

**ST PETER'S CATHOLIC HIGH SCHOOL
FULL GOVERNING BOARD
TUESDAY 13th DECEMBER 2022 at 5.00PM**



FULL GOVERNING BOARD

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: Mr Clive Hough (Chair, Local Authority Governor), Mr Andy McGlown (Headteacher), Mrs Laura Stridgeon (Parent Governor), Mrs Liz Somers (Foundation Governor), Mrs Pam Davis (Foundation Governor), Mr Bob Morris (Foundation Governor), Mr David Corner (Foundation Governor), Mrs Diane Kenny (Staff Governor), Mr Oliver Kneale (Foundation Governor), Mrs Krystyna Pilkington (Foundation Governor, Arrived 17:21pm)

IN ATTENDANCE: Mr Chris Pollitt (Deputy Headteacher), Mrs Roisin Marsh (Clerk).

Business began: 16:58pm

1 Opening Prayer

The meeting began in prayer lead by Mr Morris at 16:58pm.

2 Apologies and consideration of consent to absence

Governors received and **accepted** apologies from Mrs Sarah Platt and noted Mrs Krystyna Pilkington would be arriving late.

3 Any other urgent business

Governors **agreed** to the inclusion of the following urgent and strategic items of business:

Assistant Site Manager Position Proposal taken as 13.1.

Pay Committee Meeting Update taken as 13.2.

4 Declarations

The Chair invited Governors to declare any conflicts of interest in any items on this agenda.

No declarations were made.

5 GOVERNANCE EFFECTIVENESS

5.1 Governors Annual Skills Audit

Governors agreed to defer the Governors Annual Skills Audit item to Spring FGB.

ACTION Clerk to add the Governors Annual Skills Audit item to the Spring FGB agenda.

5.2 Schools Financial Value Standard (SFVS)

The Chair updated Governors on the process agreed at the Finance and Premises Committee, The Chair will be updating the Schools Financial Value Standard with the School Business Manager in the new year and presenting to Finance Committee for review before sending ratifying at the next Full Governing Board meeting.

5.3 Governor Visits

Governors were encouraged to schedule link visits in the new year.

5.4 Governor Reports

In advance of the meeting Governors received the following reports:

Chair's report

Finance Link Governor visit report

Deputy Headteacher Link Governor visit report

Relationships & Sex Education and Careers Education, Information, Advice and Guidance Link Governor visit report

Governors accepted the reports.

5.5 Governor Training & Development

Governors had attended Governor training in school on Tuesday 29th November. The Chair reminded Governors to log the training on Governor Hub.

Governors were advised that Safeguarding training needed to be added manually if not attended via Wigan Governor Services.

ACTION: Governors to check training was up to date on Governor Hub and update as necessary.

The Chair asked the Clerk to check if NGA learning link training would be automatically updated on Governor Hub as it did not seem to be up to date.

ACTION: Clerk to check whether NGA learning link training needed to be added manually.

The Headteacher invited Governors to attend Inspection Data Summary Report training in the school on Monday 16th January at 4pm. The Headteacher asked Governors to confirm attendance so the right sized room could be booked.

ACTION: Governors to confirm whether they will be attending IDSR training in school on 16th January at 4pm.

5.6 Risk Management

Governors received the Risk Management Policy prior to the meeting.

Governors noted that the Finance and Premises committee had reviewed the register provided by the School Business Manager.

6 SCHOOL ITEMS

6.1 Safeguarding Report

Governors received a written safeguarding report prior to the meeting which confirmed all staff had received a copy of Part 1 of Keeping Children Safe in Education and all staff had completed Prevent training before half term. It was noted that the Single Central record was fully up to date.

Mrs Platt had met with the safeguarding lead on the 19th October a report will be uploaded to Governor Hub but the Chair noted no concerns had been reported.

ACTION: Mr Hough to upload the Safeguarding Link Governor visit report to Governor Hub.

6.2 Headteacher's Termly Report

Governors received the Headteacher's termly report in advance of the meeting.

Which highlighted:

- It had been a very busy term with the return of extra-curricular activities. The school production was to be held that night and the Headteacher suggested these events became important memories for the pupils.

Question: Had any exam remarks come back?

Answer: The Design & Technology department had felt the GCSE results were undermarked and the school appealed, the marks were improved to the level expected.

- Key Stage 2 SATs were undertaken for the first time since 2019 for Year 7. They were broadly in line with the pre-pandemic average. For Year 8 and 9 where no SATs were undertaken the estimates were taken from the CAT tests.
- CATs scores for Year 7 are broadly in line with previous Year groups.
- The Headteacher alerted Governors that the current Year 8 and Year 9 pupils would not have any progress 8 data.
- The Headteacher felt that the Year 11 mock data wasn't great, but it was in part due to borderline students being entered for upper tiers and that would be amended if pupils struggle.
- Governors were advised that plans and strategies had been put in place for Year 11 interventions including extra mentoring. The Headteacher informed Governors that 14 staff members had volunteered to mentor students. Governors were updated that the Head of Year from Year 7 would be swapping with the Year 11 Head of Year in January. It was noted that the Year 7 Head of Year had worked with the year group before, so they had existing relationships with the pupils and their families.

