

**ST PETER'S CATHOLIC HIGH SCHOOL****MEETING OF THE FULL GOVERNING BODY MEETING  
HELD ON TUESDAY 13<sup>TH</sup> SEPTEMBER 2016 AT 6.00PM AT SCHOOL**

*First Meeting Autumn Term 2016 (Business Planning)*

**GOVERNORS PRESENT:**

Mrs C Chivers, Mrs A Doran, Mrs R Fisher, Fr B Jackson, Mr B Morris,  
Mrs K Pilkington, Mr A McGlown (HT), Mr C Hough, Mrs N McLaughlin,  
Mrs S Tunney, Mrs G Oldfield.

**ALSO IN ATTENDANCE:**

Mrs H Pinnington     Head of School  
Mrs C White            Clerk to the Governing Body  
Mr T Carroll            Governor Services

*Mrs C Chivers took the Chair in the absence of a Chair of Governors.*

**1.     OPENING PRAYER**

Governors were welcomed to the start of the new academic and the meeting opened with a prayer led by Fr Jackson.

**2.     CONFIRMATION OF FOUNDATION GOVERNORS RE-APPOINTMENTS**

The following three Foundation Governors had been re-appointed by the Archdiocese and correspondence to this effect had been received by the Governors concerned, the Head teacher, Clerk and Local Authority (Governor Services).

- Mrs C Chivers
- Fr B Jackson
- Mrs K Pilkington

Governors **RATIFIED** the above appointments.

*The Clerk took the position of Chair for Items 3 and 4.*

**3.     ELECTION OF GOVERNING BODY CHAIR**

Governors were invited to consider the nominations received and to elect a Governing Body Chair for the ensuing year. Governors were informed that one name had been put forward for election, Mrs C Chivers.

A concern was expressed that not all Governors had been informed of the standing down of Mr Terry Sweeney as Chair and the requirement for a Chair's election. It was proposed that the election be postponed.

In considering this proposal, Governors noted that:

- The minutes of the previous meeting of the Full Governing Body on Tuesday 5<sup>th</sup> July 2016, enclosed with the packs received by Governors in advance of the meeting, had detailed the election procedure for Chair/Vice Chair, and Mr Terry Sweeney's intention not to seek re-appointment as a Foundation Governor beyond 31 August 2016. (Ref: Item 9).
- The election had been included in the agenda for this meeting, and emails had been circulated to all Governors at the beginning of term (5<sup>th</sup> Sept 2016) to request nominations for the role of Chair and Vice Chair.

It was therefore decided that it was appropriate for elections to proceed at this meeting. Nevertheless, it was acknowledged that it would have been preferable if as a courtesy a specific message had been sent informing the two Governors who had been unable to attend the meeting on 5<sup>th</sup> July of Mr Sweeney's intention to resign.

*Mrs Chivers withdrew from the meeting.*

A secret ballot was taken and it was:

**AGREED:** That Mrs C Chivers be elected as Chair for the ensuing year.

*Mrs Chivers re-joined the meeting.*

#### **4 ELECTION OF GOVERNING BODY VICE-CHAIR**

Following the outcome of Item 3, Governors were invited to consider the nominations received and to elect a Governing Body Vice-Chair for the ensuing year. The meeting was asked to note that one name had been put forward for election, Mrs R Fisher.

*Mrs Fisher withdrew from the meeting.*

A secret ballot was taken and it was:

**AGREED:** That Mrs Fisher be elected as Vice-Chair for the ensuing year.

*Mrs Fisher re-joined the meeting.*

*Mrs Chivers took the Chair.*

#### **5. APPOINTMENT OF CLERK TO THE GOVERNING BODY**

*Mrs C White and Mr T Carroll left the meeting at this point.*

Governors discussed the appointment of Clerk to the Governing Body.

**AGREED:** That Governor Services be appointed Clerk to the Governing Body.

*Mrs C White and Mr T Carroll returned to the meeting at this point.*

## 6. APOLOGIES FOR ABSENCE

There were no apologies for absence as all Governors were present.

