



# St Peter's Church of England Aided School

## Minutes Full Governing Body Meeting

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Date: 23<sup>rd</sup> March 2021 Present: *Andrew Beane (AB), Steve Bright (SB),  
Matt Melksham (MM), Maria Kapodistria (MK),  
Ali King (AK), Karen Leach (KL), Trevor Mills (TVM),  
Rachel Oliver (RO), Jade Otty (JO), Phil Randall (PJR),  
Jenine Searle (JS), Jo Webb (JW)*

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Time: 5.00pm Absent: *James Moore*

Venue: *Virtual Meeting* In Attendance: *Martin Burt (MPB) – Deputy Headteacher  
Graham Kirk (GK) – School Business Manager  
Suzanne Power (SP) – Clerk to Governors*

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

Governors were reminded to declare any business or pecuniary interests.

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2. **Prayer**

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3. **Absent / Apologies**

Apologies received from James Moore.

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4. **Minutes of meeting dated 3<sup>rd</sup> February 2021 and matters arising**

Governors confirmed the minutes were a true record of the meeting and they will be signed in due course by the Chair.

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5. **SEND and Disadvantaged Progress**

Governors noted the paper circulated by PJR. Governors were asked to scrutinise the document and question / challenge the content as this will provide the framework for progress for SEND and disadvantaged students for the next several years.

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PJR outlined the need to ensure decisions are made that will have the most impact on SEND/Disadvantaged student progress, recognising the financial constraints but also mindful of the findings of the last Ofsted.

The school is currently appealing admission for a number of EHCP students as PJR does not feel St Peter's is the best school for them. He has had a series of meetings with DCC and Babcock to try to create an understanding of the limitations of a mainstream school for these students.

There are significant space limitations for SEND provision as the school is at full capacity.

With the recent appointment of AHT who is a geographer, there may be some capacity within Humanities for members of staff who are particularly keen on SEND provision to help grow and develop in this area. There may also be opportunities for DELL staff to be released to support other staff on SEND.

Other areas for consideration:

Assistant Head of Year

Maths HLTA or temporary contract Maths teacher for one year – this may operate on a smaller scale DELL format.

Additional Assistant SENDCo. The current person is not able to be student facing due to the large amount of paperwork involved with EHCP and fulfilling statutory requirements.

Exams Officer – recruitment will go ahead and this will free up Data Director to focus more on Disadvantaged

Appointment of Lead Practitioner (LP) for SEND and Disadvantaged. PJR feels this role would make a significant difference.

Appoint an additional Assistant Head. This would free up other members of SLT – however PJR feels a LP would be of greater benefit for SEND/Disadvantaged.

Appoint an additional Deputy Head to focus on daily operations and pastoral. This would add capacity to all of SLT.

Fixed Term Leadership role.

Governors questioned what the rationale is for having a single LP for both SEND and Disadvantaged as they are very different. PJR stated that partly due to finances it would be an all-encompassing role but it is primarily about teaching and learning and intervention in the classroom.

Governors felt the role needs to be very clear as it is important that the role is not merely another person filling out forms or providing pastoral care. PJR stated that if the decision is to recruit a LP it would be very much about classroom practice.

Governors questioned whether the appraisal process for teachers has enough emphasis on progress for SEND, not just focussing on overall progress. MPB stated that the appraisal is based on teachers' standards but there is more work to do on drilling down the data for SEND and disadvantaged and more importantly how that data is used.

Governors felt that the progress of all SEND students need to be addressed in appraisals, not just those with EHCP who have the most significant need, but also those in the classroom who are quiet and don't cause any behavioural issues.

PJR stated that of all the initiatives outlined, the Lead Practitioner would be his preferred first choice followed by recruitment of a Deputy Head.

Governors approved the outline document and the potential spending discussed. Two governors expressed particular preference for the appointment of a Lead Practitioner.

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## 6. PFI De-scoping update

MM outlined that TWMAT had been slow to provide some key information on the descoping project, particularly around some of the costings, but he felt they had the best interests of all parties at the centre of their intention to finalise paperwork. GK added that whilst recognising some communication issues and lack of paperwork when requested, TWMAT should be commended for their vision and drive to complete this project.

Governors expressed some concerns about voting to proceed with the project given the poor communication over some issues.

Governors discussed the possibility of delaying the start of the implementation to 1<sup>st</sup> May, if information on costing and confirmation around lettings is not forthcoming. TVM felt this would cause significant issues around TUPE for MSEL and DCC.

Given the imminent deadline for signing the descoping agreement, governors agreed to hold an Extraordinary FGB on Wednesday 31<sup>st</sup> March at 10am in order to vote on the agreement. David Johnson will be invited to attend this meeting. **GK**

Governors requested that GK draft a letter to TWMAT for KL signature outlining St Peter's requirements for finalising the contract. **GK**

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## 7. Chair of Governors Update

KL thanked those governors who were able to be involved in the interview process for the new Assistant Headteacher. The appointee is very high calibre.

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## 8. Headteacher Report

There are proposed changes to the format of The Bridge and PJR will update governors after he has attended a forthcoming meeting. **PJR**

Following the options process, there are currently 18 Food and Nutrition options requests that cannot be accommodated. PJR is currently exploring a possible solution by reducing Food and Nutrition time in Year 7 and 8 to free up time for an options group.

Governors questioned whether this would give students in Year 7 and 8 enough exposure to this subject. PJR stated that the school would still meet statutory national curriculum requirements if time was decreased in Year 7 and 8.

9. **Covid-19 issues**

PJR thanked all those involved in mass testing, which will still be required until June but at a greatly reduced capacity.

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10. **Safeguarding**

AK reported that MPB and MM have been auditing online safety and feedback will be provided in due course. AK will carry out a SCR check on 29<sup>th</sup> March.

**AK**  
**MM**

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11. **Review of Governor Vacancies**

There is currently nothing to report on vacancies.

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12. **Urgent emerging items**

**Signing Register of Business Interests:**

Governors have reviewed and confirmed via email any changes to their Register of Business interests for academic year 20/21.

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13. **Confirmation of forthcoming meeting arrangements**

Virtual or in-person arrangements will be advised ahead of the next FGB.

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14. **Date of Next Meeting – 17 June 2021 at 5.00pm**

Date of forthcoming Extraordinary FGB – 31<sup>st</sup> March at 10am – this will be a Part II meeting.

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**Meeting Close – 7.50 pm**

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