

**ST PETER'S CATHOLIC HIGH SCHOOL
FULL GOVERNING BOARD - BUSINESS PLANNING MEETING
THURSDAY 14th SEPTEMBER 2023 at 5.30PM**



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.

PRESENT:		
Name	Type of Governor	
Mr Clive Hough	Chair / Local Authority Governor	Yes
Mr Bob Morris	Vice Chair / Foundation Governor	Yes
Mr David Corner	Foundation Governor	Yes
Mrs Elizabeth Somers	Foundation Governor	Yes
Mr Oliver Kneale	Foundation Governor	Apologies
Mrs Pamela Davies	Foundation Governor	Yes
Mrs Krystyna Pilkington	Foundation Governor	Yes
Mr Andrew McGlown	Headteacher	Yes
Mrs Laura Stridgeon	Parent Governor	Yes
Ms Sarah Platt	Parent Governor	Yes
Mrs Diane Kenny	Staff Governor	Yes
IN ATTENDANCE:		
Mr Chris Pollitt	Deputy Head Teacher	Yes
Mr Matt Roberts	School Business Manager	Yes
Mrs Sue Counsell	Clerk, Wigan Governor Services	Yes

Business Began: 17:27pm

Business Closed: 18:21pm

1 Welcome and opening prayer

The meeting, being quorate, with 10 out of 11 Governors present, began with the Chair welcoming everyone to the meeting and an opening prayer.

2 Apologies and consideration of consent to absence

Apologies were **received** and **accepted** from Mr Oliver Kneale.

3 Any other urgent business

• **Archdiocese of Liverpool**

As part of the improvement of governance, the Trustees of Liverpool Roman Catholic Archdiocesan Trust Incorporated (Trust), took the decision to become

a charitable incorporated organisation (CIO), effective from 1 January 2023. The new CIO is called the Archdiocese of Liverpool and has a different charity number. All activities, assets (including school land held by the Trustees), liabilities and operations of the Trust transferred to the new CIO at that date. As a voluntary aided school in the trusteeship of the Archdiocese of Liverpool, this change will not alter the relationship with the archdiocese or the Archbishop of Liverpool and will have no impact on the operation of the school.

The Governors **acknowledge the transfer of the ownership of the school and operations of the Trust** from Liverpool Roman Catholic Archdiocesan Trust (registered charity number 232709), to being Archdiocese of Liverpool, a CIO (registered charity number 1199714), effective from 1 January 2023.

4 **Declarations**

No declarations were made.

5 **ANNUAL GOVERNANCE PROCEDURES**

5.1 **Membership Updates**

The Board noted the following vacancies and expiration of term of office:

- 1 x Foundation Governor Vacancy
- Ms Sarah Platt term of office due to expire on the 12th December 2023.

The Chair suggested that Ms Sarah Platt applied to become a Foundation Governor on expiry of her current Parent Governor term.

The Chair would ask the School Business Manager to start the Parent Governor election process to enable the new Parent Governor to start in post on the 1st January 2024.

All Governors **agreed** with the proposal.

ACTION 1: SP to apply to the Archdiocese for an application form to become a Foundation Governor and be in role from expiry of her current Parent Governor role (13th December 2023).

ACTION 2: MR to commence the Parent Governor election process, the newly elected Parent Governor to be in post from the 1st January 2024.

The Chair **confirmed** that GIAS was up to date regarding Governors' details.

The Chair discussed the school's business continuity plan, which had all Governors addresses and contact details recorded in it and requested that should anyone not want their details recorded in the plan to contact the Chair.

ACTION 3: Any Governor not wanting their address

or contact details shared in the business continuity plan to advise the Chair.

5.2 Annual Declarations and Confirmations

The Clerk explained the statutory annual declaration and confirmation process and the delay in receiving the Liverpool Archdiocese code of conduct and eligibility documents.

- Declaration of Pecuniary and Personal Interests
- Governors' Confirmation of Eligibility- Issued by Liverpool Archdiocese Catholic Schools-Governors to defer confirming until received from the Archdiocese and approved by Full Governing Board.
- Code of Conduct for the Governing Board – Issued by Liverpool Archdiocese Catholic Schools- Governors to defer confirming until received from the Archdiocese and approved by Full Governing Board.
- Safeguarding-Governors were advised that they should read all of the Keeping Children Safe in Education (KCSIE 2023) guidance.

The Clerk explained that where possible, the Governors should access GovernorHub and update their declarations and confirmations as far as they could by the end of September 2023.

ACTION 4: Clerk to issue a Noticeboard note to all Governors explaining the process for updating the above declarations and confirmations.

ACTION 5: Clerk to update Governors when the new Liverpool Archdiocese documents are available to review, they would need to come to the next FGB for approval.

