

**ST PETER'S CATHOLIC HIGH SCHOOL  
FULL GOVERNING BOARD  
TUESDAY 26<sup>th</sup> MARCH 2024 AT 5.30PM  
FULL GOVERNING BOARD**



**MINUTES**

Three Core Strategic Functions of the Governing Board:

- Ensure Clarity of vision, ethos, and strategic direction
- Hold Executive Leaders to account for educational performance of the organisation and its pupils and the performance management of staff.
- Oversee the financial performance of the organisation and make sure money is well spent.

<b>PRESENT:</b>		
<b>Name</b>	<b>Type of Governor</b>	
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	Apologies
Mrs Krystyna Pilkington	Foundation Governor	Apologies
Ms Sarah Platt	Foundation Governor	Apologies
Mr Andrew McGlown	Headteacher	Yes
Mrs Laura Stridgeon	Parent Governor	Yes
Mr John McMullen	Parent Governor	Yes
Ms Kirsty Houghton	Staff Governor	Yes
<b>IN ATTENDANCE:</b>		
Mr Chris Pollitt	Deputy Head Teacher	Yes
Mrs Sue Counsell	Clerk, Wigan Governor Services	Yes

Business started at **17:27pm**  
Business finished at **18:40pm**

The meeting being quorate with 9 of the 12 Governors present.

## **ITEM & INTENDED OUTCOME**

### **1 Welcome and Opening Prayer**

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

The Chair welcomed the new Staff Governor Ms Kirsty Houghton to the Board and reminded all Governors of the three core functions of the Board.

### **2 Membership Updates**

The Chair provided an update on the Board membership and the following were the salient points discussed:

- Staff Governor vacancy- Ms Kirsty Houghton had been elected to the Board
- Mrs Krystyna Pilkington (Foundation Governor) term of office was due to expire on the 31.08.24, and after 27 years, Mrs Pilkington had decided to stand down on the expiry of her term.

### **3 Apologies and consideration of consent to absence**

Apologies were **received** and **accepted** from Mrs Krystyna Pilkington, Ms Sarah Platt and Mrs Pamela Davis (all Foundation Governors).

### **4 Any other urgent business**

The Board agreed to include the following further items of business for discussion at this meeting:

- **ST PETER'S CATHOLIC HIGH SCHOOL ADMISSION POLICY AND ARRANGEMENTS 2025/2026** updated March 2024 issued by the Archdiocese of Liverpool.
- Admissions – St James primary school proposal update.
- London school trip approval.

### **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**

### **6.1 Governor Reports**

Prior to the meeting the following reports had been circulated to Governors.

- John McMullen – New Governor visit 2.2.2024
- Krystyna Pilkington – GDPR 8.2.2024
- Chair- Finance 8.3.24

The Chair had asked had all Governors read the reports and asked for questions, no questions were forthcoming from the Governors.

Governors **received** reports from Governors with specific responsibilities

### **6.2 Governor Training & Development**

The Chair thanked Governors for attending the recent training and asked everyone to update their training record on GovernorHub.

### 6.3 Governor Skills Matrix

The Chair advised Governors that the Governor Skills Audit had been circulated with the meeting papers and asked that all Governors complete the skills audit and return their submission to the Clerk by half term.

**ACTION 1:** All Governors to complete and return the skills audit to the Clerk [susan.counsell@wigan.gov.uk](mailto:susan.counsell@wigan.gov.uk) before summer half term.

**ACTION 2:** The Clerk to place a note on GovernorHub Noticeboard advising Governors how to complete the skills audit and when all responses had been received, the Clerk would collate the information and bring the matter back to the next FGB meeting for discussion.

Governors to **complete** the 2023-2024 Governors Skills Matrix ahead of the new academic year.

### 6.4 Governor Services: Governance Support, Training and Development

The Chair discussed with Governors the Wigan Governors Services Training and Development SLA which consisted of the following items:

- NGA Standard Membership
- NGA Learning Link
- Wigan Governors' Forum Membership

Governors **considered and agreed** to buy back all the above items for one year.

### 6.5 Appraisal of the Chair

The Chair advised Governors that as part of Governors self-evaluation process all Governors had completed an appraisal of the Chair. The chair thanked everyone for completing the appraisal and advised that he would be working on the feedback and the comments received.

