

**ST PETER'S CATHOLIC HIGH SCHOOL  
MEETING OF THE FULL GOVERNING BODY  
HELD ON TUESDAY 13<sup>th</sup> DECEMBER 2016 at 6.30PM**

**MINUTES**

**PRESENT:** Mrs Caroline Chivers (Chair), Mr Andy McGlown (Headteacher), Mrs Anne Doran, Mrs Ruth Fisher, Fr Bernard Jackson, Mr Bob Morris, Mrs Krystyna Pilkington, Mr Clive Hough, Mrs Samantha Tunney, Mrs Geraldine Oldfield.

**IN ATTENDANCE:** Mrs Helen Pinnington (Head of School), Mr Tim Carroll (Acting Clerk).

**OPENING PRAYER**

Fr Jackson opened the meeting with a prayer.

**1. APOLOGIES FOR ABSENCE**

- 1.1 Apologies for absence were received from Julia Watts and Catherine White
- 1.2 The apologies for absence were accepted
- 1.3 There were no governors not in attendance.

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

Year 7 residential visit.

**3. DECLARATION OF PERSONAL, PREJUDICIAL OR PECUNIARY INTEREST**

To invite Governors 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 is likely to be discussed at this meeting.

There were no declarations

**4. COMMITTEE TERMS OF REFERENCE AND MEMBERSHIP**

Governors **agreed** to merge the Finance Committee and the Premises, Health and Safety Committee for a trial period to September 2017.

- 4.1 The Governing Body adopted the previously-circulated Terms of Reference for the following committees
  - Finance and Premises
  - Personnel
  - Pay
  - Student Progress and Curriculum
  - Ad hoc committees

- 4.2 To confirm membership of the above committees.

Committee membership was as agreed at the meeting on 13 September, with the following amendments as detailed in the Terms of Reference:

- The Finance and Premises Committee would comprise all members of the Finance Committee and the Premises, Health and Safety Committee.
- The Pay Committee would comprise three eligible governors.

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

Governors considered the previously-circulated termly report. The following points were highlighted.

### Effectiveness of Leadership and Management, including Executive Headship

Andy McGlown reported on the Executive Headteacher arrangements:

- This had been a positive experience for the school, and monitoring/leadership activity had been maintained as normal.
- All members of SLT had taken on increased responsibilities, particularly the Head of School.
- The atmosphere in school was very purposeful and calm.
- Apart from having to meet the commitments of a dual calendar, the arrangement was working well.
- The arrangement was likely to be for one year, as previously hoped.
- There was good reason to be confident that St John Fisher HS would be able to appoint a suitable substantive headteacher.
- Mr McGlown was able to be in school at St Peter's for a substantial proportion of the time.

Helen Pinnington confirmed that the arrangements were working very well, and were proving to be a very positive development opportunity for the Assistant Headteachers.

### Outcomes for Pupils

Year 11 mock exam results were currently being collated. Performance seemed broadly similar to last year's at this point, but there was reason to be optimistic that progress in the remaining 6 months for this cohort would be much better than last year.

**Q.** Some parents have commented that they wish to be involved after the mocks. Will this be possible?

**A.** Yes – particularly where students are not making the expected progress, parents are best placed to support them.

The current Ofsted inspection dashboard had also been circulated. This was almost all very positive, but Mrs Pinnington assured governors that the identified areas for improvement had been incorporated in the school improvement plan.

### Exclusions

Mr McGlown acknowledged that the dashboard showed that fixed-term exclusions of young people with SEN were high in 2015 compared to national averages. However, although the young people involved had been involved in serious misbehaviour, they had all stayed at school and achieved.

Governors asked detailed questions about the background to a number of the exclusions listed in the report, and about the school's support to the students involved. Mr McGlown and Mrs Pinnington outlined the support provided, particularly to those with SEN.

### Quality of Teaching and Learning

The report included information about marking and feedback, lesson observations and a Quality of Teaching Review.

**Q.** The report shows an increase in lessons being judged as “requires improvement”. What is the reason for this?

**A.** We have raised the bar, in line with Ofsted criteria. The staff concerned are only “requiring improvement” in a particular aspect of their work – not everything.

