

**ST PETER'S CATHOLIC HIGH SCHOOL
FULL GOVERNING BOARD
THURSDAY 11th JULY 2024 at 5:30PM AT SCHOOL
MINUTES**



Three Core Strategic Functions of the Governing Board:

- *To ensure that the vision, ethos, and strategic direction of the school are clearly defined.*
- *To ensure that the headteacher performs his or her responsibilities for the educational performance of the school.*
- *To ensure the sound, proper and effective use of the school's financial resources.*

PRESENT:		
Name	Type of Governor	
Mr Clive Hough	Chair / Local Authority Governor	Yes
Mr Bob Morris	Vice Chair / Foundation Governor	Apologies
Mr David Corner	Foundation Governor	Apologies
Mrs Elizabeth Somers	Foundation Governor	Yes
Mr Oliver Kneale	Foundation Governor	Teams- Yes
Mrs Pamela Davis	Foundation Governor	Yes
Mrs Krystyna Pilkington	Foundation Governor	Yes
Ms Sarah Platt	Foundation Governor	Apologies
Mr Andrew McGlown	Headteacher	Yes
Mrs Laura Stridgeon	Parent Governor	Apologies
Mr John McMullen	Parent Governor	Teams- arrived at 17:55pm
Ms Kirsty Houghton	Staff Governor	Yes
IN ATTENDANCE:		
Mr Chris Pollitt	Deputy Head Teacher	Yes
Mrs Sue Counsell	Clerk, Wigan Governor Services	Yes

Business started at **17:30pm**

Business finished at **18:42pm**

The meeting being quorate with 8 of the 12 Governors present. (6 quorate)

ITEM & INTENDED OUTCOME

1 Welcome and Opening Prayer

The Chair welcomed everyone, and the meeting began with a prayer led by Mrs Krystyna Pilkington (Foundation Governor).

2 Apologies and consideration of consent to absence

Apologies were **received** and **accepted** from Mr Bob Morris, Ms Sarah Platt (both Foundation Governors) and Mrs Laura Stridgeon (Parent Governor).

Mr Oliver Kneale (Foundation Governor) and Mr John McMullen (Parent Governor) confirmed they were in a confidential area.

3 Membership Updates

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

- Mrs Krystyna Pilkington (Foundation Governor) term ended 31.8.24 and she would be retiring at the end of her term, this would be the last meeting after 27 years' service to the school. The Chair provided Mrs Krystyna Pilkington with gift from all the Governors and thanked her for her service and contribution to the school.
- There was a vacancy for a Foundation Governor once Mrs Krystyna Pilkington had retired. Mr John McMullen (Parent Governor) advised the Board that he had applied to become a Foundation Governor, assuming his application was successful then a Parent Governor Election would be held in September.
- Mr Bob Morris, Mr Oliver Kneale and Mr David Corner (all Foundation Governors) terms would expire within the next 6 months.
- Mr Oliver Kneale (Foundation Governor) had expressed that due to work commitments he would stand down as Vice Chair for the Board. The Chair thanked Mr Oliver Kneale for his honesty and work for the Board.
- The Chair nominated Mrs Elizabeth Somers as (Foundation Governor), Mrs Elizabeth Somers was unanimously elected as Vice Chair for the rest of the term.

ACTION 1: Clerk, please update GovernorHub with the change in Vice Chair from Mr Oliver Kneale to Mrs Elizabeth Somers and the retirement of Mrs Krystyna Pilkington.

4 Any other urgent business

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

- Draft CES Model Governors Code of Conduct 2024-2025
- Academisation

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.

- SEND Visit (LS)

As Mrs Laura Stridgeon (Parent Governor) was unable to attend the meeting the Chair asked all Governors to review the report and email Mrs Laura Stridgeon direct with any questions.

- Catholic Life

Mrs Liz Somers (Foundation Governor) met with Ms Kirsty Houghton (Catholic Life Coordinator-Staff Governor) a couple of weeks ago, to go through the Catholic Life policy, listen to Ms Kirsty Houghton back ground and discuss a plan to prepare for the Catholic Inspection- Section 48, the following were the salient points discussed.

