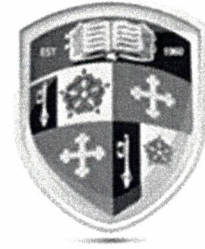


ST PETER'S CATHOLIC HIGH SCHOOL
FULL GOVERNING BOARD INCLUDING ADMISSIONS
TUESDAY 14th DECEMBER 2021 at 5.30PM - MSTEAMS



FULL GOVERNING BOARD

MINUTES

GOVERNORS PRESENT: David Corner, Pamela Davis, Clive Hough, Diane Kenny, Oliver Kneale, Andy McGlown (HT), Bob Morris, David Phillips, Krystyna Pilkington, Liz Somers.

IN ATTENDANCE: Chris Pollitt (DHT), Catherine White (Clerk).

Meeting started 5:30pm Meeting Finished 6.30pm.

1 OPENING PRAYER

The Chair invited Liz Somers to open the meeting with a prayer.

2 BOARD MEMBERSHIP UPDATE

The Chair provided an update on the parent governor nomination and election process. Three nominations had been received and a ballot would take place in January 2022.

3 APOLOGIES

Apologies and reasons for absence were **received** and **accepted** from Sarah Platt.

4 ANY OTHER BUSINESS

Governors **agreed** the following items of urgent strategic business.

- Cyber Security
- School Working Pattern
- Governing Board Meeting (virtual)

5 DECLARATION OF INTEREST

Governors were invited to declare any conflicts of interest. None were declared.

Staff in attendance: Diane Kenny, Andy McGlown (HT), Chris Pollitt (DHT)

Governors **confirmed** they were attending the meeting in a confidential space.

6 SCHOOL IMPROVEMENT

6.1 Head Teacher's Report

Governors had received and reviewed the report in advance of the meeting. The Headteacher provided an overview and Governors **noted**:

It had been a term of two halves, with the latter having a build-up of Covid absences. Anticipate Jan and Feb quite challenging. The Covid guidance had changed since the report shared with daily Lateral Flow Tests recommended. The SLT had managed to be strategic this term.

Student achievements resulting from summative tests would be collated at the beginning of January. Attitude to learning information and Year 7 CATs to give an estimated KS2 outcome had been completed. Y7 and Y8 results slightly lower than previous years but feeder primary schools continued to do well in pupil attainment.

Q: How well were pupils performing, mindful of current situation?

A: Pleased with Year 11; compared to previous years they weren't in a bad place. Marking based on 2019 papers and grade boundaries with underperforming students identified. Teachers undertaking analysis of papers to identify areas for improvements. Second set of mocks were planned for February. Overall optimistic, however the disadvantaged achievement was lower and the gap bigger than previous years. The cohort was small and was significantly lower ability at Key Stage 2. Interventions were in place to support students to pass Maths and English.

Q: When would the February mock information be available for review?

A: The mocks would be held either side of half term to replicate the summer exams schedule. Results would be available at the end of the spring term. The next Student Progress Committee was on 10th March and information from the last exam on 21st February would not be ready by this time as literacy heavy subjects took time to mark.

Student Progress and Curriculum committee meetings' dates for 2022-23 to be reviewed for early September, January, April (Action). Governors **noted** they would also have a retrospective review of data.

Lots of activity and investment in professional teaching and learning. Feedback on courses for professional service staff wasn't as good as hoped and a second session was planned in February.

Behaviour and Safety

Attendance was 93% and not normally happy with this level of attendance however it was hard to separate Covid and non-Covid related absences. The National average was 88-89% and school were above the local (Wigan) average.

The data in the report on suspensions was up to date, with a couple this week. Support for a couple of Year 8 boys and a Girl in Year 9 to improve behaviour included engagement centre and respite had not worked as hoped.

Q What were the reasons for the higher levels of persistent absence in Year 11?

A: Older pupils tended to have more interactions outside school and the majority were Covid related. It was not a big issue or concern.

Catholic Life of School - Kirsty and Chaplain team were doing a good job and to be congratulated.

Governor **accepted** the report.

6.2 Self Evaluation (SEF)

The Headteacher highlighted the link to the School Improvement Plan (SIP) and the recommendation for success criteria was outstanding. The information in the SEF was good with minor tweaks to match it to the SIP.

Governors **ratified** the SEF on the recommendation of the Student Progress and Curriculum Committee.

6.3 School Improvement Plan (SIP)

Governors **received** and **ratified** the Executive Summary of the SIP as recommended by the Student Progress and Curriculum Committee.

6.4 School Improvement Partner Visit

Governors had received and reviewed in advance of the meeting the report from the School Improvement Partner, Mike McGhee. It was noted the positive feedback from the visit into school and seeing students learning. An external review of Science had been undertaken to examine the innovative approach to Key Stage 3 curriculum planning. Conclusion were the key planks of SIP in relation to teaching and learning were sound. Recommendations had been useful and implemented.

The SI partner had been positive about everything seen in school. Science was a key curriculum area which historically had been an area for improvement. Changes implemented would hopefully result in a set of measurably better outcomes.

Q: How did the Head of Dept feel about the 'deep dive'?

A: It was a worthwhile exercise which was undertaken by a scientist (Physics) and in full consultation with Head of Dept, including work scrutiny and observation. It tested the leadership lite project and validated its application to other departments. There were solid examples of observations and supporting conversations with senior staff.