The Quality of Teaching Review had been extremely productive, enabling senior managers to work closely with heads of department and assess the departments’ levels of development. The review data shows that teaching and learning are outstanding, and managers were pleased that they now had clear evidence to demonstrate this.

**Q.** What happens with those whose teaching requires improvement?

**A.** The work on Peter’s Progress key to securing development. All departments have been given very clear guidance about what evidence is needed. Training has been provided to demonstrate what “outstanding” looks like at St Peter’s. Most issues have been down to previous poor leadership at department level, and a lack of understanding of expectations. This has been addressed. People have not been resistant. This has been about supporting people to change long-standing practice.

Mrs Oldfield confirmed that SLT had been very supportive in this process. Mrs Pinnington stressed that staff had very high expectations of themselves. Mr McGlown noted that the staff had been implementing the biggest curriculum changes in his experience, in the shortest time, with no additional resources. Staff were also still doing all the “extra” things, including taking students on rewards trips.

### Attendance and Punctuality

Persistent absence had reduced, which was very pleasing. Lateness appeared to have increased, but this was in part because the school was being stricter in its application of the policy.

**Q.** Are there figures showing reasons for being late (i.e. differentiating between those with a valid reason and those without)?

**A.** The SIMS system does not allow categorisation in this way, so in that respect “late is late”. However, the consequences are different for the students involved. A child with a valid excuse (e.g. the bus being late) would not be expected to attend detention. The school has been reviewing its policies for absence and behaviour. The policy is now to regard anybody arriving after 9.00am as late (previously it was 9.05)

**Q.** Is there any issue with staff lateness?

**A.** There is regular punctuality monitoring, which has revealed no serious concerns

### Staffing

**Q.** Will the school be appointing an apprentice?

**A.** We haven’t yet decided. We will be required to pay the levy. The school is not interested in the proposed teacher apprenticeships, but may appoint into other roles.

**Q.** Can the contractual changes listed be funded from the budget?

**A.** Yes, these are to meet identified needs, and are funded from the appropriate funding stream (e.g. SEN)

### Behaviour and Personal Development

Mr McGlown gave the following verbal update:

- 94% of students were on target for a bronze award, having received fewer than 3 demerits.
- 68% were on target for a star award (no demerits).
- There had been 15 allegations of bullying.
- There had been one report of homophobic language.
- There had been 2 racist incidents (language).
- There had been one e-safety incident.

Mr McGlown also reported that a very small number of young people at school were being supported through Early Help, through Children in Need/Child Protection arrangements, or were receiving support from external agencies for mental health issues.

Governors **noted** the Headteacher's termly report.

## **6. FINANCIAL MANAGEMENT**

### 6.1 Ratification of Levels of Financial Delegation

A document outlining Levels of Financial Delegation had been circulated with the agenda. These were unchanged, and were **agreed** by governors.

### 6.2 Catholic Education Service – Guidance for Staff Recruitment.

Governors **noted** the Catholic Education Service – Guidance for Staff Recruitment.

## **7. SAFEGUARDING**

Governors **adopted** the updated Safeguarding Policy circulated with the agenda.

## **8. GOVERNING BODY REVIEW**

### 8.1 To consider Governor reports – including reports from Briefings, Governors Forum.

- Clive Hough, Caroline Chivers and Andy McGlown had attended the Local Authority's first System Briefing.
- Clive Hough and Sam Tunney circulated a report of a link visit to the Geography Department and the School Business Manager.
- Further reports of link visits that had taken place recently (to the English Department and to the Headteacher) would be available at future meetings.

### 8.2 To consider Governor/Governing Body training and development

- Caroline Chivers had arranged to attend several courses for Chairs of Governors and a finance course.
- Ruth Fisher would be attending courses on RAISEonline, Pupil Premium and SEND.

Mr McGlown stressed the importance of governors reporting back on their training, so that the Governing Body had full evidence of the development it was undertaking.

8.3 Governing Body Membership:

Staff Election update

Governors thanked Geraldine Oldfield for her contribution to the work of the Governing Body. Expressions of interest had been invited for a new staff governor. It was agreed that the deadline for this should be extended to 22 December, with a view to holding elections next term.

Foundation Governor applications

The school had received two strong applications for the vacant Foundation Governor position. Having reviewed the matches with the current skills/experience of the Governing Body, it was decided to recommend to the Archdiocese that David Corner be appointed.

