

**ST PETER'S CATHOLIC HIGH SCHOOL
FULL GOVERNING BOARD
THURSDAY 13th July 2023 at 5.30PM**



FULL GOVERNING BOARD

SUMMER

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 Andy McGlown (Headteacher), Mr Clive Hough (Chair, Local Authority Governor), Mrs Laura Stridgeon (Parent Governor), Mrs Liz Somers (Foundation Governor), Mrs Pam Davis (Foundation Governor), Mrs Diane Kenny (Staff Governor), Mr Oliver Kneale (Foundation Governor), Mrs Krystyna Pilkington (Foundation Governor), Ms Sarah Platt (Parent Governor), Mr David Corner (Foundation Governor).

IN ATTENDANCE: Mrs Susan Brogan (Clerk).

Meeting Started at 17.30 pm and ended at 18:57pm

The meeting, being quorate, began with the Chair welcoming everyone to the meeting and an opening prayer by Mrs Somers.

ITEM & INTENDED OUTCOME

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.

The intention of the board was for Ms Platt to become a Foundation Governor and then to proceed to election for a new Parent Governor in September.

2. Apologies and consideration of consent to absence

Apologies and reasons for absence were **received** and **accepted** from Mr Morris and Mr Pollitt.

3. Any other urgent business

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

- School dinners.
- SEND expenditure.

4. Declarations

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

No declarations were made.

Governors were **reminded** to record any changes to their annual declarations (and to ensure that these are recorded on Governor Hub).

They were also **reminded** to keep checking GovernorHub to ensure all their details were correct.

Staff in attendance: Mrs Diane Kenny (Maths Teacher), Mr Andy McGlown (Headteacher).

5. GOVERNANCE EFFECTIVENESS

5.1 Governor Reports

The Chair thanked Governors for the full set of visit reports as listed below:

- a) Student Progress & Curriculum meeting – Mr Oliver Kneale (foundation governor), Mr Chris Pollitt & Mr Ian Bromelow.
- b) RSE and CEIAG visit – Mrs Laura Stridgeon (parent governor), Mrs C Welch & Mrs N Maloney.
- c) Timetabling & Options – Mrs Laura Stridgeon (parent governor) & Mr Bob Morris (foundation governor).
- d) Behaviour & Expectations SLT Link Meeting Report- Mrs Krystyna Pilkington (foundation governor).
- e) Leadership and management – Mr Clive Hough/Mrs Liz Somers/ Mr Andy McGlown
- f) SEND – Mrs Pam Davies/ Mrs Hartley
- g) Chair's report – Mr Clive Hough.

There were no questions arising from the reports.

5.2 Chairs Actions

1. Admissions

Governors **agreed** the chairs actions to admit an extra pupil above the PAN and appeal numbers due to the difficult circumstances.

2. Budget deficit recovery plan

This report had been submitted on the Friday prior to the FGB meeting. It showed a positive balance in Year 3 and thanks were offered to the Head, Deputy Headteacher and School Business manager for the immense amount of work they had done to produce the recovery plan.

Governors were happy to **accept** the recovery plan that had been signed off and submitted by the Chair.

5.3 Governor Training & Development

It was **noted** that the Chair had attended some training on being strategic, Mrs Davies had attended training on attendance and Mrs Kenny had completed some E-Safety training. She thought that it would be useful for all Governors to attend this training.

5.4 Governing Board Annual Self Evaluation

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A) The Chair advised that he had started to look at the self-evaluation and was working on the statement that he would present it at the business planning meeting in September.

The Clerk advised that Governor services are able to offer some support or self-evaluation sessions for boards if required.

5.5 Meeting Schedule for 2023/2024

Prior to approving the meeting dates the Governors needed to consider the proposal to combine the Finance and Premises Committee with the Personnel Committee.

The proposed meeting would be on the Finance and Premises meeting date. Both committees had the same members and it would save some money by reducing the number of committee meetings.

Q. Is it a face to face meeting?

A Yes it would be.

Q. Does it need to take place on the 7th December as this is quite late?

A. It probably does, there is a heavy workload to prepare reports for the finance aspect to ensure the information is accurate.

It was **agreed** to adopt the new structure for 12 months and then review it.

Governors **approved** the meeting schedule with the following changes:

- The FGB meeting would be Thursday 14th September 2023 and not the date recorded on the schedule.
- The Personnel committee meetings would be cancelled and jointly run with the Finance and Premises meetings.

5.6 Committee Terms of References

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A) Each committee had reviewed their own Terms of Reference.

