

**ST PETER'S CATHOLIC HIGH SCHOOL
FULL GOVERNING BOARD
THURSDAY 14th JULY 2022 at 5.30PM – IN SCHOOL**



MINUTES

Three Core Strategic Functions of the Governing Board:

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

GOVERNORS PRESENT: David Corner, Pam Davis, Clive Hough (Chair), Diane Kenny, Oliver Kneale, Andy McGlown (HT), Bob Morris, Sarah Platt, Laura Stridgeon, Liz Somers.

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

Meeting started: 5.30pm. Meeting finished: 6.37pm

1 OPENING PRAYER

The Chair welcomed everyone and invited the DHT to open the meeting with a prayer.

2 MEMBERSHIP UPDATES

Governors **re-appointed** Clive Hough as LA Governor (Term of Office ends 29th July 2026)

The Chair **confirmed** the reappointments of the following Foundation Governors was on track with the Archdiocese and they would be reappointed once their terms of office ended:

Pam Davis (Term of Office ends 31st August 2022)

Liz Somers (Term of Office ends 31st August 2022)

Governors **noted** the resignation of David Phillips (Foundation Governor). The vacancy had been advertised and would close for applications at the end of July 2022. At least one application had been received to date.

3 APOLOGIES AND CONSIDERATION OF CONSENT TO ABSENCE

Apologies and reasons for absence were **received** and **accepted** from Krystyna Pilkington

4 ANY OTHER URGENT BUSINESS

Governors **agreed** to the following items of any other business:

- Update on the Archdiocesan Catholic MAT consultation
- School Dinner invite

5 DECLARATIONS

Governors were invited to **declare** any conflicts of interest in any items on this agenda. No declarations were made.

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

6. SCHOOL ITEMS

6.1 HEADTEACHERS REPORT

The Headteacher provided an overview of the preliminary internal data received in advance of the meeting. It was **noted** more data was to follow (e.g. Maths and Science) and SLT and subject leaders had yet to interrogate the data. Initial indication was Key Stage 3 data had improved and students had taken the assessments for Science and Maths seriously with them being held under exam conditions in the Sports Hall. The Year 10 data was encouraging and in line with previous summer data for 2019. The TAG and CAG processes had upskilled staff on assessment with a more effective and accurate process. Gaps had diminished, especially for Key Stage 3. This may reflect the mixed ability groups rather than sets. The exam timetable for next year was not yet known.

The Headteacher's report had been received and reviewed in advance of the meeting and the following points were **noted**:

- Year 11 exams had gone very well. There had been some absences, but not huge numbers and apart from one student they related to existing medical conditions rather than COVID.
- Behaviour and Attitudes had been reported at Student Progress committee.

Governors discussed the summary of suspensions (total 32) which echoed the challenging behaviours by some students on their return to school following lockdown. However, the number of students per year groups was approximately 5/205. The number of suspensions also reflected the school's ethos to give pupils second and third chances to correct their behaviour and it was very rare to have repeat suspensions, especially for bullying. Repeat suspensions tended to relate to continued use of E-cigarettes, inappropriate use of social media or persistent disruptive behaviour. Governors discussed the increase in isolation units and isolation managers at schools and **agreed** with the Headteacher's assessment that this was not required for St Peters.

Q: What was the form of the racist incidents?

A: Inappropriate use of language/words, usually in a heated situation.

- More elective home education, while less than other schools, it was rare to have three students in one year.

Q: How were the respites and what happens if they fail (e.g Y8B)?

A: Success depended on the individual circumstances of the respite. The Y8B failed partly due to the journey required to attend St Edmund Arrowsmith and lack of engagement. The reasons for the student's poor attendance record were being followed up. The other respite failed due to poor behaviour and the student was ultimately excluded.

Q: How was attendance?

A: The overall picture was good, especially for Year 11. It was not at target (96%) but 93% compared to national of 86% and above average for all vulnerable groups. It was a result of mixture of factors including holidays during term time and COVID. Persistent Absence for Year 11 was 23% compared to a national of 40%. COVID had not gone away, and Governors **noted** the isolation periods for staff (five days) and pupils (three days).

- Budget was reviewed in detailed by Finance and Premises Committee. The rise in Gas was **noted** while electricity was not quite as high. Expectation political pressure would be applied to support schools with these costs.
- Development of Quality of Education had included lots of staff CPD. Feedback sessions recently undertaken with professional services, TLR and support staff had been positive with the sharing of good practice, reflection on leadership styles and understanding of support staff expectations. A focus on subjects with curriculum leaders for quality assurance would be the priority for Autumn with the School Improvement Partner (Helen Gaunt) to ensure staff could articulate what they have done in preparation for an Ofsted Inspection (after February 2023).
- Observation triads was reported as part of the School Improvement report.
- Summary of final options.
- Timetable adjustments to reflect departmental requests (e.g. MFL) for shorter more frequent sessions.
- SIP visit very positive, including Leadership and Management, Staff Voice on CPD, and the change in professional culture. The visit verified the strength of personal development.

The Headteacher **clarified** the Pupil Voice commentary on bullying and that all teachers would deal with unacceptable language.

