

**ST PETER'S CATHOLIC HIGH SCHOOL
FULL GOVERNING BOARD
TUESDAY 12th DECEMBER 2023 at 5.30PM**



FULL GOVERNING BOARD

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	Yes
Mrs Pamela Davis	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	Apologies
IN ATTENDANCE:		
Mr Chris Pollitt	Deputy Head Teacher	Yes
Mrs Sue Counsell	Clerk, Wigan Governor Services	Yes
Mr Neil Ashton	Attendance Manager	Yes, left at 17:40pm

Business started at **17:30pm**
Business finished at **18:35pm**

The meeting being quorate with 10 of the 11 Governors present.

ITEM & INTENDED OUTCOME

7.1 Attendance Presentation by Mr Neil Ashton (Attendance Manager) and Ms Sarah Platt (Parent Governor).

Moved to the top of agenda at request of Chair to allow Mr Neil Ashton to leave the meeting once he had presented to Governors.

- Attendance has had a massive focus across all schools nationally due to the covid pandemic and schools were trying to get pupils back in and attending regularly.

2022-23

- The whole school attendance figures were 94.3% compared to 90.4 % Nationally.
- Attendance for FSM (Free School Meals) pupils were 87.8% compared to 85.3% Nationally, although the figures are good compared to national, ST Peters needed to improve as this figure was lower than non-FSM pupils.
- Persistent absence figures were 13.7% compared to 28% Nationally.
- SEND attendance figures were 92.5% compared to 85.9% Nationally.
- EHCP attendance figures were 91.9% compared to 82.9% Nationally.
- St Peters High School attendance looked good compared to national across the board.

Pre covid 2019/20

- Whole school attendance figures were 96.1% compared to 94.5% Nationally.
- St Peters was in the top 10% of secondary schools in England for attendance.
- Highest attendance figure across Wigan and the lowest persistent/severely absence figures.

Priority for 2023/24 would be to close the FSM gap.

The year-to-date figures looked as follows:

- SEND figures were 93.9% compared to 87% Nationally.
- Whole school figures were 95.0% compared to 91.8% Nationally.
- FSM figures were 90.6% compared to 86.8% Nationally.
- Persistent absence figures were 14.5% compared to 24% Nationally.
- EHCP figures were 93.1% compared to 83.9% Nationally.

How do we track attendance?

- The school used SIMS/ FFT/Pastoral Genie (most detail) / DfE data to track attendance data.
- FFT provided a comparison to national and other schools, the data provided by FFT was broken down into year groups and this information was provided on a weekly basis to school.

How do we continue to improve?

- Deputy Heads of Year support is invaluable, on a Tuesday weekly they share the attendance data with their year groups.
- Attendance is everyone's priority, very like safeguarding is.
- The attendance manager shares his areas of concern with everyone weekly, he wanted to know the reasons why a pupil was persistent absence, to develop trends and patterns, so that strategies could be deployed.
- At school assemblies there would be a weekly attendance prize.
- Gill Power the Education Welfare Officer collaborated with the school a half day per week, her support was invaluable, the school does not buy in to the Local Authority attendance team offering.
- St Peters had commissioned 30 hours of support from the Local Authority Attendance Officer, who worked currently with three severely absence pupils who were hard to engage.

- St Peters High school had been sharing best practise with All Hallows High School in Penwortham, Preston.
- Reaching the pupils that do not want to be in school is getting harder e.g., mental health issues.
- The schools' options to tackle attendance were, nurture, a reduced timetable, a phased return to school, home visits, the Education Welfare Office, the Engagement Centre, the Local Authority Attendance Officer and lastly the Mental Health Support Teams.
- St Peters High School is the only high school that did not have a full-time attendance officer.

Q What school years are the two severely absent pupils in?

A One is in year 9 and two are in year 11.

- At the senior leadership meeting last night, we reviewed all pupils who were below 90% attendance in year 11, we looked at the options available to us to improve their attendance and the possible impact their attendance was having on the core subjects.