Governors **approved** the recommended Terms of Reference.

The new Terms of Reference for the merged Finance, Premises and Personnel Committee would be reviewed at the first committee meeting. The proposed terms of reference for this committee had been uploaded to GovernorHub for review.

5.7 Election of Chair and Vice Chair For 2023/2025

Mr Hough was nominated and **elected** for Chair for 2023-2025. There were no further nominations.

Mr Hough nominated Mr Kneale for the position of Vice Chair and was **elected** to the position for 2023-2025. There were no further nominations.

Both were congratulated on their success.

Mrs Somers was thanked for the hard work she had done as vice chair over the last 4 years and was presented with a small gift from the Governors.

5.8 Performance Management of the Headteacher

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A) It was **agreed** that the Headteacher would ask Helen Gaunt the school improvement partner to take on the role as external adviser to support the Governor reviewers for the performance management of the Headteacher.

The Governor reviewers would remain the same for continuity – the Chair, Mrs Somers and Mr Corner.

6. SCHOOL ITEMS

6.1 Headteacher's Termly Report.

The Headteacher's termly report had been uploaded to GovernorHub prior to the meeting.

Governors responded with the following questions:

Q. Why in year, do we have so many more permanent exclusions?

A. These are mostly one off occasions that you couldn't have seen happening. Physical assaults both inside and outside of school cannot be tolerated and we have been unlucky with 5 students choosing to display unacceptable behaviour. We struggled to see any trends and spent a lot of time as SLT trying to see if we had any other options but unfortunately, we were left with no options. We do not currently have a manged move protocol but we are working on this.

The Headteacher stated that the number of permanent exclusions was significantly higher across the borough possibly because of Covid and pupils spending more time on the streets and not in school. They were hoping that the trend did not continue. He reassured Governors that they were serious or persistent events and that they would pose a risk to others if pupils were let back into school. He felt that their standards hadn't changed but a small number of pupils' behaviour had deteriorated.

Q. Do you have data on exclusions across the borough?

A. If the next exclusion is agreed by Governors it puts us mid table for the Borough with 6 Permanent Exclusions. Part of the issue is that there is limited capacity to work with the pupils and a lack of support services. None of the pupils had EHCP plans but this could be an issue in the future with SEND panel saying there are some pupils in school that should be in special schools with no special school places available.

The Chair reassured the Headteacher that he, and he believed that the rest of the Governors also did, supported him to maintain the highest of standards.

The Headteacher reported that the number of suspensions was lower than last year with a few pupils on repeat suspensions.

Q. What support is in place for those with repeat suspensions?

A. TESS involvement, Engagement Centre, although one pupil's place was ended from there due to their impact, respite at Deanery. The options are limited. The Education Psychologist is involved with a number of pupils.

Q. Did any of the Permanent Exclusions go to an Independent Review Panel?

- A. No, some had difficult Governor panels but no one has taken it further

The Chair thanked all Governors who had sat on panels and appreciated the difficult job.

Q. How many single lessons do we have now?

- A. Mr Pollitt would be the best to answer this. We try to listen to those subjects who prefer a single lesson i.e.. Music and MFL. Some other subjects have agreed also to have some one off single lessons to support this. Teaching music little and often is the best way to learn the subject and a double language lesson with a lower set can be very challenging.

Q. Why did one option not run?

- A. There were 2 that did not run. Only 3 pupils opted for music BTEC but were offered music GCSE instead. We only had 10 pupils for music as well but decided to continue to run this course as we are committed to continue to run it as an option if at all possible. We also didn't run the Cambridge National in IT as only 6 pupils opted for it but they were offered computing as an alternative.

Q. Are mixed ability groups popular amongst pupils?

- A. Some of the staff were reluctant initially and in KS4 it can be difficult to set in option groups. The English department found that overall behaviour improved and the top end did not suffer and the middle band have risen to a slightly higher standard. It is now quite embedded in English. In Maths it is still set and in MFL. In Science they teach the same content in Y10 and then those pupils that opt to do triple science are separated off in Y11 to do additional science.

The Headteacher stated that they needed to make sure top end didn't suffer and advised that all classes are mixed ability but by different degrees.

Q. Is triple science not in the options?

- A. No, we don't want pupils to have to choose it as an option. In Y11 they will be given the option to do separate science in Y11 if capable and they wish to.

Q. Are your numbers of staff leavers and starters standard?

- A. We have more leavers than appointments as trying to rebalance contact time and budgets. Our staff is stable and now have substantive appointments for the Head and Deputy in D&T.