Governors **reviewed** the appraisal of the Chair.

## 7 SCHOOL ITEMS

### 7.1 Headteacher's Termly Report

The Headteacher prior to the meeting circulated the Headteacher Report Spring 2024 and Appendix 1 Progress Summary EAPs All Year Groups Mar 2024 and the following were the salient points discussed.

- The data report for Mock 2 were not available to share, as still waiting on 1 x English language and 1 x maths return, due to staff absence.
- Pupil progress looked positive.

**Q** There were two respites pending, when will they be determined?

**A** School were liaising with St John Fisher High School regarding a year 7 and 11 pupils, likely to start in September 2024.

- New respite request had been received from Edmund Arrowsmith high school.

**Q** What does the January reading progress look like?

**A** Currently pulling together the data for literacy, it had been delayed due to the Ofsted visit, will look at it after the Easter break.

**Q** Are we compliant with SEND staffing?

**A** A member of staff would be leaving the school at Easter to work for Target Education, the school does have another member of staff with a SENDCo qualification, and they were happy to take on the role for the next term on an interim basis whilst the school looked to recruit a permanent member of staff internally, so we would be compliant.

- Suspensions were currently less, when compared to last year's figures at this time of year.
- It had been refreshing to hear that Ofsted thought the schools' suspensions were low and they were not concerned about the exclusion spike last year.
- There had been one permanent exclusion to date this year.
- As regards pupils code of conduct, behaviour was of a high standard across the school, in year 11, 93% of pupils had receive a code of conduct award.
- A lot of work had been undertaken with COD, which was worth highlighting.
- The next CSI inspection was due and would look at Catholic Life in school.
- Mrs Liz Somers (Foundation Governor) would be taking on the Governor link role for Catholic Life in School.
- Mrs Liz Somers will be forming a working party with other Governors, volunteers required, to look at Catholic Life in School.
- A retreat day had been held for year 7, the school used to use Low House. The school now runs the retreat day in house, to keep the costs down. During the retreat day the pupils looked at the advent journey, mental wellbeing and looking after yourself. The feedback from the retreat day was very positive from both pupils and staff, the school would probably keep the same format for next year. Perhaps invite some Governors along the next time a day retreat was held.
- The new frame work for the Catholic inspection talked about Catholic life, as a school we need to use the phrase more, so it fits in with the framework.
- As a school we are extremely fortunate to have a full time Chaplin who is committed to Catholic Life in School.
- The school now had 20+ ambassadors for Catholic Life, were previously it had only been 5. In addition to the wellbeing / mental health / anti bullying champions there was now a high number of pupils involved in leadership roles.
- After Easter there was a plan to bring the Chaplin, Mrs Somers and perhaps another person together to write the C set.
- The new Catholic inspection was a two-day event with two inspectors, and it would be more rigorous than the previous Section 48 inspection.

**Q** The new ambassadors can they present to Governors in September about what they do regarding Student voice?

**A** Yes, perhaps we can arrange a separate meeting with Governors to have a chat about student voice.

- The school had always had prefect roles, these had now developed into leadership roles. It was good to see how are pupils developed when they took on these roles.
- The Headteacher invited all Governors to the leavers mass tomorrow and the national finals.

**Q** Perhaps use the social media channels more to sign post / talk about what the school is doing?

**A** We do Tweet on matters relating to chaplaincy, sports and performing arts, we can do more, our constraints are that we don't have a marketing lead.

Governors **receive and respond** to challenges and opportunities highlighted within the Headteacher's termly report to Governors.

## **7.2 Pupil Progress Data**

The Headteacher advised that the Mock 2 data results would be available for the next meeting

## **7.3 School Improvement Plan**

The Headteacher provided Governors with a verbal update and the following were the salient points discussed:

