

ST PETER'S CATHOLIC HIGH SCHOOL
FULL GOVERNING BOARD
Autumn Term Business Meeting Agenda
Thursday 22nd September 2022 at 5.30pm
In School



AGENDA

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 performance management of staff.
- Oversee the financial performance of the organisation and make sure money is well spent.

Opening/school prayer

GOVERNORS PRESENT:, Clive Hough (Chair), Andy McGlown (HT), Laura Stridgeon, Liz Somers. Pam Davis, Bob Morris,

IN ATTENDANCE: Sue Brogan (Clerk).

Meeting started: 5.35pm. Meeting finished:7:00 pm

1 Welcome and Opening Prayer Chair

The Chair opened the meeting with and a moment of silence to reflect on the events of the past week. The Chair asked LS to open with a prayer. The Chair reminded the Governors of the three core functions of governance as listed above.

2 Apologies and consideration of consent to absence Chair

Apologies and reasons for absence had been **received** and **accepted** from: -

- Krystina Pilkington
- Oliver Kneale
- David Corner

Sarah Platt was expected to arrive late to the meeting but did not attend.

3 Any other urgent business Chair

Governors did not have any additional items to add to the agenda.

4 Declarations Chair

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

ANNUAL GOVERNANCE PROCEDURES

5 Membership Updates

Chair

Governors were advised by the Chair that their names and addresses would be listed on the Schools 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.

Governors were asked to consider the applications received for a Foundation Governor. Only one application had been received who had experience of being a co-opted Governor at two local non catholic primary schools.

Governors considered the application and on the balance decided that the application would not strengthen the board or make it more diverse. Agenda Item 14 was considered during the decision making and Governors made the decision to politely decline the application and seek further applications that would strengthen the Board.

Q Is it worth going back to the Parishes to see if anyone else available?

A That maybe something that is needed but there could also be other options.

6 Annual Declarations and Confirmations

Clerk

The majority of Governors present confirmed that they had completed their annual declarations listed below: -

- Declaration of Pecuniary and Personal Interests
- Governors' Confirmation of Eligibility
- Code of Conduct for the Governing Board
- Safeguarding
- To confirm you have read the updated Keeping Children Safe in Education (KCSIE 2022) guidance.

The Chair advised that he email a gentle reminder to the Governors who were absent to complete this.

7 Appointment of Clerk to the Governing Board for this academic year

Chair

The Board welcomed Mrs S Brogan to the meeting as a temporary Clerk whilst Governor Services were recruiting for new clerks.

8 Confirmation of Governors' Specific Roles & Responsibilities

Chair

The following roles and responsibilities were **confirmed**: -

Roles	Governor
SEND Governor	Pam Davis
Safeguarding Governor incl. CLA	Sarah Platt
Health& Safety Governor	Bob Morris
Pupil Premium Governors	David Corner Oliver Kneale
GDPR Governor	Krystyna Pilkington
Training Governor	Liz Somers
Wellbeing Governor	Diane Kenny
CEIAG Governor	Laura Stridgeon

RSE Governor	Laura Stridgeon
Website	new governor
Link Governor	Clive Hough

SLT Links		
Leadership & Management	Clive Hough, Liz Somers	Andy McGlown
Behaviour Pastoral Student Support	Sarah Platt, Pam Davis	Neil Ashton
Student Progress incl Pupil Premium	David Corner Oliver Kneale	Ian Bromelow
Transition & Development	Krystyna Pilkington,	Paul Santus
Deputy Head	Bob Morris, Laura Stridgeon	Chris Pollitt
Finance	Clive Hough	Matt Roberts

9 Confirmation of meeting schedule for 2022/23 to include format of meetings Chair

The meeting schedule was **confirmed** in the summer term and was as follows: -

Thursday 13th October 2022 at 5.30pm	Personnel Committee (Virtual tbc)
Thursday 10th November 2022 at 4.00pm	Pay Committee
Thursday 10th November 2022 at 5.30pm	Student Progress/Curriculum Committee
Thursday 1st December 2022 at 5.30pm	Finance and Premises Committee
Thursday 13th December 2022 at 5.00pm	FGB Meeting

It was **agreed** that the Committee meetings would be in the following format: -

Face to Face	FGB, Student progress, Finance and Pay
Virtual	Admissions, Personnel, Headteachers PMR

10 Approval of Committee Membership and the Committee Terms of Reference including Ad Hoc comms Chair

Committee Membership was **approved** by Governors. They had received a copy by email from the Chair. They were as follows: -

