

**ST PETER'S CATHOLIC HIGH SCHOOL  
FULL GOVERNING BOARD  
THURSDAY 23<sup>RD</sup> SEPTEMBER 2021 at 5.30PM  
VIRTUAL MEETING VIA MS TEAMS**



**MINUTES**

Three Core Strategic Functions of the Governing Body:

- Ensure Clarity of vision, ethos, and strategic direction
- Hold Executive Leaders to account for educational performance of the organisation and its pupils and the effective and efficient performance management of staff.
- Oversee the financial performance of the organisation and make sure money is well spent.

**GOVERNORS PRESENT:** Adam Burrows, David Corner, Pamela Davis, Clive Hough, Diane Kenny, Oliver Kneale, Andy McGlown (HT), Bob Morris, David Phillips, Krystyna Pilkington (attending virtually), Chris Pollitt, Liz Somers.

**IN ATTENDANCE:** Michelle Foster (Clerk)

*Meeting started 5:30pm Meeting Finished 6.30pm.*

**1 OPENING PRAYER**

The Chair welcomed the meeting and approval was granted for Krystyna Pilkington to attend virtually. Oliver Kneale was welcomed to his first face to face meeting.

The meeting started with a moment of reflection and the Headteacher led the group in prayer.

**2 APOLOGIES**

Apologies were **received** and **accepted** from Sarah Platt.

**3 ANY OTHER URGENT BUSINESS**

There was one item of urgent business for inclusion on the agenda:

- Update on vaccinations for 12-16 year olds (Headteacher).

**4 BOARD MEMBERSHIP UPDATE**

Governors were informed that Adam Burrows' term of office as Parent Governor was due to end on 9.11.21 and this would be his last meeting. Mr Burrows was thanked for his work throughout his term of office.

Governors gave permission for their contact details to be shared with school and the Chair, to be used in connection with Governor business. It was also **noted** that contact details were also all currently contained in the Business Continuity Plan. It

was **agreed** that Governors would contact the Chair directly outside of the meeting if they wished for their details to be removed.

## 5 DECLARATIONS OF INTEREST

Governors were asked to declare any conflicts of interest in relation to items on the agenda. No declarations were made.

## 6 ANNUAL GOVERNANCE BUSINESS

### 6.1 Declarations

Governors were asked to complete the following declarations on GovernorHub if they had not already done so:

- Pecuniary and Personal Interests
- Eligibility
- Code of Conduct
- Keeping Children Safe in Education 2021.

### 6.2 Governing Board Organisation

Discussion took place about the following:

- (a) Appointment of Clerk for the academic year: Wigan Governor Services had been appointed to provide clerking services at the Summer term meeting.
- (b) Specific Roles and Responsibilities: The following roles were agreed:

|                       |                     |
|-----------------------|---------------------|
| SEND                  | Pam Davis           |
| Safeguarding inc. CLA | Sarah Platt         |
| Health & Safety       | David Phillips      |
| Pupil Premium         | David Corner        |
| GDPR                  | Krystyna Pilkington |
| Ofsted                | Liz Somers          |
| Wellbeing             | Diane Kenny         |
| CEIAG                 | Oliver Kneale       |
| RSE                   | Bob Morris          |
| Website               | Oliver Kneale       |
| Link Governor         | Clive Hough         |

- (c) Meeting Schedule for 2021-22: The meeting schedule had been agreed at the Summer term meeting. However, Governors were informed that some dates had been changed due to clashes with school events and were asked to note the revised dates on GovernorHub.
- (d) Annual Skills Audit: The Chair thanked Governors for completing the skills audit which had been considered when considering Governor roles and responsibilities. Overall the outcome had been very positive, with all areas covered well.

- (e) Committee Membership (including Ad Hoc): Committee membership was discussed and agreed as follows:

Finance Health & Safety: Clive Hough  
Bob Morris  
Liz Somers  
Pam Davis  
David Philips  
Krystyna Pilkington  
Oliver Kneale

Student Progress: David Corner  
Clive Hough  
Liz Somers  
Sarah Platt  
Pam Davis  
Oliver Kneale  
Diane Kenny

Personnel: Clive Hough  
Liz Somers  
Krystyna Pilkington  
Pam Davis  
David Phillips

Pay: Krystyna Pilkington  
David Phillips  
Liz Somers  
Clive Hough

Headteachers PMR: Clive Hough  
David Corner  
Liz Somers

Admissions: Clive Hough  
Oliver Kneale  
Pam Davis  
Sarah Platt

It was agreed that Ad Hoc Committees would draw on Governors as needed and dependent on availability.

Terms of Reference were agreed at the Summer term meeting

- (f) Associate Members' Voting Rights: There were no Associate Members on the Governing Board.

- (g) Appointment of Committee Chairs: It was agreed that Committee Chairs would be appointed by the Committees.
- (h) Appointment of Clerk to Committees: Wigan Governor Services were appointed Clerk to Committees.
- (i) Delegation of Statutory Policies: This had been discussed and approved previously.
- (j) Annual Website Compliance review: Oliver Kneale agreed to undertake a website review in the Spring term.
- (k) Appointment of Governor Reviewers and External Adviser for Headteacher Performance Management: Governor Reviewers had been agreed at the July meeting (Clive Hough, David Corner and Liz Somers). The External Adviser had also been agreed as Michael McGhee.
- (l) Governing Board Vision: Discussion took place about the Governors Vision, after which it was agreed that it should remain in place.

### 6.3 Governor Meetings

Governors were asked whether they would prefer meetings to take place face to face or virtually. After discussion the following was **agreed**, to be reviewed after the first cycle of meetings:

Face to face            FGB, Student Progress, Finance, Pay

Virtual                    Personnel and Admissions Sub-Committee

It was also **agreed** that Governors could attend meetings virtually if they were unable to attend in person.