## 7. ITEMS TO BE INCLUDED UNDER ANY OTHER BUSINESS

Governors **AGREED** to the following items to be included under any other business:

- Y8 French School Trip
- Admissions 2018/19
- Governing Body Membership (under Item 11)
- Formal Opening of new School Building
- Recognition of Mr Terry Sweeney's contribution to school governance

## 8. GOVERNING BODY REVIEW

### 8a To review Terms of Reference for the Committees

Terms of Reference for the Committees had not been circulated for review as it was recommended by Governor Services that an in-depth review be undertaken at Committee level during the Autumn term to compare the school's existing Terms of Reference with model Terms of Reference recently updated by Governor Services. In addition, the Clerk proposed that Governors considered the amalgamation of two committees, namely the Premises, Health and Safety with Finance.

**AGREED:** (1) That the terms of reference for the Committees be approved as per the previous academic year subject to the amalgamation of the functions of the Finance and Premises Committee and detailed review during the Autumn Term.

(2) The Finance Committee to overlap with the Premises, Health and Safety Committee on 4<sup>th</sup> October 2016 to facilitate a joint discussion between members on the Terms of Reference and membership.

### 8b To Confirm Membership of Committees of the Governing Body

Governors were reminded that all Governors could attend any Committee meeting as an appointed member or as an observer.

The Committee membership was reviewed and appointments were confirmed in line with those of the previous year and set out at Appendix 1.

Governors **NOTED** the need for an additional member to join the Finance Committee and this would be resolved at the meeting on the 4<sup>th</sup> October 2016.

### 8c Appointment of Clerk to the Committees

**AGREED:** That Governor Services be appointed Clerk to the Committees

## 8d Review of Governing Body 'Code of Conduct'

A recommended Code of Conduct had been circulated to Governors with the agenda. The Chair highlighted the inclusion of Social Media within the Code of Conduct and this was **NOTED** by Governors.

**AGREED** : That the Governing Body adopt the Code of Conduct.

*Note: All Governors present signed to confirm their acceptance of the Code*

## 8e Confirmation of Appointment of Governors with specific responsibilities

**AGREED:** (1) That the under mentioned lead responsibilities be allocated to the Governors shown with the corresponding links to SLT positions within school.

<b>Responsibility</b>	<b>Governor</b>	<b>SLT</b>
LA Link Governor	Mr C Hough	
Data & Target Setting	Mr C Hough, Mrs S Tunney	Chris Pollitt
Pupil Premium	Mr C Hough, Mrs S Tunney	Chris Pollitt
Child Protection/ Safeguarding	Mrs R Fisher, Mrs N McLaughlin	Ian Bromelow
SEND /Inclusion	Mrs R Fisher	Ian Bromelow
Teaching and Learning	Mrs A Doran, Mr B Morris	Neil Ashton
Transition and Development	Fr B Jackson, Mrs K Pilkington	Paul Santus
Governor's Forum	All Governors be invited.	

(2) That the Chair, Headteacher and Head of School meet on a regular basis. Other Governors invited to attend as appropriate.

*Note: The Clerk to confirm the position of Health and Safety Governor once the Premises, Health and Safety Committee meeting is held in October.*

## 8f Confirmation of Governors' Eligibility

Governors' attention was drawn to the previously circulated documentation and Governors were requested to complete the proforma and return it to the Clerk.

The Governors present completed and returned the proforma.

## 8g Governor Details and Register of Interest

Governors' attention was drawn to the school's Pecuniary Interest policy that had been adopted at the last meeting and circulated at this meeting. Governors were requested to complete the proforma and return it to the Clerk.

All Governors present completed a pro-forma giving the above mentioned information.

