



# St Peter's Church of England Aided School

## Minutes Full Governing Body Meeting

Date:	19 <sup>th</sup> August 2020	Present:	<i>Andrew Beane (AB), Steve Bright (SB), Maria Kapodistria (MK), Ali King (AK), Karen Leach (KL), Matt Melksham (MM), James Moore (JM), Rachel Oliver (RO), Phil Randall (PJR), Jenine Searle (JS), Jo Webb (JW)</i>
Time:	5.30pm	Absent with apologies:	<i>Jade Otty, Trevor Mills</i>
Venue:	<i>Virtual Meeting</i>	In Attendance:	<i>Martin Burt (MPB) – Deputy Headteacher Graham Kirk (GK) – School Business Manager Suzanne Power (SP) – Clerk to Governors</i>

Agenda Item	Discussion	Action by
1. <b>Welcome</b>	<p>KL opened the meeting at 5.30pm. Governors were reminded of confidentiality requirement for any Part II discussions and the need to declare any business or pecuniary interests.</p>	
2. <b>Prayer</b>		
3. <b>Absent / Apologies</b>	<p>Apologies received and sanctioned from Jade Otty and Trevor Mills.</p>	
4. <b>Minutes of Previous Meetings and matters arising</b>	<p>Minutes of the meeting dated 8<sup>th</sup> July 2020 were approved as a correct record of the meeting and they will be signed at a later date by the Chair.</p> <p>Governors would like to review the parental questionnaire outcomes and discuss any lessons for possible future school closures at the next FGB.</p> <p>A working group of governors will meet in September to discuss Learning Enrichment Week 2021.</p>	<p><b>PJR</b></p> <p><b>SP</b></p>

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## 5. PFI Update

### Meeting Moved to Part II

### Meeting Returned to Part I

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## 6. Review of Risk Assessment and arrangements for September

Governors noted the content of the blueprint document and approved the risk assessment. Governors agreed that any further government guidance on protocols could be incorporated into the risk assessment as soon as it is published.

A meeting has been held with union representatives and there were no issues raised on behalf of the staff. GK has used checklist information provided by unions to help put together a framework for the risk assessment.

**Governors questioned how staff would ensure year groups remain apart throughout the day.** The school has been divided into colour coded zones and each year group will remain in that zone and they will wear a coloured wrist band to ensure they are in the correct area of the school. Students requiring specialist classrooms e.g. art, D&T will be moved from holding zones under supervision and there will be enhanced cleaning in these areas. There will be dedicated site entry points and building entry points for each year group to ensure there is no mixing. Students in Year 9 will enter the school site via Elgar Close and they will leave their bikes by that entrance.

**Governors questioned whether the school has considered staggered start and finish times.** This would mean students may not be able to have specialist teaching staff for all their subject and SLT want to ensure the highest quality of education is still delivered. It is not possible to stagger lunch and break times as there are not enough available staff to cover all duties whilst still having enough specialist teaching staff available to teach.

**Governors questioned whether the school has considered hiring additional toilets.** This would be extremely expensive and the school already meets legal requirements with regard to the number of toilets. In addition, the site owners have not allowed for the use of portaloos. There will be staff on duty throughout the day including lesson times in the corridor outside toilets to ensure compliance with rules.

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## 7. Headteacher Verbal Update on any other matters & Policy updates for approval

### Exams update

Following the change of policy from the government with regard to using centre assessed grades for GCSE, the results day will go ahead as planned with students coming in to collect their results. PJR feels students have faced a very difficult time and for some of them their achievements may seem a little hollow. The school has achieved a very positive Progress 8 measure. There have been some significant improvements in some subjects but PJR does not want to use this set of results as a baseline for moving forward.

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PJR feels that staff and SLT approached the grading and ranking of students robustly and with complete integrity and that students will receive the grades that they deserve.

PJR has agreed with other Headteachers that there will be no press releases this year celebrating results but he will put a brief update on the website.

PJR

Governors will receive exam results data after results day.

KL thanked staff for undertaking this difficult process.

### **Admissions Update**

PJR was aware of 642 first and second choice applications for the new Year 7. The school has a PAN of 261. The independent Admissions Appeal panel has heard 40 admission appeals for Year 7 and of those they have overturned 2. The school can just about cope with the 2 extra students but there would be significant health and safety and space issues if they had to take any more.

### **Staff Development Opportunity**

Following the work JMB has undertaken with national CofE, they have now asked him to undertake further work and he will be released from school for one day per week. There will be a modest income for the school for this work.

Governors requested that JMBs work is publicised more widely. PJR will speak to Chloe Axford at Exeter Diocese to consider ways in which the school chaplaincy work can be promoted in local churches.

PJR

PJR has been asked to work with Devon Leadership Service as Vice Chair. There will be some meetings away from school and the school will be refunded for this.

### **School Policy approvals**

**Safeguarding and Child Protection** – approved subject to minor changes

**Annex to Safeguarding and Child Protection Policy** – approval given to latest version issued. Governors noted that the version sent out was not the most up to date.

**Behaviour Policy** – approved

**Whistleblowing Policy** - approved

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#### **8. Collective decision by Governors on meeting arrangements for September onwards**

Governors agreed to continue with virtual meetings and will review this decision at each FGB.

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#### **9. Date of Next Meeting – 6<sup>th</sup> October 2020 at 5.00pm (virtual meeting)**

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**Meeting Close – 6.50 pm**

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