## 7 SCHOOL ITEMS

### 7.1 Chair's Report

The Chair had nothing to report since the last meeting, except for a finance matter which was on the agenda for discussion later in the meeting.

### 7.2 School Strategic Planning Key Priorities

The Headteacher advised that the School Improvement Plan and SEF were still being drafted and evaluated and would be presented to the next Student Progress and Curriculum Committee meeting. However, the Headteacher shared the key improvement priorities as follows:

- Staff development at all levels & roles (Significant programme of professional development through 'Promoting Excellence')

- Teaching and Learning – best practice in 100 min lessons, metacognition and feedback.
- Standards in school – returning to pre-Covid practice for staff and pupils.
- Leadership at all levels including student leadership & rewards.
- Impact of this on Gaps in progress (Boys/ Girls, PP/ non)
- Assessment, reporting and Parents' evenings – review & develop.
- Literacy across the curriculum.
- Developing staffing structures in Professional Services & SEND.
- Well-being – including working from home & staff voice.

### **7.3 School Trips**

It was **noted** that Governors had approved some domestic trips at the previous meetings, and it was confirmed that Governors were happy for these to continue.

However, discussion took place about international trips, and Governors considered the travel advice which had been shared prior to the meeting. After careful consideration, it was agreed that international trips should not take place at this time, but Governors would be happy to review the position at a future date.

**Action:** Include on the agenda for the next FGB meeting.

### **7.4 Safeguarding Policy**

Governors were advised that the Safeguarding Policy was in the process of being updated in line with the updated guidance. It was agreed that the Chair and Safeguarding Governor would review and approve the Policy once completed, so school could upload it to the website asap, with ratification to take place at the next FGB meeting.

**Action:** Include the Safeguarding Policy for ratification at the next FGB meeting.

### **7.5 SEND Policy**

The SEND Policy was approved as circulated via GovernorHub.

### **7.6 GCSE Results**

An overview of GCSE results had been shared prior to the meeting via GovernorHub. The Headteacher also explained the assessment and quality assurance processes which had taken place in the Summer term. Governors were informed that there had been one appeal taken to Stage 2, but this was not upheld by the exam board. Governors were reassured that students had achieved the standards they deserved, and most students were able to access the destinations they wanted.

## 8 FINANCIAL MANAGEMENT

### 8.1 Budget Update

The Chair advised Governors that he received monthly budget updates from the SBM, and spending was on track at the end of August; target expenditure was 41.66% of the budget, actual expenditure was at 40.15%. It was **noted** that the budget would be analysed in detail at the next Finance Committee meeting.

### 8.2 Retrospective approval of additional expenditure on replacement of boilers

The Chair advised Governors that the Finance Committee had urgently approved expenditure of £30,000 from DFC to enable the boiler works to continue without delay. This was equivalent to 10% of the total cost of the works, and Liverpool Arch Diocese were funding the remainder. Governors **ratified** the decision.

### 8.3 Scheme of Financial Administration (SOFA)

The SOFA had been uploaded to GovernorHub and it was **noted** that it had been discussed previously at Finance Committee. Governors gave their approval of the SOFA.

## 9 INFORMATION BULLETIN

The information bulletin was received and noted.

## 10 LA ITEMS

- 10.1 Additional Premiums and Governor Responsibilities: The guidance was **received** and **noted**.
- 10.2 Admission Arrangements and Admissions Code: This item had been discussed and approved at the Summer term meeting.
- 10.3 Model Policy for the Education of Looked After Children: The guidance was **received** and **noted**. The Headteacher agreed to take an updated policy to the appropriate Committee.
- 10.4 School Website: The guidance was **received** and noted.
- 10.5 Staff Code of Conduct: The guidance was received and noted. The Headteacher advised that it would be reviewed at an appropriate time.

## 11. MINUTES – FGB 15<sup>TH</sup> JULY 2021

The minutes of the meeting held on 15<sup>th</sup> July 2021 were **approved** as a correct record of the meeting. There were no matters arising.

## **12. ANY OTHER BUSINESS**

### **12.1 Vaccination Programme**

The Headteacher advised Governors that school had received a date to start the vaccination process for pupils. It was noted that this was an offer, not compulsory and that pupils would only be vaccinated with parental consent. It was also noted that it was only pupils aged 12 to 16 who would be offered the vaccination, which would be administered in school by vaccination staff.

Discussion took place about the number of positive Covid cases in school since the start of term, and it was noted that the position was constantly being monitored and reviewed. Governors were also advised that one member of staff was currently absent due to testing positive.

## **13. CONFIDENTIALITY**

Governors were reminded generally of the confidential nature of discussions in Governing Board meetings but there were no matters for recording under confidential minutes.

## **14. DATES OF NEXT MEETING**

|  |                             |
|--|-----------------------------|
| Thursday 14 <sup>th</sup> October 2021 at 5.30pm | Personnel Committee         |
| Thursday 4 <sup>th</sup> November 2021 at 4.00pm | Pay Committee               |
| Thursday 4 <sup>th</sup> November 2021 at 5.30pm | Student Progress/Curriculum |
| Thursday 2 <sup>nd</sup> December 2021 at 5.30pm | Finance & Premises          |
| Tuesday 14 <sup>th</sup> December 2021 at 5.30pm | FGB Meeting                 |

Governors were also invited to the Open Evening on 30<sup>th</sup> September at 6.00-8.00pm.

### **Actions:**

School trips to be included on the agenda for the next meeting.

Safeguarding Policy to be ratified at the next FGB meeting.