**AGREED:** That the above mentioned information be placed on the school website.

## 9. HEADLINE GCSE EXAM RESULTS

The Head teacher gave a presentation on the headline GCSE exam results. A copy of the presentation was circulated at the meeting. The four accountability measures in the public domain were:

• Attainment 8 (A8)	58.06
• Progress 8 (P8)	0.28
• Ebacc	32%
• 5x A*-C (inc En and Ma)	75%

Attainment 8 was in effect the average of the best eight subjects. The score was equivalent to a Grade B and this had been the school's average grade for the last three years.

Progress 8 was now the most important accountability measure. This was a provisional figure and would be confirmed at the end of the national checking exercise in October. On average students in school achieved a third of a grade higher than a child on the same starting point nationally.

At 75%, 5A\* to C (including English and mathematics) was lower than in previous years, despite the change to counting the higher English subject. ("English" now included the higher grade of either English Literature or English Language). This change also explained the considerable increase in expected progress in English (92%). In school the percentage making the expected progress in English Language was not as good as for English Literature. This was a cohort issue, with a smaller year group including a challenging group of 10-12 boys whose performance had influenced the overall results. Students sat their English Literature in Y10.

There was no real change year on year for 5A/A\* and the Value Added score was slightly down but still outstanding. The P8 score was down but this was a system impact of the Maths and single English attribution. The science grades (2 at A\*-C) were in line with previous years but reflected some year on year movement - 2014 (73%); 2015 (81%); 2016 (77%).

In summary, the Head teacher had reviewed the results of those students who were identified on the C/D borderline and despite the considerable interventions employed by school to support these students the majority did not achieve a grade C. In addition, there was the cohort of boys who did not perform well.

Looking ahead, the school would rely less on "cumulative optimism" for predicting results (i.e. expecting planned intervention/revision to deliver maximum progress). The Head of School indicated that the "Working at" data in May 16 had been a very close match to the final results. This demonstrated how well staff knew individual students and reaffirmed the SLT's confidence in staff and teaching.

In comparison with Wigan high schools, the A8 figure was in line with the other highest-performing schools (St Edmund Arrowsmith and Standish). All schools with the exception of Standish had experienced a dip in numbers making the expected progress in maths. The school already worked closely with these schools and a

meeting with Standish High School's Head of Maths had been arranged to share best practice.

The Head teacher highlighted that the most pleasing results were those achieved by disadvantaged pupils, demonstrating the effectiveness of the interventions that the school had employed.

Progress 8	+0.26
Attainment 8	50.09
Ebacc	22.2%
5xA*-C (inc En+Ma)	51.9%

The whole school entry for EBacc was 46%, with 40.7% of disadvantaged children entered.

School was awaiting remarks and Governors **NOTED** the changing system and grade boundaries of subjects that impacted on the results.

**Q – Was the Governing Body considering the correct focus when reviewing the results? What lessons could be learnt with respect to the outcomes of individual children at the school as opposed to the overall comparisons with other schools?**

A – There was a difficult cohort in this year group who despite all the interventions did not respond or perform in the run up to the exams and this impacted on the smaller year group. The year group also had lower average attainment on entry to the school than the previous and subsequent four year groups. The current Y11 has been reviewed and those deemed as underachievers are receiving additional interventions.

**Q – What were the issues for English Literature, English Language and Maths?**

A – The strategies in school were correct. The GCSEs were very different to previous years and there is a need to consider the year group and the ability to sit exams.

**Q – Was there any specific area for development?**

A – There was a focussed approach to stretch and challenge across all year groups, especially in Maths. The new English qualification, with no coursework component, required a change in intervention with exam preparation and study skills the new focus.

**Q - Did school write to the parents of the challenging cohort?**

A – School had regular communication with parents, including meetings in school and phone calls.

**Q – Has there been any comeback on differences between actual and predicted grades by parents?**

A – In previous years school had responded to concerns over English and Drama. To date, there had been not one parental concern regarding grades. All the requests for remarks had come from the Departments not from parental requests.

**Q – Have the results affected staff morale?**

A – Staff morale was good, with a realistic review and focus on the new year groups and a fresh start. There have been some real achievements in all departments masked by average figures and considerable improvements in levels of progress.

