

ST PETER'S CATHOLIC HIGH SCHOOL FULL GOVERNING BOARD MEETING THURSDAY 20th MARCH 2025 at 5.30PM



Spring 2025 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
Mrs Elizabeth Somers	Foundation Governor	Yes
Mrs Pamela Davis	Foundation Governor	Yes
Mr John McMullen	Foundation Governor	Yes
Mrs Liz Richardson	Foundation Governor	Yes
Mr Andrew McGlown	Headteacher	Yes
Mrs Laura Stridgeon	Parent Governor	Yes
Mr Mike Morris	Parent Governor	Apologies
Ms Kirsty Houghton	Staff Governor	Yes
IN ATTENDANCE		
Mr Chris Pollitt	Deputy Head Teacher	Yes
Miss Zoe Tissington	Clerk, Wigan Governor Services	Yes

Business started at **17:25pm**

Business finished at **18:25pm**

The meeting was **quorate**.

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

The Chair reminded all Governors of the three core functions as set out in the regulations.

1. STANDING ITEMS

1.1 Apologies and consideration of consent to absence

Apologies were **received** and **accepted** from Mr Mike Morris (Parent Governor).

1.2 Any other Urgent Strategic Business

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

- **GDPR**
The Headteacher informed the Board that there had been no data breaches, Subject Access Requests (SAR) or Freedom of Information (FOI) requests.
- **Website compliance**
The Headteacher informed the Board that the website was fully compliant.
- **Headteacher – external commitment** (to be reported under Item 8.4)

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.

The Clerk **declared** her interest in Item 2.6 Governor Service Buy Backs.

2. **GOVERNANCE PROCEDURES AND EFFECTIVENESS**

2.1 **Membership Updates**

The Governing Board noted the following:

- There were no Terms of Office due to expire.
- There was 1 Foundation Governor vacancy.

The Chair informed the Board that GIAS was up to date as of the 16th March 2025.

2.2 **Link Governor Reports**

The Chair had shared with Governors prior to the meeting the below reports:

- Offsite Direction Report 30.01.25
- T & L Report 29.01.25
- 2 x new governor reports

Mr Mike Morris (Parent Governor) and Mrs Liz Richardson (Foundation Governor) were thanked for their recent new Governor visits.

Governors **received** the Governors reports.

2.3 **Impact of Governor Training and Development**

A training report had been shared in advance of the meeting.

A Full Governing Board training session had taken place on the 6th March 2025. The first part was dedicated to a Full (NGA) self-evaluation. The second part of the evening was set around link meetings/Governor visits to school. Financial skills audits had been completed.

The Chair reported that cyber training had been completed by some Governors, with other Governors in the process of completing.

The Clerk informed the Board of the following upcoming training by Wigan Governor Services:

- Safeguarding sessions (27th March / 10th July)
- Attendance, Children Missing in Education (Tuesday 25th March 6pm)
- Improving Governing Boards - Self Evaluation (Wednesday 26th March 6pm)
- Greater Manchester Ordinarily Available Inclusive Provision (Tuesday 29th April 6pm)
- Effective Monitoring Visits (Thursday 1st May 6pm)

2.4 Procedure for the election of Chair and Vice Chair for 2025/2026

Governors agreed the procedures for the election of the Chair and Vice Chair as:

Governors discussed whether to have a one year or two-year term of office and agreed that for continuity two years would be best.

- Two Year appointments for Chair and Vice Chair (commencing from the 1st of September 2025).
- The procedures would be the same for Chair and Vice Chair.
- Written nominations would be accepted in advance of the meeting where the item is to be on the agenda and nominations at the meeting would also be accepted.
- Proposed nominations would be accepted.
- There would be a secret ballot.
- There would be a vote on a single nomination and the nominee would leave the meeting.

