

**ST PETER'S CATHOLIC HIGH SCHOOL  
FULL GOVERNING BOARD – FULL GOVERNING BOARD MEETING  
THURSDAY 5<sup>th</sup> DECEMBER 2024 at 5.30PM**



## Autumn 2024 Minutes

*The core functions of the governing body are as set out in regulation, and include, but are not limited To:*

- *Ensuring that the vision, ethos, and strategic direction of the school are clearly defined.*
- *Ensuring that the Headteacher performs their responsibilities for the educational performance of the school.*
- *Ensuring the sound, proper and effective use of the school's financial resources.*

<b>PRESENT:</b>		
<b>Name</b>	<b>Type of Governor</b>	<b>Attendance</b>
Mr Clive Hough	Chair / Local Authority Governor	Yes
Mr Bob Morris	Vice Chair / Foundation Governor	Yes
Mr David Corner	Foundation Governor	Apologies
Mrs Elizabeth Somers	Foundation Governor	Apologies
Mr Oliver Kneale	Foundation Governor	Apologies
Mrs Pamela Davis	Foundation Governor	Yes
Ms Sarah Platt	Foundation Governor	Apologies
Mr John McMullen	Foundation Governor	Yes
Mr Andrew McGlown	Headteacher	Yes
Mrs Laura Stridgeon	Parent Governor	Yes
Mr Mike Morris	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
Ms Zoe Tissington	Wigan Governor Services	Yes

Business started at **17:23 hours**.  
Business finished at **18:13 hours**.

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

The Chair welcomed everyone and offered a warm welcome to Mr Mike Morris (Parent Governor) who was attending his first FGB meeting, and the meeting began with a prayer led by Mrs Pamela Davis (Foundation Governor). A moments silence was observed in memory of Krystyna Pilkington our former Foundation Governor colleague, who died recently.

## **ITEM & INTENDED OUTCOME**

### **1. STANDING ITEMS**

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

Apologies were **received** and **accepted** from Mr David Corner, Mrs Elizabeth Somers, Ms Sarah Platt, and Mr Oliver Kneale all Foundation Governors.

#### **1.2 Any other Urgent Business (AOB)**

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

- **School grouping**

Wigan LA had advised the Headteacher that the school had been issued with a grouping of three and no additional funding or support would be available for School improvement.

#### **1.3 Declarations of Interest (*Items on this agenda*)**

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

No declarations were made.

### **2. GOVERNANCE PROCEDURES AND EFFECTIVENESS**

#### **2.1 Membership updates (Resignations/Appointments)**

**Members terms ending soon:**

**Foundation Governors**

- Mr David Corner 19.12.2024
- Mr Oliver Kneale 03.01.2025
- Mr Bob Morris 23.01.2025

**ACTION 01:** Chair to forward a copy of the up-to-date Archdiocese letter to the Clerk confirming the three Foundation Governors renewal of their terms of office.

#### **Resignations from the following Foundation Governors**

The Chair advised that the following Governors had/ would be resigning at the end of their terms of office

- Mr David Corner with effect from 19.12.2024
- Mr Oliver Kneale with effect from 03.01.2025

**ACTION 02:** Clerk to update GovernorHub with the resignations from the relevant dates

**ACTION 03:** Chair to email the School Business Manager to update GIAS with the relevant Governor updates.

The Chair was currently liaising with the archdiocese to obtain Foundation Governor replacements and would update the Board at the next meeting.

The agenda was reordered to allow the Headteacher and the school staff to attend a parents' presentation evening in school.

### **3.1 Admissions – Confidential Minutes**

## **4. SCHOOL IMPROVEMENT (Accountability)**

### **4.1 Headteacher's Termly Report to Governors**

The Headteacher prior to the meeting shared with Governors the Headteachers Report and the following were the salient points discussed.

- All the data was up to date in the report.
- There was nothing that was a surprise with the data.
- The Headteacher talked through the outcomes, behaviour, grades from 2024.
- The Headteacher had tried to redefine "attitude to learning" with parents in the pupil reports as a majority of pupils had previously been getting an A. The Headteacher changed it, communicated it to parents and had not received much if any negative feedback. The change also enabled pupils to focus on learning and improve their attitude to how they learnt.

**Q** What were the highlights from the recent year 11 mocks?

**A** The data was dropped on Monday, so I currently have no data to share, the mocks went very smoothly. As a school we ran them differently this year with slightly shorter papers, so the grade gaps will be smaller. An overview of outcomes would be presented at the Curriculum & Standards Committee on 13th February 2025.

- The next inset day would be the 6.1.25 Governors were welcome to join, as it would be an event were the school invited their primary feeder schools to attend.
- The morning session would include a presentation from Father Mulcahy.
- The rest of day would look at different sessions consisting of inclusion, SEND, the Engagement Centre and a Tourette's training session. There would be a range of people joining the event.