**Q – Was a different approach to teaching required?**

A – The focus on teacher support had changed from coursework to exam preparation and techniques. A rolling programme of CPD for staff would reflect this. Planning by department leaders was mindful of the need to include study skills and revision techniques within teaching to ensure topics were refreshed and revisited. New qualifications take time to teach and there were limited sample papers available for staff, however the support from the Archdiocese Partnership in identifying the correct Exam Board to follow had been invaluable.

In summary, Governors **NOTED** the mixed picture of results in 2016 and that the current Y11 cohort was stronger this year so their outcomes would need to reflect this.

**AGREED:** (1) That the Headteacher be thanked for his presentation and the quality of the information presented with support from staff present; (2) That the issues now reported be discussed in more detail at the next meeting of the SP/Curriculum Committee and; (3) That pupils and staff be congratulated on the many excellent results achieved as now reported.

## **10. GOVERNING BODY MINUTES**

### **10a/b Approval of the minutes**

**AGREED:** That (a) the minutes of the Governing Body meeting held on 5<sup>th</sup> July 2016 be signed as a correct record by the Chair and (b) publication be authorised in accordance with the School Governance (Procedures) (England) (Amendment) Regulations 2013.

### **10c Matters arising from the Governing Body Minutes**

Governors Present - Governors **NOTED** an amendment to the minutes to reflect the attendance of Mrs C Chivers.

Item 5 (penultimate paragraph) – Governors **NOTED** that Mr Terry Sweeney had written letters of thanks to the Architect and Local Authority project staff in respect of the new building.

## **11. PROPOSED ARRANGMENT FOR FOUNDATION GOVERNOR APPOINTMENT**

Mr Carroll outlined that recent guidance from the Archdiocese had implied that there was an intention to establish a pool of Foundation Governors for schools to approach. However, this was not yet the case. Following consultation with the

Archdiocese, the recommendation was that school advertises the vacancy within the local parishes and community.

Governors discussed arrangements, including the importance of a skills based assessment. One governor indicated that she had been asked about potential Foundation Governor positions. Father Jackson stressed that every Parish Priest had a key role in proposing and validating potential foundation Governors.

**AGREED:** (1) School would invite expressions of interest to the Foundation Governor vacancy by (a) promotion on its website and (b) a request to all the local Parish Priests to promote in their newsletter with a provisional deadline of October half term.

(2) The Clerk would work closely with the SBM to prepare a Foundation Governor application pack to be completed by individuals expressing an interest in the role.

(3) On receipt of any expressions of interest and subsequent full applications, The Clerk and SBM would liaise with the Governing Body and the Archdiocese on next steps.

Governors had a wider discussion on future Governing Body membership and

**NOTED** that:

(a) Mrs N McLaughlin, Parent Governor, Term of Office finishes on 22/11/16.

(b) Mr Bob Morris, Foundation Governor, Term of Office finishes on 24/01/17

(c) Mrs Sam Tunney, Parent Governor, Term of Office finishes on 22/10/17

**AGREED:** (1) The Clerk to send to school (SBM) details of the Parent Governor Election pack for school to use in promoting the vacancy.

(2) Promotion of the upcoming vacancy by school would be linked with the Foundation Governor vacancy (see above).

Mr Bob Morris expressed his interest in being re-appointed a Foundation Governor in January 2017.

## **12. ANY OTHER BUSINESS**

### **12a Y8 French Trip**

A school trip summary was circulated at the meeting for Y8 to visit Normandy for a week (29<sup>th</sup> Jan to 3<sup>rd</sup> Feb). The Head teacher gave a brief overview of the trip, highlighting that was held in term time and noting how well received the experience had been in previous years.

Q – Were the costs reasonable for an experience of this type?

A – Yes. Costs were comparable with other school trips.

Governors **APPROVED** the Y8 French Trip.



