

**ST PETER'S CATHOLIC HIGH SCHOOL  
FULL GOVERNING BOARD  
TUESDAY 28<sup>th</sup> MARCH 2023 at 5.30PM**



**FULL GOVERNING BOARD**

**SPRING**

**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), Mrs Laura Stridgeon (Parent Governor), Mrs Liz Somers (Foundation Governor), Mrs Pam Davis (Foundation Governor), Mr Bob Morris (Foundation Governor), Mrs Diane Kenny (Staff Governor), Mr Oliver Kneale (Foundation Governor), Mrs Krystyna Pilkington (Foundation Governor), Sarah Platt (Parent Governor).

**IN ATTENDANCE:** Mr Chris Pollitt (Deputy Headteacher), Mr Ian Bromelow (Assistant Headteacher - Teaching, Learning, & Assessment, until 5:50pm), Mrs Roisin Marsh (Clerk).

**Business Began – 5:25pm**

**Business Closed – 6:42pm**

The meeting, being quorate, began with the Chair welcoming everyone to the meeting.

**2. Apologies and consideration of consent to absence**

Governors received and accepted apologies from Mr Corner and Mr McGlown.

The Chair advised Governors that Mr Pollitt was assuming Mr McGlown's responsibilities in his absence.

Mr Pollitt led the meeting in prayer and Governors prayed an extra Hail Mary for Mr McGlown and his family.

The Chair reminded everyone of the Board's core functions.

**1. Membership Updates**

Governors noted that there was a vacancy for a Foundation Governor. Governors also noted that Ms Platt's, Parent Governor, term of office would be expiring in December 2023.

### **3. Any other urgent business**

No urgent items were included in the agenda.

### **4. Declarations**

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

No declarations were made.

It was noted that Mr Pollitt, Mrs Kenny and Mr Bromelow were staff members.

### **Business and Pecuniary Interests**

Governors were reminded to record any changes to their annual declarations and to ensure that these were also recorded on Governor Hub.

Governors agreed to take item 6.2 at this point in the meeting so Mr Bromelow could present and withdraw from the meeting.

### **6.2 Pupil Progress Data**

Governors received a Data Briefing from Mr Ian Bromelow, Assistant Headteacher - Teaching, Learning, & Assessment, which detailed:

- The EAP summary followed the same format as previous reports.
- He had completed a comparison of 2022 outcomes with 2019 outcomes to assess whether mixed ability classes were working.
- The Year 11 Mock exam results would form the discussion for parent review meetings.
- He had compared November mocks to March mocks.
- EAPs were based on averages and did not account for two years disrupted learning.
- The school was not happy with 40.2% but would not be able to compare against other schools until summer results.
- Attendance for Year 11s was well above average.
- No groups were causing massive concerns.
- Some individual pupils causing concerns but interventions were in place including Easter revision and letters being sent home.
- He noted results against EAPs was improving across all year groups.

**Question – For future reports would it be possible to see data drops next to each other?**

Answer – Mr Bromelow confirmed he would include the information in future reports.

## Year 11 mocks

- 117 out of 205 had improved in relation to their EAP.
- 83 out of 205 had done less well but it was reported this may be down to different papers, the English Literature exam for example was a more difficult exam.
- Average Progress8 total had been -1.13 but was now -0.78 which was an increase of 0.35 so overall positive.

Mr Pollitt explained that in discussions with other schools it appeared most schools were experiencing challenging Progress scores.

Last year the school had topic lists to go to but this year no topic lists had been provided.

Mr Bromelow noted that no one could be certain of the grading boundaries.

Independent learning was a key focus for the school and the class who scored highest on independent learning received a free breakfast on a Friday.

The school was inviting pupils to attend school over Easter for extra revision sessions. Some pupils were also attending early morning independent learning sessions.

### **Question – How confident was the school that these results would be reflected in the actual results?**

Answer – Mr Bromelow advised that it was easy to predict the pupils who would perform really well and to predict the results of those pupils who were not working hard but the ones in between were difficult to predict.

The school expected the results to improve between now and the GCSE exams.

Governors received a summary of the comparison of 2019 and 2022 Progress 8 results:

- The aim of the exercise was to review mixed ability classes.
- One of the arguments against mixed ability classes was that it would have a negative impact on the highest ability learners who would typically be in set one.
- This was a concern for English Literature but the group had improved by 0.33.
- There were some subjects where there was a slight decrease.
- Mr Bromelow indicated that the data showed switching to mixed ability groups had at the very least had no detrimental affect but in fact it had resulted in improved results and he added that the behaviour and atmosphere in school had improved positively.
- Mr Bromelow assured Governors that he would continue to monitor the success of mixed ability groups.