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

The Board **appointed** Wigan Governor Services (through a Service Level Agreement previously approved).

5.4 This is statutory Confirmation of Governors' Specific Roles & Responsibilities

The Chair suggested to Governors that the roles and responsibilities remained the same as last year for everyone.

All Governors **confirmed** that they were happy to continue in their current roles.

The skills matrix had been completed and showed a 3.8 average score out of 5.

5.5 Approval of Committee Membership

The Governors confirmed that the Chair and Vice Chair of the Finance, Premises & Personnel and the Curriculum & Standards committees would be elected by the Committee when they next meet.

5.6 Appointment of Clerk to the Committees

The Board **appointed** Wigan Governor Services (through a Service Level Agreement previously approved) for the following committees:

- Finance, Premises & Personnel
- Curriculum & Standards
- Pay

6 GOVERNANCE EFFECTIVENESS

6.1 Governing Board Vision

The Chair had previously circulated the Governors vision and asked the Governors whether they felt that the vision was still relevant.

The Governing Board **confirmed** that the vision was still relevant.

6.2 Evaluation of Governing Board Diversity

Governors discussed the Governing Boards diversity, the main points being:

- Over 90% of the school population were white ethnicity.
- The Governing Board felt that their diversity represented the school population well.

The Clerk confirmed that as per the Local Authority Autumn guidance document, under point 3.2 Publication of Governing Board Diversity Data that there was not currently a requirement to publish diversity data, and the DfE had provided no guidance about the specific data they were encouraging schools to collect.

Should Boards decide not to publish diversity data, information could still be collected with Governors' permission to inform recruitment decisions and a statement published on the website as follows:

The Governors of xxx School believe it is important that the Governing Board reflects the diversity of our school community. Diverse Boards promote inclusive school environments and provide diverse role models for our children and young people.

Data is currently collected on the diversity of the Board, which is used to inform our recruitment and training needs to ensure that there is always a diverse range of perspectives around the table to support robust decision making. However, due to our relatively small Board we do not publish this data online as

individual Governors could be identified and we have a legal obligation to protect their personal data.

6.3 Governor Visits

The Chair encouraged all Governors to agree a date and time to undertake a Governor Link visit with their aligned SLT lead later in the Autumn term.

ACTION 6: All Governors to arrange Governor Link Visit with their aligned SLT member later in Autumn term.

6.4 Governor Training & Development

Clerk drew the Governor's attention to the NGA Learning Link and the many courses offered through Wigan Governor Services which had been circulated prior to the meeting.

The Chair asked everyone to look at undertaking some training and he asked the Mrs Elizabeth Somers the governor with responsibility for training and development to highlight any courses that would be beneficial to individual Governors.

7 SCHOOL ITEMS

7.1 Pupil Outcomes

The Headteacher provided the Governing Board with an overview of the schools GCSE results for 2023, highlighting the following:

- The results would be reviewed in detail at the Curriculum and Standards Committee.
- The results were compared to 2019 and not 2022 on advice from the DfE.
- The Headteacher confirmed that the school had been happy with the results.
- Headlines being:
 - English and maths grades 9 to 4, 78% and 76% respectively.
 - English and maths grade 9 to 5, 55% and 50% respectively.
 - Attainment 8, 51.2% compared to 50.5%.
 - EBACC 4.27% compared to 4.37%.
- There had been fewer high grades seen this year in school.
- Some pupils had been affected by significant personal issues.
- The year 11 cohort gender gap had been less this year, boys had done better than usual, and girls had not done as well.
- For twenty-seven disadvantaged pupils the gap had widened, the Curriculum & Standards Committee would look at this in more detail.
- The school had made progress, but it had not been a straight line.
- A subject analysis would be undertaken with subject leads and shared at Curriculum & Standards Committee.

- All pupils who had been in the top set for maths had been entered for further maths, as a mechanism to stretch the most able pupils, these pupils had not performed as well as hoped in the Further Maths qualification.
- Looking forward to this year's year 11 cohort, school would be offering further maths as an afterschool session rather than teaching it in class.
- There had been no subject causing major concern, the school would review the subjects with small cohorts.

Q Do we have many papers being remarked?

A We do not have many, but some are in the system.

There are a couple of maths papers being remarked, looking to achieve a grade 4.

In the past the school had a budget put aside for remarks, this year the school had not had that budget, so the school had looked at remarks on a case-by-case basis.

Q Did most of the pupils go on to their next stage, be it education or work?

A For those pupils who did not go on to their chosen next stage, it had not been a surprise for them.

- The Headteacher commented, that when he had brought the second set of GCSE mock results to Governors, he had been concerned by the results, now he was reasonably pleased with the actual results as they showed that the strategies put in place to uplift the mock results worked.

