

**ST PETER'S CATHOLIC HIGH SCHOOL
FULL GOVERNING BOARD - BUSINESS PLANNING MEETING
THURSDAY 12th SEPTEMBER 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.

PRESENT:		
Name	Type of Governor	Attendance
Mr Clive Hough	Chair / Local Authority Governor	Yes
Mr Bob Morris	Vice Chair / Foundation Governor	Yes
Mr David Corner	Foundation Governor	Not present
Mrs Elizabeth Somers	Foundation Governor	Yes
Mr Oliver Kneale	Foundation Governor	Apologies
Mrs Pamela Davis	Foundation Governor	Yes
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
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 **18:20pm**

The meeting being quorate with 8 of the 11 Governors present (6 quorate).

Welcome & Opening Prayer

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

ITEM & INTENDED OUTCOME

1. STANDING ITEMS

1.1 Apologies and consideration of consent to absence

Apologies were **received** and **accepted** from Ms Sarah Platt and Mr Oliver Kneale both Foundation Governors.

Mr David Corner (Foundation Governor) was not present, and no apologies had been received.

1.2 Any other Urgent Business (AOB)

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

- New school website-all Governors had reviewed the new website.
- Term dates 2026-2027- **approved**.
- School dinners – new provider was good, and the standard of the food had improved on the previous provider.
- NGA Learning link-all Governors would need a new password.

1.3 Declarations of Interest

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 Appointment of Clerk to the Board and Committees

The Governors **appointed** Wigan Governor Services as the Clerk to the Board and Committees.

2.2 Membership updates (Resignations/Appointments)

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

- There had been a vacancy for a Foundation Governor on the departure of Mrs Krystyna Pilkington from the Board. Mr John McMullen (Parent Governor) advised the Board that he had applied to become a Foundation Governor, and his application had been successful.
- The Chair advised that the election process for a Parent Governor would be held in September.

The Chair confirmed that GIAS was up to date as far as current membership.

ACTION 1: Mr John McMullen to forward document from the archdiocese

confirming his appointment and the date of his appointment and Clerk can update GovernorHub with the details.

2.3 New Governor Induction

The Chair advised Governors that the school had their own Governor induction paperwork, however on comparison between the documents the terminology information was useful and would be added to the St Peters Catholic High School Governors induction pack

The Governors **agreed** to continue to use the school Governors induction pack.

2.4 Governor Code of Conduct & Eligibility – Liverpool Archdioceses Schools

The Clerk confirmed that the Liverpool Archdioceses Schools Code of Conduct and Eligibility for 2024-2025 had been approved by Governors at the summer FGB meeting. The documents had now been uploaded to GovernorHub and were available for Governors to view and reconfirm.

ACTION 2: Governors to access GovernorHub and reconfirm the Liverpool Archdioceses Code of Conduct and Eligibility for 2024-2025, the Clerk would issue guidance instructions on GovernorHub.

Liverpool Archdiocese Schools – Diocesan Protocols

The Clerk had circulated to Governors prior to the meeting the Diocesan Protocols and the Chair asked Governors were they happy to approve adoption of them.

Governors **approved** adoption of the Liverpool Archdiocese Schools – Diocesan Protocols.

2.5 Register of Interests

The Chair asked Governors to review, and update were necessary their declarations of interest on GovernorHub.

ACTION 3: Governors to access GovernorHub and review and update were necessary their declarations of interest on GovernorHub.

2.6 Governor attendance at meetings

The Chair prior to the meeting circulated a report showing Governor's attendance at meetings for 2023-24 and advised Governors that it would be published on the school website in line with regulation.

2.7 Committee structure, terms of reference and membership

The Chair prior to the meeting circulated a report showing the committee structure and membership for 2024-2025.

Governors **approved** the committee structure and membership for 2024-2025.

2.8 Governing Board Diversity

The Board discussed the Governing Boards Diversity and **agreed** not to publish it on the school website and would keep the current wording.

2.9 Skills Audit (to inform Board Development Priorities)

The Chair provided a verbal update to Governors and the following were the salient points discussed:

- A positive set of results, there remained no particular skill area that the Board was short in.
- The Chair asked Governors to continue to update their knowledge to ensure that it was current.

2.10 Governor Training and Development Plan (succession planning)

The Chair confirmed that succession planning for the Board was on going.

2.11 Schedule of Governor visits

The Chair discussed with Governors their proposed school visits which would be in line with their roles and responsibilities, the following were the salient points from the discussion.

- All Governors to arrange a visit as required.
- The Headteacher asked Governors to approach their aligned SLT member to arrange a visit and if there were any difficulties in arranging a visit to contact the Headteacher to discuss.

Governors **agreed** a mechanism of arranging Governor visits.

2.12 Confirmation of Governors' Specific Roles & Responsibilities

The Chair discussed the school's vision and how the Governors roles and responsibilities linked into it and asked Governors if they felt the Governors vision was still appropriate.

Governors **agreed** that the Governors vision was still appropriate.

Governors **agreed** that the following roles and responsibilities were appropriate for the new academic year 2024-2025.

