



St Peter's Church of England Aided School

Minutes Full Governing Body Meeting

Date:	9 th December 2020	Present:	<i>Andrew Beane (AB), Steve Bright (SB), Matt Melksham (MM), Maria Kapodistria (MK), Ali King (AK), Trevor Mills (TVM), Rachel Oliver (RO), Jade Otty (JO), Phil Randall (PJR), Jenine Searle (JS)</i> <i>James Moore (JM) and Karen Leach (KL) – present from item 5 onwards</i>
Time:	5.00pm	Absent:	<i>Jo Webb</i>
Venue:	Virtual Meeting	In Attendance:	<i>Martin Burt (MPB) – Deputy Headteacher Graham Kirk (GK) – School Business Manager Susan Hills (SUH) – Assistant Headteacher Suzanne Power (SP) – Clerk to Governors</i>

Agenda Item	Discussion	Action by
1.	Welcome RO (Vice-Chair) chaired the meeting in absence of KL. Governors were reminded to declare any business or pecuniary interests.	
2.	Prayer	
3.	Absent / Apologies Apologies from Jo Webb due to work commitments. Apologies from James Moore and Karen Leach for late arrival at item 5 due to work commitments.	
4.	Minutes of meeting dated 6th October 2020 Minutes of the meetings dated 6 th October 2020 were approved as a correct record of the meeting and they will be signed at a later date by the Chair.	

Matters arising:

PJR reported that Learning Enrichment information has been sent to parents with the agreed caveats in the event that travel and overnight stays are not permitted.

5. **Quality Assurance Update**

Susan Hills (SUH) updated governors on the Assuring Quality process for the term as governors have been unable to come into school for visits. SUH assured governors that the process of assuring quality and capture fortnight have gone ahead as normal and Subject Learning Leaders (SLLs) have used this time to observe teaching and learning in response to Covid and in particular look at learning deficits. The English Department has used the time as an entire department process with all staff members being given the opportunity to observe and evaluate each other and identify department training needs and comment on what practice is most impactful for students. During the spring this 'capture cycle' will be further evaluated and teaching and learning will be adjusted accordingly.

Governors questioned whether, particularly for red priority departments such as English, there have been any observations from anyone other than department members to ensure team members are not just appraising each other. SUH confirmed that she has been fully involved in the process and has been into the classroom along with the Lead Practitioner for English.

Governors questioned whether staff are given any hard targets rather than soft targets as a result of the AQ observations. SUH confirmed that observations are not part of the appraisal process itself, rather about the way in which departments work together, but any observations made can feed into appraisal goals.

Governors questioned what the school is doing to ensure there is external validation, particular on red priority departments, given their responsibility to ensure challenge. SUH reported that last academic year Bekah Mardall came into school as an English specialist employed by Babcock. The school has subsequently employed her as the Lead Practitioner. There have also been external reviews from the challenge partner in the Computing team and there have also been reciprocal visits from other schools such as St Mary Redcliffe in Bristol. Governors recognised that it is difficult to have external visits at this time and that they can sometimes only offer a snapshot of a particular department. However, PJR stated that external validation is very much in the spirit of how the school wants to work and he will always seek external eyes wherever possible.

Governors questioned whether learner feedback is sought and used in the Assuring Quality process. SUH reported that this is taking place through Student Voice and from individual department work. There are also plans to set up a Student Governor system over the next year. Governors requested that more student feedback be explicitly mentioned in future reporting.

PJR

Governors questioned how a small department such as Music is supported within this process. SUH reported that she meets fortnightly with the SLL for Music and she has carried out observations in music lessons. The SLL has benefitted very much from having a part time teacher supporting him.

SUH stated that she hopes governors AQ days will be able to re-start as soon as it is felt safe to do so.

6. **Costed Improvement Plan Priorities**

PJR introduced this item. The provision is constantly monitored and adapted and during each Autumn Term reflections and learning leads to an understanding of the provision including staffing needs e.g. where time is used for additional staffing to be advertised for as well as surplus staffing that may lead to redundancy processes.

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

Governors approved item 3, additional DELL expenditure as laid out in the document.

Governors questioned the rationale of students having more teaching time in the DELL in key stage 4 than key stage 3, given the very low reading ages when many of them join from primary school and the need for extra catch up time early on to make the most impact. SUH stated that the DELL does provide catch-up for some of the students who go on to access the full curriculum later. However, the reality is that many of the students who join with reading ages between 5 and 9, will never catch up and they still need to have future pathways. Governors were reassured that the size of the DELL decreases at Key Stage 4, which is one mark of its success, but they recognised there are lots of measures of success depending on the needs of each student.