Committees

Finance H&S
Clive Hough
Bob Morris
Liz Somers
Pam Davis
Laura Stridgeon
Krystyna Pilkington
Oliver Kneale

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

Personnel
Clive Hough
Liz Somers
Krystyna Pilkington
Pam Davis
Laura Stridgeon

Pay
Krystyna Pilkington
Pam Davis
Liz Somers
Clive Hough

Headteachers PMR
Clive Hough
David Corner
Liz Somers

Admissions
Clive Hough
Oliver Kneale
Pam Davis
Sarah Platt

Terms of Reference for each committee had been **agreed** by the committee members.

11 Appointment of Committee Chairs Chair

The Chair **confirmed** that all Committee Chairs will be appointed at the first committee meeting.

12 Appointment of Clerk to the Committees Chair

Wigan Governor Services were appointed Clerk to Committees.

13 Governing Board Vision Chair

The Governing Board Vision had been emailed to all Governors. The Vision took on board the 3 core functions of the Governing Board. All governors were happy with this Vision and approved its use.

14 Evaluation of Governing Board Diversity Chair

"It is important that boards reflect the diversity of the school/trust communities that they serve...Diverse boards promote inclusive school environments and provide diverse role models for staff and young people." The Governance Handbook.

Governors considered this statement when reviewing an application for the Governing Board. They believed the schools matrix was strong and were unable to see how the application presented would strengthen the board or make them more diverse.

15 Governor Training & Development Chair

The Chair urged Governors to continue to book on training and to give feedback. LS had emailed Governors about some available training and there was more becoming available.

Governors advised that safeguarding training had to be a priority.

16 Succession Planning Chair

The current Chair advised that he had been the Chair for 3 years and with academisation on the horizon it could be necessary to think about who the Chair would be when this happened. The Chair believed that he would be unable to be a LA Governor on the Academy Board.

The Head questioned this as he believed that under academisation it would be possible to have members that don't fit the set criteria.

The Chair advised it would still be prudent to consider and think about who could be ready to step into a vice chair/chair position from the Board.

17 CMAT Consultation Chair

A working Party consisting of the Chair, LS and PD was agreed to form a response to the CMAT consultation. The consultation was to consider the current thinking regarding the CMAT but did not specifically relate to decisions for St Peters. This had to be completed by the end of the following week.

SCHOOL ITEMS

18 Pupil Outcomes HT

Head shared presentation that was uploaded to GovernorHub after the meeting. The Head shared the key highlights to his report as follows:

- The Head was pleased with the GCSE results this year.
- New staff had been appointed but there was not a huge turnover.
- There were several pupils with brilliant results and a group of pupils who had made excellent progress
- Statistics shared showed much improvement and progress since 2019 which was the last year of examinations before Covid.
- The Maths curriculum was designed to stretch set 3's by following the same curriculum and sets 1 and 2. This had a positive impact on the results.

Q Is this the first year with mixed ability teaching in English?

A Yes, these are the first ones to sit exams

- EBACC entry had gone down – the school did try to make modern languages more attractive but wanted to give pupils choice.
- The Head thought that Progress 8 would be close to 0 but there was no national data until the end of October.
- Boys' and girls' attainment had increased but the gap had narrowed slightly.
- Some pupil premium pupils had done well but the progress gap had widened and the pandemic had a worrying effect.
- St Peters showed the second largest attainment 8 data in the borough.

Q Will the exam marking be stricter again this year?

A It will be the same as 2019, it is unknown if any of the changes would still be in place – e.g. Timetable stretch, use of formula sheets or advance information.

Governors reassured the Head that the increases were very good and school was using the right strategies and that data is showing the impact.

The Head advised that the staff had been brought along with the priorities from 2019 and felt that they were where they should be against neighbouring schools.

The parent governor advised that the communication that they received from school was very good and welcomed.

Governors were keen to understand how they had made improvements in the boys' achievements and the Head gave some examples as follows:

- School separated behaviour and effort grades
- Challenged lack of effort
- Use seating plans
- Had mixed ability groups but controlled the gender mix in the groups.
- More independent reading and study.

The Head also thought that they tried to maintain all lessons during the pandemic, worked hard on remote learning and trusted staff to do the best job that they could.

Moving onto 2022/23 he advised that they were to continue doing all the same strategies, due to their success, and shared a presentation of the main aspects of the improvement plan. The financial situation was a worry going forward.

