



**ST PETER'S CATHOLIC HIGH SCHOOL  
FULL GOVERNING BOARD (BUSINESS PLANNING)  
THURSDAY 13th SEPTEMBER 2018  
6.00PM to 8.00PM**

**MINUTES**

**GOVERNORS PRESENT:** Mrs Caroline Chivers (Chair), Mrs Krystyna Pilkington, Mr Bob Morris, Mr Clive Hough, Mrs Anne Doran, Mrs Liz Somers, Mrs Pam Davis, Mr Andy McGlown (HT), Mr David Corner, Mr Adam Burrows

**IN ATTENDANCE:** Mr Chris Pollitt (DHT), Mrs Catherine White (Clerk).

*Meeting started: 6.00pm*

*Meeting finished: 7.45pm*

*The Head teacher opened the meeting with a prayer.*

*The Chair welcomed everyone and introduced the two new Foundation Governors and the Deputy Head teacher. A round robin of introductions was made.*

**1 ELECTION OF GOVERNING BOARD VICE CHAIR.**

One nomination had been received for the position of Vice Chair: Clive Hough. Clive Hough (CH) accepted the nomination.

*CH left the meeting at this point (6.07pm)*

In line with procedure, Governors voted.  
Governors unanimously **ELECTED** Mr Clive Hough as Vice Chair for one year.

*CH rejoined the meeting (6.08pm) and thanked Governors for their trust and the confidence.*

**2 APPOINTMENT OF CLERK TO THE GOVERNING BOARD**

Governor Services were **APPOINTED** Clerk to the Governing Board.

**3 APOLOGIES**

Governors **NOTED** that Mrs Julia Watts was not in attendance.

*Clerk Note: Mrs Julia Watts had sent apologies prior to the meeting to another Governor by accident, not to the Clerk or Chair.*

#### 4 ANY OTHER BUSINESS

Governors **AGREED** to the following items of strategic and urgent Any Other Business.

- Financial Report from Chair of Finance and Premises Committee.

#### 5 DECLARATION OF INTEREST

Governors were invited to declare any conflicts of interest.

No declarations were made.

*Staff in attendance: Andy McGlown (HT), Diane Kenny, Chris Pollitt.*

The Chair referred Governors to the three core strategic function of the Governing Board at this point and reminded them of the importance of the ethos, vision and strategic direction of the their role; not the operational aspects of school life. The Chair welcomed all to contribute with questions.

#### 6 HEADLINE RESULTS

Provisional results had been summarised and circulated to Governors in advance of the meeting. The Head teacher provided a commentary on the results supplemented by a brief presentation. The following points were highlighted:

- Good set of results with students happy and able to progress to post 16 education.
- There were some amazing results with two students achieving straight 9s.
- Detailed subject reviews were being undertaken by Heads of Departments.
- This cohort was academically more capable than the 2017 cohort and this was reflected in the targets set in Autumn.

English	(9-4) 87%	(9-5) 71%	(9-7) 28%
Maths	(9-4) 84%	(9-5) 65%	(9-7) 28%
English and Maths	(9-4) 80%	(9-5) 56%	

- A cumulative grade distribution was shared with Governors.
- Attainment 8 score up significantly from last year (48.4 to 52).
- 46% of students were entered into the EBacc of which 76% (34% of all students) achieved a pass and 54% a strong pass (25% of all students).

##### Progress

KS2 avg	4.96 (2017) – old Level 4	5.06 (2018) – above old Level 5
KS4 A8	4.94 (-0/02)	5.20 (+0.14)

Girls KS2	5.17	KS4 5.96 (+0.52)
Boys KS2	4.74	KS4 4.96 (+0.22)

- Provisional negative Progress 8 which was based on national figures and did not take into account curriculum entry pattern.
- School's curriculum was challenging with high numbers taking MFL and whole school entry into RE. It was a curriculum that provided depth and breadth to facilitate a wide range of choices for students.
- More Able Boys' results were disappointing and Staff Performance Management targets will reflect this as a school improvement area.

Governors discussed the curriculum offer and the impact of comparison with other schools that operate different offers, including academies. Governors **NOTED** that Ofsted were increasingly interested the curriculum accessible to students. School provided a board and balanced curriculum for three years before a narrower exam offer. Some schools offered two years and a more restrictive exam offer.

**Q: What was the general consensus of the results of Wigan High Schools?**

A: A meeting of the Wigan Head teachers not taken place yet. Within the Archdiocese Cluster there were mixed results.

Governors discussed the challenges of a national reference base with examples how the demographics of large cities could potentially skew statistical results (e.g. London).

- There were 13 Disadvantaged Students (DA) in the cohort.
- They have a considerable minus Progress 8 score and impact on the school Progress 8
- There were multiple complex issues including SEND within this cohort.
- Case studies have been prepared to illustrate the St Peter Success Stories; these do not necessarily result in strong attainment and progress.
- A statistical 'diminishing the difference' for this cohort cannot be seen in these results.