- The Headteacher advised that there had not been a lot of change since the last time it had been brought to Governors as it had been discussed at the last Curriculum and Standards committee meeting, a few items had moved from yellow to green from the Ofsted inspection.
- There was still work to do around the curriculum plans.
- SEND was now yellow, the Ofsted report had highlighted the work that had been done and confirmed this.
- Ofsted had discussed the school disadvantage pupil offer and they were happy with what the school offered.
- The Governors element of the plan had turned green because of all the training and development that had been undertaken.
- The SLT still needed to draft a NEET (Not in Education, Employment, or Training) paper.
- Pastoral support meetings were marked as yellow, there had been an issue finding the time to run them. There should be three per year and to date only one had been held. Proposing to reduce the pastoral manager meetings to accommodate the support meetings.
- The Associate Assistant Headteachers were still getting to grips with the pathway programme.
- The work undertaken by the school to celebrate differences was mentioned in the Ofsted report as being very good. An ex-pupil (from 1978) visited the school today to talk to the pupils about what it was like being Gay in a school in 1978, he had been severely bullied at school because he was gay, on visiting today he was amazed with what he saw.
- The senior pastoral team had moved to green in the plan, as the school was no longer looking to restructure the team, instead they would look to make their workload more manageable.
- The school would be offering staff a CPD session on managing IT issues.
- The first meeting relating to the proposed capital spend had taken place regarding the £600K in year premises improvement spend and the year 2 spend of another £600K. Most of the work would relate to the fabric of the building rather than changes that would be visible.
- Relationships with primary schools would be changed to green, due to the roadshows that had been run.
- Respite moves would also be moved to green, as there was now a process to follow.
- CMAT would remain white, as still work to be done.

**ACTION 3:** Clerk to add to the Summer FGB an agenda item to look at the SIP again.

Governors **reviewed** the progress of identified priorities linked to raising standards, including targets and success criteria

#### **7.4 Safeguarding**

The Headteacher advised Governors that there was nothing more of significance to report over and above what had been discussed within the Headteachers Report

Governors **monitored and reviewed** the strategic safeguarding arrangements and to receive reports from Senior Leaders and Safeguarding Governor.

#### **7.5 School Grouping**

**ACTION 5** – FGB 12.12.2023

Clerk to add an agenda item for School Grouping to the next Full Governing Board meeting.

The Headteacher advised Governors that the school had been placed in Group 3, the Local Authority would not be providing the school with any additional funding due to this grouping.

Governors **received** the LA School Grouping

#### **7.6 External Monitoring Reports**

The Headteacher advised Governors that the SIP meeting had been postponed due to the Ofsted Inspection, so there would be two SIP meetings next term, one in May and then one in June.

The first meeting would reflect on the Ofsted comments and include a learning walk.

The Headteacher advised that Helen Gaunt the SIP would for personal reasons no longer be the schools SIP from September 2024.

Governors **received and noted** any available external reports including recommendations for next steps.

#### **7.7 School Website**

The Headteacher advised Governors that the school now had a brand-new website, it had been checked for compliance and had passed

**ACTION 4:** All Governors please look at the new school website and feedback at the next meeting, Clerk to add an agenda item for Governor's website feedback.

Governors **received** a report from Leaders that demonstrates compliancy with statutory requirements

#### **7.8 Staffing**

The Headteacher provided Governors with a verbal update and the following were the salient points discussed:

- The Heda of English teacher was leaving, as they had secured an Assistant Head Teacher position at a high school in Warrington, school would be replacing the position with a twelve-month fixed contract post, to allow the school to consider its future needs in this subject area.
- A resignation had been received from an RE teacher who would be leaving at the end of August, the school would be advertising for a replacement.
- The Associate Assistant Headteachers had all settled into their roles, one was still on maternity leave and the other three had presented their approaches to the work assigned to them and had all met Ofsted at the recent inspection.

Governors **received** staffing updates including sickness absence, number of LOA requests, staff wellbeing

## 7.9 Pupil Respite Process

**ACTION 1** – Curriculum & Standards Committee 8.2.24

The Governing Board Chair would arrange a meeting to discuss a process for pupil respites following Government guidelines.

Mr Paul Santus (school staff) would arrange process flow documentation (to be brought back to Governing Board for sign off/ approval), the letter to parents would be signed off by the Chair of the Governing Body

The Headteacher advised that the first test of the process had recently taken place, the process had worked satisfactorily, and the pupil had settled into their respite provision well.

**Q** Will the pupil come back to this school?

**A** In this case, no, they would stay with the high school that they have moved to, however if their behaviour deteriorated then they would be permanently excluded.

Governors **approved** the process for pupil respites.

## 7.10 Policies for Review or Approval

Behaviour Policy Feb 2024

Governors **approved** the above policy.

