



ST PETER'S CATHOLIC HIGH SCHOOL

MEETING OF THE FULL GOVERNING BOARD TO BE HELD ON TUESDAY 10th JULY 2018 AT 6PM

MINUTES

GOVERNORS PRESENT: Mrs C Chivers (Chair), Mr C Hough, Mr A McGlown (HT)
Mrs D Kenny, Mr D Corner, Mr A Burrows, Mrs A Doran, Mrs K Pilkington.

IN ATTENDANCE: Mrs H Pinnington (DHT), Mrs C White (Clerk)

Meeting started: 6.00pm

Meeting finished: 7.30pm

1 OPENING PRAYER

The Chair invited the Head teacher to open the meeting with a prayer.

2 APOLOGIES

Apologies and reasons for absence were **RECEIVED** and **ACCEPTED** from:
Mrs J Watts, Mr B Morris and Fr Jackson.

3 ANY OTHER BUSINESS

There were no items to be included for Any Other Business

4 DECLARATION OF INTEREST

Governors were invited to declare any interests. The following declarations were made:

Head teacher – Item 11.1 Head teacher Performance Management
Head teacher – Item 11.4 Admissions arrangements 2021

Staff in attendance: Mrs D Kenny, Mr A McGlown, Mrs H Pinnington.

5 SCHOOL IMPROVEMENT

The Head teacher's termly report was circulated in advance of the meeting.
The Chair invited comments and questions.

Q: Has the attendance at 96% dipped slightly?

A: Yes, however attendance still very good and at target levels. There have been lots of requests for holidays. These were not authorised unless exceptional circumstances. There have also been a lot of requests for sports participation, especially Cricket, that are authorised but still impact on attendance.

The Head teacher reported that there had been three exclusions after 25th May 2018.

Q – Any repeat offenders?

A: – Yes, one child (Year 10 Boy B) – one day exclusion.

The Head teacher confirmed at the request of Governors that the Year 10 Boy B was not up to 15 days excluded in one term or 45 days across the academic year.

Q: How had the respites for the three pupils gone?

A: All successful. All but one back to their schools. The school retains dialogue with the school following respite, usually through the Pastoral Lead, to track benefits of the respite once the child has returned to their school.

Q: Why the appointment of 1 day a week for Head of PE?

A: Current head of PE requested part time working to 4 days following maternity leave. The Second in PE was acting up during maternity leave and will now step up for one day a week.

The Chair steered the questions to follow the head teacher's report from this point.

5.2 Teaching and Learning

Q: How did the Summer Inset and Staff wellbeing activities go?

A: Educational consultation and TESS sessions well received by staff. Anxiety recognition sessions provided reflection for both staff and pupils. Activities also included an Outside Mass, carousel of sessions, baking, dementia awareness, foot golf and bricklaying. An annual Inset day would include a wellbeing element.

5.1 Leadership and staffing

The Head teacher highlighted the challenge of so many courses at the same time. However the courses were free so saving of £2,000 per course and it helped keep quality staff at school. The courses were a benefit of the school being in the Archdiocese School Improvement Trust that covered targeted geographical areas.

Website

Q: What was the school doing to raise the profile of Parent View?

A: Leaflets at parents evening have had no impact. Surveys were very expensive. Upcoming Departmental reviews will use 'SurveyMonkey' software.

Catholic Life of School

The Chair reported on how impressed she was by new student director for Catholic Life of the School. The Chair had written to new Head and Deputy Girls and Boys and Student Director to congratulate them.

Premises

Meeting with Chris Williams to discuss order of priorities to spend LCVAP money was planned.

Admissions

The School PAN of 205 has resulted in no successful appeals. The school had a slight vulnerability if a child leaves and not able to fill from waiting list, especially in year or post year 7 changes. This would be monitored.

Trips and Visits

Governors enquired about the changes to the end of year Leaver's Dinner at Rivington Barn that had to change due to the fires on Winter Hill. There were no cost implications for pupils or school. The decision was also taken to reschedule the DoE trips.

Staffing Update

SLT Restructure - Chris Pollitt appointed Temporary DHT for 12 months from 1st September 2018. There were five governors on panel and other Governors were contacted by telephone to confirm appointment. As a result Mr Fairhurst has been retained to work 4 days a week in the PE department on an agency basis.

The Head teacher clarified the TA Structure from Sept 18 with two new HLTA positions appointed internally and candidates for two posts at TA Level 2 to be interviewed. The overall number of TAs does not increase (i.e. no new posts had been created).