Governors **NOTED** that the Ethos and Vision of the school was inclusivity and supporting the whole child and cohort in their school life not pure attainment and progress results. Governors considered 'what do we want for our students?' and the experiences, values of a board and balanced curriculum to provide well-rounded education and individual.

**Q: Were there any subjects that have concerns? How did last years' underperforming subjects do?**

A: There were some disappointments, with subjects having scope to do better. There were some concerns over the quality of marking (of exams). The Head teacher gave a quick overview of key subjects.

*Science*

Results have consolidated and moving in the correct direction. 51% students take 'Triple' Science, considerably higher than national average. Most of the rest of the cohort take 'Double'. With a few taking a single science. The department was currently unpicking the results.

**Q: Had students been entered for the correct exams?**

A: Yes, in the majority of cases. School may consider entering fewer students for separate sciences in the future. Further information would be available once a detailed review of marks had been undertaken.

*Geography*

Disappointing and there were no indications last year of any issues. However department has had significant staff absences and a bigger entry than in previous years. The latter may require improvements in differentiating the ability of students to take the subject.

*ICT (Computer Science)*

Concerns over the complexity of the subject and the maths knowledge required. Thus may need to refine the advice as to who takes the subject in the future.

### *History*

Much improved results compared to 2017.

### *Modern Foreign Languages (MFL)*

Spanish was alright.

French had a large cohort entered and results reflect this.

This was the last year of the 'Express route' of double languages.

### *Religious Education*

Whole school entry with higher ability students performing well.

Lower ability students may have not prioritised the subject.

National comparisons does not reflect the whole school approach, with community schools having lower entries of higher ability students.

The Catholic RE Curriculum was very challenging.

**ACTION (1)** – HT to identify a national comparison for Catholic Schools to benchmark results.

### *Music*

Tendency for best musicians not to do music GCSE but graded music exams.

Many students 'sing' and do not have the ability to read music or cope with theory.

If entry was focused just on students that could play an instrument it would not be viable.

Scope for department to investigate BTEC routes for students as appropriate.

### *Maths*

**Q: Had the boundaries gone up for grades?**

**A:** Slightly with raw marks for the grade boundaries increasing and this would inform comparative outcomes for grades 4+ and 7+ targets.

### *PE*

Disappointing as normally a high performing subject. The GCSE was increasingly more theory than practice which impacted on boys' performance. A vocational route may be considered for some students in the future.

### *Art*

The practical element had been moderated down and a re-moderation was planned. The quality of art was very good.

In summary, the GCSE results this year dealt with lots of unknown with new specifications and grading. Standards over time were similar. More creative ways to engage boys and support their performance were a key consideration for Progress. As a result teaching would focus on more effective questioning and engagement with parents. Governors discussed the importance of the correct messages to stakeholders with respect to results and **NOTED** that the Head teacher was visiting all the feeder primary schools as part of the Y6 transition parent meetings.

**Q: When would the Progress 8 score be available?**

**A:** A provisional Progress 8 score would be available in October with the final in January.

## **7 FINANCIAL MANAGEMENT**

Governors **NOTED** the changes to the SoFA including the updated School Contract Standing Orders and **AGREED** the changes proposed in the SBM's Briefing Note that had been circulated in advance of the meeting.

## **8 SAFEGUARDING**

The Safeguarding Policy had been updated and circulated to Governors (via Governor Hub). The Head teacher highlighted that that the document was a working policy in school with all staff updated at the September Inset.

**ACTION (2):** School to update the website with Safeguarding Governor contacts.

Governors **APPROVED** the Safeguarding policy.

## **9 GOVERNING BOARD REVIEW**

### **9.1 Completion of Register of Interest**

Governors in attendance completed their register and declaration of interest forms.

### **9.2 Governing Board 'Code of Conduct'**

Governors received a brief overview of the Code of Conduct that was included in their packs. Attention was drawn to the core strategic functions of the Board, commitment, need for training and development, relationships, confidentiality and use of social media. Governors and regular observers in attendance signed a Board copy of the Code to acknowledge that they had read and understood their responsibilities.

**ACTION (3):** All Governors to undertake a training course this term.

### **9.3 Confirmation of Governors' Eligibility**

Governors in attendance completed their Governors' eligibility form.

### **9.4 Governor Skills Audit**

Governors in attendance completed their skills audit.

**ACTION (4):** Collective Skills audit to be completed (DK) and reviewed (Chair).

### **9.5 Committee Membership**

The two new Foundation Governors were invited to attend all the committees for a couple of terms. The membership of the committees would be the same as last year. The Chair invited members of the Personnel Committee to consider the vacant position of Committee Chair and discuss with her if interested.

