

St Peter's Catholic High School

Minutes of the Full Governing Body Committee held on Tuesday 1st April 2014

Governors Present: Mrs Chivers (Chair), Mrs Cocker, Mr Corner, Mrs Doran, Fr. Jackson, Mr McGlown, Mr Morris, Mr Nixon, Mrs Oldfield, Mrs Pilkington, Ms Smith, Miss Swindells, Mrs Tunney.

Also Present: Mrs Gaskell. (Clerk to Governors)

1. Opening Prayer

Fr. Jackson opened the meeting with a prayer.

2. Apologies for Absence.

Mrs Fisher, Mr Houghton, Mrs McLaughlin, Mr Mugan, Mr Sweeney
Absent without Apology.
Mr Armson.

3. Items of Any Other Business (to receive)

Mr McGlown reported on a confidential staff item

4. Declaration of Pecuniary/Business Interest

No declarations were made.

5. Headteacher's Termly Report

Mr McGlown reported on the previously circulated report.
Mr McGlown reported the expected grades are good, if the results are mid 80's the school will be very happy.
Attendance and punctuality is very good, due in the most part to the work done by the Pastoral team and Mrs Houghton in particular.

Q The interventions in Y11. What form do they take and how successful are they?

A Intervention is provided in many forms, A/A* borderline and C/D borderline. We are currently using core PE and PSHE time to help with revision and provide small group work for identified students. We also provide help at lunchtimes.

We have bought in Intervention days planned with some revision time over the Easter break.

We have recently bought 'GCSEPod' which can be accessed via phones, tablets and computers. Students can access this in school and at home.

It is difficult to say what impact each intervention has. If we don't do it will the students do less well? It is in some cases about confidence building.

Q The Pupil Premium spent on emotional issues. How is this arrived at?

A We conducted an 'audit' of time spend with pupil premium students. Then a proportion of that salary has been allocated to

Action

pupil premium spending.

Q Is the £20K allocated to Teaching Assistants a similar thing?

A Yes we provide homework clubs and smaller groups for all students and the proportion of time spent with pupil premium students is allocated to that funding.

Mr McGlown reported the spending of pupil premium funding may have to be revised. The school is working hard to make sure the 'gap' is reduced. This year however the 'gap' will be bigger due to a handful of students with particularly difficult circumstances.

It is proposed to do an individual case study on each student not reaching the expected level

Q Can you give us an up-date on the field drainage?

A. There are currently two areas of work in school.

The front entrance work is progressing without any problems and should be completed early May.

The playing field drainage project has been set back by bad weather, it was initially proposed that the fields would be handed back to school by Autumn 2015. This may still be achievable, the work is progressing at a steady pace, and we do not wish to spoil the outcome by pushing for completion.

The whole of the field drainage project can be paid for via 2013/2014 balances.

Q. Confidential item see separate sheet.

Q What is a Section 48 inspection?

A As a Voluntary Aided School we are inspected in two areas. Section 48 is the Religious Education inspection done by the Diocese. This can be done at any time.

6. Financial Management

(a) Delegated Budget 2014-2015

The proposed budget for 2014-2015 has been presented to the Finance Committee, it has been scrutinised and agreed.

Mr McGlown reported the budget allocation was 'flat' and that inflation factors will affect future budgets if the allocation is not inflated.

Resolved

Governors approved the presented budget.

(b) Projected Balances 2013-2014

The use of the projected balances from 2013-2014, was also discussed at Finance Committee.

The majority of the balance will be spent on the field drainage project.

The main school photocopiers need replacing and will be bought from balances.

The remainder will fund the School Improvement Plan.

Resolved.

Governors approved the presented use of balances.

7. Pupil, Parent & Staff Survey

Mr McGlown reported this exercise had been really useful as a new Headteacher to get a feel for where the school was at. All the issues identified by the survey are being addressed and the new Leadership structure will have time to prioritise these areas.

Fr. Jackson stated the responses in the survey only reflect the experience at that point in time and are not necessarily what is happening.

Resolved.

It was agreed issues identified within the survey will be brought to the Student Progress & Curriculum Committee in the Autumn or Spring Term.

Mr McGlown asked that the contents of the survey are not discussed outside the Governing Body.

8. Items from LA for Action.

(a) Determination of Admission Arrangements 2015-2016

Mrs Gaskell reported this is the result of the consultation period.

There were no issues raised by anyone and the arrangements will be used for 2015.

