

ST PETER'S CATHOLIC HIGH SCHOOL
MEETING OF THE FULL GOVERNING BODY
TO BE HELD ON TUESDAY 21ST MARCH 2017 AT 6PM

MINUTES

1. OPENING PRAYER

The Chair invited Fr Jackson to open the meeting with a prayer.

New Governors Mrs Julia Watts (Parent) and Mrs Dianne Kenny (Staff) were formally welcomed to the Governing Body and a round robin of introductions made.

Governors **NOTED** and extended their thanks to the SBM for the considerable administration associated with the recent Governing Body appointments and elections.

2. APOLOGIES FOR ABSENCE

2.1 To receive apologies for absence

Apologies for absence were **RECEIVED** from Mrs K Pilkington and Mrs S Tunney, with reasons given outlined by the Clerk. Mr Corner had indicated that he would be late.

2.2 To accept apologies for absence

Apologies for absence were **ACCEPTED** from Mrs K Pilkington and Mrs S Tunney.

2.3 To note Governors not in attendance

All other Governors were in attendance.

3. ITEMS TO BE INCLUDED UNDER ANY OTHER BUSINESS

Governors **AGREED** to the following items to be included under any other business:

- Proposed Staffing Changes.

Members of staff would not be present for this item.

4. DECLARATION OF INTEREST

Governors were invited to declare whether they have any direct or indirect pecuniary interest or conflict of interest in any matter which forms part of the agenda for this meeting or is likely to be discussed at this meeting.

No declarations were made.

5. HEADTEACHER'S TERMLY REPORT ON SCHOOL IMPROVEMENT

The Chair encouraged Governors to raise queries and questions to the previously circulated (on Governor Hub) report. The report was reviewed in a different order to the headings on the agenda.

5.1 Effectiveness of Leadership and Management incl. Exec. Headship

The Executive Headship role would end on 31st August 2017 and had been an opportunity for leadership and management development in school. A new Head teacher, Mrs A Rigby, had been appointed for St John Fisher. The collaborative working with St John Fisher would continue to the benefit of both schools.

5.4 Outcomes for Pupils

Student Progress in Year 11 was highlighted as being very difficult to predict. The two data drops in the Autumn and Spring terms were six weeks apart and indicate that progress was in the right direction. More rigor and caution had been applied to the data drop for English in the Spring term and substantial levels of work have been undertaken to support Disadvantaged pupils in Maths.

Q – Would there be more challenge of grades and remarking with the new system?

A – Traditionally there was unlikely to be much change. School will challenge grades and request remarks if the situation merits it, but does not anticipate lots of remarks?

Qualitative review indicates that Y11 pupils were well focussed and there were fewer pupils with difficulties and challenges compared to the previous two years. Governors **NOTED** the work that Chris Pollitt had undertaken in planning and communicating the GCSE revision timetable. Attendance was carefully monitored and parents were aware of the sessions most appropriate for their children. The revision timetable started in January, a full half term earlier than normal.

There was a strong focus on 'diminishing the difference' for disadvantaged children in Y11 and other year groups with a mid-year review report circulated to Governors prior to the meeting detailing activity, cost and impact. Support had been varied but included pupils accessing out of hours revision classes and improving attendance.

In Key Stage 3, Peter Progress Levels were mapped to descriptors to ensure consistency in all subjects for monitoring progress. Progress to date was typical for the school, with 75% of pupils in Year 9 for example making good progress.

5.3 Personal Development, Behaviour and Welfare

There had been considerable reduction in the levels of Persistent Absence compared to previous years with both below 90% and 91-97% attendance highlighted.

The number of pupil exclusions was significantly less than the same period last year (five compared to 18).

Q – How many pupils were on Restbite?

A – Restbite was an alternative to pupil exclusion and part of the pastoral support programme to prevent permanent exclusion. There was currently one pupil out at another provision on Restbite and two children were at St Peter’s from other schools.

5.2 Quality of Teaching, Learning and Assessment

Governors **NOTED** the proforma included within the Head teacher report that highlighted the evidence of monitoring over time. This facilitated a focused, robust and consistent approach to the assessment of the quality of teaching and learning.

Q – Does the proforma inform the staff performance appraisal process?

A - It was one element that supports the overall process, with other aspects recorded through paper and an online portal record for targets, mid-year reviews, evidence of teaching standards.

