

St Peter's Catholic High School

Minutes of the Full Governing Body Committee held on Tuesday 17th
December 2013

Governors Present: Mr Sweeney (Chair), Mrs Chivers, Mr Armson, Mr Corner, Mrs Doran, Mrs Fisher, Fr. Jackson, Mr Houghton, Mr McGlown, Mrs McLaughlin, Mr Mugan, Mr Nixon, Mrs Oldfield, Ms Smith, Miss Swindells, Mrs Tunney.

Also Present: Mrs Gaskell. (Clerk to Governors)

1. Opening Prayer

Fr. Jackson opened the meeting with a prayer.

2. Welcome Mrs Oldfield (Teacher Governor)

Mr Sweeney welcomed Mrs Oldfield to her first meeting of the Governing Body.

Mrs Oldfield agreed to join the Premises Health & Safety Committee. Miss Swindells will no longer be a member of Premises Health & Safety but will remain a member of Student Progress and Curriculum. Mrs Doran agreed to sit on two Committees – Finance Committee and Premises Health & Safety.

3. Apologies for Absence.

Mrs Cocker, Mr Morris, Mrs Pilkington, Mr Speakman.

Mr Sweeney reported that due to work commitments Mr Speakman has resigned from the Governing Body with immediate effect.

4. Declaration of Business Interests.

No declarations were made.

5. Items of Any Other Business (to receive)

Mrs Gaskell reported on a request from Mr Keenan, (2nd in RE Department) that Governors approve a residential school trip to Rome next year.

Mrs Gaskell reported she had advised Mr Keenan to provide a paper giving details of the proposed trip. Mr Keenan did not give Mrs Gaskell a paper.

Resolved

Governors agreed a trip could not be approved without any details. If Mr Keenan needs the trip approving before the next Premises, Health & Safety meeting on the 28th January, then the staff members of that committee will meet in school to discuss this item.

Mr Sweeney reported on a Confidential item.
See separate sheet attached.

Alice Chivers
1-4-14

6. <u>Headteacher's Termly Report on School Improvement.</u>	<u>Action</u>
<p>Mr McGlown reported he would take questions on the previously circulated report.</p> <p>Q – The 'strengths' would appear to be high, are the vast majority a strength?</p> <p>A – St Peter's has no significant weakness, most subjects have A*-C of 80% or above. To compare one subject with another is not judging 'like with like'. Some of the option subjects appear lower this is due to the non-academic nature of the subject or the subject is an accelerated one i.e. Spanish.</p> <p>Photography could be better and school is looking to make some changes with this subject.</p> <p>Q - What are we doing with the gap?</p> <p>A – We have very few gaps, at St Peter's, 'deprived' students are very close to non-deprived students. This does not happen nationally.</p> <p>Q – How many NQT's (Newly Qualified Teachers) do we have?</p> <p>A – Currently 2 with a further 1 joining in January.</p> <p>Q – If we fill vacancies with NQT's will this affect our 'outstanding' rating?</p> <p>A – It could do, but teacher training has improved and there are some outstanding NQT's.</p> <p>Q – Are NQT's judged to the same teacher standards as other teachers?</p> <p>A – NQT's get extra time within their timetable, they also get a lot of support from their Head of Department. In NQT year they are measured against NQT criteria. St Peter's does not have any concerns with NQT's.</p> <p>Q – Can a school have too many NQT's?</p> <p>A – Yes. But we do not need to appoint NQT's if the balance of the department is not acceptable - then more experienced teachers can be appointed.</p> <p>Q – Is this why we have just appointed Assistant Heads of Years?</p> <p>A – No, it would be the Head of Department that helped an NQT. All NQT's have a mentor within their department.</p> <p>Q - Are the lesson observations 'robust and consistent' if we are recording 99.7% good or better?</p> <p>A – This may happen slightly. Teachers are given notice that their lesson will be observed and most in those conditions produce a 'good' lesson. There are other ways to judge teaching. i.e. quality of planning, marking and feedback to students.</p> <p>St Peter's has invested in CPD (Continual Professional Development) regarding Ofsted inspections and what the inspectors will look for.</p> <p>Q – If lesson observations are done without notice will this produce a more reflective observation?</p> <p>A – There are other ways to look at this, St Peter's will need to develop this over the next 12 months.</p>	

Q – Have Governors seen the framework?

