



# St Peter's Church of England Aided School

## Minutes Full Governing Body Meeting

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Date:	6 <sup>th</sup> October 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), Jo Webb (JW)</i>
Time:	5.00pm	Absent:	<i>Matt Melksham</i>
Venue:	<i>Virtual Meeting</i>	In Attendance:	<i>Martin Burt (MPB) – Deputy Headteacher Suzanne Power (SP) – Clerk to Governors</i>

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

KL opened the meeting at 5pm. Governors were reminded of confidentiality requirement for any Part II discussions and the need to declare any business or pecuniary interests.

2. **Prayer**

3. **Learning Enrichment Week (LEW)**

KL introduced Ben Hunt (BH), Education Visits Co-ordinator and Caroline Millar (CM), Learning Enrichment Co-ordinator.

BH reported that the school has a rich history in running LEW and residentials and for many students these opportunities are the reason why they choose to come to St Peter's.

CM briefed governors on the proposals as outlined in the paper circulated in advance of the meeting.

**Year 7 proposal** – day trips in Devon with emphasis on team building. Students will remain in bubble of two tutor groups. There will be no financial outlay until much nearer to July 2021. CM hopes to secure some funding which will bring the cost to just under £100 per student.

CM has spoken with Dartline Coaches and they have given details of their daily and weekly cleaning regime for their transport. CM would aim to have seating spacing on the coaches.

**Year 8 proposal** – day trips in Devon plus one Cornwall trip and on-site activities. Students will remain in year group bubble. There will be no financial outlay until much nearer to July 2021.

**Year 9 proposal** – day trips in Devon, Somerset and Bristol and on-site activities. Students will remain in year group bubble. There will be no financial outlay until much nearer to July 2021.

**Year 10 2021 residential proposal** – all students go to Bude for residential week with land and water-based activities plus evening activities. The cost for this would be approximately £370 – the majority of parents have already paid this amount as part payment for the now cancelled 2021 overseas residential. CM has put together an initial alternative plan if it is not possible to run a residential trip. This would involve students going to Bicton Duchy Campus for various activities yet to be confirmed.

Governors questioned whether consideration has been given to how parents and students will feel if there has been an expectation of a big overseas trips, that in some cases students have been fundraising for over an extended period. CM and BH will give some thought as to how expectations are managed but they are confident that given the limitations, the residential will still provide a memorable experience for students. BH is particularly aware that some parents and students will be disappointed that the surfing trip to Cornwall will not be running.

Governors questioned whether there are concerns about the financial viability of the organisations that are being proposed. CM recognises the potential risk but there is no financial outlay until much nearer to July 2021 for either the trips or residential. CM will explore the possibility of organisations holding deposits in a client account.

Governors questioned whether now would be a good time to review the whole LEW and residential offer. BH feels that with the pre pandemic trips and residential, there is no better opportunity to learn outside of the classroom, to build staff/student relationships and to fulfil aspects of the character compass. LEW is a unique selling point for St Peter's and BH is aware of other schools who are looking to reinstate LEW having removed it from the curriculum in previous years.

**Decision:** Governors confirmed that they would like to go ahead with LEW and residential plans based on the information provided by BH and CM.

**Year 10 2022 residential proposal** – to go ahead with provisional plans for 2022 based on overseas trips as in previous years with trip booklet going to parents with a clear caveat that the residential may not be able to run depending on the travel situation due to Covid-19.

**Decision:** Governors agreed to go ahead with provisional plans for 2022 overseas trips with clear guidance to parents that these are preliminary plans only and will be reviewed as the travel situation develops.

Governors questioned whether there would be guidance for current Year 11 students as to how they could donate any funds raised for their cancelled Malawi trips, to Medic

**Malawi or St Peter's Education Trust.** PJR confirmed that a letter would be sent to parents in the next week with details of how donations can be made if desired.

PJR and Governors thanked BH and CM for attending and for putting together revised proposals at such short notice.

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4. **Absent / Apologies**

Matt Melksham absent.

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5. **Minutes of meeting dated 19<sup>th</sup> August 2020**

Minutes of the meetings dated 19<sup>th</sup> August were approved as a correct record of the meeting and they will be signed at a later date by the Chair.

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6. **Vote to agree current arrangements of Term of Office for Chair and Vice Chair (currently 3 years).**

Governors agreed to the current terms of office of three years for Chair and Vice Chair.

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7. **Agree Committee membership, Scheme of Delegation and Standing Orders**

Governors agreed to the Standing Orders and Scheme of Delegation as circulated.

Governors confirmed membership of committees and committee structure as circulated.

Governors confirmed lead governors as follows:

Jo Webb for pupil premium and SEND.

Ali King for Safeguarding. Governors noted that it would be best practice to have a deputy lead governor for Safeguarding and governors are requested to consider this position.

**All  
Governors**

Stephen Bright for Careers. SB requested contact details for the new Careers staff in order to make contact in the near future.

**PJR**

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8. **Review and approve Terms of Reference for Safeguarding Governor(s)**

Governors approved the terms of reference for the Safeguarding Governor.

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9. **Admissions Policy**

Governors noted the content of the Admissions summary document. Following meetings between DCC, Diocese, PJR, KL and RO, there is now support from DCC and Diocese for the school to keep the PAN at 261. All parties acknowledged that a reduction in the PAN would result in widespread staff redundancies and the agreed way forward, subject to governors' approval would be to remain at a PAN of 261 but to carry out a net capacity risk assessment. The net capacity figure would clarify how many students can safely be

in school, noting particularly crowded areas such as staircases and entrances and would give the school the best tool in defending any admissions appeals.

