

St Peter's Catholic High School

Minutes of the Full Governing Body Committee held on Tuesday 31<sup>st</sup> March  
2015

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

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

**1. Opening Prayer**

Fr. Jackson opened the meeting with a prayer.

**2. Apologies for Absence.**

None.

**3. Items of Any Other Business (to receive)**

None

**4. Declaration of Pecuniary/Business Interest**

No declarations were made.

**5. Headteacher's Termly Report**

Mr McGlown reported on the previously circulated document. The heading 'Prediction for Aug 2014' should read Aug 2015.

**Q.** What is the measure 'Progress 8'?

**A.** It is a measure of progress against a starting point. This is not an active measure at the moment. It will come into force in 2016 -0.5 is the new floor standard. This year with the current curriculum the measure is 0.26 the prediction is 0.46 the reality is somewhere between these figures.

**Q.** Why has English changed the GCSE course?

**A.** A decision has been taken by SLT and the English department to change iGCSE course for the next 2 years. The decision was a professional judgement based on what is best for the pupils. This can only be a 2 year change because this particular GCSE will not 'count' in 2017.

Mr McGlown reported the increase in exclusions is mainly due to pupils smoking E-Cigarettes. The stance has been a warning for a first offence (as with any cigarettes) followed by exclusion for defiance.

**Resolved.**

Governors wished to minute their support of a firm stance on discipline in general and E-cigarettes in particular.

Governors feel strongly behavioural standards are important at St Peter's.

Mr McGlown reported on the proposed pupil premium spending

**Action**

for 2015/2016.

Mr McGlown reported the focus nationally is to 'narrow the gap'. There is already a gap when pupils arrive and the aim of St Peter's is that our disadvantaged pupils should do as well as non-disadvantaged pupils nationally.

Mr McGlown reported this cohort of pupils will be reported on as a cohort as will the educated 'off-site' site cohort.

**Q.** Does the item 'food/uniform/shoes' include clothing items if pupils are taken on a residential trip?

**A.** The pastoral team are very aware of the needs of these pupils and appropriate action is taken.

Mr Sweeney reported on the declining budget of the school.

This is due in part to a reduction in pupil numbers and a change to the formula distributing the funds between KS2 and KS3.

Mr McGlown reported the next few years will be challenging if funding remains at the current levels. St Peter's is in a better position than most schools however, due to planned growth.

Mr Sweeney wished Governors to be aware that these financial restrictions will need to be considered when agreeing any long term financial commitments.

Mr Sweeney reported the Finance Committee has received Benchmarking data from Wigan LA which shows St Peter's whilst being the worst funded high school in Wigan is also the best performing, and everyone involved should be very proud.

**Q.** What is the definition of 'Struggling boys'?

**A.** It is a recognition that some pupils, boys mainly in years 7 & 8, struggle with the transition from Primary school to High school. They are put into mentoring groups to help with strategies to cope and also be introduced to male role-models.

### **5a HMI Report on off-site learning**

Mr McGlown reported the HMI inspector was very open minded and fair with the judgments she has made. There are some areas for improvement which school was aware of, however overall the provision was praised in the report.

The main areas of concern are written evidence trails. This aspect is included in the School Improvement Plan and will be addressed with all future placements.

## **6. Financial Management**

### **6. Delegated Budget 2015-2016**

The proposed budget for 2015-2016 has been presented to the Finance Committee, it has been scrutinised and agreed.

Mr McGlown reported the budget allocation was down on last year due in part to a reduced number of pupils and the changes to the formula between KS2 and KS3/4.

#### **Resolved**

Governors approved the presented budget.

### **6b Projected Balances 2014/2015**

The use of the projected balances from 2014-2015, was also discussed at Finance Committee.

The balance will be used to support staffing in the short term. Mrs Gaskell reported she has checked the projected balance figure again today and it is still on track as £250,000 plus or minus £5,000

#### **Resolved.**

Governors approved the presented use of balances.

### **6c Pupil Premium Information**

Mr McGlown reported Mr Pollitt will oversee Pupil Premium with effect from this financial year.

Mr McGlown reported the posts included in the plan will all be temporary, as PP funding is dependent on pupil numbers and is not guaranteed.

