

**ST PETER'S CATHOLIC HIGH SCHOOL  
MEETING OF THE FULL GOVERNING BODY  
TUESDAY 5 JULY 2016 AT 6.00PM**

**MINUTES**

**PRESENT:** Mr Terry Sweeney (Chair), Mr Andrew McGlown (Headteacher), Mrs Anne Doran, Mrs Ruth Fisher, Fr Bernard Jackson, Mrs Krystyna Pilkington, Mr Clive Hough, Mrs Nicola McLaughlin, Mrs Geraldine Oldfield, Mrs C Chivers.

**IN ATTENDANCE:** Mrs Helen Pinnington (Deputy Headteacher), Mr Tim Carroll (Acting Clerk).

**1. OPENING PRAYER.**

Fr Jackson opened the meeting with a prayer.

**2. APOLOGIES FOR ABSENCE.**

Apologies for absence were received from Mrs Sam Tunney and Mr Bob Morris.

**3. ITEMS TO BE INCLUDED UNDER ANY OTHER BUSINESS**

No items were identified at this point.

**4. DECLARATION OF PECUNIARY/BUSINESS INTEREST**

Mr McGlown and Mrs Pinnington declared an interest in the item on the arrangements for the executive headship.

Mr Carroll declared an interest in the item on clerking arrangements for 2016-17.

**5. HEADTEACHER'S TERMLY REPORT ON SCHOOL IMPROVEMENT**

The Headteacher presented his previously-circulated termly report. He explained that the estimates he had provided for Year 11 GCSE performance were based on his professional judgement, assessments made towards the end of the course, and students' feedback after the examinations.

Governors discussed the relatively disappointing performance predicted for science. Managers explained that:

- There had been many changes in the department, with some staff leaving.
- The process of holding the department to account had been rigorous, and demanding for all concerned.

- It was unlikely that there would be any impact on student outcomes at GCSE this year.
- The emphasis had been on developing the science leadership team,
- Support had also been provided by an external consultant to improve formative assessment and schemes of work.
- The initial focus had been on Key Stage 3 curriculum, assessment and marking.

**Q.** What about the current Years 9 and 10?

**A.** It was not clear what the new GCSEs would look like, so it was logical to begin the detailed work by focussing on Key Stage 3.

The school had now appointed a very strong leader for science, and had a good team of teachers. Outcomes in science were likely to improve in future. It was worth noting that achievement in science in recent years, although not as good as many other subjects in this school, had been reasonably good compared with other schools (as shown in RAISEonline data).

Mr McGlown also shared “working at” and predicted 2017 data for Year 10, but reminded governors that there were many uncertainties about how the new assessment arrangements for GCSE would be applied. The new Grade 5 was more stringent than the old Grade C, and it had been estimated that approximately 80,000 young people who had achieved a Grade C would not achieve Grade 5. It may be 2020 before the new system was fully embedded. At this stage, more Year 10 students were working at the “old” expected level than in the previous year.

Governors discussed the potential implications of the changes for students, especially those who were involved in the early stages of the transition. Likely parental concerns were acknowledged, and the importance of employers’ understanding of the changed standards was stressed if recruitment to apprenticeships etc for the different year groups was to be fair.

Marking and feedback had shown improvement in all departments, and was mostly now outstanding or good (having required improvement in some areas in 2014-15).

**Q.** Isn’t this what you would expect after a school-wide intervention?

**A.** Yes, but it doesn’t always happen. We were asking for big changes in the way people worked.

**Q.** Is this improvement likely to plateau next year?

**A.** No, we are expecting more progress, and focussing on sustaining the quality of marking throughout the academic year.

Governors noted the significant contributions made by school staff (in particular the Business Manager Matt Roberts and the Site Manager Andy Braddock) to the new build project. Recently, the site team had been extremely effective and helpful in assisting departments to move to the new block.

Governors had agreed during the tour of the building that the Chair should write to the Headteacher to thank the school staff involved. Letters of thanks were also suggested for the architect and the Local Authority project staff.

The Headteacher was confident that fixed-term exclusions would now reduce. A factor in the number of exclusions had been the increased use of e-cigarettes, which was leading to an increase in smoking. The school was determined to maintain its strong stance against this.