The data dashboard was shared and discussed in depth at the Curriculum Committee.

6 SAFEGUARDING

The Safeguarding Governor provided a verbal update summarised as:

AD met with Mr Ashton, SLT Pastoral Manager/Lead

Pastoral incident report requested and the resulting report circulated at meeting.

Attended the Safeguarding Briefing in May that identified issues for Governors:

- Data in relation to GDPR
- Transition from Y6 to Y7 especially data consent
- Internet safety - consequences of sharing images, police action, whole school training including contractors and lettings.
SBM ensures all lettings provide a statement that staff have appropriate Safeguarding training
- Mental Health concerns - resulting from internet and social media
- Pride – counselling and resilience pilot being developed across Wigan.
Further clarification on referral process. Holistic approach with all agencies involved.
- Attendance – especially LAC – was highlighted
- Ofsted increasing Safeguarding emphasis on young carers and what pathways were in place to support. Difficult to identify carers, as they were from sometimes complex families and lifestyles and the definition included care for siblings.
- Audits (self assessment audit) – issued by Wigan Section 175. Normally issued in September.

ACTION: Clerk to follow up the audit information sent to school and Governors.

Concern over number of children being home educated (risen to 200) in borough. The Head teacher confirmed one child had left St Peters to be home educated.

Safeguarding Governor would have regular meetings to review audit (SLT pastoral lead) and single central record (SBM responsibility).

The Head teacher confirmed that new guidance on Keeping Children Safe had been shared to staff at recent twilights.

Governors **NOTED** the information.

7 FINANCIAL MANAGEMENT

Governors **RATFIED** the appointment of Admin Support and Training Services as auditor of the Voluntary School Funds as recommended by the Finance Committee.

8 GDPR

Governors discussed their responsibilities in complying with GDPR guidance. Governors **AGREED** to use Governor Hub as their principal communication tool and to ensure any emails or discussion threads were anonymised.

Governors acknowledged the considerable work undertaken by the IT manager and SBM in disseminating information on GDPR and **NOTED** the big impact of small changes in practice within school.

9 STAFFING UPDATE

An update on the DHT appointment had been included (and noted) in the Head teacher's report.

10 EFFECTIVE GOVERNANCE

10.1 Governor Reports

- Link report (CH) included in Governors' packs.
- Safeguarding report provided at meeting (item 6).
- Chair report on Leadership and Management on Governor Hub.
- Report on Transition and Development (KP) being finalised as will be uploaded to Governor Hub when complete.

Chair reminded all link Governors of the importance of their reports for circulation to Governors.

Governors **AGREED** that new DHT would be an observer at Governing Board meetings from September.

10.2 Training & Development

CC and AB provided feedback on the recent Archdiocese Training Course. Chair encouraged Governors to attend courses related to their roles and responsibilities and that there were refresher courses for experienced governors.

Papers from the recent Vision / Ethos work were on Governor Hub. Governors **NOTED** how closely aligned the Governors' visions were.

ACTION: Vision and Ethos to be included on Business Planning Meeting Agenda.

10.3 Governing Body Membership

LA Governor

6.50pm CH left the meeting at this point and returned at 6.51pm.

Governors **RATIFIED** the appointment of Mr C Hough as the Local Authority Governor from 31st July 2018 for another Term of Office (4 years). School to coordinate DBS checks.

Foundation Governor Vacancies

The application window was extended as none received initially. Three applications had been received and were circulated at the meeting for review by Governors. There were two vacancies on the Board.

Governors discussed the applications in relation to the skills matrix.

One application was from a head teacher about to retire. This would provide experience at strategic level and across the whole school picture (vision, finance, premises, pupil outcomes). Of the other two applications, both were teachers, one currently in school and one retired.

Governors **AGREED** to Mrs Pamela Davis and Mrs Liz Somers being invited to join the Governing Board subject to Archdiocese approval.

ACTION: Clerk to contact the applicants and Archdiocese to facilitate.

11 LA ITEMS

11.1 Performance Management of Head Teacher

Governors **RATIFIED** the appointment Charles Lowry as recommended by Personnel Committee.

Governors discussed the appointment of Performance Reviewers and **APPOINTED:**
Caroline Chivers – Chair of Governors (Foundation Governor),
David Corner - Chair of Curriculum Committee (Foundation Governors)
Clive Hough – Chair of Finance Committee (LA Governor).

The date of the Performance Management meeting was 20th November 2018

Governors **NOTED** the training in September for Performance Management.