2.5 Review governance effectiveness

A link to the maintained school governance guide had been included on the agenda. The Clerk provided an overview of the areas of effective governance which included the meeting structure which was currently 3 Full Governing Board meetings (in person), 1 Business meeting (in person), 6 Committee meetings (in person), 1 virtual committee meeting and a Pay Committee meeting (attached, should it be required).

The Board discussed that the committee cycle structure of meetings had worked well for the previous two years.

2.6 Governor Services buy backs

a) Governance Support, Training and Development

b) Clerking Service

The Chair informed the Clerk that the Board had discussed and agreed to continue to buyback the professional clerking service from Wigan Governor Services on a two-year contract from 1st April 2025 to 31st March 2027, including the Training and Development SLA

Governors agreed unanimously that they would retain Governor Services: Professional Clerking.

Governors confirmed they would retain Governance Support, Training and Development and buy back NGA Standard membership, NGA Learning Link and Wigan Governor Forum.

2.7 Skills Audit (to inform Board Development Priorities)

Governors agreed that they would complete the skills audit and return to the Chair by the 31st May 2025.

2.8 Chair Report

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

Questions were offered.

Governors were **informed** by the Chairs report.

3. STRATEGY AND COMPLIANCE

3.1 Safeguarding Report

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 **reviewed and received** the safeguarding report.

3.2 SEND Provision

SEND Provision had been reported in the Headteachers Report which had been shared in advance of the meeting. The following were the salient points:

- The SEND data had been published on the school website.
- The offer at St Peter's remained the same.
- A new SEND Lead had been appointed and was working well. Changes had been made to the structure and strategies used and were working well.
- SEND continued to grown locally, nationally and at St Peter's with a percentage increase in pupils attending mainstream school due to special schools being full.
- Indications for September 2025 – 10 to 12 pupils were coming into Year 7 with an EHCP.

3.3 Public Sector Equality Duty

The link to the NGA guidance had been circulated with the agenda for Governors to review. Governors noted the information in the equality and diversity guidance and would endeavour to ensure that the Governing Board was reflective of the communities they serve.

The Chair read out the statement that had been published on the school website:

'The Governors of St Peters Catholic High School believe it is important that the Governing Board reflects the diversity of our school community. Diverse Boards promote inclusive school environments and provide diverse role models for our children and young people. Data is currently collected on the diversity of the Board, which is used to inform our recruitment, and training needs to ensure that there is always a diverse range of perspectives around the table to support robust decision-making. However, due to our relatively small Board, we do not publish this data online as individual Governors could be identified, and we have a legal obligation to protect their personal data.'

The Governing Board **approved** the Public Sector Equality Duty Statement.

3.4 Term Dates 2026/2027

The Headteacher reported that there were several partial weeks in the 2026/2027 holiday pattern that would potentially have an impact on attendance. If St Peter's change any of the term dates and did not align with other schools that could also create an issue.

Having reviewed the term dates, there were no logical way of not having partial weeks.

Governors needed to be mindful of the potential impact on attendance.

The chosen inset day would probably be Friday 25th June 2026 to be consistent with previous years.

The term dates for 2026/2027 were **approved**.

Term Dates 2027/2028

It was requested that these term dates be deferred to the summer Full Governing Board meeting for the following reason:

Discussions with primary Headteachers had taken place due to the spring term being a 7 week term (January 2028 to February 2028) and a 5-week term from February to Easter 2028. A further meeting between Headteachers and staff would be held to consult on the term dates and discuss the option to move the term dates.