A – Yes, but we can re-visit.

Mrs Tunney arrived at 7 pm.

Mr Sweeney reported that the Headteacher's report was excellent.

Q – Have the areas for improvement and intervention for this year been identified?

A – Due to the changes to exams we are changing our revision strategy. There will be more Mock exams, which will have a quick turnaround to enable students to get feedback sooner. It is intended to pay for the mocks to be marked, to facilitate this.

The School Action plus students didn't do as well as they could have in Maths and School Action students didn't do as well in English. It is proposed to provide some differentiation training to staff to facilitate this.

Q – Has there been some revision in school recently?

A - We are looking to give students more help with revision techniques. We recently had a 'MADE' training day in school for all Y10 & 11. It is intended to get the same company in to help Y8/9. The possibility of Revision Camp for the more vulnerable students is also being look into.

Q – Did parents get to know about this revision?

A - A letter was sent home. We have started putting lots of things on the website and in January it is hoped we will be able to offer a St Peter's 'app'.

The information on the website is very good, however we could do better with communication.

Dashboard Information.

Mr McGlown reported on the previously circulated information.

There are currently two Dashboards – Ofsted which is only published in January, and Fischer Family Trust Dashboard, the information on here is an independent assessment of how we are doing. Green is good, but progress is more important than attainment.

Q – Does this include Btec?

A – This only included GCSE's, but Raiseonline includes Btec.

Q – Is it correct one of our strong areas is the gap between boys and girls?

A – They judge our progress with boys is strong. I feel we still need to work on it.

Q – As we move away from modules are we sure we are using the correct exam boards? Do we benchmark between exam boards?

A – Only if a pattern of un-reliability emerged would we look to change. We will keep speaking to other schools.

This summer we had quite a lot of papers we sent back for a re-mark, in some cases whole school re-marks. Unfortunately this has resulted in students not getting onto their preferred courses.

Q – Is this the quality of the marking?

A – I feel it is the quality of the system.

7. Progress report on Delegated Budget 2013/2014

Mrs Sweeney reported the budget has been scrutinised by the Finance Committee. There is currently 7/12ths spent and the only concern is the energy costs.

Q – There appears to be a considerable amount left in Capitation, is this due to departments keeping back funds for later in the year?

A – Some departments keep back funds to spend before the end of the financial year, however balances will eventually be consolidated.

8. Archdiocesan Strategic Plan for Schools 2014-2019

Mr Sweeney reported he had attended a meeting at the Archdiocese. The strategic plan is looking for schools to support each other following the reduction in services provided by LA's.

Resolved

Governors are happy to support this strategy.

9. Reports from Link Governors

Special Needs – Mrs Pilkington – not present.

Link - Governor Training – Mrs Pilkington – supplied a report which we circulated to Governors.

Child Protection – Mrs Cocker – not present.

Gifted & Talented – Mrs Chivers – nothing to report.

Health & Safety – Vacant – Ms Smith volunteered to take on this role.

Director's Briefing – Mr Sweeney/Mr Houghton – Mr Houghton reported on the previously circulated document. See confidential item on separate sheet.

10. Governing Body Minutes

a Minutes of the meetings of 18th June and 17th September 2013 and matters arising.

The Governors agreed and Mr Sweeney signed the above mentioned minutes.

b Authorise publication in accordance with the School Governance (Roles, Procedures & Allowances)(England) Regulations 2013.

Governors agreed to the signed minutes (minus the confidential items) being published on the school website.

