



St Peter's Church of England Aided School

Minutes Full Governing Body Meeting

Date:	22 nd April 2020	Present:	<i>Andrew Beane (AB), Steve Bright (SB), Maria Kapodistria (MK), Ali King (AK), Karen Leach (KL), Trevor Mills (TVM), James Moore (JM), Rachel Oliver (RO), Jade Otty (JO), Phil Randall (PJR), Jenine Searle (JS), Joanna Webb (JW)</i>
Time:	5.00pm	Absent:	<i>Matt Melksham</i>
Venue:	Virtual Meeting	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
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1. Welcome

KL opened the meeting at 5pm.

Approval of the minutes of the meeting dated 5th February 2020 will be carried forward to the next meeting that takes place in school.

Absence noted from Matt Melksham.

KL thanked MPB for taking on the leadership of the school during PJRs absence.

2. Approval of Annex to Safeguarding Policy and Designated Safeguarding Lead Update

Governors approved the Covid-19 annex to the Safeguarding Policy. This policy was written by Devon County Council with some additions relevant to St Peter's setting.

Governors noted that the frequency for contacting students is weekly during school closure. MPB stated that it is important to recognise that there is a completely different set of procedures for vulnerable students and there is another layer of provision for checking on them. PJR recognises that weekly checks may not be necessary for many students and is happy with fortnightly checks for those students.

Governors questioned whether checks would happen more often if students are not submitting their work. PJR reported that students have been rag rated for welfare concerns and where there is incomplete work across a number of subjects then calls would be made. JMB is also undertaking welfare house calls in some circumstances.

MPB stated that he wanted to reassure governors that the school has been very proactive with safeguarding for vulnerable families and has not waited for DCC guidance which has in many cases mirrored what the school has already been doing.

PJR updated governors on the current situation with the Designated Safeguarding Lead following the departure of the previous SLT lead. PJR had been covering this role but when it became apparent that he would not be in school for a few weeks due to illness, Adam Woolnough was temporarily appointed to this role. This temporary change was made in discussion with Devon County Council. There were no members of SLT with the appropriate Level 3 qualification, and AW as Head of Year 10 has this qualification and had already been assisting Helen Loake (Deputy Designated Safeguarding Lead). Governors noted that HL has been doing a very thorough job and she refers any difficult situations to AW. AW is happy to continue with this arrangement in the short term.

3. Operational Update

Questions from AK:

Are there vulnerable children who are not attending school and is the guidance being followed? MPB reported that from day one of closure all Intervention Support Officers make phone calls where vulnerable students are not in school. Every day attendance of both vulnerable and key worker students is reported to DFE and DCC. The school rag rated all students from the start of closure to monitor the most vulnerable. During PJRs absence MPB had access to CPOMS and all safeguarding issues have been logged and followed up so that there is a record of all actions taken. PJR does not have a percentage figure of vulnerable children attending but governors have seen attendance figures for each day broken down by key worker and vulnerable children. The majority of students attending are children of key workers.

Does the school have a DSL on site or available by phone/online? If NOT onsite, does the school nominate a member of SLT to be the onsite co-ordinator, as per DfE recommendations? The DSL is available by phone and online each day and there is a member of the Safeguarding team and Senior Leadership Team in school every day. There is also an Administrator and First Aider on site.

Do ALL STAFF know the current arrangements of who the DSL is and how to contact them? Has the school ensured all staff are aware how to report any safeguarding concerns? This includes any staff on loan from other schools/volunteers? All members of staff are aware of the Covid-19 Safeguarding Annex and have been asked to confirm they have read it. Safeguarding concerns will continue to be reported via CPOMS and in the unlikely event of a visitor or volunteer needing access to the school, the office and reception is manned in the usual way.

Is the school providing targeted support for children with known mental health concerns and additional support for the school community (in light of increasing anxiety during COVID-19)? Providing support for children remains a challenge. Coding on CPOMS has been changed to ensure closer monitoring. Some new issues have been flagged up and appropriate support is being provided. Welfare checks on all students are taking place and Teaching Assistants/Admin Staff have all been deployed to assist tutors, taking a number of students each, to monitor and keep in touch with.

What arrangements has the school made to keep children safe online while in school and at home? Do children know what to do if they have a concern? Do ALL STAFF know who is responsible for online safety and is that person keeping abreast of government (COVID) guidelines? Does the school have a contingency in place if that person becomes unavailable? Has the school reviewed the Online Safety Policy (and AUP) in relation to COVID-19 and attached an annex if necessary? Online safety remains within the remit of the whole safeguarding team. The Acceptable User Agreement has been re-issued. JMB will be producing weekly videos for students and parents covering a range of welfare and safety topics.

AK requested that a note be placed in the Safeguarding Review log and on the Single Central Record stating that it has not been possible to carry out normal governor checks during school closure. PJR assured governors that the Single Central Record continues to be updated during this time. AK will liaise with Rachel Gage when the school re-opens with regard to reviewing the Single Central Record.