4. SCHOOL IMPROVEMENT (Accountability)

4.1 External monitoring Reports

The external monitoring visit report spring 2025 had been shared in advance of the meeting. The PowerPoint was shared on screen and the following were the salient points:

- Focus: To understand pupil experiences of St. Peter's through a range of pupil voice panels. Approximately 10 pupils per 5 Year groups PP, SEND, EAL 'over-represented'.
- Vicky Atherton (School Improvement Partner) spoke to children across the day to get a perspective.
- Overwhelmingly positive feedback had been received. Community – wouldn't want to be anywhere else other than attend St Peter's, well supported academically & pastorally, looked out for each other, role of the Catholic ethos & community, opportunities trips & visits, clubs, sports, arts, support around revision.
- Double lessons - older pupils recognised they get through more content, pupils across year groups said these were best when teachers give a 'brain break' in a double to maximise their learning time / maintain concentration. This was fed back to staff to build in where possible. CPD on 'Sensory Friendly Classrooms' was already planned and taking place.
- Mixed Ability Teaching: There was a mixed feeling about this (possibly more vocal from more able pupils). Questions to consider were: How were we maximising grouping and the seating arrangements in class to maximise pupil learning and allow for greater support opportunities where needed? Briefing to look at seating plans and Arbor training. The work / CPD St Peter's were doing on Quality First Teaching / Adaptive teaching would feed into this.
- Sparx Maths and Reader – Pupils didn't like Sparx Maths & Reader. The following needed to be considered: How workload for pupils was managed, how could Sparx Maths be configured to cover only re-enforcement taught work / re-call of past work?

How could Sparx Reader be developed to take into account preferences / offer more choice and support weaker / slower readers?

- Pupils (especially those who were slower / weaker readers) really liked the form time reading.
- Independent Learning / Rewards / Library – Questions to be asked: Can we accommodate pupil choices for different ways to do this? How can the reward system be more relevant / meaningful for older pupils? How can creatively use what we have got to make the library more accessible?
- Overall, a good, positive and consistent report that had given some areas to consider.

4.2 Self Evaluation

The Headteacher prior to the meeting had circulated to Governors SEF Executive Summary Oct 2024 and the following were the salient points discussed:

- Same document
- The exercise was undertaken annually and still represented where St Peter's were.
- Good in all areas, with outstanding for behaviour and personal development.
- Work based on the proposed new Ofsted framework would not commence until there had been further clarity.

4.3 School Improvement Priorities

The Headteacher prior to the meeting had circulated to Governors the Improvement plan 2024 – 2025 RAG rated at March 2025 and the following were the salient points discussed:

The document was shared on screen:

- Amber was where the school was expected to be.
- Red – these areas were identified as may need a change in direction or rethink what had initially been planned.
- Governance section – The Headteacher had spoken with the Chair and when the final Foundation Governor vacancy had been filled and the succession planning developed, the area would turn green.
- 4.9 Review and develop senior pastoral team – there were strong head of years and deputy head of years but in relation to workload, there had been a mixture of a lack of external agency support and increase of some of the issues regarding mental health and the work that ran alongside Looked After children that didn't hit year groups evenly. It had been recognised that this work was taking teachers out of the classroom and therefore counterproductive. Currently looking at a potential support role across the pastoral team that would be non-teaching and alleviate the situation. The area was highlighted red due to a decision needing to be made.
- 4.10 should be amber not red.
- 5.5 admin structure – advertised HR post and when appointment had taken place this area would move to amber.
- 6.5 – currently red but needed returning to white (explanation given).

Questions were offered.

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

4.4 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:

Questions were offered.

- Suspensions had shown a slight decrease on (2024/24 had 27 suspensions from September to March and 2024/2025 had 22 suspensions September to March)
- Suspensions should be balanced with the positive behaviours across school. (COC: 97% in Years 7 and 11, 93%, Year 8, 95% Year 9, 92% Year 10).
- Looked After pupils' distribution was not even (based on discussion above).

Q. Pupils on cards (Red) in year 8 was high, was that typical?

A. Yes and no. Year 8 had a few slightly more challenging pupils that were needing to be managed. Year 8 was a point in development of the pupils. The 7 red cards were for different reasons and the pupils were sometimes complex individuals.