Q – What action has been taken to address the Requires Improvement (RI) lesson observations?

A – The results were individual lesson observations and in no instances had a second lesson observation resulted in a RI review. Follow up from a RI lesson observation was undertaken to support staff. No RI lessons were inadequate and the observation was not a complete picture of all the elements of teaching (planning etc.). Areas for improvement and development of practice were being implemented to quality assure the CPD of staff in school.

Mission Week and Section 48

Governors received at the meeting an activity timetable for Mission Week “From darkness into light” (w/c 27th March 2017) that the whole school was participating in. Y11 students would participate in smaller groups, linked to their normal RE timetable, to ensure that they were involved but without compromising their exams and revisions. The engagement of the pupils, the Archdiocese’s Animate team and the Chaplaincy were **NOTED**.

The Head teacher reported that the school had improved in a number of areas since the last Section 48 inspection. The Chaplain, Kirsty, had had an extremely positive impact and was developing strong relationships with a cross-section of pupils, especially in the Key Stage 3. Events and activities to celebrate the catholic life of the school were highlighted

Inspection Dashboard

The Head teacher gave an overview of the changes in the verified Inspection Dashboard. The only weakness was with respect to Persistent absence for Disadvantaged pupils compared to Non- Disadvantaged children nationally. A review of the attendance and punctuality policy had been undertaken by SLT (HP/IB) and results in a flow diagram of actions to monitor attendance. The review considered the trials and work undertaken by Debbie Martin as part of their middle leadership training.

ACTION: Attendance of Disadvantaged pupils to be reported at next FGB.

Q – How was staff absence?

A – There were no concerns. Two members of staff were on long term sick and satisfactory cover arrangements were in place and being monitored.

Statistical reports for the period 4th November 2016 to 27th February 2017

- Racist Incidents - 4
- Number of CLA children on roll – 11 – split evenly across year groups
- Number of Children on a Child Protection Plan -1
- Number of transition meetings & Early Help forms completed - 7
- E safety -9

The number of racist incidents in school were rare. Parents were informed in all incidences. The E-safety incidents were normally off school site and one pupil had been referred to the Child Exploitation Team for support as a result of their vulnerability. There was heightened awareness of E-safety concerns due to staff training with parents and pupils approaching school for support for out of school incidents.

Governors **NOTED** the report.

Mr D Corner joined the meeting at this point (6.55pm).

6. SAFEGUARDING

6.1 Update on Safeguarding Policy (incl mobile phones)

The DHT gave a verbal update on how the school dealt with the various requests and advice from agencies with respect to safeguarding and the implications for school. The staff code of conduct would be reviewed in the summer term and any amendments to the safeguarding policy would be addressed in a balanced and measured manner to ensure that all staff were fully informed.

Governors **AGREED** to an annual review of the Safeguarding policy unless there is a substantive change and **NOTED** the policy was last approved on 13th Dec 2016.

6.2 Report from Safeguarding Governor

The Safeguarding governor gave a verbal update that she had recently attended an excellent Safeguarding course and as a result would be arranging a meeting with Mr Bromelow to undertake a Safeguarding Audit. The DHT highlighted that the SLT (HP/IB) undertake an audit of Safeguarding practice to inform the Safeguarding Policy when reviewed.

Governors **NOTED** the information.

7. FINANCIAL MANAGEMENT

7.1 Approval of 2017-2018 Budget

Governors received the 2017/18 budget information and the recommendation from the Finance and Premise Committee to approve (ref: Item 11.1C – 8.2)

Governors **APPROVED** the 2017/18 Budget

7.2 Approval of S.F.V.S. submission

The Finance and Premise Committee had reviewed the SFVS and recommended that it be approved for submission to the LA (ref: Item 11.1C – 8.5)

Governors **APPROVED** the SFVS.

8. GOVERNOR REPORTS

The Chair formally welcomed Mr D Corner to the Governing Body and gave an overview of the roles and responsibilities of the Governors.

- To ensure clarity of Vision, Ethos and Strategic direction of the school not the operational aspects and implementation of strategic decisions.
- To hold the Head teacher to account, by asking questions and acting as a critical friend.
- Oversee the Finances of the school, currently a challenge.

