

ST PETERS CATHOLIC HIGH SCHOOL

MEETING OF THE FULL GOVERNING BODY HELD ON TUES 4th JULY 2017 AT 6.00PM AT THE SCHOOL

Meeting started: 6.00pm

Meeting finished: 7.35pm

MINUTES

GOVERNORS PRESENT: Mrs C Chivers (Chair), Mrs K Pilkington, Mr D Corner, Mr C Hough, Mrs A Doran, Mrs R Fisher, Mrs D Kenny, Mr A McGlown (HT), Fr B Jackson.

IN ATTENDANCE: Mrs C White (Clerk)

1. OPENING PRAYER

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

2. APOLOGIES FOR ABSENCE

2.1 To receive apologies for absence

2.2 To accept apologies for absence

Governors **RECEIVED** and **ACCEPTED** apologies for absence from Mr B Morris.

Fr Jackson arrived at this point (6.05pm)

2.3 To note Governors not in attendance

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

All other Governors were in attendance.

Clerk Note: Apologies were received by the Chair from Mrs Watts but not in sufficient time to be tabled at the meeting.

3. ITEMS TO BE INCLUDED UNDER ANY OTHER BUSINESS

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

- Lockdown Procedure – School Items (Item 7)
- Statement of Behaviour – School Items (Item 7)
- Letter - Section 48 Monitoring Visit – Correspondence (Item 13)
- Archdiocese Secondary School Improvement Trust – AOB (Item 14)

4. DECLARATION OF INTEREST

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

No declarations were made. *The Clerk had an interest in Item 8.3 as noted on agenda.*

5. HEADTEACHER'S TERMLY REPORT ON SCHOOL IMPROVEMENT

The Head teacher's report had been uploaded to Governor Hub prior to the meeting and an updated version was circulated at the meeting. The Head teacher gave an overview of key points that addressed the agenda's headings.

5.1 Leadership and Management

Governors gave Mrs Pinnington, the SLT and all staff a vote of thanks for their support and contribution to the school during the Executive Head arrangement with St John Fisher.

5.4 Outcomes for Pupils / Student Progress

The projected results for Y11 were cautious and the data trajectory for progress was the correct direction. Y10 data had been subject to extensive moderation and would be more accurate following the Y11 results. Y10 would be the first year where all academic subjects would be adopting the new GCSEs thus the results were less predictable.

In summary, there were no concerns. Y11 were focussed, calm and purposeful during the exams, with no 'shocks' and a feeling that they 'had gone well'.

5.3 Attendance

Governors **NOTED** that there was no breakdown of group attendance data. This would be addressed from September 2017.

5.2 Teaching and Learning

The level of Teaching and Learning was consistently between Outstanding and Good. Marking showed an improvement with staff 'upping their game' and the percentage of Outstanding lessons observed increasing (tables on pages 4 and 5 of report).

Q – Was it the same teachers with Requires Improvement (RI) lessons?

A – No. Observations were of a single lesson. All RI observations were followed up with staff.

Q – What was 'Blue Sky'?

A – This was the electronic system the school used to monitor staff performance Management including lesson observations.

The Head teacher outlined a proposal to adopt an 'ungraded' lesson observation model to support more diagnostic and developmental support for staff after a RI lesson observation. Staff were attending coaching training to facilitate and grow capacity to provide feedback.. The model would not abandon 'graded' lessons and the first lesson observation of the year would be graded, with a third lesson observation graded after a 2nd ungraded lesson. Core departments (English, Maths, Science, MFL etc) would trial the methodology.

The Catholic Life of the School

The Section 48 monitoring visit (refer to item 13) highlighted the strengths of the school and the positive contribution of Kirsty Houghton, Chaplin and Mr Boden, the new Head of RE, were duly **NOTED**.

Admissions 2017

One appeal had been unsuccessful after the Head teacher explained the impact on curriculum delivery and class sizes. A further appeal was pending.

5.3 Behaviour and safety

Exclusions for the summer term were 12 which were in line with the normal pattern for the school. One child in Year 8 was shortly transferring to Three Towers to receive additional support and his parents were in support of this move. Other exclusions had been discussed in detail at the Curriculum and Student Progress meeting (Ref: Item 12.1B – Item 9).