Question – Would the Head of Year go back to Year 7 after this year?

Answer – The Senior Leadership Team would look at the structure again when appropriate.

- Six staff members had begun fully funded NPQ courses this year, one National Professional Qualification for Executive Leadership, one National Professional Qualification for Headship, two National Professional Qualification for Senior Leadership, one National Professional Qualification for Middle Leadership and one National Professional Qualification for Leading Teacher Development. It was noted that the government was funding the NPQs, and staff are taking up the opportunities.
- Governors were advised that appraisals for last year had been completed and the appraisal process for the current academic year had begun.
- The following incidents had occurred; one racist incident, three bullying incidents and one e-safety incident.
- Six pupils had been taken off roll (one exclusion, two elective home learning, three transfers).

Question: Was the number of parents choosing Elective Home Education (EHE) increasing?

Answer: Yes, the school was seeing more parents choosing home education and that was a trend locally and nationally. It was suggested that remote learning during covid wasn't all bad for some families, if the child had been struggling with school previously parents felt remote learning worked well. The headteacher advised that the school refers any elective home education situations to the local authority's home learning team.

Question: Had anyone opted for EHE and then returned to the school?

Answer: No, it was suggested that it would be difficult to return as the space would be filled.

Question: Would any Year 11 pupils who had elected for home education still complete their exams at the school?

Answer: They could if they wished to.

- Attendance was 94.6% and persistent absence (absent for 10% or more sessions) was 18%.

Governors noted that the attendance was good.

The Headteacher agreed that attendance was good as it was above average, but he also noted it was not as good as pre-pandemic levels (96%). The school's attendance target was 97% and the Headteacher felt it was important to be ambitious. Governors agreed.

Question: Why was Year 11's level of persistent absence so high (22%)?

Answer: Three pupils with severe absence had skewed the figures. The Headteacher advised that there were complex situations impacting attendance.

- Eleven pupil suspensions had taken place since October
- There were 8 Looked After children on roll.
- There were 5 Pupils on a Child Protection Plan on roll.
- There were 3 Pupils on a Child in Need Plan on roll.
- The number of Education Health Care plans (EHCs) in Year 7 was more than double the number who had left Year 11 and the nature of the SEND needs are more significant in KS3.

Question: When would the Permanent exclusions be confirmed?

Answer: They had been confirmed by governors and no appeals had been lodged as yet and the pupils would be taken off roll this term.

The Headteacher advised Governors that suspensions are down on the previous year.

6.3 School Self Evaluation

Governors reviewed and **approved** the School Self Evaluation.

6.4 School Grouping

The school grouping had not yet been received. Governors agreed to defer the school grouping item next agenda.

ACTION: Clerk to include School Grouping item in the next agenda.

6.5 Wigan School Profile

The Headteacher advised Governors that the school utilised the Wigan School Profile as an operational tool. The Headteacher informed Governors that the Wigan School

Profile would be uploaded to Governor Hub and asked them to note the confidential nature of the information as other school information was included.

ACTION: Clerk to receive and upload the Wigan School Profile.

6.6 School Working Patterns

Governors had reviewed and **approved** the school working patterns for 2023-2024.

The Headteacher asked for Governor's thoughts on the non-statutory guidance included in government white paper to extend the school week. A discussion was had, Governors agreed that as it was not statutory guidance currently the school would review in the future.

ACTION: Clerk to seek local authority guidance on extending the school day.

6.7 GDPR Updates

No GDPR breaches had been reported.

6.8 Policies for Review or Approval

Governors **approved** the following policies:

- Compliments & Complaints
- Health & Safety
- Early Career Teacher Induction Policy

Question: Was there a separate policy that deals with vexatious complaints?

Answer: The school had adopted the Compliments & Complaints policy from the Local Authority and would check whether there was a vexatious complaints policy.

ACTION: To review the vexatious complaints policy.

7 STANDARDS & CURRICULUM

7.1 Internal & External Assessment

The School Improvement Partner, Ms Helen Gaunt, had undertaken a series of consultation visits with Curriculum Leaders on their intent and implementation of the curriculum and a report had been circulated to Governors prior to the meeting.

Question: For geography the report had mentioned the need to make a more systematic use of assessment information to inform planning so that it is a strength, how was that being achieved?

Answer: The Head of Humanities would be reviewing assessments to ensure there was consistency.

Question: Why was EBacc being picked up on again?

Answer: The Headteacher advised that it may be a line of challenge by an Ofsted inspector. The government target was to see 75% of pupils studying the EBacc subject combination at GCSE. The school would need to be strong on justifying why only 18% of the school's pupils had been entered for EBacc in 2022. The Headteacher felt it didn't illustrate a lack of ambition it was just not always the right subject choice for all pupils and the school did not plan to enforce the EBacc subject choice. Governors noted that the Ofsted framework was clear that any inspection judgements would not be based solely on EBacc. The school and governing body agreed that the choice had to be right for the pupil and it fits with the vision of the governing body not to enforce the choice. It was noted that when the school had consulted with parents, they were also in agreement.

