



# St Peter's Church of England Aided School

## Minutes Full Governing Body Meeting

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Date:	17 <sup>th</sup> June 2020	Present:	<i>Andrew Beane (AB), Steve Bright (SB), Maria Kapodistria (MK), Ali King (AK), Karen Leach (KL), Matt Melksham (MM), Trevor Mills (TVM), James Moore (JM), Rachel Oliver (RO), Jade Otty (JO), Phil Randall (PJR), Jenine Searle (JS)</i>
Time:	5.00pm	Absent:	<i>Jo Webb</i>
Venue:	Virtual Meeting	In Attendance:	<i>Martin Burt (MPB) – Deputy Headteacher Graham Kirk (GK) – School Business Manager Suzanne Power (SP) – Clerk to Governors Nicky Ferguson (NLF) – Assistant Headteacher (GCSE item only)</i>

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Agenda Item	Discussion	Action by
1.	<b>Welcome</b>  KL opened the meeting at 5pm.	
2.	<b>Prayer</b>	
3.	<b>Absent / Apologies</b>  Apologies received from Jo Webb.	
4.	<b>Minutes of Previous Meetings</b>  Approval of the minutes of the meetings dated 5 <sup>th</sup> February 20, 22 April 20 and 2 June 20 were approved as correct records of these meetings.	
5.	<b>Finance</b>  <b>Budget 20/21</b>  Governors noted that the budget circulated ahead of the meeting had already been scrutinized and approved by Business Services Committee.	

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Governors unanimously approved the 20/21 budget.

GK reported that it is difficult to predict income beyond 20/21. There may be savings on exams and invigilators but these are not yet showing in the budget in the event that some invigilator fees will need to be paid.

### **Schools Financial Value Standards (SFVS) Document**

Governors unanimously approved the SFVS document noting that the school had met the required criteria in all areas. There are some follow-up actions for GK which have not yet been actioned due to school closure.

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#### **6. PFI Descoping**

Governors have commented on several aspects of the Service Level Agreement which GK has passed back to Ted Wragg Trust. GK is awaiting a response from them before there can be any movement to the next stage.

**GK**

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#### **7. Learning Enrichment and Residentials**

Zurich Insurance has now confirmed that they will cover all costs for cancellation of trips and residentials. This means that the school no longer carries the £300,000 risk and the Finance team are starting the long process of refunding parents. PJR has continued to keep parents informed over the last few months and has written to them to thank them for their patience and for not contacting trip leaders.

PJR feels that serious consideration should be given before planning and booking 2021 trips and residential as the travel situation could remain difficult for some time.

Governors questioned whether refunds could instead be held by the school as part payment for future trips and school lunches. GK has explored this option but it would be much more complex to hold money on different systems (trips and lunches) rather than refund it.

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#### **8. Review of partial reopening**

PJR reported that the partial increase in student numbers with the return of Year 10 students has gone very well after the first two days. The planning has been a real team effort and 70% of Year 10 are back in school on a part time basis.

The critical worker/vulnerable students are attending on a different timetable to Year 10 students.

Following further guidance PJR has updated handwashing requirements – students will be using hand sanitiser gel except where they have a sink in their classroom where they will be using liquid soap. PJR has communicated guidance to staff and parent on the use of face masks. Students are not required to wear school uniform and staff are able to wear smart casual dress.

PJR reported that he is currently exploring the possibility of bringing back more students before the end of term with the priority being students in the DELL. The capacity to bring

back more students will depend on how many critical worker students will be coming back as numbers in this category have increased.

KL thanked PJR on behalf of governors for the work he and the staff had undertaken to get students back this week.

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## 9. Arrangements for September opening

Tentative arrangements for September are well underway with dual planning for full opening, partial opening and a hybrid approach to opening.

Governors questioned whether the issue for a full reopening would be the capacity of the school. PJR reported that the issue is both on capacity (with some rooms only able to fit between 5 and 8 students at 2 metre separation) and staffing of all the additional groups. Spare furniture that has to be removed from classrooms cannot be stored in corridors due to fire risks.

Following the sending out of the uniform requirements flyer from Thomas Moore, governors requested that PJR clarify the situation with uniforms in case parents buy uniform which may not be needed immediately in September.

Governors agreed to meet on 8<sup>th</sup> July to discuss plans for September.

