

St Peter's Catholic High School

Minutes of the Full Governing Body Committee held on Tuesday 8<sup>th</sup> September 2015

Governors Present: Mrs C Chivers, Mrs A Doran, Mrs R Fisher, Mr C Hough, Fr. B Jackson, Mr A McGlown, Mrs N McLaughlin, Mr R Morris, Mrs G Oldfield, Mr T Sweeney, Mrs S Tunney.

Also Present: Mrs C Gaskell (Clerk to Governors).  
Mrs H Pinnington (Deputy Headteacher)

**1. Opening Prayer**

Fr. Jackson opened the meeting with a prayer.

**2. Election of Governing Body Chairperson and Vice Chairperson.**

Mrs Gaskell reported nomination for:-

Mr Sweeney – Chairperson

Mrs Chivers – Vice Chairperson.

Mr Sweeney left the room.

Mr Sweeney was elected as Chairperson for a two year term.

Mrs Chivers left the room.

Mrs Chivers was elected as Vice-Chairperson for a two year term.

**3. Appointment of Clerk to the Governing Body**

Mrs Gaskell was confirmed as Clerk to the Governing Body. (until her retirement at the end of this term).

**4. Apologies for Absence**

Mrs Pilkington.

**5. Items to be included under Any Other Business.**

**(a)** Mrs Gaskell reported a letter from the LA re Admissions.

**(b)** Mr McGlown – information re Lettings.

**(c)** Mr McGlown – Governors needed for two appointments.

**(d)** Mrs Fisher – information re Safer Recruitment.

Mr Sweeney wished it to be minuted – Appreciation of the 3 Foundation Governors who have not been re-appointed onto the newly reconstituted Governing Body.

Mrs Cocker, Mr Corner & Mr Armson.

Mr Sweeney reported he has written to all 3 Governors thanking them for their valued contribution to the Governing Body of St Peter's over a large number of years.

**6. Governing Body Review**

Mr Sweeney reported the need to review the membership of the Sub-committees in light of the reduced number of Governors.

Mr McGlown reported it is his preference to keep all 4 Sub-committees.

**a To confirm membership of Committees.**

It was agreed to keep the current 4 sub-committees.

**Premises Health & Safety:**

Mr Morris  
Mrs Doran  
Mr McGlown  
Mrs Oldfield  
Mrs McLaughlin  
Mrs Pilkington

**Personnel:**

Fr. Jackson  
Mrs Chivers  
Mrs Fisher  
Mr McGlown  
Mrs McLaughlin  
Mrs Pilkington

**Finance:**

Mr Sweeney  
Mrs Doran  
Mr McGlown  
Mr Morris  
Mrs Tunney  
Mr Hough

**Student Progress/Curriculum**

Mrs Fisher  
Mrs Chivers  
Mr McGlown  
Mr Sweeney  
Mrs Tunney  
Mr Hough  
Mrs Oldfield.

**b Appointment of Clerk to Committees**

Mrs Gaskell was confirmed as Clerk to all Sub-Committees. (until her retirement at the end of this term).

**c Review of Governing Body 'Code of Conduct'**

After discussion it was agreed to re-adopt the 'Code of Conduct' unchanged.

**d To review the Policy Statement on Public Access to Governing Body meetings.**

The Governing Body agreed to keep the policy statement.

**e Confirmation of appointment of Governors with specific responsibilities.**

It was agreed to deal with this item under item 9 below.

**f Confirmation of Governors' Eligibility**

Forms were completed by all Governors present.

**g Completion of Register of Pecuniary/Business Interest Form 2015-2016.**

Forms were completed by all Governors present.

Mrs Gaskell reported that due to a statutory change the information on this form will be available via a page on the school website.

**7. Headteacher's Report (Summer Term)**

Mr McGlown explained the report did not include the sporting achievements.

This was circulated at the meeting. Mr McGlown wished to minute appreciation for all staff involved in these sporting achievements.

**Q.** What is progress 8?

**A.** Progress 8 will be the main reporting measure from 2016. St Peter's are tracking this as we work towards next summer. The measure will be explained fully at Student Progress and Curriculum Committee.

Mr McGlown wished to acknowledge the work of the new SLT regarding being ready for this new measure. Over this next academic year the changes will be embedded into school.

Mr Sweeney stated exclusions appear to have increased.

Mr McGlown reported there is a small group of really difficult pupils (now Y11). Pupils have had to deal with major change to the Pastoral team. There has been a new Pastoral Assistant Head, and three new Heads of Years. E-cigarettes and e-safety incidents are on the increase.