## **12b Admissions 2018/19**

Information had been circulated at the meeting on planned consultations by the LA on Admission Arrangements 2018-19.

Governors briefly discussed the school's admission arrangements. The Head Teacher confirmed that the number of pupils for 2018-19 would be the same as previous years at 205 and there were no plans to change the admissions criteria.

**AGREED:** that no further action or consultation on 2018-19 admissions required.

## **12c Formal Opening of the new School Building**

Governors discussed the opportunity to have an official opening of the new school building. While the building was being used, the Head teacher highlighted that it would only be ready for a formal opening once all aspects had been completed and this would be January 2017 at the earliest.

**AGREED:** That a proposal for the official opening of the new building be included on the agenda of the next Premises, Health and Safety Committee.

## **12d Recognition of Mr Terry Sweeney contribution to school governance**

Governors discussed how the Governing Body could formally acknowledge the contribution of Mr Terry Sweeney to the school and its governance.

**AGREED:** (1) The Clerk would invite Mr Terry Sweeney to the whole school Mass to be held on Tuesday 27<sup>th</sup> September 2016 at 2pm; (2) The Clerk would formally write and thank Mr Terry Sweeney for his service on the Governing Body of St Peter's High School and (3) The Chair would arrange with Governors an informal thank you such as a meal out.

*Note – Governors verbally agreed to the sharing of their email addresses with the Chair of Governors in order to arrange the informal thank you.*

## **12e Performance Management and Annual Salary Review.**

Governors discussed the need to finalise the arrangements in relation to Headteacher and staff performance management, including a recommendation within the agreed Pay Policy that a Pay Committee meet by 31<sup>st</sup> October to review the salaries of all staff and where applicable performance related pay.

**AGREED:** (1) That Fr B Jackson, Mrs C Chivers and Mrs R Fisher be appointed as the Governor Reviewers. (2) Daniel Roach appointed as the external advisor; (3) the date for the performance review would be set prior to 31<sup>st</sup> October 2016 (4) The Pay Committee members appointed (Mrs K Pilkington, Mrs S Tunney and Mrs A Doran) to meet no later than 15<sup>th</sup> November 2016.

## **14. CONFIDENTIALITY**

**AGREED:** That no items be considered confidential for the purposes of the minutes.



Appendix 1

**St Peter's Catholic High School Committee Members – Structure 2016-17**

**Premises Health & Safety (6)**

Mr Bob Morris (Chair)  
Mrs Anne Doran  
Mr Andy McGlown  
Mrs Geraldine Oldfield  
Mrs Nicola McLaughlin  
Mrs Krystyna Pilkington

**Finance (5)**

Mrs Anne Doran  
Mr Andy McGlown  
Mr Bob Morris  
Mrs Samantha Tunney  
Mr Clive Hough

**Admissions (6)**

Mrs Geraldine Oldfield  
Mrs Caroline Chivers  
Mrs Ruth Fisher  
Fr. Bernard Jackson  
Mr Andy McGlown  
Mrs Krystyna Pilkington  
Mrs Anne Doran  
Mr Bob Morris  
Mr Clive Hough  
Mrs Samantha Tunney  
Mrs Nicola McLaughlin

**Personnel (6)**

Fr. Bernard Jackson (Chair)  
Mrs Caroline Chivers  
Mrs Ruth Fisher  
Mr Andy McGlown  
Mrs Nicola McLaughlin  
Mrs Krystyna Pilkington

**Student Progress/Curriculum (7)**

Mrs Ruth Fisher (Chair)  
Mrs Caroline Chivers  
Mr Andy McGlown  
Mrs Geraldine Oldfield  
Mrs Samantha Tunney  
Mr Clive Hough

**Headteacher's Performance**

Mrs Caroline Chivers (Chair)  
Mrs Ruth Fisher  
Fr. Bernard Jackson

**Pay Committee**

Mrs Krystyna Pilkington  
Mrs Samantha Tunney  
Mrs Anne Doran