Roles	Governor
SEND/Inclusion Governor	Laura Stridgeon
Safeguarding Governor incl CLA/attendance	Sarah Platt
Health & Safety Governor	Bob Morris
Pupil Premium Governors	David Corner Oliver Kneale
GDPR Governor	John McMullen
Catholic Life of School Governor	Liz Somers
Staff Wellbeing Governor	Kirsty Houghton
CEIAG & RSE Governor	Pam Davis
Link Governor	Clive Hough

ACTION 4: Clerk to update GovernorHub to reflect the updates for 2024-25 for roles and responsibilities / SLT link and committees.

3. SCHOOL IMPROVEMENT (Accountability)

3.1 Results Review

The Headteacher provided Governors with a verbal update supported by slides showing the schools 2024 GCSE results and the following were the salient points discussed.

- The update at FGB would be high level and the groups and low-level data would be discussed at the Student Progress Committee.
- The school had a strong set of results showing that the school was making progress from the 2019 results.

- The headline data on the slides showed the 2024 results when compared to the results from 2019 and 2023.
- Attainment 8 was up on 2023 (51.48%), and the provisional progress 8 figures show the school achieving - 0.06%.
- English and maths grades 9-7 showed that there were more students achieving these grades in 2024 (11.6%) than in 2023, but the school was not where it was in 2019.
- English and maths grades 9-5 showed that there were 55.8% of students achieving these grades.
- English and maths grades 9-4 showed that there were 77.2% of students achieving these grades.
- The 9-5 grades across a lot of subjects were the success story from these results, 75.8% of students had achieved these grades, which was better than 2019 and 2023. On reflection, this had been due to with grouping, culture, and independent learning.
- The 9-4 grades across a lot of subjects were where they had always been, an exam paper remark had caused the figure to go up to 78%.
- Ebac average was similar to last year.

Governors congratulated Headteacher and school on a successful set of results

Q How long has independent learning been embedded?

A It has been embedded for 3-4 years, so this cohort has had it all the way through their time at St Peters.

- Homework has been better since the introduction of Edulink.
- High grades were still hard to come by.
- There had been significant and sustained improvement in the schools' results from 2019.
- There had been some real success stories, thanks to the staff for their support.
- The gender gap had narrowed from 2019, but it was wider than 2023.
- The disadvantaged attainment gap had narrowed from 2023.
- The school was making progress, the school needed to keep doing what they have been doing and the results would hopefully continue to improve.
- The Headteacher advised Governors that there was no progress data for those students who were new to year 11 or next year's year 11 because of Covid.
- An action from the summer FGB meeting was to provide Governors with an overview of what was then year 10 now year 11.
 - CAT tests had been used rather than SATS for this cohort.
 - The CAT data showed that these students were in a slightly better position due to not using SATs data.
 - From the current results 75.5 % of the students were either on or above expected as at summer 2024.
 - The proper test would be the mock exams which would be held shortly. This year the mock exams would consist of two days of exams in the hall and the other papers would be undertaken via classroom assessments during lesson slots.

The Governors **received** and **discussed** the schools' results.

3.2 Self-Evaluation- Governance

ACTION 4 no 6.3 FGB 11.7.24

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.

The Chair prior to the meeting had shared with Governors the Annual Governance Statement Academic Year: 2023-2024.

The Governors **approved** the Annual Governance Statement Academic Year: 2023-2024 and the Chair confirmed that it would be published on the school's website

The Governors thanked the Chair for writing the document.

3.3 School Improvement Priorities

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

- The Headteacher and SLT were still working on some of the key priorities.
- The Headteacher advised Governors that he was looking for “everyone” (all teaching staff) to be teachers of SEND, through the sharing of strategies and information.
- The same for literacy.
- The school would continue to refine curriculum, teaching and learning to drive consistency of expectations and standards.
- The 2023/24 progress outcomes would be used by the school for next 3 years (as there would be no progress data for the current year 11 & 10).
- The school budget remained a significant challenge.

Governors **received** and **discussed** the School Improvement Priorities.

3.4 Wigan School Profile

Prior to the meeting the Headteacher had circulated to Governors the Secondary Profiles Wigan 2024.

The Headteacher advised that he would share a further profile document that provided a more detailed breakdown of SEND and more information regarding English and maths

ACTION 5: The Headteacher asked those members of the Student Progress Committee look at the School Profile document in detail as they would be discussed at the next Committee meeting.

4. FINANCE & RESOURCES OVERSIGHT

4.1 Levels of Financial Delegation

Prior to the meeting the School Business Manager had circulated to Annex B- SOFA 2023 document for approval by Governors.

The Governors **approved** the Annex B-SOFA 2023 document that defined the levels of financial delegation for the school.

4.2 ACTION 6 no 8.2 FGB 11.7.24

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

Prior to the meeting the School Business Manager had circulated to Governor the Final CFR Report 2023/2024 for review by Governors.

Page one confirmed the opening revenue and capital balances for 2023-2024 (OB01, OB02, OB03) .

The Governors **received** the Final CFR Report for 2023/2024.