- Work through linking the schools Catholic Life curriculum with the Catholic Inspection framework.
- Evidence and document all the activities that were happening in school that supported the Catholic Life curriculum e.g. mass, collective worship activities etc.
- Mrs Liz Somers (Foundation Governor) would meet with the chaplaincy team over the next couple of weeks.
- The Governors working group would meet in early September to “put some more meat on the bones” ahead of the inspection.
- Additional work to be done included learning walks.
- The school had graded themselves for the inspection as outstanding, however there were still things to work on to make sure that all the evidence to ensure this was available.

The Headteacher commented that he had met with Sarah Holland to discuss the Catholic Inspection and they would meet again in early September to work on the improvements needed and plan what was to feed into the SDP.

ACTION 2: Mrs Liz Somers (Foundation Governor) to forward Catholic Life Visit report to Clerk for uploading to GovernorHub.

6.2 Governor Training & Development

ACTION 2 ITEM 6.3 FGB Meeting 26/03/24

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.

The Chair advised that the Skills Audit for 2024 looked positive, the results had improved on last years, the Board would look at it in more detail at the Business Planning Meeting in September.

ACTION 3: Mr Oliver Kneale (Foundation Governor) to forward his skills audit to the Clerk for inclusion in the master document

As regards Governor training and development the following updates were provided by the Governors:

- The Chair had worked through three courses via the NGA.
- Mrs Liz Somers (Foundation Governor) Liz had studied some courses through Jeducium Services and had found them interesting and informative.
- The Chair, Mrs Liz Somers and Mr Bob Morris (both Foundation Governor) had studied GDPR and Health and Safety via Judicium Services.

6.3 Governing Board Annual Self Evaluation

The Chair asked the Clerk to forward the information sheet relating to the Annual Self

Evaluation (Governance) and he would draw something up and share at the next Governor's meeting.

ACTION 4: Clerk to forward Annual Self Evaluation information (Governance) sheet to the Chair and raise an agenda item at the next Governors meeting for the review of the Annual Self Evaluation

6.4 Meeting Schedule for 2024/2025

The Headteacher confirmed that the meeting dates had been checked to the school calendar.

Governors **approved** the meeting dates for the next academic year.

6.5 Committee Terms of References

Governors **approved** the following committee terms of reference

- Pay Committee
- Ad Hoc Committee
- Finance, Premises & Personnel Committee
- Curriculum & Standards Committee
- Admissions Committee

6.6 Performance Management of the Headteacher

Governors **appointed** Helen Gaunt (current SIP advisor) as the external adviser to support the governor reviewers for the Headteacher Performance Management review.

The Board **appointed** two/three governor reviewers as appropriate, currently Mr David Corner, Mrs Liz Somers (both Foundation Governors) and Mr Clive Hough (Local Authority Governor / Chair), it was proposed that the reviewers remain the same.

ACTION 5: Headteacher would ask Helen Gaunt for her suggest dates for the Headteacher Performance Review, it was usually around November time.

7 SCHOOL ITEMS

7.1 Chair Update

The Chair prior to the meeting circulated to Governors the FGB July 24 report and the following were the salient points discussed:

- The Chair asked the Headteacher the outcome of a recommendation from a recent complaint around training for Teaching Assistants.
- A trainer had been approached and the Teaching Assistant training would take place during the Autumn term and would be focussed on those Teaching Assistants who provided one to one support.

7.2 Headteacher's Termly Report

The Headteacher prior to the meeting had circulated to Governors the Report Summer 2024 and the following were the salient points discussed:

- The Headteacher advised Governors that he had not yet received the final sporting achievement document and would circulate to Governors when received.
- Also, the year 10 grades were not yet available, and these would be brought to the first Governor's meeting in Autumn.
- Behaviour and safeguarding were documented within the report and there was nothing to add.

Q Are suspensions up or down on last year?

A They were down on last year.

- There had been several repeat suspensions for an individual that had resulted in an exclusion.
- There had been several pupils linked to the same incident.
- The Headteacher confirmed that he was not unduly concerned regarding the number of suspensions or exclusions.

Q In the report under the heading pupils taken off role, where it says under reason for leaving, "parent choice" what does this mean?

A The pupils were moved to another school by their parents.

Q When a pupil moves to home education what happens?

A The school would inform the team at Wigan council, although parents normally request the pupil's removal from school immediately, the school would keep the place open for a short period of time in case they wanted to return to school.

Q There were 6 racist incidents how many students were involved and were they all suspensions?

A They may not all be suspensions, usually in KS3, the words are said during what pupils might characterise as "banter" or during a row. Sometimes the pupils were being influenced through social media and did not realise the inappropriateness of their actions. Yes, there was always a punishment but there were also lessons learnt from their behaviour as well.