ACTION 1: Chair asked everyone to log the attendance presentation from Mr Neil Ashton as training on GovernorHub.

Mr Neil Ashton left the meeting at **17:40pm**

1 Welcome and Opening Prayer

The Chair welcomed everyone, and the meeting began with a prayer led by Mr Oliver Kneale.

2 Membership Updates

The Chair provided the following membership update to Governors:

- Ms Sarah Platt (Parent Governor) term of office expired on the 12th December 2023.
- Mr John McMullen had been elected (election took place 17.11.2023) as the new Parent Governor, term of office to run from the 1st January 2024 for a period of 4 years, as previously agreed between the Chair and Mr McMullen.
- There was currently a Foundation Governor vacancy, the Chair was waiting to hear back from the Liverpool Archdiocese as Ms Sarah Platt had applied for the vacant role of Foundation Governor on expiry of her Parent Governor role.
- Mrs Diane Kenny (Staff Governor) notified the Chair of her proposal to resign her position on the Governing Board on the 27.11.23 with a resignation date of the 22.12.23. The Headteacher advised that he inform all staff of the resignation before the Christmas break and run a staff governor election.

3 Apologies and consideration of consent to absence

Apologies were **received** and **accepted** from Mrs Diane Kenny (Staff Governor).

4 Any other urgent business

There were no items of AOB requested for consideration.

5 Declarations

Governors were invited to declare any conflicts of interest in any items on the agenda for the meeting.

No declarations were made.

6 GOVERNANCE EFFECTIVENESS

6.1 CES Model Governors Code of Conduct for Governors in Maintained Schools from Liverpool Archdiocese

Action from Curriculum & Standards Committee 9.11.2023 to be approved at Full Governing Board.

Governors **approved** the CES Model Governors Code of Conduct for Governors in Maintained Schools from Liverpool Archdiocese

ACTION 2: Governors were asked to go on to GovernorHub and update their Annual Declarations and Confirmations, particularly the newly uploaded code of conduct and eligibility issued by the Archdiocese.

6.2 Governor Reports

Governors had circulated prior to the meeting the below reports for review and the following salient points were discussed:

- Wellbeing Report Staff & Pupils- October 23
 - SLT Meeting- November 23
 - RSE & CEIAG Visit-November 23
 - Deputy Head Link Governor Visit-November 23
 - Training and Development Report Autumn 2023
- The Chair thanked all Governors who had undertaken a visit and submitted a report.
 - The Headteacher thanked all Governors for a “great effort.”

6.3 Governor Training & Development

Mrs Liz Sommers had previously circulated a Training and Development report Autumn 2023 under agenda item 6.2 prior to the meeting and the following were the salient points discussed:

- Governors had attended a variety of courses demonstrating Governors’ commitment to their roles and to fulfil the core functions of the Board.

6.4 Succession Planning

The Chair discussed succession planning for the Board.

- The Chair confirmed that this would be an ongoing process and filling the newly created Staff Governor position would be the current focus of the Board.

6.5 Risk Management

The Headteacher provided Governors with a verbal update on the Risk Management of the school and the following salient points were discussed:

- The risk register was reviewed and discussed at the Finance, Premises and Personnel committee meeting dated the 7th December 2023 and confirmed that no matters needed to be referred to Full Governors.

6.6 Committee Terms of References for Newly Formed Finance, Premises & Personnel Committee

The Clerk had circulated prior to the meeting the Terms of Reference for the newly formed Finance, Premises & Personnel Committee for review and the following salient points were discussed:

- Governors may change the name of the committee to Assets in due course.

Governors **approved** the newly formed Finance, Premises and Personnel committee ToR.

7 SCHOOL ITEMS

7.2 School Self Evaluation- Action from Curriculum & Standards Committee 9th November 2023 for Full Governing Board to approve.

The Headteacher circulated prior to the meeting the SEF Executive Summary October 2023 for review and the following salient points were discussed:

Q The two good judgements, how close are they to outstanding?

A Until we are consistently happy with progress outcomes, these will not move to outstanding.