The Head teacher outlined how the CPOMs system recorded all the safeguarding issues in school, with a clear evidence trail that could be used as reference tool. However, the system overestimated the number of incidents by recording each individual pupil when one incident may concern multiple pupils. This provided useful context and perspective to the data presented in the Head teacher's report.

5.4 Outcomes for Pupils – Sporting Success

The Head teacher highlighted the strength and depth of sporting achievements in the school that was inclusive and supported by the PE department and other members of staff. Rugby continued to be a highlight with three of five year teams making National Finals. Cricket was growing with a one of the feeder primary schools (St James') excelling in this sport leading to a number of pupils playing at district and county levels. There were a number of pupils were elite sportspeople competing at national and international level.

Governors **NOTED** the report and thanked the Head teacher.

6. SAFEGUARDING (*verbal*)

6.1 Monitoring visit report from Safeguarding Governor

Mrs R Fisher gave a verbal update on her Safeguarding Monitoring Visit to review the Single Central Record. Spot checks of the SCR were undertaken with the SBM and office support and a review of the process for updating and reviewing the SCR outlined. A rigid process was in place.

ACTION: A formal monitoring report would be sent to school for reference.

7. SCHOOL ITEMS FOR CONSIDERATION

7.1 SEND Policy

The Policy was available for review prior to the meeting on Governor Hub. There had been no changes since the last approval.

Governors **APPROVED** the policy.

7.2 Whistleblowing Policy

The Policy was available for review prior to the meeting on Governor Hub. There had been no changes since the last approval.

Governors **APPROVED** the policy.

7.3 Lockdown Procedure

The procedure was available for review prior to the meeting on Governor Hub. This was a new procedure developed to enhance good practice and minimise risk. Governors discussed the procedure including the inclusion of practice drills, akin to Fire Drills, from the beginning of the next academic year and the measured approach adopted.

Q – Did the school have a ‘Grab Bag’ for emergencies?

A – Yes. This was available for emergency evacuations in line with the Business Continuity Plan. Data was securely backed up off site.

The Head teacher informed that he had a meeting with the electoral Team regarding the use of the school as a Polling Station as discussed at the last Finance and Premises Committee (Ref: 12.1C – Item 5.1).

Governors **APPROVED** the policy.

7.4 Written Statement of Behaviour Principles

The statement was available for review prior to the meeting on Governor Hub.

Governors **APPROVED** the Statement subject to the correction of typos.

8. FINANCIAL MANAGEMENT

8.1 To receive a brief update from Chair of Finance on key issues (verbal)

Mr C Hough gave a brief verbal update and referred to the minutes of the Finance and Premises meeting (item 12.1C). There had been a number of unexpected expenditure items:

- £7,000 – Hot Water Boilers
- £5,000 – Dining Hall
- £8,000 – payment in error from MetroFresh

The Grounds Maintenance budget had been fully allocated to upgrade the 3G pitch which would generate enough income to cover the costs. An IT upgrade (£27,000) had been approved with payments planned in budget over three years. There was no further update on education funding since the Election.

With respect to Health and Safety, the Site Manager had been contacted and had confirmed that checks had been undertaken and there were no issues with cladding on the school buildings.

Governors **NOTED** the update.

8.2. To appoint an auditor for the voluntary funds

Governors **RATIFIED** the recommendation of the Finance and Premises Committee to appoint Mrs Jeanette Ward as the Auditor of the voluntary funds (ref: 12.1C Item 7.3c).

The Clerk left the meeting at this point

8.3 Review of Buy Backs including Governor Services

Governors reviewed the buy backs including Governor Services and **AGREED** to buy back for the next 12 months:

- Wigan Governor Services
- Clerking Services
- Support services: NGA; Wigan Governors' Forum and Modern Governor.

The Clerk re-joined the meeting at this point.

9. GOVERNOR REPORTS

9.1 Review of SLT Link governor roles

The Head teacher circulated at the meeting the SLT Governor Roles during the Executive Headship model and the aspiration for one meeting a term. Governors discussed the reality of one meeting a team, the value of the visits to increase the understanding of leadership roles and see school during the school day. Options discussed included annual or termly dates set in advance, with two meetings a year (autumn and spring terms). Governors **NOTED** the level of commitment (half a day) for SLT and Governors, and wider linkages to departmental reviews and other Governor roles and responsibilities.