Governors noted the work with Ms Gaunt was very thorough.

7.2 School Improvement Plan

Governors had received the School Improvement Plan prior to the meeting. The Headteacher gave Governors an overview of the Plan.

The Chair drew Governor's attention to the Governance expectations listed at 3.1.

7.3 Engagement with Parents & Carers

The Headteacher informed Governors that the school was currently consulting with parents on the Relationships, Health and Sex Education curriculum.

7.4 School Website

The Chair advised Governors that he had emailed the School Business Manager to inform him of some details that were out of date on the website, and they had since been updated.

The Chair encouraged Governors to monitor the website and feedback were necessary.

It was confirmed that a regular review would be undertaken by the School Business Manager.

7.5 Careers Education

Governors received a report on Careers Education, Information, Advice and Guidance from the link governor prior to the meeting.

The Headteacher highlighted the abundance of activity in careers education and noted that the quality was also very impressive. Students had ample opportunity to encounter people from different industries.

Mrs Stridgeon reported the number of links the school had with the business community was fantastic.

8 FINANCIAL / ASSET / RESOURCE / PREMISES MANAGEMENT

8.1 Consistent Financial Reporting (CFR)

Governors received the 2021/2022 CFR Report prior to the meeting.

8.2 Budget Update

Governors received the School Budget Monitoring report for September 2022 in advance of the meeting.

It was noted that spending to date was on track. Governors were advised that staffing and energy costs would hit the budget early next year.

8.3 Application for exemption from school contract procedure rules

Governors had received a proposal for the exemption from school contract procedure rules before the meeting. The Chair advised it had been discussed in detail at the Finance and Premises committee meeting and needed to be approved by the Full Governing Board. It was noted that the cost to school would be the VAT and that an authorised contractor would be engaged to complete the works.

Governors were advised that the work needed to be completed to improve access and SEND provision. Governors **approved** the recommendation from the Finance and Premises committee to approve the application for exemption from school contract procedure rules.

9 LOCAL AUTHORITY ITEMS

Governors noted the following Local Authority notes:

1. Additional premiums and governor responsibilities
2. School websites
3. School and College Accountability Approach (outcomes data)

10 STANDING ITEMS

Admission Arrangements for the 2024/25 Academic Year and the School Admissions Code 2021 (All Schools)

Governors confirmed there would be no changes to the admissions arrangements.

11 Minutes of the previous meeting

Governors **approved** the minutes for the 22nd September/2022 and authorised publication.

12 Committee Minutes

Governors received the following minutes of these committees:

Personnel Committee – 13th October 2022

Student Progress & Curriculum – 10th November 2022

Finance & Premises – 1st December 2022

13 Urgent Items of Any other Business

Governors agreed to the inclusion of the following urgent and strategic items of business:

13.1 Assistant Site Manager Position Proposal.

The Headteacher reported that it was felt the site team would work more effectively with an Assistant Site Manager. It would allow for clearer lines of responsibility within the team. If approved the position would be circulated internally.

Governors were happy to **approve** the proposal.

13.2 Pay Committee Meeting Update

The Chair updated Governors that a Pay Committee meeting had taken place immediately prior to this meeting, and had approved the Headteachers Performance management review

Governors received the update.

14 Confidentiality

Governors considered the confidentiality of all items discussed at the meeting and concluded no items were deemed confidential.

15 Meeting Reflection

Governors reflected on items discussed and decisions/actions agreed and felt they demonstrated that the Board had fulfilled its role in line with its strategic core functions.

16 Date and time of next meeting

Governors confirmed the date and time of the next meetings as:

Admissions	Thursday 12th January 2023 (virtual)
Curriculum & Standards	Thursday 9th February 2023
Personnel	Thursday 2nd March 2023
Finance & Premises	Thursday 16th March 2023
Full Governing Body	Tuesday 28th March 2023

All meetings would begin at 5:30pm.

The Chair wished everyone a happy Christmas and a happy new year and there being no further business to discuss the meeting closed at 17:58pm.

	ACTION	TO BE COMPLETED BY:	DATE FOR COMPLETION:
1	Clerk to add the Governors Annual Skills Audit item to the Spring FGB agenda.	Mrs Marsh	7 th March 2023
2	Governors to check training was up to date on Governor Hub and update as necessary.	All Governors	22 nd March 2023
3	Clerk to check whether NGA learning link training needed to be added manually.	Mrs Marsh	16 th December 2022
4	Governors to confirm whether they will be attending IDSR training in school on 16th January at 4pm.	All Governors	9 th January 2023
5	Mr Hough to upload the Safeguarding Link Governor visit report to Governor Hub.	Mr Hough	16 th December 2022
6	Clerk to include School Grouping item in the next agenda.	Mrs Marsh	7 th March 2023
6	Clerk to receive and upload the Wigan School Profile.	Mr McGlown to provide Mrs Marsh to upload	16 th December 2022
8	Clerk to seek local authority guidance on extending the school day.	Mrs Marsh	24 th March 2023
9	To review the vexatious complaints policy.	Mr McGlown	21 st March 2023