The following positions were **AGREED**

Chair of Finance	Clive Hough
Chair of Student Progress	David Corner
Clerk to Committees	Governor Services

## 9.6 Specific Responsibilities

Governors discussed the specific roles and responsibilities and the following appointments were made:

Safeguarding	Anne Doran
SEND	Julia Watts
Health & Safety	Bob Morris
Link	Clive Hough
Pupil Premium	Clive Hough
Children Looked After (CLA)	Clive Hough
GDPR	Krystyna Pilkington

SLT Link roles were confirmed as:

Andy McGlown, Head teacher	Caroline Chivers and Clive Hough
Chris Pollitt, Deputy Head	Adam Burrows and Bob Morris
Ian Bromelow, AHT, Progress	David Corner and Pam Davis
Neil Ashton, AHT, Pastoral	Anne Doran and Julia Watts
Paul Santus, AHT, Transition	Liz Somers
Matt Roberts, SBM	Caroline Chivers and Clive Hough

**ACTION:** (5) SLT to contact their link Governors to arrange strategic half day visits.

## 9.7 Website Checklist

Governors **NOTED** the information on the updated website checklist.

**ACTION:** (6) Liz Somers to undertake a website check and report back to school.

## 10 INFORMATION BULLETIN

Governors **NOTED** the information and relevance to the specific roles outlined in Item 9.6.

### Q: How did school identify and support Young Carers?

A: Twofold, firstly at primary school transition. Secondly, through relationship with pupil and staff being attuned to any trigger points (e.g. difficulties at school). It was **NOTED** that this was an evolving picture with both temporary and long term caring responsibilities that could be discussed at further detail at SLT link meetings.

## 11 LA ITEMS

### 11.1 Admission Arrangements

Governors discussed the proposed changes to the admission arrangement for 2020/21 and requested further information to inform their considerations of the consultation.

**ACTION:** (7) Head teacher to contact the Liverpool Archdiocese for further information.

### 11.2 Section 128 Direction Checks for Governors

Governors considered the recommendation to make Section 128 checks compulsory for all prospective Governors. Governors **NOTED** that there was no immediate need for the checks as the Board had no vacancies. The item was **DEFERRED**.

**ACTION:** (8) Clerk to include item on Summer FGB meeting in July 2019.

## 12 FGB MINUTES

Governors **AGREED** and **AUTHORISED** for publication the minutes of the last FGB meeting on 10<sup>th</sup> July 2018.

**Q: When was the School Improvement Partner's next visit to the school?**

A: November 2018.

## 13 ETHOS & VISION / GOVERNOR REFLECTION

Governors **AGREED** to another session to follow up the work undertaken last terms on the Governing Board's vision on Tuesday 16<sup>th</sup> October 2018 from 6pm to 7pm.

**ACTION:** (9) The Head teacher to circulate in advance of the meeting a first draft of a vision statement.

## 14 ANY OTHER BUSINESS

### 14.1 Finance Report

Clive Hough circulated at the meeting a brief financial report. Governors **NOTED** the substantial water leak under one of the porta-cabins and that Wigan Council were supporting the school in their insurance claim.

**Q: Why were the agency costs higher?**

A: it was being managed with supply higher in some departments and low in others.

### 14.2 Correspondence

Governors had received invitations from Year 7 to attend the Macmillan Coffee Morning with Year 7 parents. RSVP to Angela Shacklady in the school office.

## 15 CONFIDENTIALITY

The Chair stressed the importance of confidentiality in relation to their discussions, especially the Wigan School data. There were no items were deemed confidential for the purpose of the minutes.

## 15 DATES OF NEXT MEETING

Governors **NOTED** that the next FGB meeting was:  
Thursday 13<sup>th</sup> December 2018 at 6pm.

The Head teacher provided a brief overview of the school calendar and events that Governors were welcome to attend.

*Meeting closed at 7.45pm*

## Action Table

No	Item page	Action	Who	When
1	Item 6 Page 4	National RE Comparison for Catholic Schools.	HT	Oct 18
2	Item 8 Page 5	Update Safeguarding Contracts on Website	HT	Oct 18
3	Item 9.2 Page 5	All Governors to undertake a training course.	All	Dec 18
4	Item 9.4 Page 5	Review of Skills Audit	DK Chair	Oct 18
5	Item 9.6 Page 6	SLT to contact Governors to arrange visits	HT	Oct 18
6	Item 9.7 Page 6	Undertake a website check and report back.	LS	Oct 18
7	Item 11.1 Page 6	Contact Archdiocese seeking further clarification on the proposal as part of the consultation process	HT	Oct 18
8	Item 11.2 Page 6	Section 128 Direction item to be included on the summer meeting agenda	Clerk	July 19
9	Item 13 Page 7	First draft of vision statement circulated to Governors	HT	Oct 18