7.2 School Improvement Plan Priorities

The Headteacher discussed the three-year plan and its overall goals to push the school forward, highlighting the following points.

- The next steps would be discussed with SLT and the school.
- The Headteacher wanted to move forward on the areas highlighted yellow / red in the plan.
- Several suggestions were being considered:
 - Develop a SVP (St. Vincent De Paul) youth group.
 - Refine the disadvantaged pupil strategy.
 - Prepare for Section 48 Inspection (Catholic School Inspection).
 - Develop our SEND approaches in the classroom.
 - Leadership recruitment, looking at Associate Assistant Heads to start in post January 2024
 - Develop our talent process further.
 - Refine SLT roles and responsibilities.
 - Diversity, what more could be done or what could be done differently.

Q Is there any Archdioceses activity being seen regarding CMAT?

A Seeing activity in Halton and Warrington areas, currently the school is not seeing the advantages of progressing this.

Q Is there any RACC in school?

A The Archdiocese had confirmed that they believe school does not have any RACC. Note: DFE subsequently sent a surveyor to check on this October 2023.

- The SEN premises improvements were to start soon.

The Headteacher confirmed that he would bring back to Board the final document.

7.3 Safeguarding

The Headteacher reported that the policy had been reviewed and updated in line with amendments to the document 'Keeping Children Safe in Education (KCSIE) 2023' and had been presented to Board under item 7.6.

The Headteacher confirmed that the main changes had been regarding, received safeguard allegations related to the letting of the school premises, in addition to the filtering and monitoring in school (IT), these changes had been addressed within the policy and in practice.

The Chair and Ms Sarah Platt would review the school website and bring their findings back to Full Governing Board on the 12th December 2023.

ACTION 7: Clerk to add to agenda (website review) for Full Governing Board on the 12th December 2023

The Chair recommended that all Governors undertake the annual safeguarding and child protection training using the NGA Learning Link as soon as possible.

ACTION 8: All Governors to log into NGA Learning, the module can be found under the Compliance course header and was called Safeguarding: How to Fulfil the Governance Role and had been updated to reflect KCSIE 2023.

Q How do you find the link to NGA Learning?

A Guidance is provided within the agenda under item 7.3.

The Board discussed the DBS policy document changes The School Business Manager had confirmed that the changes had been adopted by the process in school.

7.4 GDPR Updates

There were no data breaches to report.

7.5 Equality Information and Objectives

The Headteacher confirmed that the school published information related to Equality Information and Objectives, and they were aware of their duties.

7.6 Policies for Review or Approval

- Safeguarding
- Complaints Procedure

It was agreed to approve and accept the complaints procedure policies.

ACTION 9: Clerk to add Safeguarding Policy for approval to the Full Governing Board agenda 12th December 2023.

8 FINANCIAL MANAGEMENT

8.1 Budget Monitoring - 2023/2024

The School Business Manager had submitted a report (with associated documents) to the Full Governing Board. The following points were noted:

- The monthly expenditure had been reviewed by Mrs Krystyna Pilkington Mrs Elizabeth Somers and Mr Clive Hough and was accepted.
- The School Business Manager would produce another report at the end of September for review.
- There would be a meeting with the Local Authority Finance Team shortly to review current position.
- The School Business Manager confirmed that there had been some budget savings due to the National Formula from the Government.

8.2 Scheme of Financial Administration

It was agreed to approve the SOFA and Levels of Delegation

8.3 Consistent Financial Reporting (CFR)

The CFR report had been previously reviewed at the Finance & Premises Committee on 29th June 2023.

It was agreed to receive the CFR report for 2022-23

9 LOCAL AUTHORITY ITEMS

9.1 To note the following Local Authority items.

1. Admissions

1.1 Admission Arrangements (Part A)

including timetable for secondary (Part B)- Noted

2. Finance / Audit

2.1 School Financial Value Standard - Noted

2.2 Register of Related Party Transactions- Noted

2.3 Cheque Fraud Alert - Noted

2.4 School Templates (*including SOFA*)- Noted

2.5 BACS payment- Noted, already using BACS.

2.6 Voluntary Funds- Noted

2.7 Attempted Fraud – Phishing E-mails and Phone Calls- Noted

3. Governance

- 3.1 Additional Premiums and the Role of Governors- Noted
- 3.2 Publication of Governing Board Diversity Data- Noted
- 3.3 School and College Accountability Approach- Noted
- 3.4 Suspension and Permanent Exclusion Guidance- Noted

Including:

Alternative Provision Guidance- Noted
Access to Education Policy - Adopted

- 3.5 The Education of Looked After and Previously Looked After Children- Noted
- 3.6 School Website- Noted
- 3.7 Model School Complaints Policy- actual document to follow.
- 3.8 Model Governor DBS Policy (Updated September 2023)- Approved
- 3.9 Governor Services Privacy Notice 2023- actual document to follow.

