

St Peter's Catholic High School

Minutes of the Full Governing Body Committee held on Tuesday 30th June
2015

Governors Present: Mr Sweeney (Chair), Mrs Cocker, Mr Corner, Mrs Doran, Fr. Jackson, Mr McGlown, Mr Morris, Mrs Oldfield, Mrs Pilkington, Mrs Tunney, Mrs Fisher, Mr Armson, Mr Hough.

Also Present: Mrs Pinnington (Deputy Headteacher)
Mrs Gaskell. (Clerk to Governors)
Mr Mark Keating (Deputy Headteacher)

2. Apologies for Absence.

Mrs Chivers, Mrs McLaughlin,

Mr Keating (retiring Summer 2015) was invited to the meeting to enable Governors to thank Mark for his valued contribution to St Peter's over the last 30 years.

Mr Sweeney on behalf of the Governors thanked Mark for his excellent teaching and senior management roles at St Peter's.

Mr Sweeney presented Mark with a voucher as a small thank you for his contribution to the success of St Peter's over the years.

Mr Keating thanked the Governors and stated he had thoroughly enjoyed his time at St Peter's and wished everyone continued success.

Mr Keating left the meeting.

1. Opening Prayer

Fr. Jackson opened the meeting with a prayer.

3. Items of Any Other Business (to receive)

None

4. Declaration of Pecuniary/Business Interest

No declarations were made.

<u>5. Headteacher's Termly Report</u>	<u>Action</u>
Mr McGlown reported due to the increased number of appointments he has been unable to complete the report. Mr McGlown reported he will produce the report before the end of term and post a copy to all Governors. Resolved. Governors accepted Mr McGlown's explanation.	

6a Items from the LA for Adoption:

Process for Proposed Suspension of a Governor.

Mrs Gaskell reported Governors services have produced this procedure for Governors to adopt, if appropriate.

Mrs Gaskell reported it is the advice of Governors service to have some procedures in place.

Resolved.

Governors agreed to adopt the procedure.

7. Items from LA for Action.

(a) Re-constitution of the Governing Body

Mr Sweeney reported on the need to approve the attached document setting out by the Diocese the new 'Instrument of Government' for the new Governing Body.

The new Governing Body will come into effect from 1st September 2015 and will consist of:

7 Foundation Governors

2 Parent Governors

1 Headteacher

1 Staff Governor

1 LA Governor.

Mr Sweeney reported the Archdiocese have still not named the 7 Foundation Governors, but it is expected this will be done well before the 1st September date.

Resolved

Governors agreed the new 'Instrument of Government'.

(b) Admission Arrangements for the 2017-2018 Academic Year

Mrs Gaskell reported the arrangements are the same as the 2016-2017 arrangements.

Resolved

Governors agreed the Admission Arrangements for 2017-2018 academic year.

(c) Review of Procedures for the election of Chair and Vice –Chair

Resolved.

Governors agreed:

The arrangements will be the same for both the Chair and Vice-chair.

Term of Office will be 2 years.

The election will be – Written nominations in advance or if none received nominations at the meeting.

The nomination will be – Self nomination and proposed nomination.

The election process will be – Secret Ballot.

If there is a single nomination and the Governing Body agrees to vote will the candidate leave the meeting – Yes.

Mr Sweeney signed the form and Mrs Gaskell will return it to

Clerk

Governor Services.

(d) Governor contact details.

Mrs Gaskell reported Governor service wish to update their records, please complete the form if any alterations are necessary.

Mrs Gaskell will return any altered forms.

Clerk

(e) Changes to Disclosure and Barring Services (DBS) checks for Governors.

Mrs Fisher reported the DBS checking system is now 'on-line'.

Governors will be required to complete an on-line application and bring their documents into school for completion, rather than take the documents into Governor service.

Resolved

Governors accepted the new arrangements.

(f) Wigan Governors Forum Buy Back

Resolved

Governors agreed to continue to buy into this service.

8. Items from LA for Discussion

(a) University of Bristol Document Summary Service

Mr Gaskell reported this item is for information.