## 8 FINANCIAL / ASSET / RESOURCE / PREMISES MANAGEMENT

### 8.1 Budget Monitoring - 2023/2024

The Headteacher advised that the Budget Monitoring 2023-2024 would be discussed at the same time as the 2024 2025 Budget Approval at a one-off meeting set for the 25<sup>th</sup> April 2024 in school.

The Governors **agreed** to defer the budget monitoring to a meeting on the 25<sup>th</sup> April 2024.

### 8.2 Schools Financial Value Standard (SFVS)

The Headteacher prior to the meeting had circulated the SFVS 2034 2024 document and the following were the salient points discussed:

- The School Business Manager had populated the document and the Chair had reviewed and checked it.

Governors **approved** the submission to **Internal Audit by the 15<sup>th</sup> March 2023**.

### 8.3 **Budget Approval – 2024/2025**

The Headteacher advised that the Budget for 2024/2025 was taking some time to put together and that a one-off meeting set for the 25<sup>th</sup> April 2024 in school would be arranged to review and approve the budget and a minimum of six governors would be required to attend to be quorate.

The Governors **agreed** to defer the budget approval to a meeting on the 25<sup>th</sup> April 2024.

## 9 **LOCAL AUTHORITY ITEMS**

9.1 Governors to **approve / note** the following:

### Policy

#### **School Pay Policy 2023/2024**

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

### **STANDING ITEMS**

#### 10 **Minutes of the previous meeting 12.12.2023**

The Governors approved the minutes of the previous Full Governing Board meeting, dated 12th December 2023, and **authorised** publication.

There were no matters arising.

#### 11 **Committee Minutes or Reports**

The Board **noted** the minutes of the previous **Finance, Premises and Personnel Committee** meeting, dated **13<sup>th</sup> December 2023**.

There were no matters arising.

The Board **noted** the minutes of the previous **Admissions Committee Meeting**, dated **11<sup>th</sup> January 2024**.

There were no matters arising.

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

The Board agreed to include the following further items of business for discussion at this meeting:

- **ST PETER'S CATHOLIC HIGH SCHOOL ADMISSION POLICY AND ARRANGEMENTS 2025/2026** updated March 24 by Archdiocese of Liverpool. The Chair explained that the changes requested by the Archdiocese were cosmetic in nature and related to section (h) in year applications. The update policy needed to be uploaded to the school's website by the 15<sup>th</sup> March 2024 which it had been. Governors **approved** the changes to the Admission Policy.
- **Admissions- St James primary school update-** The chair advised that he had been hoping to share a letter from the Archdiocese, but unfortunately it had not yet arrived, so the item would need to be carried forward to the next meeting.



**ACTION 5:** Clerk to add an agenda item for the next FGB to discuss the admissions - St James Primary School update.

- **London school trip approval** - The trip was for year 10 and 11 pupils, a total of 49 pupils would be going on the trip. The curriculum areas were dance, drama and music, three similar trips had been run before and the school would be using a recognised company to organise the trip, total cost £635.

Governors **approved** the London school trip.

### 13 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.

### 14 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 Governors received from the Headteacher an overview of the draft Ofsted report.

### 15 Date and time of next meeting

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

**09.05.2024 Curriculum & Standards Committee**  
**27.06.2024 Finance, Premises & Personnel Committee**  
**11.07.2024 Summer FGB**

There being no further business to discuss, the meeting concluded at **18:40pm**

### Actions

Agenda Item	Action number	Action	For	By When
1	6.3	All Governors to complete and return the Skills Audit the Clerk susan.counsell@wigan.gov.uk by summer half term.	All	Summer Half term
2	6.3	The Clerk to place a note on GovernorHub Noticeboard advising Governors how to complete the skills audit and when all responses had been	Clerk	ASAP/ Next FGB Meeting

		received, the Clerk would collate the information and bring the matter back to the next FGB meeting for discussion.		
3	7.3	Clerk to add to the Summer FGB an agenda item to look at the SIP again.	Clerk	Next FGB Meeting
4	7.7	All Governors please look at the new school website and feedback at the next meeting, Clerk to add an agenda item for Governor's website feedback.	All / Clerk	ASAP/ next FGB Meeting
5	12	Clerk to add an agenda item for the next FGB to discuss the admissions- St James Primary School update.	Clerk	Next FGB Meeting