Q Does the education profile need to be higher regarding racists/ name calling?

A It comes and goes in phases, none of the incidents related to repeated racist behaviour to another person, they were all one offs, there was no a pattern emerging.

Q Are any of them considered bullying?

A No, if they were, we would be on it.

Q What is the rationale for the reduction in pupils timetabled periods for KS3 computer science?

A It is budget related, by offering them a computer science lesson and an ICT lesson as part of the DT curriculum. The amount of Computer Science studied has stayed the same. It also saved the school recruiting another DT teacher and enabled us to offer the reading period.

Q What does the reading test result look like, it was mentioned in a previous FGB meeting and we asked for the year 10 reading results?

A We have done the reading test and discussed it with the SIP, and it looks alright, but I have not brought it to this meeting.

- This will be the first year (2024-2025) that the school would not have done CAT tests for reading, the school would be doing the NGRT test instead for all year groups, it would be more diagnostic and help staff with identifying the pupil support required.

Mr John McMullen (Parent Governor) joined the meeting via Teams at 17.55pm

Staff wellbeing

- The Headteacher advised that the school would carry on doing what they were doing.
- There was a wellbeing café and a wellbeing inset day which had received extremely good feedback from staff.

- The staff evaluation was still positive, there were a couple of niggles but nothing onerous.
- The Headteacher advised Governors that it was important for the staff to be aware of their own wellbeing and to look after it.
- The Headteacher and SLT operated a top-down wellbeing approach, reminding staff that they were trying to look after their wellbeing.
- The Chair thanked the Headteacher for a detailed report

Governors **received and responded** to challenges and opportunities highlighted within the Headteacher's termly report to Governors.

7.3 Pupil Progress Data

The Headteacher prior to the meeting had circulated to Governors Appendix 1 Progress Summary EAPs All Year Groups Apr 2024 and the following were the salient points discussed:

The Headteacher advised Governor that there was not much new data to share, the year 10 and whole school data would be shared in September when the GCSE results were known.

Governors **received** pupil progress data

7.4 External Monitoring Reports

The Headteacher prior to the meeting had circulated to Governors SIP Visit Summer 2024 Final and the following were the salient points discussed:

- This would be the last of Helen Gaunt SIP report, her comments in the report such as "Leaders and governors know their school well. They take appropriate steps to ensure continuous improvement" and her closing comment of "it has been a privilege and a pleasure to work with the staff, pupils, governors and leaders at St Peter's and I wish everyone continued success on behalf of the community St Peter's serves", demonstrated the relationship that had been created.
- The report showed that the school focussed on the experience of children with SEND.
- Extensive learning walks had taken place in 14 lessons and provided some great feedback and suggestions for going forward.
- The SIP commented that "there was a lot of skilled teaching going on at St Peters and they don't realise how good it is".
- The Chair had written to thank the SIP for all her work.

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

7.5 Review of Self Evaluation

The Headteacher prior to the meeting had circulated to Governors SEF Executive Summary Oct 2023 and the following were the salient points discussed:

- The Headteacher would produce the SEF during the autumn term, when the outcomes for 2024 were available.
- The SEF would mirror the Ofsted report not just by including the judgements but what it was actually saying.
- Next year's SEF would not be radically different from this years unless the goal posts moved.

Governors **reviewed** the SEF.

7.6 School Improvement Priorities

ACTION 3 ITEM 7.3 FGB MEETING 26/03/24

Clerk to add to the Summer FGB an agenda item to look at the SIP again.

The Headteacher prior to the meeting had circulated to Governors the Improvement plan 2023 - 2024 and the following were the salient points discussed:

- The Headteacher advised the Board that a detailed discussion regarding the SIP had taken place last time.
- Some areas had moved from amber to green.
- Some areas had not been fully completed and would be moved over to the new SIP for 2024-2025.
- There was nothing in the plan that remained rag rated red (nothing progressed).
- The Headteacher and SLT had started to write the 2024-2025 plan.
- Adaptive teaching for SEND and development of reading and writing would continue as highlighted in the Ofsted report which was nothing different to what the SLT had thought needed to be included.
- Some priorities may move up; however, this would be discussed at the next Board meeting.

Governors **reviewed & evaluated** the progress against priorities for 2023/2024 and considered areas for development for 2024/2025.

