



# St Peter's Church of England Aided School

## Minutes Full Governing Body Meeting

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Date: 11 December 2019 Present: Andrew Beane (AB), Steve Bright (SB), Kathryn Hough (KH), Maria Kapodistria (MK), Karen Leach (KL), Matt Melksham (MM), Trevor Mills (TVM), James Moore (JM), Rachel Oliver (RO), Phil Randall (PJR), Jenine Searle (JS), Joanna Webb (JW)

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Time: 5.00pm Absent with apologies: Ali King  
Venue: X65 In Attendance: Martin Burt (MPB) – Deputy Headteacher  
Graham Kirk – School Business Manager  
Susan Hills (SUH) – Assistant Headteacher  
Suzanne Power (SP) – Clerk to Governors

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Agenda Item	Discussion	Action by
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1. **Prayer**

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2. **Welcome**

KL welcomed Andrew Beane as new Ex Officio Foundation governor. Governors approved the appointment subject to confirmation of receipt of paperwork from Exeter Diocese.

Steve Champion has resigned as a governor following his appointment to a national role with the Further Education Commissioner. Thanks were recorded to SC for his contribution to the governing body.

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3. **Safeguarding Training**

Safeguarding training for governors will be rescheduled for a later date due to absence of SCH.

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

Absence noted and sanctioned from Ali King.

KL reminded governors to declare any business or pecuniary interests.

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Governors noted JM's interest in providing vaccination services and advice to the school for overseas trips.

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**5. Presentation on English – Red Priority**

PJR reported that the Acting SLL is doing an excellent job working in a thorough and precise way. The team has responded well to disappointing data. Reorganisation of the curriculum takes time and an external consultant is working with the team one day per week to support improvements.

English was part of the recent Ofsted 'deep dive' and inspectors noted that attitudes to learning were strong, there was an empathetic response to learning and students felt English was a safe place to share thinking.

Year 11 English Language prelims will be marked externally and there will be further training for staff in the new year.

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**6. Minutes of Meeting dated 1 October and matters arising**

Governors approved the minutes of the FGB meeting dated 1<sup>st</sup> October 2019. There were no matters arising.

Governors approved the minutes of the extraordinary FGB meeting (Part II) dated 5<sup>th</sup> November 2019 as previously circulated. There were no matters arising.

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**7. Governors Safeguarding Lead Role**

KH stated that AK had expressed an interest in leading in this role. KL requested that SP seek confirmation that AK would like to take on this role. If AK agrees to take on the lead role, then there will be a vacancy for a deputy. KL requested this be put on the agenda for the next FGB.

SP

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**8. Staff Appraisal Process and Headteacher Appraisal**

KL confirmed that a meeting of the Pay Committee had taken place in November to review teaching staff pay recommendations following the end of the appraisal cycle.

KL confirmed that the Headteacher appraisal had taken place in November in consultation with the School Improvement Partner and recommendations had been made accordingly.

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**9. Data Report**

The data drop has been completed earlier than usual in October to fit in with Year 11 parents evening. Year 11 progress meetings have been taking place over the last week and as part of the process staff are questioned about the accuracy of

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predictions. Some departments have used 2018 formula but NLF reported that for the next data all departments will be using 2019 formula.

NLF reported that there is a really positive four-year trend. The current year 11 has always been a motivated year group so there is cautious optimism.

NLF reported some areas of note:

Maths - continues to be a strength as highlighted in the IDSR circulated to governors.  
English – NLF has queried the accuracy of predictions. There will be an opportunity to validate accuracy of predictions with external marking of Year 11 prelims.  
MFL – NLF feels the jump from Q5 to Q2 is in part due to a more motivated Year 11. There have however been some disappointing MFL Oral prelims over the last week so there may be a reduction in progress at the next data drop.

Governors questioned why the IDSR shows an overall science projection of Q2 when the individual sciences are showing Q3, Q4 and Q5. NLF reported that the overall science projection takes the two strongest sciences which are Physics and Biology.

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## 10. Ofsted Review

KL thanked SLT and staff for the recent Ofsted judgement, which took place under the new and more rigorous framework.

PJR stated that inspectors use of positive adjectives during verbal feedback throughout the inspection was not reflected in the new style of report which is fairly brief and much more bland than the previous style of report.

Governors questioned how the school now takes on board the result of the inspection in order to take the school to the next level. PJR feels that the key to improvements is to be consistent and to further improve provision for disadvantaged/SEN students. PJR felt that at the 2015 Ofsted, the school achieved a good by a very small margin. This time the judgment was well-deserved and judged as good by a much larger margin.

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## 11. Feedback from AQ Day 5<sup>th</sup> November 2019

Governors reported that they had seen students who were engaged in class and who were ready to learn promptly at the start of lessons. They also observed a supply teacher who was engaging well with a class. They felt that the SEN students that they observed were also actively engaged in lessons.