## **7. Items from LA for Action.**

### **7a. School Financial Value Standard (SFVS)**

This item was missing from the pack of papers distributed to Governors.

Mrs Gaskell will forward a copy to all Governors tomorrow, with any issues to be discussed at the next meeting.

Mrs Gaskell reported she has forwarded the standard to the Audit department following the Finance meeting.

Clerk

### **7b Reconstitution of the Governing Body and Collaboration Regulations.**

Mr Sweeney reported nothing has been received from the Archdiocese.

**Q.** What are we waiting for the Archdiocese to do?

**A.** Mr Sweeney reported – provide the list of Foundation Governors that will be appointed and provide the documentation needed to reconstitute.

Next Meeting

## **8. Items from Archdiocese for Action**

### **8a Determination of Admission Arrangements 2016-2017**

#### **Resolved.**

Mr Sweeney reported on the two documents tabled.

A letter from Audrey Guest of Wigan LA – regarding application for children to be admitted out of a normal age group; and an e-mail stating the Archdiocese are making a 'holding statement' to be included in the policy for 2016/2017. Mrs Pinnington pointed out the statement was not included in the policy presented to Governors.

#### **Resolved.**

Mrs Gaskell will contact the Archdiocese tomorrow to determine if this statement should be included.

Due to the short timescale Governors agreed Mr Sweeney

Clerk Chair

should take Chair's action to approve the final document.

9. **Reports from Link Governors**

**Special Needs** – Mrs Pilkington –

Mrs Pilkington had previously circulated a report.

It was agreed it was an excellent report.

**Link - Governor Training** – Mrs Pilkington –

Mrs Pilkington reported the proposed Link Governor meeting has been cancelled.

**Vulnerable Children (Child Protection & CLA** – Mrs Cocker – Mrs Cocker reported she had met with Mr Bromelow. The policy is up to date and Safeguarding and on-line training has taken place. Mr Bromelow and Mrs Pinnington have recently undertaken a Safeguarding audit. Mrs Cocker reported there have been a number of cases referred to the Authority.

Mr McGlown reported these are mainly due to incidents outside of school which had repercussions in school.

**Gifted & Talented** – Mrs Chivers –

Nothing to report.

**Health & Safety** – Vacant –

**Director's Briefing** – Mr Sweeney –

Nothing to report.

10. **Governing Body Minutes**

**a Minutes of the meetings of 16<sup>th</sup> December 2014 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**

Mrs Pilkington reported –

Page two should read 'Mrs Pilkington reported on the deliberation of the Pay Committee and the DECISION made by the Headteacher's Performance Management Panel'.

Also page two:

'Once the timeline has been agreed the Archdiocese will decide which Foundation Governors will be APPOINTED'.

11. **Committee minutes (for information)**

**a Premises Health & Safety 27/01/2015.**

**b Personnel 10/02/2015**

**c Pay Committee 16/12/2015**

**d Student Progress & Curriculum 24/02/2015**

**d Finance 17/03/2015**

Governors noted these minutes.

**12. Matters arising from the Committee Minute**

**Student Progress & Curriculum Committee – item 5**

Mrs Pinnington reported she is concerned that not enough staff and Governors have current safer recruitment training.

Mrs Fisher reported – she asked the HMI Inspector at St Cuthbert's about waiting until the Summer term when the LA is hoping to provide suitable training. The HMI Inspector reported it would be reasonable to wait until then.

Mr McGlown reported he has made enquiries into the cost of such training and been quoted £110.00.

**Resolved.**

Governors are happy to allow SMT to make the best decision for the school, bearing in mind financial constraints.

**Keeping children safe in Education.**

Mr McGlown reported he has investigated the need for all staff to complete the 'declaration', and found that due to new non-statutory guidance issued this term by the DfE only staff working with children under 8 are required to complete the declaration. At St Peter's only two members of staff fall into this category.

Mrs Gaskell reported that Wigan LA is suggesting as 'good practice' all staff members and Governors make the declaration.

**Resolved**

Governors decided there is no need for the Governing Body or all staff to complete a 'declaration'.

**13. Approval of School visit.**

Nothing to report.

**14. Any other Business**

None.

**15. Confidentiality;**

See separate sheet attached.

Mr Sweeney declared the meeting closed at 7.25 p.m.