Pupil outcomes

- Data drop was that day (Thursday 20th March 2025), therefore the data was not yet available.
- No data for Year 7 pupils until the summer term. This was recognised as being late and would be address for next year.
- Pupils remained focus and behaviour for learning remained outstanding.
- Progress across school was where it was expected to be.
- Professional development and catholic life in school – many activities and events had taken place.
- This term 7 pupils from Year 10 and 11 undertook a day's training to become Eucharistic ministers delivered by Animate Youth Ministry along with pupils from other schools. They will now be able to distribute communion at school masses.
- Distribution of ashes had taken place, and this year had seen the highest number of staff and pupils to receive their ashes.

5. FINANCE & RESOURCES OVERSIGHT

5.1 Budget Monitoring 2024/2025

Governors **received** the Budget Monitoring Report 2024/2025.

5.2 Budget 2025/2026

The Chair and Headteacher reported to the Board that the budget had been approved the previous week by the Finance, Premises and Personnel Committee, however, the budget had included the cost of the National Insurance increase but had not included the grant from the DFE that would support the increase.

The grant had been received at £83K. To include that in the budget would change the deficit to approximately -£150K which was a reduction in what had been approved. The grant was based on averages and did not quite cover the costs as it would other schools.

This year's return had been projected at -£232k with the outturn at -£36k. The last 4-year shad been difficult, but savings had been made.

The Forecast was not great, but St Peter's were in a better position than anticipated.

The Budget 2025/2026 had been **reviewed** and **approved** at the Finance, Premises and Personnel Committee meeting on Thursday 13th March 2025. Governors **received** and **ratified** the approval of the 2025/2026 Budget.

5.3 Three Year Budget 2025-2028

The Three-Year Budget 2025-2028 had been **reviewed** and **approved** at the Finance, Premises and Personnel Committee meeting on Thursday 13th March 2025. Governors **received** and **ratified** the approval of the Three-Year Budget.

5.4 Schools Financial Values Standards (SFVS)

The School Business Manager had populated the document, and the Chair had reviewed and checked it. The Local Authority had been informed of the meeting date for the approval of the SFVS.

The Board **approved** the standard in readiness for the submission to Internal Audit.

6. POLICIES FOR APPROVAL

- 6.1 Pay Policy 2024/2025 - approved**
Exclusion Policy – not available
Behaviour – not available
Attendance – not available
Dignity at work – adopted and approved

Policies received for information only – no action required.

There were no policies received for information only.

7. FOR INFORMATION

7.1 Clerk's Update:

The Board **noted** the following briefing note from the Local Authority

- **Suspensions and Permanent Exclusions**

8. STANDING ITEMS

8.1 Minutes of the Full Governing Board meeting held on the 05.12.2024

The Governors **approved** the minutes of the previous **Full Governing Board Meeting held on the 05.12.2024** and **authorised** publication.

There were no matters arising

8.2 Committee minutes/reports

The Board **noted** and **received** the minutes of the previous:

- Curriculum & Standards Committee dated 14.11.24
- Finance, Premises & Personnel Committee dated 29.11.2024.
- Curriculum & Standard Committee dated 13.02.25
- Finance, Premises & Personnel Committee dated 13.03.25

There were no matters arising.

8.3 Meeting Reflection/Impact

Governors reflected on items discussed and decisions/actions agreed and how these demonstrated that the Board fulfils its role in line with its strategic core functions and the school vision.

8.4 Urgent Strategic Items

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

- GDPR – discussed under Item 1.2
- Website compliance -discussed under Item 1.2
- Headteacher – external commitment

The Headteacher informed the Board he had an external commitment from Monday 28th April 2025 for 2 weeks.

It was noted that the leavers mass date had changed to 30th April 2025.

8.5 Confidentiality

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

No items deemed confidential

8.6 Date and time of next meetings:

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

- **Thursday 15th May 2025** – Curriculum & Standards Committee at 5:30pm *note change of date.
- **Thursday 12th June 2025** – Finance, Premises & Personnel Committee at 5:30pm
- **Thursday 3rd July 2025** – St Peter's HS FGB at 5:30pm

There being no further business to discuss, the meeting concluded at **18:25pm**.