The Board **noted/approved** as shown above.

STANDING ITEMS

10 Admission Arrangements for the 2025/26 Academic Year and the School Admissions Code 2021 (All Schools)

The Board confirmed that St Peters High School admission arrangements and policy for 2025/2026 would remain as it was.

The Headteacher advised the Board that a primary school within one of our parishes would like the Governing Board to consider an additional criterion as part for the oversubscription criteria within the admissions policy and arrangements.

That additional criteria would be:

- Baptised children attending a partner primary school ahead of a baptised pupil resident within the parish.

The Headteacher had proposed a subgroup of Governors be formed to listen to the proposal, to liaise with the Archdiocese should a decision be made to consider adopting this new criterion and to take advise as to whether adopting this new criterion would disadvantage the catholic pupils from the parish.

ACTION 10: The Chair would arrange a meeting of the subgroup using the admission committee membership and consider the criterion change and would make a recommendation to Full Governing Board on 12th December 2023

The Headteacher reminded everyone that any consultation would need to be undertaken within regulated time frame.

The oversubscribed criteria currently is:

Category 1 Looked after children.
Category 2 Baptised children with a sibling already at St Peters High School.
Category 3 Baptised children resident in the local parishes.
Category 4 Other baptised Catholic Children.

Proposal for new category 3 to replace the existing category 3- Baptised children resident in the local parishes.

Q Do we have any idea how many children may be involved in this new category 3?

A We need to look at the evidence.

Q What is the consultations process?

A The Headteacher gave an overview of the consultation process for admissions.

11 Minutes of the previous meeting – 13th July 2023

The Board **agreed** that the minutes were an accurate record of the previous Full Governing Board Meeting, held on **13th July 2023**, **approved** the minutes and **authorised** publication.

It was **noted** that there were no matters arising.

12 Minutes of the Committee Meetings

- **Finance & Premises Committee– 29th June 2023**

Governors **approved** the minutes of the Finance & Premises Committee meeting held on the 29th June 2023 and authorised publication.

13 Urgent Items of Any other Business

No additional items of business had been raised for discussion at this meeting.

14 Confidentiality

Governors were reminded of the general confidential nature of all Governing Board discussions.

It was **agreed** that there were no specific matters of a confidential nature were to be recorded separately for the purpose of the minutes.

15 Meeting Reflection

Governors **reflected** on the items discussed and the decisions/actions agreed:

The results discussion had been informative.

16 Date and time of next meeting

The Chair **confirmed** the date and time of the next meetings and thanked all Governors for their participation.

Thursday 9th November 2023 at 4:00pm - Pay Committee

Thursday 9th November 2023 at 5:30pm - Curriculum & Standards Committee

Thursday 7th December 2023 at 5:30pm - Finance, Premises & Personnel

Tuesday 12th December 2023 at 5.30pm - Full Governing Board

With nothing further to discuss, the meeting closed at **18:21pm**.

Actions

Action number	Agenda Item	Action	For	By When
1	5.1	SP to apply to the Archdiocese for an application form to become a Foundation Governor and be in role on expiry of current Parent Governor role (13th December 2023).	Ms Sarah Platt	As soon as possible
2	5.1	MR to commence the Parent Governor election process, the newly elected Patent Governor to be in post on the 1st January 2024	Mr Matt Roberts	As soon as possible
3	5.1	Any Governor not wanting their address or contact details shared in the business continuity plan to advise the Chair.	All	As soon as possible
4	5.2	Clerk to issue a Noticeboard note to all Governors explaining the process for updating the above declarations and confirmations.	Clerk	As soon as possible
5	5.2	Clerk to update Governors when the new Liverpool Archdiocese documents are available to review, they will need to come to the next FGB for approval.	Clerk	As soon as possible
6	6.3	All Governors to arrange Governor Link Visit with their aligned SLT member later in Autumn term.	All	As soon as possible
7	7.3	Clerk to add to agenda (website review) for Full Governing Board on the 12th December 2023.	Clerk	Next FGB Meeting
8	7.3	All Governors to log into NGA Learning, the module can be found under the Compliance course header and is called Safeguarding: How to Fulfil the Governance Role and has been updated to reflect KCSIE 2023.	All	As soon as possible

9	7.6	Clerk to add Safeguarding Policy for approval to the Full Governing Board agenda 12 th December 2023.	Clerk	Next FGB Meeting
10	10	The Chair will arrange a meeting of the subgroup using the admission committee membership and consider the criterion change and will make a recommendation to Full Governing Board on 12th December 2023	Chair	As soon as possible