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

7.3 School Improvement Plan

The Headteacher circulated prior to the meeting the Improvement Plan 2023-24 and the SIP Visit Autumn 2023 for review and the following salient points were discussed:

- The plan had been circulated previously at various meetings.
- The Chair read the governance section of the plan, advising that the Board would conduct an appraisal of the Chair as part of their ongoing self-evaluation. The self-evaluation forms were to be returned to Mr Oliver Kneale (Foundation Governor) as soon as possible for analysis.

ACTION 3: All Governors to complete self-evaluation form regarding the Chair and return the forms to Mr Oliver Kneale as soon as possible.

Governors **approved** the 2023/2024 SIP priorities and plan.

7.4 Education Recovery Plan - 2022/2023 Final Expenditure

The Headteacher provided Governors with a verbal update on the Educational Recovery Plan 2023-24 and the following salient points were discussed:

- £31K of the recovery funds would be used to provide additional teaching cover,
- The funding would be used to support thirteen pupils in English, seventeen pupils in maths, this amounted to £12K of the funding, all pupils improved their GCSE outcomes or KS3 progress levels.
- The school was hoping to continue to use the National Tutoring teacher again this year before she went on maternity leave, as external tutors were expensive. The school approach going forward would be to use internal tutors rather than external tutors and pay the extra teaching hours out of the fund.
- The above detail was added into the Pupil Premium Strategy 2023 /24 paper.
- The strategy was very similar to previous years, the figures were slightly different.
- Page 11 of the strategy advised that there was a couple of hundred pounds of the Service Premium funding to be allocated.

Q The Pupil Premium spending plan looked the same every year, is it being spent in the right way and is the spending being effective?

A It is supporting attendance; it plugs any gaps in pupil knowledge by paying for extra tuition. The school budget is so tight if we did not use this funding for this purpose then the basic quality provision would suffer.

- The spending plan would be published on the school website before the end of term.
- The Headteacher advised that securing the best teachers offered benefits to all pupils and the disadvantaged pupils the most.

Q Does Pupil Premium funding include Looked After Children funding and what about Pre-Looked After?

A The Looked After funding is separate to Pupil Premium funding and is held by the Local Authority.

Governors **reviewed** and **monitored** the school's educational recovery priorities.

7.5 Safeguarding Report

Mrs Sarah Platt (Parent Governor) and Link Governor for Safeguarding advised Governors that there were no further Safeguarding updates to share at this time.

7.6 Headteacher's Termly Report

The Headteacher circulated prior to the meeting the Headteacher Report Autumn 2023 for review and the following salient points were discussed:

- There was an error on page 2 (in the commentary) of the report, year 9/10 will not have any SATs, when a school does not have a SATs mark then the school would use the (CAT test) cognitive ability tests to try and get some data.
- Year 11 mocks were sat between 30th October and 15th November with the data collected on 30th November (the date this report had been produced). The mock exams were only a snap shot in time, we believed that the school

was in a better position than they were last year at the same time, 46.7% (last year 45.64%) so better. If the school secure the 2023 progress, the school should be on track for better outcomes in summer 2024.

- A more detailed analysis of the data from these mocks would be shared at Curriculum & Standards Committee on 8th February 2024.
- Pupils must continue to push forward and improve at the February mocks. The school needed to focus on pushing for grade 7's and above, but some pupils were not at that stage yet, as they needed to finish the course first before they looked at how they can improve their outcome grades.

Q Last year there was an air of disappointment at this time last year post the November mocks, how does the school feel this year?

A We are not seeing this repeated this time, but still, lots of work to do.

Q How big an effect will the two severely absent pupils have on the schools' results in summer 2024?

A Not all results are available yet, so we cannot comment.

- There had been one permanent exclusion this term.

Governors **received** the Headteachers termly report.