Governors were impressed with the SLL for English during their meeting. She had a clear plan for moving the department forward.

Governors requested that for future meetings that they visit classes in smaller groups.

**SUH**

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## 12. Chair of Governors Update

KL reminded governors that the Carol Service will be held on 16<sup>th</sup> December at Exeter Cathedral.

### 13. Headteacher Report

#### SEND

PJR reported that Provision and Standards Committee will look at SEND provision in more detail in January / February. The recent temporary internal appointment of SENCo has put additional pressure on the Science department. There are weekly meetings to work through issues and there is currently a review of rooming and provision of SEND. PJR

#### Curriculum

History 1-4 and Travel and Tourism – these courses are showing a positive emerging picture although it is still early days. These courses have been introduced to reach a changing cohort of students.

#### CCF

The school has been well served by generous volunteers running CCF however there is currently no member of staff able to take up leadership of the CCF. PJR will update governors at the next Provision meeting on the way forward and possible solutions following discussions with MOD. PJR

Governors questioned whether there is any data on the number of students who go on to join the Services having been a member of CCF. Although PJR does not have data on this, he is aware of a number who do join the services and it is an important consideration when deciding the future of CCF. Governors requested that PJR consider a formal link with Royal Marines Cadets at Lymptone, if there is no way forward for CCF at St Peter's. PJR

Governors questioned what is the position with regard to the CCF Hut which is in a poor state of repair. GK reported that the land is not within the PFI scheme and that the lease with the MOD has now run out. It is unclear who has responsibility for the building and GK will work with Exeter Diocese to determine this. GK will undertake an analysis for possible options going forward. GK

#### Admissions

There have been a record number of normal round admission applications for Year 7. There have been 629 applications (first, second and third choice) for St Peter's with a PAN of 261. Devon County Council has approached the school to see if there is any possibility of increasing the PAN temporarily to accommodate more students. PJR does not want to dilute the offer and feels there are health and safety implications with taking any more students. The building feels very full already with many classrooms not able to make space for one extra desk.

Governors confirmed that they do not wish to temporarily increase the PAN and requested that PJR report this back to DCC on their behalf. PJR

#### The Bridge

PJR recommended that governors agree to sign up to The Bridge for a further year and governors agreed to this. PJR reported that there has been an agreement that St Peter's can claw back some of year one contribution as the school has not yet sent any students to The Bridge – although they are about to send the first student imminently. St Peter's has taken eight managed moves as part of the agreement and has had a very good success rate with only one of the moves not working out. PJR added that there are some very challenging children who have come to St Peter's these managed moves.

Governors questioned what the governance arrangements are for The Bridge. Any student attending The Bridge, either at Westexe or Cranbrook, remains on roll at their own school and a Management Board which includes St Peter's oversees the running of the facility.

Staffing, curriculum and facilities proposals

Governors agreed to the proposals outlined in the Headteacher report subject to confirmation that budget allows for this expenditure, including:

Recruitment of two lead practitioners for English with advert to go out in January.

Roll out of DELL provision to Year 9 with cost implications on both staffing and facilities.

Additional Year 9 group for Maths and Science to reduce class sizes.

Booster groups for Maths and English rather than study support sessions.

Introduction of 1 to 4 RE group and 1-4 PE group (Year 9 Options block) for students working at a lower level.

Explore possibility of additional staircase for Health and Safety, improved playground facilities and exploration of CCF site for development.

More in-depth proposals for each of the above will be submitted to the next round of Committee meetings. **PJR**

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14. **PFI Update**

Meeting moved to Part II.

Meeting returned to Part I.

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15. **Policy Review and Approval**

Governors approved the Pay Policy.

Governors approved the Health and Safety Policy noting that GK will submit a revised policy to Business Services pending further advice from DCC. **GK**

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16. **Update on Committee Meetings for Autumn Term**

Committee chairs updated governors on committee discussions as per minutes circulated prior to FGB.

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17. **Link Governor for Careers**

Following JW's move to link PP governor, SB has agreed to take on the role of Career Link and will contact Theresa Falconer in due course. **SB**

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**18. Approval of Term Dates**

Governors approved term dates for 20/21.

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**19. Safeguarding**

No updates.

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**20. Review of Governor Vacancies**

Following reconstitution there are three vacancies.

Governors suggested further recruitment opportunities when new parents come to the school in July.

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**21. Urgent Emerging Items**

Nil.

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**22. Date of Next Meeting 5 February 2020 - Room X65 at 5.15pm**

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**Meeting Close 7.40 pm**

Distribution: Governors, Martin Burt, Rachel Gage, Graham Kirk