6.2 External Monitoring Reports

The Headteacher reported that he had met with Helen Gaunt the School Improvement Partner on the 12th July and had focussed on attendance, safeguarding and behaviour. The schools plan for reading and literacy had received positive feedback and it was good to have some external eyes and a view on this.

6.3 School Hours

This item had been postponed from the previous meeting as the Headteacher was not available.

It was understood by Governors that the 32.5 hours was not statutory but still an expectation from the DFE. Ofsted may question the school if the standards of education was a concern. The additional 24 minutes that school needed extra did not have to be lesson time. The local landscape suggested that some schools were doing it and others were not.

The Headteacher wanted to ensure that if they were to increase the hours then it should be in a drive to improve the education of the pupils and not just add extra time to break times.

School had recently lost some breaktime to add more time to form for a structured programme and the easiest option would be to add the time back to lunchtime but this could possibly lead to more behaviour problems at lunch time.

Three options were given:

- Start earlier but it was felt that some pupils starting journey already at 8 am was early enough.
- Finish 5 minutes later, pupils would arrive home later.
- Add extra time to lunch break, which gives back what had been taken away.

The Headteacher informed that it was too late for this next year and would need to be considered for 2024-2025.

Governors **noted** that it was an expectation, they considered it and discussed the merits and negative aspects of it and decided to keep it under review.

6.4 Attendance

The attendance report was presented by Ms Sarah Platt the Attendance Governor.

Mrs Platt had provided a safeguarding report and attendance report.

She provided the following points for Governors:

- 2 young people were on Child Protection – transition plans had been discussed.
- 8 pupils were Child in Need.
- 8 Children were Looked After across 3 LA's.
- No safeguarding incidents had been reported at that time.
- There was 1 ongoing issue for which they were working with police
- There were no part time timetables except for possibly for 1 child that was being negotiated with the LA.
- 124 pupils had a part time offer across the LA so St Peters in context were doing well.
- 2 pupils were Severely Absent.
- 11.96% of pupils were Persistent Absent against 27% nationally.
- Whole school attendance at 94.5 % was 3.7 % above national average.
- Fisher family trust - St Peters were in the top 10% for attendance compared against similar schools.
- SEND, EAL and LAC children were all above national comparisons for attendance.
- Family Holidays for most pupils did not trigger a penalty notice.
- Transition meetings had been held for Y7 and Y11 SEND pupils.
- Accidents in school had been looked at in the incidents log in the school office. All incidents are followed up with parents and Edulink is used.
- Behaviour of pupils is discussed on a weekly basis and all staff have the behaviour policy.
- Follow up to be had on the following items, attendance toolkit, Attendance, Child Missing education and Elective Home education training.

The Chair thanked Mrs Platt for her work and her report.

6.5 School Improvement Priorities

The Headteacher advised that he had sent a copy of the SIP priorities 2022/2023 to Governors and had tried to RAG rate it. He explained as follows:

- Yellow was mainly finance or premises issues.
- School had mostly achieved what they intended to do.
- Anything amber will go into the following years SIP.
- Red items will be paused until next year.
- Academisation has been left white as this was very much not a priority locally.
- Whilst Pupil Premium is designed to meet individual bespoke needs it had been thought about more flexibly.
- Usage of Pupil Premium funding for small group tuition had been achieved for Maths but not English due to staffing issues and needing a full time member of staff.

- Pupil Premium was being used to ensure that every class had a quality teacher and class sizes don't get too big so that this keeps the quality of learning for Pupil Premium pupils.

6.6 Safeguarding

This had been reported on by the Headteacher in his report and by Mrs Platt.

6.7 School Website

The Headteacher informed that the website was currently compliant but they will move onto a new website shortly and would be checked by school to ensure compliance.

6.8 GDPR

No breeches had been reported.

6.9 Policies for Review or Approval

All the following policies had been checked at committee level and were **approved** by Governors.

- Appraisal and Capability (submitted to the Personnel Committee on 15/06/23)
- Pay (submitted to the personnel committee on 15/06/23)
- Staff Discipline, Conduct and Grievance (submitted to the personnel comm on 15/06/23)
- Supporting Attendance (submitted to the personnel comm on 15/06/23)

7. STANDARDS & CURRICULUM

7.1 Pupil Progress Data/Pupil Outcomes

This item was covered in the Headteacher report.

7.2 Impact of Pupil Premium/PE/ and other statutory grants

This item was covered in the Headteachers report.