Typical School Day:

Students arrive via main reception and are required to sign in and use hand sanitiser. They are then sent to the hall or courtyard where they will see their teachers for the day. The day is split into six periods with teachers coming into school on a rota. Students will rotate round all the subjects each day. They will be issued with a laptop which they will use throughout the day. Laptops are cleaned at the end of each day before re-issue. The majority of staff will only be in school once every two weeks. Where they have free periods during their day in school, they use this time to make welfare calls.

JMB has undertaken a video conference with a number of parents to gauge feedback on home-learning. Further guidance will be issued to teachers as a result of feedback. It is important to understand that 15 minutes of learning in a classroom is very different to 15 minutes of home learning.

PJR reported that Susan Hills (SUH) is meeting with all Subject Learning Leaders to establish actions within their departments. There is a standard proforma that they are completing with the curriculum offer for home learning so that SUH can get an overview of what is being offered and to track student engagement. PJR feels there is a balance not to bombard students/parents with too much information but not to be too remote. There is new provision being developed which will ensure there is a balance of work away from a screen. The school also needs to be mindful that there could be several children in one family all needing to share one laptop or computer. DELL students are all receiving paper copies of work.

JM questioned whether the school is planning to gather some more formal feedback from parents regarding home learning around what is working well and what is not working well, given that some students may need extra support and some students may be getting through their work more quickly. MPB feels that the provision cannot mirror classroom learning. KL does not want to over burden staff with extra work and feels governors need to be mindful of their duty of care to staff. The DFE has stated that they will disregard any learning during this period in terms of judgements and data.

Attendance:

Governors noted the attendance figures provided. Attendance levels at St Peter's are higher than at other secondary schools in Exeter and the majority of attendees are children of key workers.

4. **Malawi / Other Residentials / LEW**

With regards to Malawi, residentials and other trips, the situation is being closely monitored. The current advice from DCC is that the school should not pay any further money to suppliers for any trips. The timing of any possible cancellation will need to be carefully managed to ensure the school can claim back money from insurance. GK does not want to expose the school to any financial liability for cancellation. If the Foreign and Commonwealth Office continue to recommend no overseas travel then the insurance claim can be made for these trips but if the school simply decides to cancel then there will be a liability.

JM questioned whether the school has spoken to Trail Finders regarding Malawi as there are good grounds to cancel now given the amount of correct healthcare preparation needed well in advance of the trip to Malawi. PJR reported that Ben Hunt is already engaging and will update on the situation in due course.

5. **GCSEs**

PJR reported that further advice has been received from Ofqual and staff will be fully supported with actions needed. PJR has spoken with DASH colleagues and there is concern amongst Heads that the perception amongst parents may be that teachers are deciding individual grades rather contributing to the decision on the final grade which will be considered using previous school performance and overall (not individual) Key Stage 2 results for the whole year group. DCC PR Officer is putting together a Press Release to explain this further. Results day will still be on the scheduled date but it may have to be re-imagined if social distancing measures are still in place.

JO questioned whether the school has considered how it can ensure there is no unconscious bias when the ranking within individual grades takes place. PJR reported that Heads have already been looking at this issue. Robust processes will be developed and Karen Hayes / Nicky Ferguson / Jacky Clinch will be driving forward this process.

JO questioned whether transition for vulnerable learners has been considered particularly if there are any students who have not yet considered their September 2020 options. PJR reported that there will be personal discussions between Head of Year and certain students. JO offered any support needed from Exeter College.

JMB will include the Exeter College Flying Start programme in a future video to be sent to Year 11 students.

Year 11 Prom

It is unlikely that the Year 11 Prom will take place on the scheduled date and the venue has offered some alternative dates in September. Staff are aware that Year 11 have not had proper closure on their time at St Peter's.

6. **Staffing / timetabling**

Lynsey McCahill has undertaken lots of preparation for the September timetable and the school is well prepared with this. The Assistant Head (Behaviour and Safeguarding) interview was cancelled due to school closure and PJR will be discussing the way forward with KL over the next few weeks. Other staffing requirements are all in hand.

7. **Budget**

GK reported that the Finance Team has completed the year end accounts. The carry forward is in line with the projection in January. There is a carry forward reserve of £140,000, which has yet to be signed off. DCC has extended the deadline for approval of the budget, which GK is currently putting together. There may be savings due to closure, e.g. exam fees, but GK will compile the budget based on the school being open.

KL questioned whether the school has had any additional expenditure due to Covid-19. GK reported that there is a fund that the school can claim from. There has been additional expenditure for hand sanitiser and there the school will claim for expenses relating to providing vouchers for free school meals.

PFI

Meeting moved to Part II.

Meeting returned to Part I.

8. **Any Other Business**

JMB has been asked to work with DFE at a national level to support delivery of high quality assemblies.

PJR will work closely with DCC and other Heads when there is further guidance on full or partial re-opening. The school will not be able to operate if the current social distancing requirements are still in place on re-opening. It is not possible to maintain social distancing in classrooms and corridors.

Jon Hancock and his chaplaincy team are happy to support the school with work with any vulnerable children and SLT have been invited to contact him if assistance is required.

9. **Date of Next Meeting – to be advised**

Meeting Close – 6.45 pm

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