Mr McGlown reported he is optimistic there will not be the same number next year.

Alternative curriculum plans have been implemented for certain pupils.

**Q.** How many e-safety incidents have been reported to police?

**A.** School has a statutory duty to report anything that is brought to our attention whether it happened in school or not.

Mr Sweeney stated the vast majority of exclusions are not 'e' related. Mr Sweeney stated Governors wished to support and expect the school to deal with disciplinary matters with a firm hand.

**Resolved.**

Governors wished to minute their support and expectation that bad behaviour will be dealt with by a firm hand.

Mr Hough asked if Governors write to staff leaving after a long service to the school.

Mr McGlown reported that the school recognises those members of staff.

#### **8. Headline 2015 GCSE exam results.**

Mr McGlown reported these are just the headline results for information. The detailed results will be presented to the Student Progress/Curriculum Committee. St Peter's are joint highest with Standish within Wigan LA on 5 A\*-C with English & Maths.

Problems with the English results occurred again this year and approximately 70 papers have been returned for re-marks.

**Q** When will the results of the re-marking be known?

**A** Hopefully by the end of September.

**Q** Could this impact on the students for the points needed to progress to College?

**A** Yes it could. Each pupil affected has been supplied with a letter for their College to explain the situation. It is however up to each College how they deal with this matter.

Mr McGlown reported that over the last few years the results at St Peter's have been stable despite the rule changes that have occurred over the same period.

The Governors wished to congratulate all staff and students on the excellent exam results.

#### **9. Link Governors.**

Mr McGlown reported his proposal for all Governors (excluding himself and Mrs Oldfield) to be linked to a member of SLT.

After discussion it was agreed:  
Mr Sweeney & Mrs Chivers – Mr McGlown  
Fr Jackson & Mrs Tunney – Mrs Pinnington  
Mrs Fisher & Mrs McLaughlin – Mr Bromelow  
Mr Morris & Mrs Doran – Mr Ashton  
Mr Hough & Mrs Pilkington – Mr Pollitt.

Mr McGlown reported the proposal will run for this academic year and then be reviewed.

Each member of SLT will contact their Governors to arrange visits etc.  
Mr McGlown will circulate a pro-forma for Governors to complete during their visit. Mr McGlown reported he wants Governors to challenge what school is doing and report to each Full Governing Body meeting their findings.

#### **10. Arrangements for the appointment of School Business Manager.**

It was agreed the panel will consist of:

Mr McGlown

Mrs Pinnington

Mr Sweeney

Fr. Jackson

Mrs Chivers

Mrs Fisher (depending on dates)

Mr McGlown reported – Mrs Karen Roberts (SBM – St Mary's Astley) has agreed to work with the Governing Body in the role of an advisor.

The first meeting to finalise the Job Description and Person Spec. will take place on Wednesday 16<sup>th</sup> September 2.00 pm in school.

#### **11. Any other items of Urgent Business**

##### **Letter re Admissions 2017/2018.**

Mrs Gaskell reported – the Governing Body need to decide and return their decision before 16<sup>th</sup> October on their consultation arrangements.

It was agreed to continue to use Wigan LA.

##### **Lettings.**

Mr McGlown reported on a lettings company which will take over the administration and running of all school lettings. It is proposed to invite this company into school to give a presentation to Governors on their services.

**Q.** Will this increase the revenue stream to the school?

**A.** Yes.

**Q.** Will it increase the revenue stream to the school after the company have taken their 'cut'?

**A.** Yes.

Mr McGlown reported school would only sign up for a 12 month period in the first instance.

This would also free up some admin time from current staff in school.

##### **Resolved**

Governors agreed to this proposal without requiring a presentation at this stage.

**Appointments**

Mr McGlown reported 2 further appointments that required Governor involvement.

Mr Morris agreed to assist with the D&T Technician post.

Mrs Doran agreed to help with the Science Technician post.

**Safer Recruitment.**

Mrs Fisher reported she has tried to follow up with Governor Services.

Governor Services have directed her to the Safeguarding Team.

Governor Services have advised Mrs Fisher to get as many people as possible to put pressure on the safeguarding team to provide this training.

Mrs Pinnington reported she will bring it up at her next Deputy Headteacher meeting.

Mr McGlown will raise the issue at his WASCL meeting tomorrow.

**12. Any items of a Confidential Nature.**

None.

**13. Any Other Business.**

None.

Mr Sweeney declared the meeting closed at 8.10 p.m.