7.7 Safeguarding

The Chair advised that the Link Governor for Safeguarding Mrs Sarah Platt (Foundation Governor) who had sent their apologies for the meeting had not provided any to bring to the meeting and asked the Headteacher whether there was anything to note.

The Headteacher advised that there was nothing to note regarding safeguarding at today's meeting.

Governors **monitored and reviewed** the strategic safeguarding arrangements and to receive reports from Senior Leaders and Safeguarding Governor including the number of children and young people subject to children's services involvement.

7.8 School Website

ACTION 4 ITEM 7.7 FGB MEETING 26/03/24

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

- The Headteacher advised that the new school website was easy to navigate, there had been a lot of effort put into creating it by the team and Mr Chris Pollitt (Deputy Headteacher) in getting the site the best it could be for the school.
- The schools IT department would be able to make any changes to the website as and when required which would save time and money.
- The Catholic Life for school element had been well developed on the new website.
- All the information from the previous school website had been integrated into the new website
- The new website had been checked by Ofsted as part of the inspection, so it was compliant.
- There were a few updates and changes to statutory guidance that needed to be added.

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

7.9 ACTION 1 ITEM 7.5 CURRICULUM AND STANDARDS 9/5/24

Clerk to add an agenda item for Full Governing Board to provide an update on the school's preparation for the Catholic Life Inspection (CSI)

The Headteacher discussed the Catholic Life Inspection update within agenda item 6.1.

7.10 Staffing

The Headteacher discussed staffing updates within the Headteacher Report under agenda item 7.2.

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

7.11 GDPR

The Headteacher conformed that there had not been any data breaches.

7.12 Policies for Review or Approval

The Chair confirmed that there were no policies for review or approval by Governors at this time.

8 RESOURCE / PREMISES MANAGEMENT / HEALTH & SAFETY

8.1 Budget Monitoring - 2024/2025

The Chair advised that the Finance, Premises and Personnel Committee had received a Budget Monitoring report, and everything was satisfactory.

8.2 Consistent Financial Report

The Chair advised that the CFR report for 2023/2024 was not available and would be presented at the next Board meeting.

ACTION 6: Clerk, add an agenda item for the next FGB to receive the CFR report for 2023/2024 .

8.3 LA Quarterly Monitoring Report

The Chair advised that the LA Quarterly Monitoring Report was not available and would be presented at the next Board meeting.

ACTION 7: Clerk, add an agenda item for the next FGB to receive the LA Quarterly Monitoring Report.

8.4 ACTION 1 - ITEM 6.3 MEETING OF FINANCE, PREMISES & PERSONNEL COMMITTEE 27.6.2024

This item was recorded separately under Confidential Minutes.

8.5 ACTION 5 ITEM 8.3 MEETING OF FINANCE, PREMISES & PERSONNEL COMMITTEE 14.3.2024

Clerk to add an agenda item to review SLT Roles and Responsibilities at the next Finance, Premises & Personnel Committee meeting. (Chair update- place on summer FGB agenda)

The Headteacher advised that he had completed the review of the document, unfortunately it changed on a regular basis due to personnel changes.

- The biggest change had been adding into the document the Assistant Head of SEND and Inclusion into the grid.
- The next task would be to share the document with the SLT membership to see if what had been written matched what they did and discuss any discrepancies.
- Some SLT members bullet points were longer than others, this did not mean that they were busier.
- All SLT had line management responsibilities, so everyone had that line at the bottom of the document.
- Link Governors would be assigned to a member of the SLT, and the document would be brought back to the Business Planning Meeting in September.

8.6 Quotations and Standing Orders

The School Business Manager prior to the meeting circulated the Governors template-Macs and Leases as of June 24 and the following were the salient points discussed.

- Leasing arrangements for the Apple MACs, the expenditure would be within the Headteachers delegated powers, came to Board for noting.

Governors **received** and **noted** any quotations in accordance with Standing Orders

9 LOCAL AUTHORITY ITEMS

The Clerk advised Governors what the documents related to, and the Governors noted / approved the following:

- **Admission Arrangements for the 2026/2027**
- **Review of Committee Terms of Reference**
- **Performance Management of the Headteacher**
- **DfE Maintained School Governance Guide:**
[Maintained schools governance guide - Guidance - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

STANDING ITEMS

10 Admission Arrangements For 2026/2027

The Clerk advised the Board of the requirement to determine the admission arrangements for 2026/2027 in January and asked whether the school / Governors were they considering making any change to the admission arrangements for that year.