## **6. ARRANGEMENTS FOR EXECUTIVE HEADSHIP**

Mr McGlown updated governors on the arrangements with St John Fisher High School.

- The Assistant Headteachers (AHTs) had been consulted, and they did not wish the school to appoint one of them as acting deputy in a temporary arrangement, as they felt this could destabilise future working relationships.
- Instead, it was proposed that each of the AHTs would take on specific aspects of the deputy headteacher role for 2016-17. A document was tabled outlining these roles.
- Six internal candidates had applied and been interviewed for the temporary AHT Transition and Development post, and Paul Santus had been appointed.
- The salary costs of these arrangements had been considered and approved by the Finance Committee. Costs would be within the funding to be provided by St John Fisher HS.

Governors briefly reflected on the implications for the school, and the potential benefits in terms of developing leadership capacity.

**Q.** Has there been any negative feedback from parents?

**A.** No. In any case, it was unlikely that St John Fisher HS would demand a disproportionate amount of time. St Peter's had reserved the right to withdraw from the arrangement if necessary.

## **7. SAFEGUARDING**

The Headteacher informed governors of a recent incident where precautionary measures had been taken to ensure the safety of students and staff after the school had been alerted to a possible risk posed by an individual. The site had been secured and police involved.

**Q.** The Headteacher's Report referred to a low cost scheme to make the site more secure – what does that involve?

**A.** Unobtrusive fencing has been placed by the car park and at the side of school, meaning that during the school day entry to school can be much more easily controlled.

Referrals to social services had increased this year. Three students had child protection plans, which was a higher number than usual for St Peter's. Governors acknowledged the significant contribution of Mr Ian Bromelow and other staff in school to supporting vulnerable young people.

## 8. SCHOOL ITEMS FOR CONSIDERATION

### (a) Costs of Governors Services SLA from September 2016 onwards

Governors **agreed** to buy into the Governor Services clerking service for 2016-17. Possible options for reducing costs by merging committees would be considered in the autumn term.

### (b) Catering arrangements from September 2016

The school was considering whether to extend the current catering contract with Metrofresh beyond 31 August 2016. A discussion had taken place at the Finance Committee meeting on 21 June, where governors had advised the Headteacher to consult the Council's Internal Audit section as to how to proceed. Advice had also been sought from the Council school business support team.

The advice had been that these catering arrangements were exempt from standing orders. Contract law did not apply. This was trading within the Wigan Council family, and any extension was a management decision.

No decision had been made as yet, but the management position was:

- The school is determined to drive up the standard of the dining experience for students.
- Tendering is not a good option at this time, and would be costly in terms of advice etc.
- A 12-month extension is possible, but there would be no investment by Metrofresh in the school's facilities.
- With a 3-year extension, Metrofresh had committed to investing £15,000 in the school.
- Enquiries to schools which had entered into arrangements with other providers had suggested that there had been no marked improvement in quality following the change.
- Catering in school was now meeting national school standards, which was an improvement on the position 12 months previously.

**Q.** In terms of food, is there any reason not to extend the contract?

**A.** No - conditions would in any case be improving with the opening of the new dining room. Students would in future be able to sit down and eat their lunches.

The Headteacher indicated that the preferred option for managers was a 3-year extension of the Metrofresh contract, and that would be the management decision subject to informing governors. Governors **noted** the decision. After a discussion about the scale of the contract, governors

suggested that during the three year period the school should explore further the advantages and disadvantages of a tendering process for future catering provision.

(c) Policy Review: Privacy Notices, Data Protection Policy, Freedom of Information Policy, Pecuniary Interests Policy

Governors **agreed** the previously-circulated policies. The Acting Clerk suggested that a policy review schedule could be agreed by the full governing body in the autumn term. The Deputy Headteacher and School Business Manager had been working to rationalise the number of policies in place in school.

## **9. ITEMS FROM LA FOR ACTION:**

(a) Review of the procedures for the election of Chair and Vice-Chair

Governors agreed that:

- The term of office for both posts would be 2 academic years.
- Nominations could be made in advance or (especially if no nominations had been received) at the meeting.
- Election would be by secret ballot.
- If there was a single nomination the Governing Body would vote, and the candidate would leave the meeting.