**Question – Were there any interventions specific to disadvantaged pupils?**

Answer – Extra interventions for disadvantaged pupils were mainly done through pastoral support. The focus for the school was to improve the quality of teaching to improve outcomes for all learners.

Mr Pollitt advised that the school had retained a member of staff in Maths to support extra sessions.

The school also allowed disadvantaged pupils to come out of PE to do more small group work. There were also extra sessions in the evening.

There was also pastoral work carried out around contacting parents to improve parental engagement.

The school had monitored attendance at parents evening and attendance was high from all groups.

**Question – If appointments were not attended did that get picked up?**

Answer – Yes, the system produced a list of parents who had not booked appointments and then afterwards produced a report of appointments which had not been attended.

**Question – For how long would the school follow up non-attendance?**

Answer – Year Leaders did it before appointments and then it was picked up by the pastoral team to continue to try.

Governors were advised that it was not a major concern for the school. Edulink facilitated effective communication between parents and the school and removed many barriers.

**Question – Maths and Languages had chosen not to go into mixed ability groups previously were they rethinking that decision based on the results?**

Answer – No because there were different tiers of entry for those exams it was more difficult for those subjects to mix abilities.

Governors thank Mr Bromelow for his time.

Mr Bromelow withdrew from the meeting at 5:50pm

## **5. GOVERNANCE EFFECTIVENESS**

### **5.1 Governors Annual Skills Audit**

Governors agreed that they would undertake the skills audit by Summer.

Governors agreed to complete the skills audit by the end of May.

**ACTION** – Clerk to share Skills audit and Governors to complete by the end of May.

## **5.2 Governor Reports**

Governors received the following reports:

The Chairs report.

The GDPR Link Governor report.

The Transitions and Standards Link Governor Report.

Mrs Pilkington advised that she would be meeting Mr Santus next term to review Behaviour and Expectations.

## **5.3 Governor Training & Development**

**Question to Clerk – When would the new training schedule be released?**

Answer – It should be released after Easter.

The Chair encouraged Governors to book on to training once the new training schedule was released.

**ACTION** – Clerk to upload the new training schedule when it is released and Governors to book on to relevant courses.

## **5.4 Procedures for the Election of Chair and Vice Chair For 2023/2024**

Governors agreed the procedures for the election of the Chair and Vice Chair as:

Governors discussed whether to have a one or two year terms of office and agreed that for continuity two years would be best.

Governors were advised that Mrs Somers had been Vice Chair for four years and she felt it was normally expected that the Vice Chair would move up to the Chair's post but she was not in a position to assume the Chair's responsibilities.

**Question – Would Mrs Somers still be happy to be considered as Vice Chair?**

Answer – Mrs Somers felt it would be more appropriate to elect a Vice Chair who would be willing to step up to Chair for succession planning.

Mrs Somers reported that she had enjoyed the role and working alongside Mr Hough.

Governors were advised that nominations could be received from that point and there was a great deal of work on the horizon.

Governors approved the following:

- Two Year appointments for Chair and Vice Chair (commencing from the 1st of September 2023).
- The procedures would be the same for Chair and Vice Chair.
- Written nominations would be accepted in advance of the meeting where the item is to be on the agenda and nominations at the meeting would also be accepted.
- Proposed nominations would be accepted.
- There would be a secret ballot.
- There would be a vote on a single nomination and the nominee would leave the meeting.

#### **5.5 Governor Services: Governance Support, Training and Development and Governor Services: Professional Clerking (two years)**

Governors agreed unanimously that they would retain Governor Services: Professional Clerking.

Governors confirmed they would retain Governance Support, Training and Development and buy back NGA Standard membership, NGA Learning Link and Wigan Governor Forum.

## **6. SCHOOL ITEMS**

### **6.1 Headteacher's Termly Report**

Governors received the Headteacher's Termly Report prior to the meeting which covered:

- School Improvement Plan Areas
- Professional Development Update
- Metacognition Practical Strategies
- Response to Underachievement
- Whole School Literacy
- SEND & Nurture
- SIP Visit
- Surveys
- Catholic Life of the school
- Student Councils
- Premises and Health and Safety
- Admissions

- Staffing Information
- Trips and Events

Governors also received a Progress Summary - Expectation Age related Performance report.

A behaviour and Safety report was shared with Governors at the meeting.

**Question – For persistent absence, the number of students in Year 11 was 44 was that figure concerning?**

Answer – Governors were advised that against the national picture the school was performing well on attendance. The school was pushing it and continuing to work hard to improve attendance.

**Question – Why was the school performing better on attendance?**

Answer – Mr Pollitt suggested it was down to the hard work from school staff on breaking down barriers to attendance.

