



St Peter's Church of England Aided School

Minutes Full Governing Body Meeting

Date:	5 th February 2020	Present:	<i>Steve Bright (SB), Kathryn Hough (KH), 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), Joanna Webb (JW)</i>
Time:	5.15 pm	Absent with apologies:	<i>Andrew Beane</i>
Venue:	X65	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.	Prayer	
2.	Welcome KL opened the meeting and reminded governors to declare any business or pecuniary interests. Governors unanimously agreed to the appointment of Jade Otty to the governing body as a co-opted governor.	
3.	Present, Absent and Absent without Apologies Absence with apologies noted and sanctioned from Andrew Beane.	
4.	Annual SEND Presentation KL welcomed Lynsey McCahill (LM), Acting SENDCO to update governors on SEN issues. LM reported that there are an increasing number of students with SEN on roll and in Year 7 the numbers are currently above national average. There is a changing profile of SEN with fifty percent of year 7 SEN students having Autism Spectrum Disorder. There are challenges for staff dealing with students who have some sensory regulation issues. LM is currently looking at the available space within school to see	

if there is somewhere suitable for students to go, rather than the busy SEN base, if they need to reflect and regulate.

For some students the process to get an Education and Healthcare Plan (EHCP) has only started since they have joined St Peter's. Once an EHCP has been put in place, a student must have an annual review. This means there is an increasing workload for staff both in applying for the EHCP and for carrying out the annual review with parents.

There are some students that have joined St Peter's, who LM feels are not in the appropriate setting. Work is taking place with the DCC 0-25 team to look at other options.

There are currently two Year 10 students accessing bespoke curriculum with an alternative provider.

LM will be looking at reducing and later removing the use of exit cards for students. It is felt that students need to build resilience and remaining in the classroom with some alternative strategies would be better for the student than leaving the room. This change will need to be introduced gradually.

Governors questioned whether use of exit card is logged in order to look at patterns of use. LM reported that this is logged on CPOMS whenever a student uses an exit card and there are instances where students are using their exit card multiple times each day. Whole school training will be put in place to look at classroom strategies to support these students.

LM will be moving away from circle of adults' meetings and using staff briefings to give updates on specific students (behaviours, triggers, background, likes and dislikes, peers) and strategies to support them.

Testing of Year 10 students for exam access arrangements has identified 64 students who qualify for either extra time, scribe, use of laptop or a combination of these. This will put a great deal of pressure on room availability and invigilating and LM is investigating the use of electronic readers and investment in more exam laptops.

There may be possibility of developing 1-4 level options for Food and PE. These are already in place for History and Travel and Tourism. There will no longer be the opportunity for certain students to opt for study support. These students will remain with curriculum-based subjects.

Following Ofsted feedback LM would like to ensure all students, not just those in DELL are being supported and this will be a focus going forward, looking at the use of language within the classroom.

Governors questioned whether parents who decide to take their child away from St Peter's because their needs are not being met, are followed up to establish why this has happened. PJR is not aware of any parents who have done this. When a SEN student moves to another school, it is usually to a special school that can meet the complex needs of that student. The school always supports with the transition to another school.

Governors approved the SEN policy (annual review).

Governors approved the equality objectives (annual review).

Governors approved the SEN information report (annual review).

KL thanked LM for her presentation and noted the impact she has made in a very short time, particularly given that she is still teaching on an almost full timetable.

5. **Declaration of Business or Pecuniary Interest**

Governors were reminded of the need to check and sign the annual declaration form distributed at the meeting.

6. **Minutes of Meeting dated 11th December 2019 and matters arising**

Governors approved the minutes from 11th December 2019. There were no matters arising.

7. **Admissions Policy**

RO updated governors on the outcome of the consultation. The change from the 20/21 policy was for church attendance criteria to move from 12 to 24 months. One prospective parent had responded to the consultation. Governors considered that in order to make this fairer for all prospective parents, that the move to 24 months be staggered, with the 21/22 policy moving to 18 months church attendance. The move from 12 months to 18 months will help ministers and vicars to identify who is attending church on a regular basis, when they are asked to sign the application form.