7.7 SEND

The Headteacher had circulated prior to the meeting the SEND Policy 2023 document for review and the following salient points were discussed:

- The SEND Information report, ACE Plan and the SEND Policy had all been reviewed at the Curriculum and Standards committee meeting dated 7th December 2023 and approved, the documents had come to today's meeting to be ratified at Full Governing Board.
- The ACE works are progressing and should be completed by the end of term. Snagging is currently being undertaken before the handover of the new building and the desire is to have the new facilities in use sometime in January 2024
- Building update would be discussed at the next Finance, Premises and Personnel Committee meeting.

ACTION 4: Clerk to add an agenda item to the Finance, Premises and Personnel Committee meeting for an update on the SEND building works.

Governors **approved** the SEND policy and access plan.

7.8 School Grouping

The Headteacher advised that the school grouping had not yet been made available and that when received it would be discussed at the next meeting.

ACTION 5: Clerk to add School Grouping to the agenda of the next Full Governing Board meeting.

7.9 Wigan School Profile

The Chair had circulated prior to the meeting the Secondary School Profile report for St Peters High School for review and the following salient points were discussed:

- The report had been circulated to Governors with a confidential caveat.
- The report advised the school and Governor's what they should already know, there should be no surprises.
- The Archdiocese had commissioned the Local Authority EBIU team to produce a report for their schools, this was a really useful tool.
- Looking at subjects, the report enabled us to look across other Wigan schools which acts as a good comparison, please note it is attainment data at subject level that was shown rather than progress data.

Governors had **reviewed** the school profile.

7.10 Website Compliance- Action from Business Planning Meeting 9.11.2023.

The Headteacher provided Governors with a verbal update to demonstrate that the website was compliant with statutory requirements and the following were the salient points discussed:

- The Headteacher confirmed to Governors that the current school website was compliant.
- A new school website was in course of construction and would require another compliance check when launched.

Governors had **received** a report that demonstrated that the website was compliant with statutory requirements.

7.11 GDPR Updates

The Headteacher advised that there were no updates including breaches to report to Governors.

Governors **received** a GDPR update.

7.12 Policies for Review or Approval

The following policies were circulated to Governors prior to the meeting:

- School Pay Policy 2023/2024
- Safeguarding Policy Mr Neil Ashton, Mr Clive Hough (Chair) and Ms Sarah Platt (Parent Governor) had reviewed the policy and suggested some amendments which had been actioned and the policy published).
- Information, Advice and Guidance Policy

The following were the salient points discussed:

Q Can we try and get the policies to Governors within the time line so they can be read and digested please?

A Yes

- Thanks to Ms Sarah Platt (Parent Governor) for looking at the safeguarding policy.

Governors **approved** the above policies.

8 STANDARDS & CURRICULUM

8.1 Engagement with Parents & Carers

The Headteacher provided Governors with a verbal update on how the school ensured parental engagement influenced decision making and reviewed how this had been fed back to parents and the following were the salient points discussed:

- Ongoing informal engagement with parents through meetings and EduLink.
- A survey had not been undertaken yet, the school normally undertook a parental survey bi annually.
- The Headteacher felt that parental engagement was good.

8.2 Careers Education

The Chair provided Governors with a verbal update on how the school performed its duties regarding CEIAG, and the following were the salient points discussed:

- The Governors report discussed under agenda item 6.2, verified that everything was in order.
- Destinations had been reported to the Curriculum and Standards Committee.
- Within the SEF (School Self Evaluation), under personal development, careers education was graded one, the Headteacher confirmed that the school delivered a very good package to pupils.

8.3 Behaviour Management including:

The Headteacher and the Attendance Manager reports in agenda item 7.1 and 7.6 covered attendance and evaluated the effectiveness of the attendance policy.

- Feedback from parents' evaluations showed that the school were managing attendance well.