(b) School Financial Value Standard (SFVS)

Mrs Gaskell reported there is a requirement for Governors to approve this annually. The report has been discussed and alterations made at Finance.

Resolved.

Governors approved the Standard.

9. Items from Archdiocese for Action

(a) Archdiocesan Strategic Plan for Schools and Colleges.

Mr McGlown reported the Archdiocese wish all schools to adopt this Strategic Plan.

There has already been Partnerships set up. Liverpool Diocese has been split into three areas and each school is a member of one. The aim of the Partnership is to work closely with each other and support each other.

Resolved.

Governors agreed to adopt the Strategic Plan.

10. Items from the LA for information.

(a) The School Governance - Briefing Note

(b) Alternative method of participation in and voting at Governing Bodies

Mrs Gaskell reported the School Governance – Briefing Note is for information only.

The alternative methods of participation in and voting at Governing Body meetings is for consideration.

Mrs Pilkington reported at Link Governor training there was advice to not adopt the new methods.

Resolved.

Governors noted the items and agreed to keep the

participation and voting unchanged.

11. Reports from Link Governors

Special Needs – Mrs Pilkington –

Mrs Pilkington circulated a report and stated she had been into school and met with Mrs Hartley.

Mrs Hartley has presented a report to the last Student Progress & Curriculum committee.

Link - Governor Training – Mrs Pilkington – Mrs Pilkington reported she had attended the last training. Governor services are in the process of rolling out access to a dedicated website. Clerk to Governors have already been given access and all Governors will follow.

Vulnerable Children (Child Protection & CLA – Mrs Cocker – Reported she had attended the Child Protection training. The main concern of the training was e-safety.

Mr McGlown reported Mr Bromelow (Assistant Headteacher – Pastoral) will attend a course shortly.

Q Does the School have a Mobile Phone Policy?

A Yes – Mobile phones cannot be used in school without specific permission.

Mr McGlown reported e-safety is an area of concern. If students make us aware of any incidents they will be investigated, however we cannot police the whole internet, this needs to be a shared responsibility with parents. The School tries to educate students and make parents aware of the dangers.

Mrs Cocker reported there are no children on the Child Protection Register.

Gifted & Talented – Mrs Chivers –

Mrs Chivers reported this will be an area of responsibility for one of the new Assistant Headteachers. When they are in post I will report back.

Health & Safety – Ms Smith –

Ms Smith nothing to report.

Director's Briefing – Mr Sweeney/Mr Houghton – both not present.

12. Governing Body Minutes

a Minutes of the meetings of 17th December and Admission Committee of 17th December 2013 and matters arising.

The Governors agreed and Mrs Chivers 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

13. Committee minutes (for information)

a Premises Health & Safety 28/01/2014.

b Personnel 11/02/2014

c Student Progress & Curriculum 04/03/2014

d Finance 18/03/2014

Governors noted these minutes.

14. Matters arising from the Committee Minutes

(a) Anti-Fraud, Bribery & Corruption Policy

Mrs Gaskell this is a whole Governing Body responsibility; the Finance Committee have discussed the policy and have approved it for submission the Full Governors.

Resolved

Governors agreed to adopt the policy.

(b) Statement of Need

Mrs Chivers reported – following the recent request to Full Governors for the approval of £100K spend on the Field drainage project, it has been suggested a more formal procedure needs to be adopted for any future projects. It is proposed the enclosed ‘Statement of Need’ document be used to allow Governors to have basic information on which to make their decisions.

Resolved

Governors agreed to the adoption of the ‘Statement of Need’ with the addition of:

Justification or alternative uses of the budget.

Any – Cost/Savings/Efficiencies associated with the project.

Mrs Gaskell will make the necessary alterations to the Statement.

(c) Case for Expenditure by the Headteacher

Mrs Chivers reported – following the recent expenditure incurred on the Leadership appointments, it was decided to remind Governors of the Financial limits available to the Headteacher and the Finance Committee. This information is contained within the annual Scheme of Financial Delegation (SOFA).

Resolved

Governors accepted the information.

15. Approval of School visit.

Pilgrimage to Rome

Belgium Battlefields

Geography trip to Iceland

World Citizenship Congress.

Resolved

Governors approved the above mentioned trips.

16. Any other Business

None.

17. Confidentiality;

See separate sheet attached.

Mrs Chivers declared the meeting closed at 7.30 p.m.