4.3 ACTION 7 no 8.3 FGB 11.7.24

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

Prior to the meeting the School Business Manager had circulated the Quarter 1 Wigan LA Report for review by Governors.

The summary confirmed the schools deficit balance going in to the 2024-2025 financial year.

The Governors **received** the Quarter 1 Wigan LA Report.

5. POLICIES FOR APPROVAL

5.1 Safeguarding Policy- The Headteacher advised Governors that there had been a few minor changes to the policy based on the changes seen in the updated version KCSIE 2024.

5.2 SEND Policy

Q The SEND policy does not mention transport, is this correct?

A The School were not responsible for transport of the SEND pupils to and from school, it is the Local Authorities responsibility.

The Governors **approved** the two policies.

The Governors then discussed the two policies for adoption, after the Clerk had provided an over view of the changes to the two policies:

Flexible Working Policy – for adoption

Dignity At Work Policy – for adoption

Both policies were **adopted** by the Governors

6. FOR INFORMATION

6.1 Clerk's Update

- The Clerk explained to Governors the change of agenda format and how the LA briefing documents would be shared in future

The Clerk then provided Governors with a National and Regional update.

- Department of Education KCSIE updated May 2024 version to be implemented in September 2024, still awaiting LA safeguarding policy to be issued.
- Teachers pay award 5.5% would be fully funded via the core schools budget grant, which would also include the school support staff funding for their pay increase.
- Governor Services are awaiting HR to issue the new pay policy, expected October 2024.
- Schools would still have a Pay Committee for 2023/2024 staff pay reviews.
- DfE suspensions / exclusions update issued August 2024 with effect from 01.09.2024. Requirement for a report to be circulated at every FGB detailing the current suspension / exclusion position of the school also for schools to notify the LA of all suspensions and exclusions (already done for exclusions).

ACTION 6: Clerk to advise Headteacher of the email / name of the person at the LA that he needs to advise suspensions and exclusions to.

- Attendance – the Working Together document had been updated.
- Children Missing in Education and Remote Education-updates had been issued.
- Ofsted no longer providing schools with a one-word grading with effect from 01.09.2024, also a new style of report would be introduced in 2025/2026.

Upcoming items for Autumn term 2:

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

7. STANDING ITEMS

7.1 Minutes of the previous Full Governors Board meetings held on the 11.07.2024.

The Governors **approved** the minutes of the previous Full Governing Board meeting, dated **11th July 2024** and **authorised** publication.

There were no matters arising.

7.2 Committee minutes/reports

The Board **noted** the minutes of the previous **Finance, Premises & Personnel Committee** meeting **dated 27.06.2024**

There were no matters arising.

7.3 Meeting Reflection/Impact

This item allowed for the impact of the Governing Board to be documented, through reflection. Governors reflected on the meeting and referred to the three core functions of governance. It was agreed that the main areas of impact from the meeting had been:

- Great results – achieved through a great partnership between the school and the governors with through their challenge and support.

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

7.4 Urgent Items (AOB)

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

- New school website-all Governors had reviewed the new website.
- Term dates 2026-2027- **approved**.
- School dinners – new provider was good, and the standard of the food had improved on the previous provider.
- Learning link-all Governors would need a new password.
- Compliant Panel governors required for Tuesday 24th or Wednesday 25th September early evening-Mr John McMullen and Mrs Laura Stridgeon both Parent Governors and Mr Bob Morris (Foundation Governor) offered to assist.

7.5 Confidentiality

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

For the purpose of the minutes, it was **agreed** that an element of agenda item 3.3 School Improvement Priorities and an element of agenda item 4.1 Levels of Financial Delegation would be recorded separately under **Confidential Minutes**.

7.6 Date and time of next meetings:

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

- **2024.11.14 St Peters Catholic HS Curriculum & Standards Committee**
- **2024.11.14 St Peters Catholic HS Pay Committee**
- **2024.11.28 St Peters Catholic HS Finance, Premises Personnel Committee**
- **2024.12.05 St Peters Catholic HS FGB**

There being no further business to discuss, the meeting concluded at **18:22pm**.

Actions

Agenda Item	Action number	Action	For	By When
1	2.2	Mr John McMullen to forward document from the archdiocese confirming his appointment and the date of his appointment and Clerk can update GovernorHub with the details.	JMcM and Clerk	ASAP
2	2.4	Governors to access GovernorHub and reconfirm the Code of Conduct and Eligibility for 2024-2025, the Clerk would issue guidance instructions on GovernorHub.	All and Clerk	ASAP
3	2.5	Governors to access GovernorHub and review and update where necessary their declarations of interest on GovernorHub.	All	ASAP
4	2.12	Clerk update GovernorHub to reflect the updates for 2024-25 for roles and responsibilities / SLT link and committees.	Clerk	ASAP
5	3.4	The Headteacher asked those members of the Student Progress Committee look at the School Profile document in detail as they would be discussed at the next Committee meeting.	ALL	Next Student Progress Meeting
6	6.1	Clerk to advise Headteacher of the email / name of the person at the LA that he needs to be advised of suspensions and exclusions to.	Clerk	ASAP