Q Do you have you have any issues with any individual departments?

A None are a worry. D&T course work was moderated down and we are looking at that again but this is not a weakness in D&T, all curriculum leaders are performing well.

Q Has this happened before?

A Yes but not to this extent. PE was moderated down but still had strong results.

19 School Improvement Priorities

HT

The Head shared a document - Whole School Priorities – 2022-25. This had been shared with staff for consultation. The SLT had tried to balance quantity and usefulness of the

document. The Head wanted to keep it simple and ensure that the basics were in place of good quality lessons, good relationships with parents and high standards always.

Q Last year CPD was a priority theme – have you got another one this year?

A It will be CPD again – but this time will be subject knowledge and craft in all departments.

The Head advised that student leadership had started to have an impact and the school was looking for more opportunities for pupils to lead as well as being rewarded.

The Head was keen that CMAT didn't dominate the agenda.

20 Safeguarding Policy Chair

All Governors **confirmed** that they had read and approved of the updated Safeguarding and Child Protection Policy. Governors **approved** its publication to the school website.

21 Policies for Review or Approval Chair

The safeguarding and Send policies were **approved**. The policy for Relationships and Sex education had been **delayed** until the next meeting

22 School Trips for Approval Chair

Governor **considered** and **approved** all trip proposals.

Governors had been asked if they needed so much information on the forms for trip approval. After consideration they decided that they would like the forms to remain as they currently stood and that the approval should go through the Finance and H&S committee.

The Head shared that he felt that the Governors role was to check some of the following points: -

- Is it a good idea?
- Did it fit in with the vision?
- How expensive is it?
- Is it good value for money
- What about those who can't afford it
- Can we afford staff cover if it is in term time.

Governors shared that they felt sorry for Y9's who had not benefitted from the same trips as others in school. The Head advised that he had apologised for this to the school council but were unable to rectify the missed opportunities due to Covid. He was hopeful that there would still be opportunities for them to participate.

FINANCIAL / ASSET / RESOURCE / PREMISES MANAGEMENT SBM
23 Scheme of Financial Administration

The Head gave the Budget update and advised that spending was at £40.35 % which was slightly under budget.

Energy was thought to be the biggest problem that need to be considered

Governors were happy to approve the scheme of financial administration and delegation as there had been no changes.

LOCAL AUTHORITY ITEMS

Clerk

24 To note the following Local Authority items:

1. School Safeguarding and Keeping children safe in education 2022
2. Working Together to improve school attendance
3. Suspension and Permanent Exclusion guidance
4. Wigan's Elective Home Education Policy
5. Admission of children and young people with an EHCP

The clerk reminded of these LA items that are saved on GovernorHub for all to read.

Q Do Governors need to do prevent training?

A Inspectors are very keen to seen Governors are completing statutory responsibilities and training.

STANDING ITEMS

25 Minutes of the previous meeting

Chair

The minutes of the meeting from the 14/07/2022 were **approved** and publication **authorised**. There were no matters arising.

26 Urgent Items of Any other Business

Chair

Governors were invited into school the following week for lunch. Governors were asked to email the Chair with attendance and any dietary restrictions.

It was suggested that the next FGB meeting on the 13th December should start a little earlier to enable the Governing board to attend the school production following the meeting. Governors agreed to this and to move the meeting start to 5:00 pm.

27 Confidentiality

Chair

No items were deemed to be confidential at the meeting.

28 Meeting Reflection

All

The Chair thanked the Governors for their attendance and advised that this important meeting determined the direction of travel throughout the year. The Governor Conduct and Nolan Principles were shared with governors. These documents have since been uploaded to GovernorHub.

29 Date and time of next meeting

Chair

The following meeting dates and times were **confirmed**: -

Thursday 13th October 2022 at 5.30pm	Personnel Committee (Virtual tbc)
Thursday 10th November 2022 at 4.00pm	Pay Committee
Thursday 10th November 2022 at 5.30pm	Student Progress/Curriculum Committee
Thursday 1st December 2022 at 5.30pm	Finance and Premises Committee
Thursday 13th December 2022 at 5.00pm	FGB Meeting

ACTION POINT	ITEM	ACTION REQUIRED: -	ACTION FOR	DATE ACTION TO BE COMPLETED
1	5	Pam Davies and Liz Somers to have their membership updated on GovernorHub	Clerk	
2	6	Email a gentle reminder to the Governors who were absent to complete their declarations.	Chair	