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## 10. Update on Year 11 GCSE results / support

Governors noted the paper outlining the process and timeline for preparation and reporting of Centre Assessed Grades for GCSEs. NLF reported that the process for assessment has been very rigorous and has been quality assured three times to ensure there has been no emotional bias. This has been a very complex process and Heads of Departments have worked with their staff, Jacky Clinch, Duane Wilson and NLF to ensure students get the grades they deserve.

Results will be available on the normal reporting day in August but no decision has yet been made as to how students will receive their results.

Governors questioned whether there will be an 'in person' results day or whether certain students will be invited in to receive their results in person. PJR would like some form of results day for everyone as he is mindful that Year 11 students have already missed out on so many of their important milestones. He wants to ensure there are no unpleasant incidences on results day with parents who may not be familiar with the process and who may ultimately hold staff accountable if expected grades are not achieved. PJR will be drawing up a plan in consultation with other Headteachers as to how to deliver results day. JO reported that Exeter College will use the calculated grades for entry to courses and will give additional support at Level 2 where needed.

PJR

### Prom

A provisional date for the Year 11 prom has been set for 11 September.

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## 11. Chair of Governors Update

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## 12. Safeguarding

Governors raised the following questions in advance of the meeting:

Has the DSL onsite provision has changed since last update. (When DSL is not onsite then a designated SLT member is taking responsibility for co-ordinating safeguarding).

PJR is always onsite alongside Heads of Years, Intervention Support Officers and other members of SLT.

Has the school managed the risks for students with heightened risk, including those who are clinically vulnerable, and students from black, Asian and minority ethnic (BAME) backgrounds due to the heightened risk of COVID-19?

HOYs and SEND have managed individual RA as per the new behaviour policy annex. BAME staff- PJR has phoned all BAME staff who are due in and offered a personalised approach. All are very happy with the call from PJR and all decided that they want to come into school at this stage. BAME students- given the lack of knowledge of why those with BAME backgrounds suffering so much it is hard for schools or any setting to know about additional RA approaches that schools can take for these students. Attendance is not compulsory at present and so parental choice is available and at the discretion of parents. If this position and our understanding changes we will of course follow government guidelines.

How many vulnerable students and children of critical workers who were eligible to attend school this week, took up their place? What is the expected number for each?

PJR has circulated a full table of attendance figures prior to the meeting.

Do appropriate policies reflect the current learning and working environment for students and staff (e.g. remote learning policy and school's staff handbook).

Safeguarding, Behaviour and Fire policies have been updated and a Covid 19 staff training booklet, video and ppt have been created, alongside training sessions for staff in school that were led by PJR for staff wb 8/6/20.

Is the school ready for any potential disclosures as students return to school? There should be an awareness that students who have been away for a long time may wish to disclose when they return. (online safeguarding training available through *THE KEY - Reintegrating pupils following closure*).

ISOs and HOYs have been working hard on Safeguarding throughout Lockdown and are very aware of current issues and the likelihood of increased emerging issues.

Is the school maintaining the SCR (Single Central Record) adequately, in particular with regard to recruitment? Is the school ensuring all references for new staff are received before confirming employee start dates? Can a socially distanced review of the SCR please be organised – i.e. have the file open on two computers?

All processes are being followed, including those around recruitment. With regard to a socially distanced review of the SCR, only the DSL, HT and SLT admin can view the SCR so

PJR is not sure how this would work with governors but he is happy to consider suggestions. KL believes that Governors are obliged to check the Single Central Record as part of their statutory duties and has therefore requested that PJR clarify this with Jonathan Galling. **PJR**

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13. **Curriculum / Holocaust Education & Black Lives Matter**

MPB will be working with the History Department to develop materials for Holocaust Education and Black Lives Matter.

MPB is working with staff to plan a recovery curriculum particularly for students that have struggled to learn at home and he will keep Provision Committee updated on these plans. **MPB**

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14. **Review of Governor Vacancies**

No further action has been taken to recruit during partial closure.

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15. **Urgent emerging items**

Governors approved the updated annex to the Behaviour Policy.

Governors approved the update to the Fire and Emergency Evacuation Policy.

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16. **Date of Next Meeting – 5pm on 8<sup>th</sup> July 2020**

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**Meeting Close – 6.00 pm**

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