It was noted that suspensions were down against, at this point last year there were 35 and this year there were 25. Governors add that permanent exclusions were higher. Governors reflected that exclusions were one of incidents and did not show the overall improvement in behaviour.

**Question – Did the school carry out restorative work after suspensions?**

Answer – There was a reintegration meeting followed by restorative work with staff and further steps would be agreed from there.

**Question – Was the school pleased with the survey results?**

Answer – Yes, results were higher than in 2019 but not as good as the results after Covid. Common themes the school would take note of included reporting assessments; feedback on marking was different across subjects which needed to be better communicated, Parent Meetings most parents wanted to continue with online and for long term absences the school was considering at what point classes should rotate based on the impact of sicknesses.

Pupil and Parent satisfaction on bullying was lower than expected so the school would be running some assemblies on what bullying was and how it compared to unkind behaviour.

**Question – What was the difference between unkind behaviour and bullying?**

Answer – Bullying was targeted and persistent and the school would want to be aware of both.

**Question – Why were pupils only 75% happy with the choice of subjects and availability?**

Answer – The school felt a wide choice of subjects were given. One issue was business studies not being offered.

### **Question – What was myON?**

Answer – It was an online library and staff encouraged pupils to use the resource.

### **6.3 School Hours**

The Department of Education had set an expectation that mainstream schools provide a compulsory school week of at least 32.5 hours. The school was under by 24 minutes per week. The solution would be to increase lunch by 5 minutes but that would have a significant impact on school buses and children from Standish would be disproportionately impacted.

Governors agreed to defer consideration of school hours until the summer Full Governing Board.

**ACTION** – Clerk to add School Hours to the Summer agenda.

### **6.4 School Improvement Plan**

Governors received a RAG rated School Improvement Plan prior to the meeting which was discussed as follows:

Mr Pollitt highlighted:

- The school was amber on links with clergy as the school was really struggling to get a Priest to say Mass in school.

### **Question – Could the school hold a Eucharistic Service instead?**

Answer – Yes, the school would consider doing so.

- Progress was amber on refining the disadvantaged pupil strategy due to an English Teacher not returning to work following an absence but the school was hoping the member of staff would return after Easter.
- Improving the planning and delivery of changed had not yet been finalised and work was ongoing.
- The work around improving pupil's efforts needed embedding.
- The rewards strategy had been rolled out but the ratio of staff merits to demerits was not consistent across school which was being worked on.
- SEND modifications were still awaiting the conclusion of the Dioceses' tendering process before they could begin.
- Budget constraints meant the review of admin structures needed to be paused.



- Progress had been made on developing links with Primary Heads since the report had been produced so it had changed to green.
- Progress had been made on improving managed moves through the Faith Consortium. Protocols had been received by Heads and there were some amendments requested. It was hoped the new protocols would reduce permanent exclusions.

### **Question – Would the protocols involve Fair Access Panels?**

Answer – No they would be linked to respite.

The Chair asked Governors to review and consider item 3.1 on the School Improvement Plan; Governance continues to be of high quality, providing excellent levels of challenge and support to Senior Leaders.

### **6.5 Safeguarding**

Mrs Platt, Safeguarding Governor advised that she had met with Mr Neil Ashton and covered the following:

- There had been two further permanent exclusions.
- There were two pupils with Child in Need plans.
- There were four pupils with Child Protection plans.
- They had reviewed attendance and it was the highest in the Local Authority across all groups and lowest in Persistent Absence. The school was nearly back at pre-Covid levels.
- The preparation of case studies was ongoing to show the work the school was doing to support children and link with external agencies.
- Mental Health champions were working well.
- A Section 175 audit would be resubmitted after Easter.
- The transition of Year 6 pupils involved safeguarding meetings with primary schools. There would be a focus for any children with safeguarding concerns.
- There would be a transfer of data for Year 11 through CPOMS.
- The school would hold summertime reviews for pupils with Child Protection Plans.

Mrs Platt advised that she would arrange another meeting in April to review attendance using the Wigan Council toolkit and would report back in summertime.

**ACTION** – Mrs Platt to send a copy of her report to the Clerk to upload to Governor Hub.

### **6.6 School Grouping**

Mr Pollitt confirmed that the school had been placed in Group Three which meant it had been concluded that no extra Local Authority support was required.

## 6.7 School Website

Governors were advised that a new website was being built.

It was confirmed that the current website was between 96% and 100% compliant and the school continued to monitor it.

## 6.8 Policies for Review or Approval

Governors received and **approved** the following policies:

Whistleblowing  
SOFA  
Provider Access Policy

It was noted that the amendments of the SOFA were highlighted in red.

Governors noted that the Suppliers list had been reviewed by the Finance and Premises Committee.