The Headteacher advised that planned admission numbers would remain the same along with the criteria etc. The archdiocese was currently making some “tweaks” regarding the oversubscription categories, but the details were not known yet.

The Headteacher confirmed that the details for 2025/2026 admission arrangements were on the school website.

Governors **received** information about the admission arrangements for 2026/2027

ACTION 5 ITEM 12 FGB MEETING 26/03/24

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

The Chair advised that he had written to the Headteacher at St James Primary School where we said that St Peters High School would not be amending their admission criteria and the school had acknowledged receipt of the letter.

- 11 Minutes of the previous meeting 26/03/2024 and Special FGB meeting 25/04/24**
The Governors **approved** the minutes of the previous Full Governing Board meeting, dated 26th March 2024 and **authorised** publication.

There were no matters arising.

The Governors also **approved** the minutes of the previous Special FGB meeting, dated 25th April 2024 and **authorised** publication.

12 Committee Minutes or Reports

The Board **noted** the minutes of the previous **Curriculum & Standards Committee** meeting, dated 9th May 2024.

There were no matters arising.

The Board **noted** that the minutes of the previous **Finance, Premises & Personnel Committee** dated **27/06/2024** were not available.

ACTION 8: Clerk, add an agenda item for the next FGB to note the minutes from the **Finance, Premises & Personnel Committee** dated **27/06/2024**

13 Urgent Items of Any other Business

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

- Draft CES Model Governors Code of Conduct 2024-2025 Governors **approved**.
- Academisation
This item was recorded separately under Confidential Minutes

14 Confidentiality

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

For the purpose of the minutes, it was **agreed** that agenda item 8.4 Meeting of the Finance, Premises & Personnel Committee 27.6.2024 and an element of agenda item 13 Any Other Business would be recorded separately under **Confidential Minutes**.

15 Meeting Reflection

Governors **reflected** 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 Chair thanked the Clerk for her work over the last academic year.
- The Chair thanked Mr John McMullen (Parent Governor) and Mr Oliver Kneale (Foundation Governor) who had both Teamed into the meeting whilst abroad.
- The Chair thanked Mrs Krystyna Pilkington (Foundation Governor) for hard work and advise over the years.

16 Date and time of next meeting

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

Business Planning Meeting
Thursday 12th September 2024 at 5:30pm

Curriculum and Standards Committee
Thursday 14th November 2024 at 5:30pm (Pay Committee at 4:00pm)

Finance, Premises and Personnel Committee
Thursday 28th November 2024 at 5:30pm

Full Governing Board
Thursday 5th December 2024 at 5:30pm

There being no further business to discuss, the meeting concluded at **18:42pm**

Actions

Agenda Item	Action number	Action	For	By When
1	3	Clerk, please update GovernorHub with the change in Vice Chair from Mr Oliver Kneale to Mrs Elizabeth Somers and the retirement of Mrs Krystyna Pilkington.	Clerk	ASAP
2	6.1	Mrs Liz Somers (Foundation Governor) to forward Catholic Life Visit report to Clerk for uploading to GovernorHub.	LS	ASAP
3	6.2	Mr Oliver Kneale (Foundation Governor) to forward his skills audit to the Clerk for inclusion in the master document.	OK	ASAP
4	6.3	Clerk to forward Annual Self Evaluation (Governance) information sheet to Chair and raise an agenda item at the next Governors meeting for the review of the Annual Self Evaluation.	Clerk	ASAP/ NEXT FGB MEETING
5	6.6	Headteacher would ask Helen Gaunt for her suggest dates for the Headteacher Performance Review, which was usually around November time.	HT	ASAP
6	8.2	Clerk, add an agenda item for the next FGB to receive the CFR report for 2023/2024.	Clerk	NEXT FGB MEETING
7	8.3	Clerk, add an agenda item for the next FGB to receive the LA Quarterly Monitoring Report.	Clerk	NEXT FGB MEETING
8	12	Clerk, add an agenda item for the next FGB to note the minutes from the Finance, Premises & Personnel	Clerk	NEXT FGB MEETING

		Committee dated 27/06/2024.		
9	13 (confidential minutes)	The Headteacher would circulate to all Governors the Scheme of Delegation grid and guidance documents.	HT	ASAP