Mrs Gaskell will arrange.

c Matters Arising

Mr McGlown reported the strike day had taken place and staff had acted as they had previously indicated. In light of possible future strikes this is important to know.

Q – Do we have the results of parental survey?

A – This can be made available. How would you like it to be presented?

An analysis of what people said and any action plan would be

helpful.

Q – Have teachers been unhappy with the comments made by parents and students?

A – None of the comments are identifiable. Staff have received feedback on the comments made. Each department has had general and specific comments, and this information is then used to create a self-evaluation for the Department.

Q – Have the results of the survey been fed back to parents?

A – No.

Mr McGlown will arrange for information to be supplied to parents as soon as possible, so that it is not old news.

Mr McGlown reported it was a worthwhile exercise and should be done approximately every two years.

11. Committee minutes (for information)

a Premises Health & Safety 15/10/2013.

b Personnel 05/11/2013

c Student Progress & Curriculum 19/11/2013

d Finance 03/12/2013

Governors noted these minutes.

12. Matters arising from the Committee Minutes

a Premises Health & Safety

Mr Sweeney reported the need to ratify the spending of £108,199.30 on the Sports Field Drainage.

Mr Sweeney reported all three sports fields have been largely unusable due to water retention for many years during winter months, and that a survey of the Sports Fields has taken place with a view to replace the existing drainage system. The survey uncovered a nearly collapsed drain under the AWP (All Weather Pitch).

Mr Sweeney reported it is proposed to start the work in February/March 2014.

A tender process has been undertaken with the lowest tender being from Duncan Ross. We have been advised that the fields should be left to 'settle' following this work until approximately September 2014.

£50,000 has been put aside from 2013/2014 budget with the remainder being committed from 2014/2015 budget, this will enable the whole project to be completed, rather than being two separate projects.

Q – What guarantees do we have this system will work?

A – We cannot get a 'guarantee'. The survey has provided a scheme which should work, the ground has been surveyed the current drainage has been investigated and a plan of action proposed. If this is followed the scheme should work, if the contractor does not follow the plan, he will be under contract to put it right, if the fields are not maintained following the work, we will be responsible.

Q – The affordability of the scheme is not a problem, but this is a

significant amount of money. Are we sure this is the best use of that money?

A – Some of the work is now essential, the collapsed drain needs to be diverted to protect the AWP. The drainage project will make a significant improvement to the PE department and school fixtures. At present we cannot play any of our 'home' fixtures at home and are having to provide alternative venues and this incurs costs of transport etc.

A subsequent approach revealed that the consultants have confirmed that the scheme design is suitable for any type of ground conditions including clay.

Mr McGlown reported – Orrell St James' have allowed St Peter's to use their sports fields, and as a gesture of good will I would like with Governors approval to offer them a discount on the use of our AWP.

Resolved.

Governors agreed a discount be applied the lettings for Orrell St James'.

Q – What will be included in the project?

A – The collapsed drain will be capped and diverted around the AWP. The three grass pitches will have a new drainage system. After a lengthy discussion, Mrs Gaskell circulated a paper provided by NPS (Northern Property Services) (who are LA approved contractors for all capital work). This paper set out the process of tender acceptance, the 3 tenders received with amounts and the rationale for choosing the lowest tender. Mr Sweeney requested that written confirmation be obtained for the verbal reassurance that the contract is approved by the Legal Department.

Resolved

The Governors approved this project and the budget of £108,199.30.

13. Approval of School visit.

Y10/11 Auschwitz – Poland 2014.

Y10 Duke of Edinburgh – Bronze Award

Y8/9 Language Immersion 2014

Y7+ Boulogne sur Mer 2014

Y7 Paris 2014

Y10 Geography field trip 2014

Y9 Walsingham Pilgrimage 2014

Y9 Savio House Pilgrimage 2014.

Resolved

Governors approved the above mentioned trips.

14. Any other Business

None.

Q

15. Confidentiality;

See separate sheet attached.

Mr Sweeney declared the meeting closed at 8.40 p.m.

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