**ACTION 05:** Governors, please advise the Headteacher should you wish to attend the inset event on the 05.01.2025 at school.

### **Attendance**

- As at 29.11.24 attendance for the whole school stood at 95.19%, which was up so it was good to see. St Peters had the highest attendance in Wigan for all pupil groups e.g. disadvantage/SEND etc.
- Suspensions had been good until October half term, there had been an incident on a geography field trip on the 04.11.24 resulting in 4 one day suspensions for the one event.
- The Offsite Direction process had now been written, discussed, and agreed between the school and the Governors and last year and was working well.

- Mr John McMullen (Foundation Governor) wished it noted for the minutes his thanks to Mr Paul Santus (member of staff) for pulling the process together and putting the child at the front of everything the school did.
- The Headteacher commented that the current Offsite Directions were all going well.

### **Catholic life in school**

- The Headteacher advised Governors that there was a massive amount of work going on in school.
- The School Chaplain, teachers and a team of pupils were doing a great job of pulling everything together.
- A process had been designed to change the way pupil voice was collected. In future it would be collected by the Pupil Voice Ambassadors which would make it more representative and inclusive.

### **Finance**

- Governors were all well aware of the financial situation of St. Peter's and that the school were currently working through their deficit recovery plan to identify and make the savings required.
- This was probably the greatest strain on the school currently, as it influenced almost every decision made. The school was working hard to make the required savings without significant detriment to the education of St. Peter's pupils who did not choose to be educated in a period of renewed austerity.
- The plans implemented to date had created savings, though other unforeseen elements including some significant staff absences have not helped the picture.
- A very detailed Finance report was available on GovernorHub should Governors require more information.

Governors were **informed & discussed** the Headteacher Termly Report.

## **4.2 School Improvement plan**

The Headteacher prior to the meeting shared with Governors the School Improvement Plan and the following were the salient points discussed.

The Headteacher advised Governors that the plan had not changed since last presented.

Governors were **informed & discussed** the school improvement plan.

## **4.3 SIP report (external advisor)**

The Headteacher prior to the meeting shared with Governors the SEF Executive Summary Oct 2024 and the following were the salient points discussed

The Headteacher advised Governors that the school was working with a new SIP partner Vicky Atherton, who had started to build a professional relationship with the school that would build value. It had been a useful first visit and allowed everyone to get to know each other.

Governors were **informed & discussed** the SIP report.

## **4.4 SEF**

The Headteacher prior to the meeting shared with Governors the SEF Executive Summary Oct 2024 and the following were the salient points discussed

The Headteacher advised Governors that the SEF had not changed since last presented.

Governors were **informed & discussed** the SEF.

#### 4.5 **Academisation Update**

The Chair provided Governors with a verbal update on academisation and the following were the salient points discussed.

- The Chair reiterated that the Board had previously agreed to go in wave one of the CMAT construction.
- The Headteacher advised Governors that whole process of creating a new CMAT had been withdrawn for the time being because the Government had withdrawn the financial support for its formation.
- The school had been offered the option to join an existing archdiocese trust, however this had been considered not a popular option as the school would have been joining three existing trusts who were all based at the other end of the diocese.
- The Headteacher and the Chair therefore proposed that the school waited for the archdiocese to produce an alternative suggestion, because the school's locality was very different to Liverpool or St Helens.

The Governors **agreed** not to join the current archdiocese trust and to wait until the new one could be formed for Wigan and West Lancashire.

Governors were **informed & discussed** the academisation update.

## 6 **POLICIES FOR APPROVAL**

- Exclusions
- Pay 2024/2025

The Headteacher explained that the Exclusion Policy discussion would be postponed until the next FGB meeting.

Governors **agreed** to rollover the existing Exclusion Policy and bring the new Exclusion Policy to the next FGB meeting with the highlighted changes.

The Pay Policy 2024/2025 was not yet available from Wigan HR and would be discussed if available at the next FGB meeting.

**ACTION 06:** Clerk to add an agenda item for the Exclusion Policy and the Pay 2024/2025 policy to come to the next FGB meeting.

### 1.2 **Any other Urgent Business (AOB)**

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

Discussed under agenda item 8.4 below.

### 2.2 **Declarations and Confirmations – update on completion by Governors.**

The Clerk confirmed that all Governors apart from Ms Sarah Platt (Foundation Governor) had completed their annual declarations and confirmations. Ms Sarah Platt (Foundation Governor) would update hers in the new year.

## 2.3 Governor Training and Development Plan (succession planning)

The Chair asked Governors whether anyone had attended any courses recently and wanted to share their experiences with the Board, the following were the salient points discussed.

- Mr John McMullen (Foundation Governor) advised Governors that he had attended quite a lot of courses recently and he enjoyed the flexibility of the course options offered e.g. Teams and early evening or during the day. He also liked the supportive information provided and found it refreshing to see what other attendees said/commented on at the sessions.
- Other Governors echoed Mr McMullen's comments
- The Chair suggested to Governors that they also look at the courses offered through the NJA Learning Link as well as the courses offered through Wigan Governor Services.