Governors questioned whether the DELL has helped to support any vulnerable students and whether they have become less vulnerable as a result of being in the DELL. SUH reported that a big part of the DELL is the additional connection with families, who have been invited in to take part in legacy projects alongside their children.

Governors questioned whether the school is mindful about the external pressures to take students on managed moves into the DELL. PJR has seen this happen at other schools and the school does not explicitly promote the DELL. He is keen to ensure a 'school within a school' is not created.

Governors approved item 4, creating additional classes in Year 9 for English, Maths and Science.

Governors approved item 5, instructional coaching and staff development. Governors questioned whether this would be a one-off cost or ongoing. PJR stated that this is likely to be an ongoing cost.

Governors agreed in principle to item 8 marquees), which would be a temporary measure for the spring term.

It was noted that all other spending priorities have either previously been approved or are pending further work.

7. **Coronavirus Catch-up Funding and National Tutoring Programme**

Governors noted the document outlining spending priorities for the Coronavirus catch-up funding. The document was approved, although it may be subject to change. This will now be published on the school website.

GK

Governors questioned whether all the costed spending priorities meet the DFE regulations for Coronavirus catch-up funding in the event of auditing of use of the money. MPB confirmed that everything in the costed document meets the DFE criteria.

Governors noted that some of the spending would be used for parental communication and questioned how the school is measuring improved parental engagement. PJR reported that the recent on-line parents evenings have shown a significant increase in parental engagement and the school will continue to look at ways of improving and measuring parental engagement.

Governors noted that the school continues to look at different approaches with regard to the National tutoring Programme.

8. **Chair of Governors Update**

KL reported that the Headteacher appraisal and Staff Pay Reviews have taken place during the autumn term.

MK offered to take on the role of Deputy Lead Safeguarding Governor and SP will confirm that, as a staff member, she is able to take on this role.

SP

KL thanked staff for their continued hard work during a difficult term.

9. **Headteacher Report**

Governors noted the content of the report and in particular the number of extra duties all staff are undertaking to keep everyone safe in school.

10. **Covid-19 issues**

PJR reported that Public Health are now being more nuanced with who should be self-isolating following a positive case in school. This has resulted in smaller numbers with a 'bubble' having to be away from school.

The school is following the guidelines to keep all rooms well ventilated which has resulted in extremely low temperatures in classrooms. GK is awaiting confirmation that ventilation in some of the classrooms are run on independent air handling units, which would mean windows in these rooms would be able to be closed as there would not be any cross-contamination between rooms. This would only apply to some rooms and GK will ensure the message on this is very clear.

Governors questioned whether the school can function in extreme temperatures, particularly if there is no air movement outside, which will mean no air movement

inside even with windows open. Unfortunately, the ventilation forms a big part of the school risk assessment. PJR is not keen to relax uniform rules, but where appropriate students can wear school team sports hoodies.

PJR reported that the school will remain open on the last day of term, despite the DFE relaxing rules about using this as a non-pupil day. To close at such short notice would inconvenience families twice – once on the 18/12/20 and again for another day to replace the loss of 18/12/20.

11. **Policy Review and Approval**

Governors approved the Pay Policy.

Governors approved the School Emergency Management Plan, noting that this is a working document and GK will bring further changes, if any, to the next Business Services Committee in January 2021.

GK

12. **Safeguarding**

PJR updated governors on a safeguarding incident that has been quickly dealt with before it escalated to a more serious incident. This may result in a permanent exclusion (PEX).

AK hopes to undertake a SCR check before the school breaks up. It was noted that there are no safeguarding posters in the boys ground floor toilets and GK will action this as soon as possible.

13. **Review of recent Committee/Working Group meetings**

Governors noted minutes from the Provision Committee October meeting.

A further meeting of the PFI Ted Wragg group will take place before the end of term and GK/PJR will join TVM for this meeting. TVM is keen to ensure further details are available ahead of this meeting.

Governors agreed to formally set up a working group to look at use of the former CCF huts. Some governors have already met informally and enquiries have been made about the lease and ownership of the land with Hele Trust. Members of the group will be AB, JM, TVM, SB and JO.

14. **Review of Governor Vacancies**

Nothing to report.

15. **Urgent emerging items**

Governors were reminded to complete their online safeguarding training.

ALL GOVS

Governors were informed that they will be receiving an email invitation to sign up to the National College website.

ALL GOVS

16. **Confirmation of forthcoming meeting arrangements**

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

17. **Date of Next Meeting – Wednesday 3rd February 2021 at 5.00pm**

Meeting Close – 7.50 pm

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