Re-appointment of Foundation Governor

Governors agreed to recommend to the Archdiocese that Mr Bob Morris be reappointed as Foundation Governor after the end of his current term of office in January.

**9. POLICIES FOR REVIEW AND APPROVAL**

9.1 Complaints Procedure

Governors **adopted** the updated Complaints Procedure as recommended by the Local Authority. Appendix 3b (all parties remaining throughout presentation of evidence) would be used for any Stage 3 hearings.

9.2 Safeguarding Policy

Governors had **adopted** the updated Safeguarding Policy at item 7.

9.3 Pay Policy 2016/17

Governors **adopted** the updated Pay Policy 2016/17 as recommended by the Local Authority.

9.4 Admissions Policy 2018-19

Governors **adopted** the Admissions Policy 2018-19 as recommended by the Admissions Committee.

It was determined that admission arrangements for 2018-19 would be unchanged, as agreed at the meeting of 13 September 2016

## 10. ITEMS REQUESTED FOR CONSIDERATION BY THE LA

### 10.1 National Governors Database (All Schools)

Governors **noted** the requirement for the school to provide governor details to the National Governor Database.

### 10.2 Revised Ofsted Inspection Framework

Governors **noted** the revised Ofsted Inspection Framework, particularly in respect of the increased emphasis on Governing Body Training and Development.

### 10.3 Safeguarding and Child Protection – Keeping Children Safe in education

Governors **noted** that the guidance on keeping children safe in education had been updated from 2016, and that these updates had been taken into account when drafting the Safeguarding Policy agreed at item 9.2.

## 11. GOVERNING BODY MINUTES

### 11.1 Approval of the minutes

Governors **agreed** that the minutes of the Governing Body meeting held on 13<sup>th</sup> September 2016 should be signed as a correct record by the Chair and authorised publication in accordance with the School Governance (Roles, Procedures and Allowances) (England) Regulations 2013.

### 11.2 Matters arising from the Governing Body minutes.

Caroline Chivers agreed to contact the former Chair, Terry Sweeney, to discuss the possibility of arranging an event to thank Terry for his many years of service on the Governing Body. She would email governors with any proposed plan.

## 12. COMMITTEE MINUTES

### 12.1 The Governing Body received the minutes of the following committees for information:

- Premises, Health and Safety (4<sup>th</sup> Oct 2016)
- Personnel (18<sup>th</sup> Oct 2016)
- SP/Curriculum (8<sup>th</sup> Nov 2016)
- Finance (22<sup>nd</sup> Nov 2016)

### 12.2 Matters arising from the Committee minutes.

Clive Hough and Matt Roberts (SBM) were recommending that a one-off additional meeting of the Finance and Premises Committee be held at an appropriate point in the Spring Term to discuss budget issues. It was agreed that Caroline Chivers, Clive Hough and Matt Roberts should liaise and arrange this.

## 13. CORRESPONDENCE

Caroline Chivers read out a letter from Geraldine Oldfield in which she informed governors of her resignation and acknowledged the dedication and commitment of the members of the Governing Body.

Governors expressed their thanks and best wishes to Mrs Oldfield.

Mr McGlown informed governors of a letter from the National Schools Alliance confirming that following a successful application, St Peter's had been designated a National Support School and Mr McGlown had been appointed a National Leader of Education. Any money earned from these arrangements in the next 2 years would be paid directly into the school budget.

A letter had been received from the National Union of Teachers giving a link to a web site which showed the funding deficit anticipated for each school ([www.schoolcuts.org.uk](http://www.schoolcuts.org.uk)).

#### 14. ANY OTHER BUSINESS

Governors **agreed** a residential visit for Year 7 to the Kingswood Activity Centre in Kent for 7-10 July 2017.

#### 15. CONFIDENTIALITY

Governors agreed that the detail of the discussions about pupil exclusions and the foundation governor appointment should be considered confidential.

#### 16. DATES OF NEXT MEETINGS

Tuesday 21<sup>st</sup> March 2017 at 6.00pm;  
Tuesday 4<sup>th</sup> July 2017 at 6.00pm

Mr McGlown suggested that everyone try to remember to bring diaries to meetings, so that arrangements could easily be made/amended.

