financial implications. Ted Wragg Trust will be invited to a meeting during the two week period for governors to discuss the plan. SP will forward papers to governors as soon as they are available.

SP

19. **Date of Next Meeting – 11th December 2019 - Room X65 at 5.30pm**

Meeting Close – 7.45 pm

Distribution: Governors, Martin Burt, Rachel Gage