7.3 Engagement with Parents & Carers

The Headteacher reported that there had been no significant new activities.

They had engaged with parents during the year on the RSE programme.

8. PUPIL WELFARE

8.1 Behaviour Management including:

This item was covered in the Headteachers report.

8.2 Engagement with Pupils (Pupil Voice)

This item was covered at a previous meeting.

8.3 Mental Health and Wellbeing

This item was covered during Committee meetings.

9. FINANCIAL MANAGEMENT

9.1 Budget Monitoring - 2023/2024

Governors had seen the budget deficit plan and had agreed to it previously.

9.2 Voluntary Funds

The Administration team had received support from trainee services Limited for the voluntary fund. 9.2

- a) The auditor Admin Support and Training Services Limited had been appointed at the Finance Committee.
- b) The statement of intent of the voluntary funds had been reviewed by the Finance and Premises committee on the 29/06/23 and was **approved** by FGB.

Premises and Health and Safety

To receive recommendations from Health & Safety Audit

To receive updates on buildings & grounds works completed or to be undertaken.

(submitted to the finance & premises committee on 29/06/23)

This item had been completed at the finance committee but Governors received the updates on GovernorHub.

STANDING ITEMS

10 Admission Arrangements For 2025/2026

To **receive** information about the admission arrangements for 2025/2026 (Voluntary aided schools, foundation schools and academies only)

The Headteacher advised that one of our Primary Headeachers had requested if they could consider the admissions arrangements for baptised pupils attending a partner primary school and requested that they could be invited into a meeting to present the case.

This would need to be prior to January 2024 to be effective from September 2025.

Governors **agreed** to listen to his/her presentation and the Headteacher would arrange this.

11 Minutes of the previous meeting – 28/03/23

Governors **approved** the minutes and authorised publication. There were no matters arising.

12 Committee Minutes

Governors **received** the minutes of the committees and there were no matters arising.

- **Student Progress & Curriculum – 11/05/23**
- **Personnel – 15/06/23**

Finance & Premises minutes 29/06/23 had been rewritten and would be available in September.

14 Urgent Items of Any other Business

1. School Dinners

The Headteacher shared a document entitled Catering review.

The contract for school meals was coming to an end September 1st 2023 and Governors had to consider the next steps. School had not gone out to tender yet so would not be in a position to end the contract for the next academic year.

There were some concerns regarding the cost and quality of the meals and it was anticipated by an independent consultant that there would be a loss of approx. £1000 by the end of the year.

Q. Has the provider acknowledged that the quality is poor?

A. Yes.

Governors discussed the various choices and considered the timing to end the contract and staff training requirements. It was thought that pupils were starting to vote with their feet and bringing in more packed lunches. Staff were also not getting the promised lunches delivered to them as promised in the sales pitch.

After some consideration Governors chose to extend the contract of the current provider for 12 months and go out to tender in preparation for a September 2024 start.

Q. When would we tell them this?

Q. Is there a risk they will go downhill if they know that we are going to tender?

A. There is still a contract in place they would need to deliver and many of the staff would remain following a tender. We would have to go to tender next year anyway.

2. SEND expenditure

The Headteacher informed that he had a meeting yesterday with Cath peeling (Assistant Director – Education), Dave Clegg, Chris Williams and Matt Roberts.

The cost for the SEND modification plan is in the region of £196,000. The LA had increased its contribution by £50,000 to £140,000 but was unable to contribute any further.

There was a deficit of £55,000 and the proposal was to use DFC money to prop up this fund. The Archdiocese were unable to fund this as they do not have a SEND capital fund.

As the LED lighting project was being funded through the DFC monies the Governors needed to be aware of this reduction as had previously agreed this money for the lighting project. However, it was hoped that the Archdiocese could help with this aspect as they believed that they would be willing and able to do this.

Governors **noted** the reduction of School DFC monies for the LED lighting project.

Governors **approved** the release of £55k School DFC monies towards the SEND project.

Q. Do we know when we start the work?

A. It is progressing, we can do it in phases and it can be done in the school year. Work will be programmed in for Oct half term if possible.

Q. Have they held the price?

A. The price has come through the tendering process, if we don't get on with it, is likely to go up.

15 Confidentiality

No items were deemed confidential.

16 Meeting Reflection

The Chair reflected that they had carried out their duties to a great extent and thanked everyone for their contributions and support throughout the year.

The Headteacher also thanked everyone for their support throughout the year.

17 Date and time of next meeting

FGB meeting 14th September 5.30pm.