- Premises update reviewed in detail at Finance and Premises Committee.
- There were no successful appeals with number of EHCP students a factor.
- Catholic Life and Mission Staff Council established.
- Trips had restarted (all domestic). International trips would start from September 2022.

Q: Was there a smaller list of staff leavers than usual years?

A: Very few staff left during COVID (19-20 and 20-21) and there had been a few retirements in 18-19. The staff structure was stable, and middle leadership had been established over the last four years. There had been a challenge in recruiting Design and Technology staff following the retirement of the Head of Department however this had been resolved with two part times roles and a temporary shared leadership model.

Governors **accepted** the report.

6.2 SCHOOL IMPROVEMENT PLAN

A detailed review of the progress against the priorities in the 2021-22 School Improvement Plan (SIP) had undertaken at the Student Progress and Curriculum Committee. All priorities were green or amber. Top level priorities for 2022-23 were shared at the meeting following initial conversations with SLT. A detailed review would be undertaken at the Business Planning meeting in September 2022 (**Action:** Clerk Agenda).

6.3 PUPIL PREMIUM AND OTHER STATUTORY GRANTS (incl RECOVERY)

Governors **agreed** to monitor the impact of pupil premium strategy, including the funding aspects, at Student Progress and Curriculum committee.

6.4 RISK MANAGEMENT

Governors **agreed** to the recommendation from the Finance Committee for a review of risk for the academic year would be undertaken in the Autumn term including risk management.

6.5 POLICIES FOR REVIEW OR APPROVAL

Governors **approved** the following policies and noted the Policy List for reference.

- Pay Policy 2021/22 – negotiated with Unions by LA.
- Allegations of abuse made against staff

6.6 PERFORMANCE MANAGEMENT OF THE HEADTEACHER

Governors **agreed** to appoint Mike McGee as the external adviser.

Governors **appointed** Clive Hough, Liz Somers, and David Corner as performance reviewers. All Governors were encouraged to attend performance management training.

7. SAFEGUARDING

The Safeguarding items were taken collectively.

7.3 SINGLE CENTRAL RECORD

Governors **noted** report on the Single Record Check by Chair of Governors

7.4 SAFEGUARDING GOVERNOR REPORT

The Safeguarding Link Governor provide a verbal report on her recent meeting with Neil Ashton (Pastoral Lead and DSL) and the following points were **noted**:

- Section 175 Audit had been received from the LA and returned.
- Attendance was increasing and was above national. There were individual cases of low attendance and Free School Meals (FSM) was the lowest vulnerable group. Support was being deployed, including all external agencies, social care, and LA attendance officers. Fixed Penalty Notices were issued as a last resort. Year 11 attendance was strong, with a couple of COVID or medical related absences during the GCSE exam period. Anticipating a dip in attendance next week (last week of term).
- There were eight Child Looked After (CLA) students and five child protection (covers three families). Social Care support was discussed, including the impact of multiple social workers for vulnerable students.
- Ten pupils had been accredited as Antibullying Ambassadors across school. Students would c-produce the antibullying policy from September 2022.
- Wellbeing was a key priority with 16 training wellbeing champions appointed in Year 10 with a Wellbeing Director.
- LGBQ+ was supported across school through assemblies and as issues arose.

- Keeping Children Safe in Education (KCSIE) 2022 had been refreshed and any changes would be incorporated in the Child Protection and Safeguarding policy. Prevent training was arranged for November 2022 for staff. Safeguarding training had been undertaken for new staff and an update for all staff was planned for the September Inset.
- Transition meetings had taken place to exchange safeguarding information for students and it was clear the team knew pupils and their families.

Q: Do Governors need to undertake Safeguarding training as indicated in KCSIE 2022?

A: Yes, every governor needs to have Safeguarding training, the level of which would be relative to their safeguarding responsibilities on the Board. Governors discussed and noted the level of safeguarding training they may have from their professional roles and agreed to update their training records to ensure a clear audit of training existed (**Action**). Any Governors requiring Safeguarding training this could be facilitated by training from Wigan Governor Services, attendance at Staff Inset Safeguarding training, NGA, and NSPCC courses.

Q: How were the Mental Health (Wellbeing) champions selected?

A: It was application and interview process. All students were from Y10 (next year's Year 11) while the Antibullying Ambassadors were from different year groups.

7.2 SAFEGUARDING AUDIT

It was **confirmed** the LA Safeguarding Audit had been completed and returned to the LA.

7.1 SAFEGUARDING REPORT

It was **noted** the formal safeguarding report had been included in the Headteacher's report.

8. GOVERNANCE ITEMS

8.1 CHAIR'S REPORT

Governors **noted** the report from the Chair of the Board and **ratified** the Chairs' Action of the School Working Pattern for 2023/24.

The following two items were taken together.

8.2 GOVERNOR REPORTS

8.3 GOVERNOR TRAINING & DEVELOPMENT

Governors **noted** the reports received and a vote of thanks was extended for the time taken to visit school and attend training plus compiling the reports to share impact. As a result, the Governance section of the School Improvement Plan was 'green'. Governors **commented** it was good to be back in school, speaking with leaders, as part of effective governance.