**Governors questioned whether the admissions criteria would change.** RO confirmed that there would be no change other than attendance at place of worship moving to 24 months. PJR confirmed that the only other change would be the Covid addition, which has been approved nationally.

Governors approved Option C in the Admissions Summary document with the PAN remaining at 261.

Governors approved the draft Admissions Policy for 22/23 ahead of the consultation period.

PJR reported that the Admissions team and Heads of Years had ensured the school is full ahead of the October census. There are a few places in Year 11 but these are likely to remain unless they are taken with managed moves.

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## 10. Finance Update

Governors confirmed that they happy with the financial implications of decisions made at item 3 (LEW) and item 9 (Admissions).

PJR confirmed that the school does qualify for the Covid catch-up funding and SLT will be looking at this as a priority. Further proposals will be brought to Provision Committee. **PJR**

Governors approved the final Voluntary Unofficial Fund to March 2020 and noted that the Business Services Committee has reviewed the most recent audit of these funds which was very positive.

Governors approved the budget monitor as circulated ahead of the meeting.

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## 11. Chair of Governors update

Governors noted that the proposed School Improvement Partner (SIP), Elisabeth Gilpin, from St Mary Redcliffe and Temple School has a very similar progress for disadvantaged students. **Governors questioned whether this is the most appropriate choice for SIP given the focus on closing the gap for disadvantaged students.** PJR and KL feel that Elisabeth Gilpin has been invaluable in supporting and challenging the appraisal process and in the wider sharing of information between the two schools. PJR is confident that wider networking and the appointment of a Lead Practitioner will help to close the gap for disadvantaged and SEND students in the long term.

Governors approved the continued services of Elisabeth Gilpin, St Mary Redcliffe and Temple School, Bristol, as the School Improvement Partner, for a further year.

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## 12. Headteacher Report

Governors noted the content of the Headteacher Report.

PJR reported that fixed term exclusions have increased this term. This is due mainly to students breaking Covid bubbles. There have been some repeat offenders but the school

is determined to ensure everyone remains as safe as possible. The increase in exclusions is in line with other local schools.

Attendance data is showing that the school has better attendance figures than Devon and National at the current time.

There have been an increasing number of Safeguarding referrals, 16 of which are linked to mental health concerns, and the temporary appointments to the Safeguarding team have been sensible investments.

Governors questioned what interventions the school has in place to deal with the increase in referrals. PJR reported that the school has a counsellor for one day per week and there are lots of resources that are being shared with staff, parents and students.

Governors questioned whether the school is investing time in reassuring students who may have fear and anxiety around the impact of covid-19. PJR confirmed that reassurance is at the heart of the blueprint document. In addition, Jonny Baker is planning tutor time to enable students to discuss and reflect on their concerns.

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### 13. Covid-19 issues

PJR reported that staff have been very generous and positive in adapting to new ways of working.

Governors noted the updated content of the risk assessment dealing with a tier 2 lockdown situation, which has been drafted in consultation with union representatives.

MPB confirmed that staff are using google classroom to post their lesson, so that any student currently isolating, can keep up to date with their lessons. This will continue to be the case in the event of a tier 2 lockdown. MPB reported that he continues to review remote learning, looking at research, evidence and through discussions/webinars with other schools. The main challenge is for some students who have problems accessing online work from home and Jacky Clinch is reviewing the needs of pupil premium students.

Governors questioned whether the purchase of chrome books for all younger students on a loan basis is continuing to be looked at. MPB reported that this is no currently being pursued partly because accessing chrome books in large numbers is not feasible and other funding for disadvantage students is available.

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### 14. Policy Review and Approval

Governors approved the Safeguarding and Child Protection Policy.

Governors approved the Supporting Students with Medical Conditions Policy.

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### 15. Safeguarding

Governors noted the Safeguarding report as circulated by AK. AK will formally update governors on safeguarding matters in line with the terms of reference for her role and will meet with PJR in the near future to work through a number of queries.

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16. **Review of Governor Vacancies**

There are currently two Foundation and one Co-opted vacancies.

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17. **Brief Verbal Update on recent Committee Meetings**

**Standards:**

Governors noted the content of the recent meeting minutes. PJR reported that the Lead Practitioner for English is working to upskill all staff around the vocabulary used in the classroom and he has meetings planned with the School Librarian to look at a new vision for the library.

Governors questioned why the number of students entering Ebac declined in the last cohort and whether this is an ongoing trend. PJR reported that the curriculum offer has been designed with more freedom, with one to one options interviews available to all Year 8 parents. PJR feels that the offer is a broader and more balanced curriculum and to this end the Ebac may continue to trend downwards but the school will continue to review this. Languages have only recently started to improve with strong leadership of the department now in place. History GCSE 1-4 is being offered to allow teachers to differentiate teaching in a smaller cohort.

**Ethos and Business Services:**

Governors noted the content of the recent meeting minutes.

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18. **Urgent emerging items**

Nil.

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19. **Confirmation of forthcoming meeting arrangements**

Governors confirmed they will continue to meet virtually and review at the next FGB meeting.

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20. **Date of Next Meeting – 9<sup>th</sup> December 2020 at 5.00pm**

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**Meeting Close – 6.50 pm**

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