It was noted that the terms of office of the current Chair and Vice Chair were to September 2017. Mr Sweeney indicated that he did not intend to seek reappointment as a Foundation Governor beyond 31 August 2016, so a vacancy would arise.

(b) Governor contact details

Governors checked/amended their contact details for the Governor Services database.

(c) Wigan Governors' Forum Buy-Back

It was agreed that the school would subscribe to Wigan Governors' Forum for 2016-17.

## **10. GOVERNOR REPORTS:**

(a) Link Governor Reports

Mrs Pilkington and Mr Hough circulated a report of their learning walk on 5 July 2016, when they had visited MFL, history and geography lessons. They had also received a report from Mr Pollitt on progress with the School Improvement Action Plan (Outcomes for Pupils section) for 2015-16 and a summary of the 2014-15 SEF.

Mr McGlown added the following points of clarification:

- 40 students from the 180 in Year 11 were receiving mentoring to support their levels of achievement.
- In years 7 and 8, most pupils had 4 periods of MFL. Set 5 had 2 periods of MFL and 2 of additional literacy.

Mr McGlown indicated that the members of the senior leadership team would contact their respective link governors early in the autumn term to arrange visits. He agreed with Fr Jackson's suggestion that the focus of the visits should shift each term. Mrs Oldfield reported that staff had given positive feedback about the link governor visits.

#### (b) Governing Body Membership

The Chair had endorsed the nominations of Fr Jackson, Mrs Pilkington and Mrs Chivers for reappointment as Foundation Governors from 1 September 2016. The reappointments were the responsibility of the Archdiocese. Governors expressed the hope that the formalities would be completed in time for the September meeting of the Governing Body.

The Archdiocese would be consulted in relation to nominations for the fourth vacancy.

### **11. GOVERNING BODY MINUTES**

- (a) Governors **agreed** that the minutes of the Governing Body meetings held on 22 March 2016 and 10 May 2016 should be signed as a correct record by the Chair.
- (b) Governors authorised publication of the minutes of the 22 March meeting in accordance with the School Governance (Roles, Procedures & Allowances)(England) Regulations 2013. The minutes of the meeting of 10 May were confidential.
- (c) Matters arising from the minutes.

There were no matters arising.

### **12. COMMITTEE MINUTES:- (FOR INFORMATION)**

- (a) Premises Health & Safety – 3 May 2016.
- (b) Personnel – 10 May 2016.
- (c) Student Progress & Curriculum – 14 June 2016.
- (d) Finance – 21 June 2016.
- (e) Matters arising from the committee minutes:
  - Partner primary schools had agreed with the school's proposals for the working pattern in 2017-18, including a longer Christmas break (Friday 22 December to Monday 8 January) and a later summer finish on Friday 20 July 2018. The bus companies had also agreed to this. INSET days would be confirmed in due course.
  - Fr Jackson, Mrs Chivers and Mrs Fisher agreed to continue as governor reviewers for the Headteacher's performance management. Mr Damian Roach had agreed to continue as external adviser.

- The revised costings for IT equipment for the new block fell within the £10,000 threshold.

### **13. APPROVAL OF SCHOOL VISITS.**

There were no approvals to consider at this meeting.

### **14. PROPOSED DATES 2016-2017.**

The previously-circulated dates for meetings in 2016-17 were **agreed**, with the exception of the July meeting of the Full Governing Body, which was moved to 4 July 2017.

### **15. ANY OTHER BUSINESS**

During the tour of the new building which took place immediately before the meeting, governors were very impressed with the quality of the new facilities. The Chair suggested that the Headteacher check whether the fire shutter in the dining area operated slowly or very quickly, so that safety considerations were clear.

Mr Sweeney had attended a training course on preventing radicalisation of young people.

Mr McGlown thanked Mr Sweeney for his very significant contribution to the life and success of the school over many years as Chair of Governors. His support and challenge, always focussed on the best interests of the school's students, had been very valuable.

### **16. CONFIDENTIALITY:**

No items were considered confidential for the purposes of the minutes.

(The meeting closed at 8.20pm)