11.2 Procedure for Election of Chair and Vice Chair

Governors discussed the procedure and **AGREED** to the election of the Vice Chair for one year as the position was currently vacant. The election would follow the standard procedure (nominations in advance, secret ballot, vote on single nominations).

11.3 Committee Terms of Reference

Governors **AGREED** Terms of Reference and **AGREED** Collaborative working as detailed in the Ad Hoc Committees.

11.4 Admission Arrangements for 2020/21

The Head teacher highlighted that the PAN of 205 was the maximum the school could cope with and that by 2021 this would include category 3 and some category 4 admissions following the rise in school age population from feeder primary schools.

Head teacher had declared an interest and left the meeting at this point (7.10pm).

Governors **NOTED** the admissions were based on Archdiocese recommendations. No comments, queries or objections were made following the review by Governors and no changes were proposed.

The Head teacher returned to the meeting (7.12pm)

11.5 School Working Patterns

Governors **AGREED** the school working patterns for:2019/20 and 2020/21 that based on the Wigan Council baseline and then customised to school. The school's feeder primary schools followed the same pattern.

Q: Had any consideration been given to historical staff surveys and a return to two weeks half term in October.

A: This was a long time ago and instigated by teaching not school support staff. The current pattern works for curriculum needs and synergy with the LA and feeder schools.

The summer (third) inset days were confirmed (below) and would include wellbeing.

19/20 – 26th June 2020

20/21 – 25th June 2021

Governors **NOTED** the information.

12 SCHOOL ITEMS

12.1 School Improvement Partner

Governors received the School Improvement Partner report in advance of the meeting and **NOTED** that this was discussed at detail at Curriculum Committee.

12.2 Whistleblowing Policy

Governors **RATIFIED** the Personnel Committee's approval of the Whistleblowing policy.

12.3 Business Continuity Plan

Governors **NOTED** that the Business Continuity Plan was discussed in detail at the Finance Committee and approved.

12. SEND Policy

Governors **APPROVED** the policy subject to a minor typo on Page 6.

12.5 RSE Policy

Governors **NOTED** the discussion and approval of the Relationship and Sex Education policy at the Curriculum Committee. The policy was modelled on a Catholic Education Service template and customised to the school.

12.6 Organisational Change Policy Update

Governors **APPROVED** the Organisation Change Policy that was part of the suite of HR documents managed as part of the HR service Level Agreement.

13 FGB MINUTES

Governors **AGREED** and **AUTHORISED** for publication the minutes of the last FGB meeting on the 27th march 2018. There were no matters arising.

14 COMMITTEE MINUTES

Governors received the following minutes on Governor Hub.

Student Progress – 26th Jun 18
Personnel – 15th May 18 – Confidential minutes circulated at meeting
Finance and Premises 5th Jun 18 – confidential minutes circulated at meeting

Matters arising

An update on the Finance Confidential Minutes was deemed confidential for purpose of the minutes.

15 CORRESPONDENCE

There was no formal correspondence however, the school's former Lay Chaplin, Carl Mugan, had thanked school for their support at his recent ordination as a Priest.

16 ANY OTHER BUSINESS

There were no items of any other business.

17 CONFIDENTIALITY

An update from the Finance Committee confidential minutes were deemed confidential for the purpose of the minutes.

18 MEETING DATES

Governors **NOTED** and **AGREED** the meeting dates for 2018/19.

Thursdays at 6pm unless stated

AUTUMN

Business Planning Meeting	13 th September 2018
Curriculum & Standards (at 5.30pm)	4 th October 2018
Personnel (at 6.30pm)	8 th November 2018 to include Pay Committee at 5pm
Finance & Premises	29 th November 2018
Full Governing Body at 6.30pm	13 th December 2018 to incl Admissions at 6pm

SPRING

Curriculum & Standards (at 5.30pm)	14 th February 2019
Personnel	28 th February 2019
Finance & Premises	21 st March 2019
Full Governing Body	28 th March 2019

SUMMER

Personnel	16 th May 2019
Finance & Premises	6 th June 2019
Curriculum & Standards (at 5.30pm)	13 th June 2019
Full Governing Body	11 th July 2019

The Chair thanked everyone for their help across academic year.
Chair acknowledged the contribution of Fr Jackson following 20 years' service to the Governing Board at St Peters.

The meeting closed with a small presentation to DHT for all help and support, good luck and congratulations in her new role as a Head Teacher. DHT thanked Governors for the professional opportunities and belief shown.

Meeting finished: 7.30pm.