Governors noted that the RHSE Policy had been approved by the Student Progress and curriculum committee.

## 7. FINANCIAL MANAGEMENT

### 7.2 Schools Financial Value Standard (SFVS)

Governors received and reviewed the Schools Financial Value Standard prior to the meeting.

Governors **ratified** the submission of the SFVS to Internal Audit.

### 7.1 Budget Monitoring - 2022/2023

Governors received a Finance Update report February 2023 prior to the meeting which covered:

- Salaries
- Staffing
- Repairs and Maintenance
- Energy
- Education Resources
- Supplies and Services
- Pupil Premium Grant
- Catering income
- Premises income
- External Grants
- Cost pressures Grants

- High Needs Additional Top-ups
- Salary Income
- Write offs
- Outstanding debts
- Cashflow positions
- Balances in Contingency
- Devolved Formula Capital
- Sea Emergency Fund
- Estimated Financial Outrun Statement
- School Resource Management Advisors
- School's Financial Value Standard
- Latest Spending Report

Governors noted the update.

### **7.3 Budget Approval – 2023/2024**

The following documents were shared in advance of the meeting in preparation for the Budget Approval:

Budget Plan Summary  
 Budget Plan Approval  
 Adjustments to the Budget Plan

A detailed discussion was had and is recorded in the confidential minutes.

Governors agreed to **approve** the budget for 2023/2024.

## **STANDING ITEMS**

### **8 LA ITEMS**

The Clerk provided the following LA Items prior to the meeting and gave a brief overview.

#### **1. Safer Recruitment Policy**

Mr Pollitt reported that the school had completed the Safer Recruitment training and encouraged Governors to consider completing it.

#### **2. Governor Attendance Monitoring Toolkit**

It was noted that Mrs Platt had agreed to assume the responsibility of Attendance Link Governor.

### **9 Determination of Admission Arrangements For 2024/2025**

The Chair advised consultation had been completed and the Archdiocese had supplied the admissions policy.

Governors received the St Peter's Catholic High School Admission Policy and Arrangements 2024/2025 document prior to the meeting and determined they set out the admission arrangements for 2024/2025 and approved publication on the school website.

## **10 Minutes of the previous meeting – 13/12/22**

Governors approved the minutes from Tuesday 13<sup>th</sup> December and authorised publication.

It was reported that the vexation complaints policy was being reviewed by the School Business Manager.

## **11 Committee Minutes**

Governors received the minutes of the following committees:

- Admissions – Thursday 12<sup>th</sup> January 2023
- Curriculum & Standards – Thursday 9<sup>th</sup> February 2023
- Personnel – Thursday 2<sup>nd</sup> March 2023

**Question – Would the Associate Headteachers be reducing from five to three?**

Answer – The role was for a two-year period then they stepped back and there would be new Associate Headteachers appointed. In the next round there would probably be up to a maximum of three appointed.

**Question – The Personnel Minutes suggested some of the current Associate Headteachers wished to maintain some of their responsibilities would they continue to receive the extra pay associated with the role?**

Answer – No the pay was only for two years if teachers retained any additional responsibilities, it would be on a voluntary basis.

- Finance and Premises – Thursday 16<sup>th</sup> March 2023

## **12 Urgent Items of Any other Business**

No further items had been included in the agenda.

## **13 Confidentiality**

Governors considered the confidentiality of all items discussed at the meeting and the following item Budget Approval was deemed confidential for the purposes of the minutes.

#### 14 Meeting Reflection

Governors reflected on the items discussed and decisions/actions agreed and believed they demonstrated that the Board had fulfilled its role in line with its strategic core functions by conducting a detailed and thorough meeting.

#### 15 Date and time of next meeting

Governors confirmed the date and time of the next. meetings as Thursday 13th July 2023 at 5:30pm.

There being no further business to discuss, the Chair thanked everyone for their attendance, wished them a happy Easter and the meeting closed at 6:42pm.

	<b>ACTION</b>	<b>TO BE COMPLETED BY:</b>	<b>DATE FOR COMPLETION:</b>
<b>1</b>	Clerk to share Skills audit and Governors to complete by the end of May.	Mrs Marsh All Governors	3 <sup>rd</sup> April 31 <sup>st</sup> May
<b>2</b>	Clerk to upload the new training schedule when it is released and Governors to book on to relevant courses.	Mrs Marsh All Governors	ASAP
<b>3</b>	Clerk to add School Hours to the Summer agenda.	Mrs Marsh	22 <sup>nd</sup> June
<b>4</b>	Mrs Platt to send a copy of her report to the Clerk to upload to Governor Hub.	Mrs Platt Mrs Marsh	ASAP