9 FINANCIAL / ASSET / RESOURCE / PREMISES MANAGEMENT

9.1 Budget Update

The Headteacher provided Governors with a verbal update on the budget and monitoring of balances and the following were the salient points discussed:

- The spending outturn as of November 2023 was 64.6%, target 66% so the position was within target.
- The budget did have funds available for repairs until March 2024, there may be a need to undertake virements, as required across budget lines.
- The Liverpool Archdiocese had through their building planning committee agreed to partly fund the LED lighting project,
- Governors would need to agree various DFC (Devolved Formula Capital) projects, the Chair would circulate the documents.
 - SEND modification of £55K from DFC, agreed £144K from Wigan Local Authority, £ 203K total spend.
 - LED lighting projected DFC agreed £25K funding from Liverpool Archdiocese.
 - £30K new request for DFC monies

- The Governors considered the 3-year budget position, the Headteacher advised that school were working on next year's curriculum plan to see what could be realised.

The Governors **received** an update on the budget and monitoring of balances and **considered** the three-year budget position.

10 LOCAL AUTHORITY ITEMS

Governor Services Privacy Notice 2023- Noted

Human Resources

Supporting Attendance Policy- Approved

Disciplinary Policy and Wellbeing Contact Guidance-Approved

The Governors **noted** and **approved** the following Local Authority items.

STANDING ITEMS

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

The Chair prior to the meeting circulated to Governors the Admissions Policy review document and the following were the salient points discussed:

- The Governors represented by the Headteacher of St James Primary School, Orrell had asked the Governors of St Peters High School to consider a change in the admissions criteria.
- On the 22nd November 2023 the Admissions Committee met to discuss the proposed change.
- The Chair had requested more time to review the proposed changes and get additional advice/further discussion.
- This would mean that the proposed changes due to time would not be included (assuming they were approved) for the 2025/26 admission window. St James primary school, Orrell understood this, and that St Peters High School would potentially look at admission period 2026/27 for the changes if they were adopted.

Q What do you believe is the thinking behind the proposed change?

A The change could potentially have an impact on the choices parents may have when selecting a primary school.

The Governors **agreed** to continue with discussions / investigating the proposed change to the admissions policy.

12 **Minutes of the previous meeting**

The Governors approved the minutes of the previous Business Planning meeting, dated 14th September 2023, and **authorised** publication.

There were no matters arising.

13 **Committee Minutes**

The Board **noted** the minutes of the previous Finance, Premises and Personnel Committee meeting, dated 9th November 2023.

There were no matters arising.

14 **Urgent Items of Any other Business**

There were no items of AOB raised for consideration.

15 **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 to be recorded separately for the purpose of the minutes.

16 **Meeting Reflection**

To **reflect** on items discussed and decisions/actions agreed and how these demonstrate that the Board fulfils its role in line with its strategic core functions:

- The attendance presentation from Mr Neil Ashton provided Governors with a very good over view of the attendance position in school and the strategies being undertaken to address poor attendance.
- The Governor Reports were insightful and informative, providing Governors with an opportunity to share with the Full Governing Board their observations.

17 **Date and time of next meeting**

Chair thanked all Governors for attending and **confirmed** the date and time of the next meeting as:

Thursday 8th February 2024 at 5.30pm – Curriculum and Standards Committee

Thursday 14th March 2024 at 5.30pm – Finance, Premises & Personnel Committee (provisional budget)

Tuesday 26th March 2024 at 5.30pm – Full Governing Board

The Chair wished everyone a lovely Christmas and best wishes for 2024.

There being no further business to discuss, the meeting concluded at **18:35pm**

Actions

Action number	Agenda Item	Action	For	By When
1	7.1	Chair asked everyone to log the attendance presentation from Mr Neil Ashton as training on GovernorHub.	ALL	ASAP
2	6.1	Governors were asked to go on to GovernorHub and update their Annual Declarations and Confirmations,	ALL	ASAP

		particularly the newly uploaded code of conduct and eligibility issues by the Archdiocese.		
3	7.3	All Governors to complete self-evaluation form regarding the Chair and return the forms to Mr Oliver Kneale as soon as possible.	ALL	ASAP
4	7.7	Clerk to add and agenda item to the Finance, Premises and Personnel Committee meeting for an update on the SEND building works.	Clerk	Next Finance, Premises and Personnel Committee Meeting
5	7.8	Clerk to add an agenda item for School Grouping to the next Full Governing Board meeting.	Clerk	Next FGB Meeting