Governors **DEFERRED** the item to the September 17 Business Planning Meeting.

ACTION: Governors to consider their SLT link roles in preparation for the Business Planning Meeting in September.

9.2 To consider Governor reports from Governors with specific responsibilities

Governors **NOTED** the report from the Link Governor received prior to the meeting including the practicalities of the electronic single central record having multiple spreadsheets (tabs) in one workbook rather than a single spreadsheet.

9.3 To consider Governor/Governing Body training and development

The Chair reminded Governors of the importance of training and development and encouraged Governors to review the training available on Governor Hub. The Clerk highlighted the importance of recording training in Governor Hub and to include online training, bespoke training, school visits and relevant training from Governors' professional roles. A summary of the training record on Governor Hub was shared with the Chair to help future skills and training needs. A review of skills would be completed at the Business Management Meeting in September.

Governors **NOTED** the information.

9.4 Governing Body Membership and succession planning

The Clerk informed Governors that Mrs A Doran's term of Office as a Foundation Governor ended 30th August 2017. Mrs A Doran confirmed that she was willing to continue as Governor and Governors **AGREED** to seek approval from the Archdiocese for her re-appointment.

ACTION: Clerk to prepare a letter on behalf Fr Jackson for the re-appointment of Mrs A Doran as a Foundation Governor.

An election for the vacant Parent Governor position would take place in September 2017.

ACTION: School to coordinate the parent election process in September.

The Clerk asked Governors to consider their roles and membership of Committees in preparation for the Business Planning Meeting in September as part of succession planning and the future vision of the school and Governing Body.

The Governors **NOTED** the information.

9.5 DBS checks

Mrs R Fisher's DBS update was pending. All other Governors' information was up to date, but a number of entries on Governor Hub were missing.

ACTION: Clerk to update Governor Hub.

9.6 Governor Hub feedback.

Governors had a brief discussion on the merits of Governor Hub and requested that the use of multiple documents on iPads/tablets via Governor Hub be improved.

ACTIONS: (1) The Business Planning Meeting would have Governor Hub available for data input and document reference. (2) Clerk to feedback request to Governor Hub.

10. ITEMS REQUESTED FOR CONSIDERATION BY THE LA

10.1 Performance Management of the Head teacher for 2017/18

Governors **NOTED** the actions from the Personnel Committee (Ref 12.1A – Item 6.1) and the Head teacher confirmed that no consultation had taken place with the Archdiocese Head teacher cluster following the recent appointment of two School Improvement Partners to start in September 2017. No information had been received from Mrs Watts. Governors discussed the future role of School Improvement Partners and the potential for them to be external advisers as they had a strong picture of school performance.

Governors **AGREED** to appoint Damian Roach for one more year and the Governor Performance Reviewers were confirmed as:

- Mrs C Chivers; Mrs R Fisher; Father B Jackson

ACTION: The Chair of Governors to contact Mr D Roach.

10.2 Procedures for the Election of the Chair and Vice-Chair 2017/18

Governors **AGREED** the following procedures for the election of Chair and Vice Chair.

- Arrangements same for Chair and Vice Chair
- Term of Office would be for TWO years: September 2017 to September 2019
- Election would be written nominations in advance. Nominations at meeting would only be accepted if there are no written nominations.
- Nominations would be self and proposed nominations
- The election would be via secret ballot
- If there was a single nomination, the Governing body would vote and the candidate would leave the room.

10.3 Governor Contact Details

Governors had checked their contact details prior to the meeting.

10.4 Review of Committee Terms of Reference feedback (for 2017/18)

The committees had reviewed and recommended no changes to their terms of reference. The Finance and Premises committee would be retained as recommended by the Committee. The Ad Hoc committee Terms of Reference included a reference to catholic ethos in the collaborative arrangements.

Governors **NOTED** the feedback.

10.5 Admission Arrangements for the 2019/20 Academic Year

There were no proposed changes to admission arrangements for 2019/20 academic year.

10.6 Toottoot

The school confirmed that they used Toottoot and it was a good tool and championed by the Designated Safeguarding officer in school.