Governors **accepted** the report.

7 SAFEGUARDING

7.1 Safeguarding Report

There was no report due to absence of Safeguarding Governor.

Q: Has there been any safeguarding concerns over the team to report?

A: Parents had rightly raised concerns regarding a recent ice skating trip where a group of Y10 students were left behind in school. There were no safeguarding risks as the students were on school site with site staff present. However, it was a mistake and the school have learnt from it.

7.2 Safeguarding Policy

Governors **noted** the policy had been updated substantively for Keeping Children Safe in Education 2021 and this had been a key piece of work. School **acknowledged** the valuable input from Governors.

Governors **ratified** the Safeguarding Policy

8 FINANCIAL MANAGEMENT

8.2 Virement

The Chair provided an overview on the virement for additional funding on premises and the amount was over the scope of the finance committee. Governors noted the associated paperwork was in the finance committee meeting folder on Governor Hub.

Governors **approved** the virement.

8.1 Chair's Report

The Chair reported a positive budget for 2022-23 could be set but there were challenges for future years dependant on funding.

Governors **noted** the information

8.3 International Trips

Governors **agreed** to review international school trips at every FGB meeting and noted there was no reason to change the school's plans at the current time.

Governors **noted** there was a trip planned to Holland in Autumn 2022. The company supporting the coordination of the trip had developed a comprehensive package of insurance. There was no detailed proposal yet to share with Governors; this would be reviewed at the next Finance Committee in terms of due diligence and level of cover.

Governors **noted** there were several approved domestic trips next term to London. If national COVID guidance changed and prevented the trip going ahead the school was entitled to a refund however if the appetite by parents had changed with respect to students attending this was not covered by insurance. A review would take place a couple of weeks prior to trips taking place to consider the current COVID guidance and restrictions.

9 EFFECTIVE GOVERNANCE

9.1 Governor Reports

Reports had been received from the following Governors and reviewed in advance of the meeting:

- Leadership Development for Chairs – Clive Hough
- Safer Recruitment (training) – Clive Hough
- Covid, Staff Development and Lesson structure/length – Bob Morris (with Chris Pollitt, DHT) with a supplementary document on talent development.
- Health and Safety Tour – David Phillips (with Site Manager Andy Braddock and Mrs Baker)
- Curriculum for Life (Careers) – Oliver Kneale (with Catherine Welch and Nova Maloney)
- GDPR – Krystyna Pilkington (via email exchange with Matt Roberts, SBM).
- Transition and Standards – Krystyna Pilkington and Oliver Kneale (with Paul Santus, AHT).
- SEND – Pam Davis (with Mrs Hartley, SENDCo).

The Chair **thanked** Governors for their report and the Board **agreed** it was good to be undertaking their core functions.

9.2 Training & Development

This item was covered at Item 9.1.

9.3 Governor Expenses

There were no Governor Expenses and the current policy still stood.

10 ADMISSIONS

10.1 2023/24 Admissions

This item was **deferred** to the Admissions committee.

10.2 Admissions Committee

Governors **noted** the School's PAN was 205 and there had been 228 first preferences.

Governors **confirmed** the arrangements for the Admissions Committee – 13th Jan 22 at 5.30pm held virtually with the following members – Pam Davis, Clive Hough, Oliver Kneale and Sarah Platt.

Governors **noted** there were no school policies to approve.

11 FGB MINUTES

Governors **approved** and **authorised** for publication the minutes of the last FGB meeting held on 23rd September 2021.

12 COMMITTEE MINUTES

The minutes of the following committees were **received** and **noted**. There were no matters arising.

Student Progress 4th Nov 2021

Personnel 14th Oct 2021

Finance & Premises 2nd Dec 2021

13 ANY OTHER BUSINESS

13.1 School Working Pattern 22-23

The Headteacher outlined an amendment of the school working pattern for 2022-23 with school finishing for the Christmas break on 22nd December 2022. Monday 9th Jan 2023 would be a staff inset day and students would return to school on Tuesday 10th January 2023. This was felt to be more beneficial for staff wellbeing. No staff had booked to go away on 22nd December and school would sanction any absence if evidence of booking before amendment published on school website.

Governors **agreed** to the change and immediate publication on school website (**Action**).

13.2 Cyber security

Bob Morris highlighted the recent training he had attended on Cyber security and sought reassurance from school of:

- Offline backups
- Regular penetration tests of firewalls
- Sufficient cyber insurance cover

The Chair agree to formally respond to queries (**Action**).

14 CONFIDENTIALITY

Governors noted their responsibilities in relation to confidentiality and agreed there were no items deem confidential for the purpose of the minutes.

15 MEETING DATES

Governors **noted** the following meeting dates:

(Thursdays at 5.30pm unless stated)

Admissions (virtual) 13th Jan 2022

Personnel (virtual) 10th Feb 2022

Curriculum (in school) 10th Mar 2022

Finance (in school) 17th March 2022

FGB (in school) 24th March 2022

Meeting closed at 6.10pm with festive best wishes for a Healthy and Happy 2022

ACTIONS:

13.1 – Immediate publication of the amendments to 2022-23 school working pattern.

13.2 – Chair to formally respond to the Cyber Security training queries.