Governors **discussed** the training and development offering.

## 2.4 Governor Reports

The Chair had shared with Governors prior to the meeting the below reports and the following were the salient points discussed about them.

- Student Progress & Curriculum Link Meeting 11.11.2024
- SEND visit-November 2024
- Governor Link meeting RE 22.11.24
- Governor Link Meeting RE 6.11.24
- Safeguarding report

The Chair thanked Governors for completing and sharing the Governor Reports. The SEND report confirmed that staff had undertaken some training on **tourettes** as it had been a recommendation from a recent permanent exclusion panel.

The RE reports were both extensive reports, Mrs Liz Somers (Foundation Governor) had given up a lot of her time to come into school. During her school visits she had seen worship and Catholic life which were very useful as the school would shortly be receiving a Catholic Life inspection and she recommended that other Governors visit school so that they had the "need to know" evidence to quote to inspectors.

The Headteacher offered to plan out visits for individual Governors to come in and see the Catholic Life in school in preparation for the inspection.

Governors **received** the Governors reports

## 2.5 Chair Report

The Chair had shared with Governors prior to the meeting the Chairs report.

Governors were **informed** by the Chairs report

## 3. STRATEGY AND COMPLIANCE

### 3.2 Safeguarding Report

The Chair provided Governors with a verbal update on Safeguarding and linked it to his report that had been shared with Governors under agenda item 2.4.

Governors **reviewed and received** the safeguarding report.

## **5. FINANCIAL- Confidential Minutes**

After the financial update the Headteacher, Mr Chris Pollitt (Deputy Headteacher) and Mrs Kirsty left the meeting Chris and Ms Kirsty Houghton (Staff Governor) left meeting at 18:06, the Board meeting remained quorate.

## **7. FOR INFORMATION**

### **Clerk's Update**

The Clerk provided Governors with the Autumn term two update, and the Governors noted the information received relating to:

- Behaviour toolkit
- SEND Governor toolkit
- 2025-2027 SLAs
- Wigan Governor Services Bi-Annual Survey

## **8. STANDING ITEMS**

### **8.1 Minutes of the previous Business Planning Meeting held on the 12.09.2024.**

The Governors **approved** the minutes of the previous **Business Planning Meeting held on the 12.09.2024** and **authorised** publication.

There were no matters arising.

### **8.2 Committee minutes/reports**

- **Curriculum & Standards Committee dated 14.11.24**
- **Finance, Premises & Personnel Committee dated 29.11.2024**

Both sets of minutes were not yet available for noting and would be brought back to the next FGB.

**ACTION 07:** Clerk, please raise an agenda item to bring back to FGB the minutes from the **Curriculum & Standards Committee dated 14.11.24** and the **Finance, Premises & Personnel Committee dated 29.11.2024**

### **8.3 Meeting Reflection/Impact**

### **8.4 Urgent Items (AOB)**

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

- **School grouping**  
Wigan LA had advised the Headteacher that the school had been issued with a grouping of three and no additional funding or support would be available to the school.
- The Chair advised Governors that he would be writing on behalf of the Board to all staff at the end of term and he would circulate the draft email to Governors for feedback prior to sending it.

### **8.5 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 3.1 Admissions and agenda item 5 Financial would be recorded separately under **Confidential Minutes**.

#### 8.6 Date and time of next meetings:

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

- 13.02.2025 Curriculum and Standards Committee at 5:30pm
- 13.03.2025 Finance, Premises and Personnel Committee at 5:30pm
- 20.03.2025 FGB at 5:30pm

There being no further business to discuss, the meeting concluded at **18:13pm**.

#### Actions

Agenda Item	Action number	Action	For	By When
1	2.1	Chair to forward a copy of the up-to-date Archdiocese letter to the Clerk confirming the three Foundation Governors renewal of their terms of office.	Chair	ASAP
2	2.1	Clerk to update GovernorHub with the resignations from the relevant dates.	Clerk	ASAP
3	2.1	Chair to email the School Business Manager to update GIAS with the relevant Governor updates.	Chair	ASAP
4	3.1	Headteacher to arrange for the new admissions policy for 2026/2027 to be uploaded to the school website.	HT	ASAP
5	4.1	Governors, please advise the Headteacher should you wish to attend the inset event on the 05.01.2025 at school.	ALL	ASAP
6	6	Clerk to add an agenda item for the Exclusion Policy and the Pay 2024/2025 policy to come to the next FGB meeting.	Clerk	ASAP
7	8.2	Clerk, please raise an agenda item to bring back to FGB the minutes from the Curriculum & Standards Committee dated 14.11.24 and the Finance, Premises & Personnel Committee dated 29.11.2024.	Clerk	Next FGB Meeting