Mr McGlown and Mrs Pinnington reported they use this service often and find it very useful.

(b) Keeping Children Safe in Education

Mr McGlown reported this is the revised guidelines from the DofE regarding 'The Childcare Disqualification' regulations. The revised guidelines do not require Governors to make the declaration.

9. Reports from Link Governors

Special Needs – Mrs Pilkington – nothing to report.

Link Governor Training – Mrs Pilkington – nothing to report.

Vulnerable Children (Child Protection & CLA – Mrs Cocker

– Mrs Cocker reported she had met with Mr Bromelow. All training is up to date.

Gifted & Talented – Mrs Chivers – absent..

Health & Safety – Vacant –

Director's Briefing – Mr Sweeney – Nothing to report.

10. Governing Body Minutes

a Minutes of the meetings of 31st March 2015 and matters arising.

The Governors agreed and Mr Sweeney signed the above mentioned minutes.

b Authorise publication in accordance with the School Governance (Roles, Procedures & Allowances)(England) Regulations 2013.

Governors agreed to the signed minutes (minus the confidential items) being published on the school website.

Mrs Gaskell will arrange.

c Matters Arising

None.

11. Committee minutes (for information)

a Premises Health & Safety 28/04/2015.

b Personnel 12/05/2015

c Student Progress & Curriculum 02/06/2015

d Finance 16/06/2015

Governors noted these minutes.

12. Matters arising from the Committee Minutes

Mrs Sweeney reported all sub-committees have reviewed their terms of reference.

Governors agreed the reviewed Terms of Reference.

A Premises Health & Safety.

Mr McGlown reported the building work has started.

Mrs Fisher asked – How is the parking situation?

Mr McGlown reported the school is using the Y8 yard.

B Personnel

Mr McGlown reported 14 staff changes for September 2015.

10 are retirements and 4 resignations. Of the 4 resignations 2 are relocating and 2 have secured promotions at other schools.

Mr McGlown thanked all the Governors who have been involved in the recent interviews processes.

Mr Sweeney asked following the recent report on projected budgets if allowances have been made when making appointments?

Mr McGlown reported that budget constraints are a factor when selecting candidates but are not the major criteria for appointments.

Mr McGlown reported that the recent work done on the timetable will allow school to use staff more efficiently.

This will allow for not all staff being replaced 'like for like'.

Mr McGlown reported St Peter's has benefited from experienced teachers which has also resulted in a high salary cost. The selection process has involved choosing the right person to teach St Peter's students.

C Student Progress & Curriculum

Mr Sweeney asked if the list of exclusions is higher than average?

Mr McGlown reported there is a small group of very difficult Y10 boys.

Also the school has seen a significant change in the Pastoral team, with 3 new Heads of Year, which has resulted in students pushing the boundaries.
Mr Sweeney asked if the newly appointed Assistant Heads of Year are visible in school?
Mr McGlown reported - They are visible which in turn leads to more incidents being discovered.
Mr McGlown reported the current Assistant Heads of Year work with Y9/10/11, but that 2 new temporary posts have been funded via Pupil Premium to cover Y7/8.
Mr Sweeney asked if the incident being dealt with by the Police needed reporting to Governors?
Mr McGlown reported school has a Statutory duty to report certain sorts of e-safety incidents to the Police.
Mr McGlown reported that school has been undertaking a lot of work with parents (whenever possible) to reiterate the 'shared' responsibility regarding e-safety.
Mr Sweeney asked if a Police report regarding Anti-social behaviour had been received in school?
Mr McGlown reported that a request to inform parents of this behaviour had been received in school and that all parents have been sent a letter regarding this.

D Finance

Mr Sweeney reported the Scheme of Financial Administration (SOFA) has been scrutinised by the Finance Committee and each Governor has received a copy for information.
Delegated Budget – Mr Sweeney reported the budget represents two months' spending and is currently on track.

13. Approval of School visit.

Nothing to report.

14. Any other Business

None.

15. Confidentiality:

None.

Mr Sweeney declared the meeting closed at 7.00 p.m.