Governors approved the 21/22 policy amending the church attendance criteria to 18 months instead of 24 months.

Admissions Numbers and curriculum offer

Meeting moved to Part II.

Meeting moved to Part I.

8. **Staffing and Curriculum Update linked to School Improvement Plan**

Meeting moved to Part II.

Meeting returned to Part I.

Governors agreed to the proposal to roll out DELL provision to Year 9 and to reinstate two maths classes which had been historically cut back to avoid redundancies. There will also be some refurbishment costs associated with the roll out of DELL to Year 9.

Governors noted the additional spending priorities which PJR will continue to pursue subject to improving finances.

9. **Chair of Governors Update**

JW agreed to take on the role of Deputy Lead Governor for Safeguarding.

Note: subsequent to meeting – JW feels that, as there needs to be a Lead SEN Governor, this may fit better with her existing responsibility for disadvantaged students.

KL reminded governors of the need to remain aware that their role should be strategic rather than operational noting that this can be challenging at times particularly for those governors who work in education and have a great deal of operational knowledge from their own settings.

10. **Headteachers Report**

Governors noted the content of the report circulated in advance of the meeting.

PJR confirmed that governors had taken the decision to close the CCF. PJR has been working over an extended period to look at all options to try to keep the unit open. The CCF building is no longer fit for purpose and the resignation of the last regular adult helper led to this decision. Despite PJRs best efforts, he was unable to find any staff member who was willing to take on leadership of the unit.

Governors questioned whether current CCF members would be redirected to another unit such as Lympstone. PJR stated that there are strict protocols to observe and he will take further advice on this from the MOD.

Governors approved PJRs proposal to look at starting a Ten Tors/Adventure group which could possibly cross over and compliment the very popular DofE group.

11. **Policy Review and Approval**

Governors approved the Finance Policy (called Finance Manual) noting the only update related to how staff record income and expenditure on school trips.

PJR confirmed there are no mid-year updates from DCC to the Safeguarding Policy.

Governors approved the Health and Safety Policy which had already been scrutinised by Business Services Committee on 29 January 20.

Governors approved the following policies which were approved by Standards Committee on 15 January 20:

Staff Grievance
Staff Discipline
Staff Capability

Governors questioned whether, in the absence of a DSL, a member of staff who is not SLT can take on the role of DSL. PJR will seek further advice on this noting that the school may need to change practices rather than change the wording of the policy. PJR will update AK in due course.

PJR

12. **Finance Update**

Governors approved the budget monitor noting that there is currently a deficit of £60,000 which will need to be covered by reserves. As the school approaches the year end, this figure will become more accurate. DCC has released the funding statement for next year and GK is now building the budget based on this. There are, however, still some unknowns including increases in teachers' pay and pensions.

13. **Safeguarding**

Governors noted the email that they had been sent earlier in the day regarding some Key Stage 3 RE material. Some of the wording contained in the teaching material could have safeguarding implications and following a concern raised by a parent, Head of RE contacted Exeter Diocese and the Understanding Christianity authors. As a result, this teaching material has now been amended.

14. **Review of Governor Vacancies**

Nothing to note.

15. **Verbal Update recent Committee Meetings**

Part I minutes for all recent committee meetings will be circulated as soon as they are approved by Committee Chairs.

TVM reported that Ted Wragg Trust would like to have a letter of comfort about working together on PFI matters. KL proposed a working party meet to discuss developments with the PFI project.

SP

16. **Urgent emerging items**

In the absence of DSL governors will undertake on-line safeguarding training. SP will circulate the link to complete the training.

SP

Governors noted that they had previously signed to confirm that they had read both Part 1 and Part 2 of Keeping Children Safe in Education.

Governors were reminded of the AQ morning which will be taking place on Wednesday 25th February, looking at SEND, English, Drama and work with vulnerable students.

ALL
GOVS

Governors agreed to move FGB time from 5.30pm to 5.00pm going forward.

KL thanked Kathryn Hough for her many years of service to St Peter's as her second term of office comes to an end this month.

17. **Date of Next Meeting – - 25th March 2020 Room X65 at 5.00pm**

Meeting Close – 6.50 pm

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