



# St Peter's Church of England Aided School

## Minutes Full Governing Body Meeting

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Date: 3<sup>rd</sup> February 2021 Present: *Andrew Beane (AB), Steve Bright (SB),  
Matt Melksham (MM), 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), Jo Webb (JW)*

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Time: 5.00pm Absent: Nil

Venue: Virtual Meeting In Attendance: *Martin Burt (MPB) – Deputy Headteacher  
Graham Kirk (GK) – School Business Manager  
Lynsey McCahill (LM) – SENDCo  
Nicky Ferguson (NLF) – Assistant Headteacher  
Suzanne Power (SP) – Clerk to Governors*

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Agenda Item	Discussion	Action by
1.	<b>Welcome</b>  Governors were reminded to declare any business or pecuniary interests.	
2.	<b>Prayer</b>	
3.	<b>Absent / Apologies</b>  There were no apologies.	
4.	<b>Signing Register of Business Interests</b>  This annual declaration will be carried out by email.	SP
5.	<b>Minutes of meeting dated 9<sup>th</sup> December 2020 and matters arising</b>  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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## 6. Annual SEND Review

KL welcomed LM and invited her to give an annual update on SEND.

Governors noted the significant increase in students at the school with an Education Health Care Plan (EHCP). This continues to trend upwards with the 2021 September intake consultation currently underway. The main concern for the SEND team is lack of space for interventions as a significant number of those who may come to St Peter's have communication and interaction needs and will need sensory break space. The Assistant SENDCo is not currently as student facing as she would like due to the huge amount of paperwork associated with the number of SEND students.

There have been changes in use of classrooms over the last year to ensure that all spaces are used as efficiently as possible. LM is working with GK to create dark and light sensory spaces.

There has been a move over the last year to ensure students who need to regulate, only leave the classroom for a short time with a TA to go on a short walk. This has been easier to undertake with the Covid arrangements in school. There is less learning time lost and less disruption in the class. Sensory breaks are now timetabled at set times and some students have individual sensory boxes that they can use for a short time. Due to social distancing readers have not been able to be used but the school is making use of ClaroRead software to enable students to work independently.

There are plans to roll out the DELL to higher year groups and those students have one less option subject so that they can concentrate on literacy skills. There is also a History 1 to 4 group and BTECs in PE and Food.

All interventions with individual students are audited to ensure they match the needs of the student.

Looking ahead LM will be focussing on the transition back to school. Although many of the SEND students are in school, some of them are benefitting from working at home. Other areas to build on are provision mapping, CPD for staff and coaching. There is a Year 5 braille user who is likely to come to St Peter's in 2022 and the school needs to prepare for this scenario.

LM feels that although data is a key indicator of progress, there are some students who will have outcomes such as using a knife and fork or being able to tie shoe laces and it is not possible to capture these in P8 scores.

Governors questioned what support is being given to teachers to be able to successfully differentiate in lessons as there are many techniques that are useful for all learners, not just those with SEND, e.g. use of fonts or particular verbal instructions. LM feels that this is an area for development and MPB is looking at some whole staff training opportunities following feedback from teachers.

Governors questioned whether any staff have undertaken specific dyslexia training. LM confirmed that two members of staff have just completed a two-day update. Governors wondered whether the school should invest in fully training a member of staff in this area.

LM

Governors questioned what the roll out of DELL in Key Stage 4 would look like alongside the 1-4 GCSE History and a new 1-4 RE group. LM stated that DELL students do not take English Literature GCSE but they will concentrate on English Language. There are students who are not in DELL who are also in the GCSE 1-4 groups who are benefitting from the smaller groups.

Governors requested at the next SEND presentation an overview of the Provision Mapping tool and how successful it is.

LM

Governors questioned, given the difficulty in measuring outcomes for some students, what the team are using to assess progress in able to report back to governors on progress. LM stated that students with an EHCP are reviewed every year. This is recorded and spelling/reading ages are all monitored. Where, for instance a positive outcome would be use of a knife and fork, this would be marked with a numerical value for fine motor skills.

Governors questioned whether the school captures data for SEND students at age 16 to assist with their transition. LM reported that they are monitored and there have been no SEND NEETS. The school works closely with Bicton College on transition arrangements for many of the students who go there after St Peter's.

Governors questioned how the school guards against just setting easier work for SEND students rather than ensuring they are fully assisted to access the work that all other students are doing. LM assured governors that all students are given robust targets which are monitored by the data team working closely with the SEND team.