8.4 MEETING SCHEDULE FOR 2022-2023

Governors discussed and **approved** the meeting dates for the next academic year. It was **confirmed** the Admission and Personnel would continue to be held virtually.

8.5 COMMITTEE TERMS OF REFERENCE

Governors **approved** the following committee terms of reference:

- Personnel,
- Finance and Premises,
- Student Progress and Curriculum
- Admissions,
- Ad Hoc Committees
- Pay.

8.6 GOVERNOR SERVICES PRIVACY NOTICE

Governors **noted** Wigan Governor Services Privacy Notice.

8.7 GOVERNING BOARD ANNUAL SELF EVALUATION

Governors **agreed** to undertake a review of the board's performance and set actions for improvement in the Autumn term as part of an annual self-evaluation in Autumn coupled with training on Ofsted (**Action**).

9. FINANCIAL MANAGEMENT

9.1 BUDGET MONITORING 2022-2023

The Chair of the Finance Committee **confirmed** a recent conversation with the SBM indicated the budget was still on track (as per the Headteacher's report and the Finance Committee minutes). Energy costs were a concern with the projected gas bill showing a 400% increase as opposed to the 120% school was advised to budget for. This would continue to be monitored closely. Governors **noted** the update.

9.2 LA QUARTERLY MONITORING REPORT

Governors **noted** the LA Quarterly Monitoring Report was not yet available.

9.3 CONSISTENT FINANCIAL REPORT (CFR)

Governors received the CFR report for 2021-2022 and **noted** the balances of £223k.

9.4 VOLUNTARY FUNDS AUDITOR

Governors **approved** the appointment of the auditor, Admin Support and Training Services, of the school voluntary funds following the recommendation of the Finance Committee.

9.5 STAFFING STRUCTURE

Governors **approved** the staffing structure for next academic year based on recommendation of Personnel Committee, noting the recent amendments to the Design and Technology department.

STANDING ITEMS

10 ADMISSION ARRANGEMENTS 2024/2025

There were no proposed changes to the admission arrangements for 2024/2025.

11 MINUTES OF THE PREVIOUS MEETING – 24th March 2022

Governors **approved** and **authorised** for publication the minutes of the last meeting held on 24th March 2022. There were no matters arising.

12 MINUTES OF THE COMMITTEE MEETINGS:

Governors **received** the minutes of the following committees. There were no matters arising.

Personnel – 12th May 2022

Student Progress and Curriculum – 23rd June 2022

Finance and Premises – 30th June 2022

13 URGENT ITEMS OF ANY OTHER BUSINESS -

13.1 Catholic Multi Academy Trusts – Stage 1 consultation

The Headteacher provided a brief overview of the recent meeting with the Archdiocese regarding their plans for academisation. The consultation documentation would be shared (**Action**). Stage 1 focused on the establishment of overarching structures and frameworks and was not concerned with the conversion of individual schools. A timeline was shared at the meeting. Governors **agreed** to have an informal meeting to discuss and respond to the consultation by 30th September 2022. The importance of Articles of Association and the Scheme of Delegation was **noted**.

13.2 School lunch invitation

The Chair requested responses on the lunch invitation by the catering contractors (**Action**).

14 CONFIDENTIALITY

Governors **noted** the confidential nature of their conversations. There were no items deemed confidential for the purpose of the minutes.

15 MEETING REFLECTION

Governors reflected on the items discussed and the impact of decisions/actions agreed and how these demonstrated that the Board operates within the boundaries of its three core functions. A Thank you for the ongoing support to Chair and school was extended to the Governing Board. In preparation for Business meeting, the Chair requested for feedback on SLT Link roles (**Action**). The skills matrix was positive. A review of the three core functions confirmed the work of the board had done this in the meeting and across the last years. A review of the Governors' vision (below) confirmed this too had been supported. The Clerk was thanked for their support to the Board.

We want our school to be a safe, inclusive, and caring Catholic community where everyone is valued. Our school should develop thoughtful and balanced individuals with the skills, emotional resilience, and values to achieve their potential. Our school will be one where positive relationships and a calm, disciplined environment based on mutual respect will enable all to thrive. We will maintain a diverse and challenging curriculum and provide a wide range of opportunities for all pupils to achieve success.

16 DATE AND TIME OF NEXT MEETING

The date and time of the next meeting was **confirmed** as:

Business Planning Meeting – 22nd September 2022 at 5.30pm in school

Governors **noted** the dates of the Grease Performance.

Week commencing 12th to 16th December 2022 – five performances (Ticket £7)

This would be the first school show for three years and Governors were encouraged to attend.

Meeting closed at 6.37pm

ACTIONS

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| Item 6.2 | Review of 2022-23 School Improvement Priorities at Autumn FGB. |
| Item 7.4 | Governors to record their Safeguarding training on Governor Hub. |
| Item 8.7 | Governing Board annual self-evaluation to be undertaken in Autumn. |
| Item 13.1 | Circulation of Stage 1 Consultation documentation on CMATs. |
| Item 13.2 | Lunch invitation request replies to be returned to Chair. |
| Item 15 | Feedback on SLT link governor roles to be returned to Chair. |