Q – Did the software have a reporting capacity?

A – Yes, however all reports were transferred to the school's CPOMs system which was a more robust system to provide an overall of incidents and trends.

10.7 Local Authority Designated Officer (LADO)

Governors **NOTED** the information.

11. GOVERNING BODY MINUTES (Encl)

11.1 Approval of the minutes

Governors **AGREED** that the minutes of the Governing Body meeting held on **21st March 2017** be signed as a correct record by the Chairperson and to **AUTHORISED** publication in accordance with the School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 subject to the inclusion of Governors Present and In Attendance information.

ACTION: Clerk to update the attendance and send the minutes to the Chair for signature.

11.2 Matters arising from the Governing Body minutes.

There were no matters arising.

12. COMMITTEE MINUTES

12.1 To receive the minutes of the following committees:

Governors **RECEIVED** the minutes of the following committees for their information.

Personnel committee – 9th May 2017

Curriculum and Standards committee – 23rd May 2017

Finance & Premises committee – 20th June 2017

12.2 Matters arising from the Committee minutes.

Governors **RATIFIED** the recommendation of the Finance and Premises Committee to retain the combined committee for 17/18.

13. CORRESPONDENCE

13.1 Letter on Section 48 Monitoring Visit

The letter and report was available on Governor Hub prior to the meeting for reference. A copy of the report would shortly be uploaded to the school's website. Governors **NOTED** that the report was extremely positive and gave a vote of thanks to the Chaplin, new Head of RE and the whole school for the exceptional report.

14. ANY OTHER BUSINESS

14.1 Archdiocese Secondary School Improvement Trust

The Head teacher and Chair gave feedback on a recently attended a meeting on the proposal for a Archdiocese Secondary School Improvement Trust that would become operational as a legal entity in September 2017. This was an evolution of the current partnership of 36 high schools and sixth form colleges and was not a Multi-Academy Trust but could employ people. A school improvement partner (SIPs) would be allocated to each school (three visits). The Head teacher was involved in the recruitment of the two SIPs and both were HMIs and well regarded. Governors confirmed that the associated costs were £7,500 per year, an increase of £5,000 on the partnership that reflected the five days for the SIP.

Q – Would the School Improvement Partner (SIP) attend Governing Body meetings?

A – No. The SIP reports would be shared with Governors but the SIP key function was to advise the Head teacher.

Governors **NOTED** that the Head teacher was one of three Head teachers on the Trust Board and that the regional schools' Commissioner was aware of the model.

14.2 Governor Information

Mrs A Doran was undertaking training for Admission Appeals.

ACTION: Clerk to clarify any conflicts of interest with feeder primary schools

Mr D Corner highlighted an E-Safety software issue for school and IT to monitor.

15. CONFIDENTIALITY

There were no items deemed confidential for the purpose of the minutes.

16. DATES OF NEXT ACADEMIC YEAR 2017/18 MEETINGS

Governors **AGREED** the following dates for the 2017/18 academic year

Full Governing Body (FGB)

Business Planning	Tuesday 12 th September 2017 at 6pm
Autumn	Tuesday 12 th December 2017 at 6pm (Admissions first, then FGB)
Spring	Tuesday 27 th March 2018 at 6pm
Summer	Tuesday 10 th July 2018 at 6pm

Finance and Premises

Autumn	Tuesday 28 th November 2017 at 6pm
Spring	Tuesday 20 th March 2018 at 6pm (budget set)
Summer	Tuesday 5 th June 2018 at 6pm

Curriculum and Standards

Autumn	Tuesday 17 th October 2017 at 5.30pm
Spring	Tuesday 6 th February 2018 at 5.30pm
Summer	Tuesday 26 th June 2018 at 5.30pm

Personnel

Autumn	Tuesday 21 st November 2017 at 6.30pm (Pay Committee at 5pm).
Spring	Tuesday 13 th February 2018 at 6pm
Summer	Tuesday 15 th May 2018 at 6pm

The Clerk had contacted HR Payroll and confirmed that if Pay decisions were confirmed by 22nd November then staff would receive any increments in their December pay and recommended that the SBM confirm.

Meeting closed at 7.35pm.