PJR reported that he will be writing to Head of Education and Learning at DCC regarding difficulties in dealing with the 0-25 team. There have been some placements that have not been suited to mainstream education, which has been very disruptive for the individual student, other students in the class and teaching staff who are doing their best with challenging circumstances. Governors suggested PJR pursues this via the Devon Heads Association.

Governors approved the SEND Policy, SEND report for parents and Equality Objectives 2021.

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## 7. SEND and Disadvantaged Progress

See discussions above/below.

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## 8. Review of IDSR and data

NLF reported that those students who are both SEND and disadvantages are a significant factor in the attainment gap. Some of these students are only taking two GCSEs.

Governors questioned whether the modelling approach on the data supplied is the correct one particularly noting the significant improvement in English Language. NLF has tracked this cohort in comparison to other years and there is a very similar pattern to previous years. She is confident with what is being supplied so far. Once the GCSE consultation is published SLT will be doing a lot of work on this.

Governors would like to see what initiatives are in place to reduce the gap particularly for Year 10 and Year 11 SEND and disadvantaged students. LM will liaise separately with JW on this, who will then report back to governors.

JW

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9. **Chair of Governors Update**

KL reported that there is a redundancy process underway at the moment but further details remain confidential.

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10. **Headteacher Report**

PJR reported that Year 8 options have been completed virtually with good feedback from parents on the process.

There have been 20 applicants for a Head of Year position and shortlisting has been challenging due to the high calibre of applicants. Heavily adapted interviews will take place next week. There are interviews for a number of other posts prior to half term.

PJR and GK are currently looking to see if the financial situation will allow the recruitment of a Lead Practitioner for SEND and disadvantaged but are mindful of other priorities and uncertainties.

MPB reported on updates to the CPD programme which will build on career expectations to create a framework for CPD, recognising different levels of CPD required. Governors have received full details in the Headteachers report.

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11. **PFI De-scoping update**

GK reported that the descoping deadline is seven weeks away and there are still a number of outstanding issues that need to be urgently addressed. The Service Level Agreement has been received today but is missing some important appendices. Governors do not want to commit and find at a later date that they have no control as to how the contract is run.

KL requested that GK and Business Services Committee keep the FGB informed of developments.

GK

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12. **Covid-19 issues**

PJR thanked JM for helping to set up the Lateral Flow mass testing in school. Staff involved in helping to set this up felt much more confident having a medical presence initially to assist them.

MPB will be making some recommendations to DCC about their remote learning advice particularly around safeguarding, GDPR and recording live lessons. Provision Committee will be updated where necessary.

MPB

13. **Admissions Policy**

PJR reported that DCC has made changes to the 22/23 policy without consulting the school and had put the wrong version of the policy on the DCC website.

Governors agreed to ratify the version of the policy as previously agreed by the Ethos Committee with the changes agreed at national level on church attendance incorporated into the policy.

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14. **Policy Review and Approval**

**Health and Safety Policy** – approved

**Finance Manual** – approved.

**Behaviour for Learning Policy and Statement of Behaviour Principles** - approved with thanks to Duane Wilson for re-writing the policy.

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15. **Safeguarding**

AK reported that there are a few outstanding issues and actions from the 2019 Safeguarding Audit action plan that she will seek clarity from PJR over the next few weeks. The latest audit has just been submitted.

AK

AK would like all governors to read Annex C of the updated Keeping Children Safe in Education, which relates to online safety. It would also be helpful for the school to undertake an online safety review.

MPB

AK will undertake a Single Central Record Check this term. Governors noted that PJR reviewed the SCR last term.

AK

Ethos Committee will now take over Safeguarding remit from Standards Committee where in depth discussions are required.

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16. **Review of recent Committee/Working Group Meetings**

Provision Committee – discussions on Curriculum and policy approval (Homework, Behaviour, RE and Drugs)

Other committees minutes will be forwarded in due course.

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17. **Review of Governor Vacancies**

There is currently nothing to report on vacancies. Previous approaches to church communities has not resulted in any new interest.

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18. **Urgent emerging items**

Nil.

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19. **Confirmation of forthcoming meeting arrangements**

Virtual arrangements remain in place to be reviewed on an ongoing basis.

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20. **Date of Next Meeting – 23<sup>rd</sup> March 2021 at 5.00pm**

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**Meeting Close – 7.50 pm**

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