The importance of training was highlighted, including courses arranged by the Archdiocese. There was acknowledgement of skills across the Governing body, not individuals, to inform the collective responsibilities of the role. All Governors were encouraged to contribute to the discussion by asking questions. Reference was made to code of conduct, especially the use of social media and effective monitoring with conversations and debate to be 'in the room' at meetings...not the car park outside.

8.1 To consider Governor reports – including monitoring visits to school

Governors **NOTED** the report submitted prior to the meeting by Mr C Hough. The Safeguarding Governor gave a verbal update at item 6.2.

The Chair circulated the lead Link Governors for the SLT and this was updated:

- Mr D Corner to join Mr C Hough and Mrs S Tunney on Student Progress (C. Pollitt)
- Mrs R Fisher to join Mrs C Chivers to link with Mr H Pinnington (Head of School)
- Mrs J Watts to join Mrs R Fisher on Student Support & Pastoral Care (I Bromelow)
- Fr Jackson and Mrs K Pilkington on Transition and Development (P Santus)
- Mrs A Doran and Mr B Morris on Teaching and Learning (N Ashton)

The Clerk recommended that reports from these regular link Governors were reported to FGB to evidence monitoring visits to school.

ACTION: An item to discuss the effectiveness of the Link Governor roles at next FGB

8.2 To consider Governor/Governing Body training and development

This item was covered in part by the Chair's introduction to the item. The Clerk highlighted that there was forthcoming training on Effective Monitoring Visits on Governor Hub. Both the Chair and Vice Chair had attended a range of training over the last term including Safeguarding, role of a foundation governor, financial oversight, pupil premium and Raise Online.

Governors **NOTED** the update.

8.3 Update on Governing Body Membership including DBS checks

The Clerk confirmed that all new and re-appointed Governors had undertaken the necessary DBS checks.

Governors **NOTED** the update.

8.4 Governor Expenses Policy

Governors **NOTED** the recommendation from the Finance Committee in 22nd November 2016 (Item 9.1) and Governors did **NOT ADOPT** the policy in its current form and **AGREED** all formal training and CPD courses were invoiced directly to school.

9. ITEMS REQUESTED FOR CONSIDERATION BY THE LA

9.1 Policy on Disclosure and Barring Service (DBS) Checks

Governors **APPROVED** the policy.

9.2 Wigan Family Directory

Governors **NOTED** this item and the Chair signed the enclosed proforma detailing the school's support..

10. GOVERNING BODY MINUTES

10.1 Approval of the minutes

Governors **AGREED** that the minutes of the Full Governing Body meeting held on **13th December 2016** be signed as a correct record by the Chairperson and **AUTHORISED** publication in accordance with the School Governance (Roles, Procedures and Allowances) (England) Regulations 2013

10.2 Matters arising from the Governing Body minutes.

There were no matters arising.

11. COMMITTEE MINUTES

11.1 To receive the minutes of the following committees for information:

Governors **RECEIVED** the minutes of the following committees.

- Personnel 24th January 2017
- Student Progress and Curriculum 7th February 2017
- Finance and Premises 7th March 2017

11.2 To consider any matters arising from the Committee minutes

- Personnel
 - Costs of the Apprentice Levy unlikely to be as high as initially estimated and would be on sliding scale.
 - **ACTION:** SBM to include an update in future reports
- Student Progress
 - Item 9.4 – A review of the website had been undertaken by Mr D Corner. Actions were being followed up by school.

12. CORRESPONDENCE

There were no items of correspondence.

Q – What committees do new Governors attend?

A – Normal practice was to invite new Governors to attend all committees to see where their interest and skills best fit.

ACTIONS: (1) Clerk to circulate the terms of reference of the committees to the new governors. (2) New governors to arrange an informal learning walk and induction with the Head of School and/or Head teacher.

Mrs D Kenny and Mrs H Pinnington left the meeting at this point (7.40pm)

13. ANY OTHER BUSINESS

13.1 Proposed Staffing Changes.

This item was deemed confidential for any other business.

14. CONFIDENTIALITY

Governors **NOTED** the highly confidential nature of their discussions under Item 13 and requested that items 13.1 for the purpose of the minutes.

15. DATES OF NEXT MEETINGS

- 15.1 Full Governing Body
Summer – 4th July 2017 at 6pm

15.2 Committees

Personnel

Student Progress and Curriculum

Finance and Premises

9th May 2017 at 6pm

23rd May 2017 at 5.30pm

20th June 2017 at 6pm

The meeting closed at 8.20pm.