ST PETER'S CATHOLIC HIGH SCHOOL
FULL GOVERNING BOARD MEETING
THURSDAY 3rd JULY 2025 at 5.30PM

Summer 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 *arrived 17:36pm*
Mr John McMullen	Foundation Governor	Yes
Mrs Liz Richardson	Foundation Governor	Yes
Mrs Sarah Platt	Foundation Governor	Yes
Mr Jason Shaw	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 **17:30pm**
Business finished at **18:35pm**

The meeting was **quorate**.

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

The Chair provided a reminder to all Governors of the three core functions as outlined in the governing 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:

- Confidential items.

1.3 Declarations of Interest for items on the 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

The Governing Board **noted** the following:

- There were no Terms of Office due to expire.
- There were no Governor vacancies on the Board.

2.2 Governing Board Annual Self Evaluation

The Governing Board were advised that it was good practise for Governors to complete an annual statement for 2024/2025. The statement would explain how the Board had fulfilled its responsibilities, particularly in relation to its core functions, including: the governance arrangements that were in place, the attendance record of individual governors at board; and an assessment of the effectiveness and impact of the board and details of any challenges that have arisen.

A Governing Board Annual Statement, prepared by the Chair, had been circulated to all Governors prior to the meeting and was subsequently **approved** by the Board for publication on the school website.

2.3 Link Governor Reports

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

- SLT School Improvement Progress Meeting
- Safeguarding Monitoring visit
- SEND Visit

Questions were offered.

Mrs Sarah Platt (Safeguarding link Governor) reported that feedback that had been pending from the Section 175 audit had now been received, and a further update would follow in the autumn term.

The Chair extended appreciation to the Governors for the completion of the monitoring visits and producing the reports.

Governors **received** the Governors reports.

2.4 Impact of Governor Training and Development

Cyber security
Governors noted the requirement to complete cyber security training as recommended by the DfE for meeting digital and technology standards and in the Governance guide for maintained schools' section 7.7.3.

The Chair reported that cyber training had been completed by some Governors, with other Governors in the process of completing.
Through the school's NGA subscription, Governors were encouraged to complete supplementary training aligned with their specific responsibilities.

2.5 CES Governing Body Skills Audit

An overview of the CES Governing Board Skills Audit was circulated in advance of the meeting. The accompanying report was shared, and Governors were invited to raise any questions.
Gratitude was expressed for the completion of the process.

2.6 Committee Terms of Reference

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

- Ad Hoc Committee
- Finance, Premises and Personnel Committee
- Curriculum and Standards Committee
- Admissions Committee

It was **agreed** at this stage of the meeting to proceed to item 2.11 – Election of Chair and Vice Chair – given that the outcome of this item may affect item 2.7.

2.11 Election of Chair and Vice Chair for 2025/2026

Governors **received** the Local Authority briefing note on procedures of the election of the Chair and Vice Chair.

Mrs Pamela Davis joined the meeting at 17:36pm

Election of Chair
The Clerk informed the board that:

- One nomination for Governing Body Chairperson for the academic years 2025/2026 and 2026/2027 had been received. The nomination was for Mr Clive Hough.
- Mr Hough had accepted the nomination for Chairperson prior to the meeting.
- Mr Hough left the meeting whilst the vote took place.
- Governors were invited to consider the nomination and following a unanimous vote via show of hands it was resolved that Mr Hough be elected as Chair for the 2025/2026 and 2026/2027 academic years.

Mr Hough returned to the meeting and was informed of the decision.

Election of Vice Chair:
The current Chair of the Governing Board informed members that, in support of succession planning, it had been recommended that the Board appoint two Vice Chairs. The proposal for joint Vice Chairs was suggested as a means of distributing workload and strengthening succession planning.
Comments and reflections were invited from Governors regarding the proposed arrangement. All Governors expressed agreement, considering it a practical and well-considered approach.

Governors **approved** the recommendation. Subsequently, three nominations for the Vice Chair position were received, and each nominee was asked to confirm their willingness to stand.

Mrs Liz Somers and Mr John McMullen had accepted the nomination for Co Vice-Chairperson whilst Mr Bob Morris declined the nomination.

Mrs Liz Somers and Mr John McMullen left the meeting whilst the vote took place. Governors were invited to consider the nominations and following a unanimous vote via show of hands at the meeting, it was resolved that Mrs Liz Somers and Mr John McMullen be elected as Co Vice-Chairs for the 2025/2026 and 2026/2027 academic years.

Mrs Liz Somers and Mr John McMullen returned to the meeting and was informed of the decision.

2.7 Performance Management of the Headteacher

- **a)** To **appoint** the external adviser to support the governor reviewers for performance management
- **b)** To **appoint** two/three governor reviewers as appropriate

The Board **appointed** Vicky Atherton to undertake the role previously held by Helen Gaunt as external adviser supporting the Governor reviewers in the Headteacher Performance Management review, following confirmation that Helen was no longer able to accommodate the role within her schedule.

The Board **appointed** Mrs Liz Somers (Foundation Governors), Mr Clive Hough (Local Authority Governor / Chair) and Mr John McMullen (Foundation Governor) as the Governor reviewers.

The Headteacher Performance Management was scheduled to take place on the 5th or 7th November 2025 9am – 12noon.

2.8 Meeting Schedule 2025/2026

The Headteacher confirmed that all meeting dates had been reviewed against the school calendar. All scheduled work aligned accordingly, except for the Finance, Premises and Personnel Committee meeting scheduled to be held on 27th November 2025, which presented a scheduling conflict.
It was **agreed** to change the meeting date to Tuesday 18th November 2025.
It was noted that the Admissions Committee would be required to meet in November in line with a clause within the admissions policy. This clause allowed parents to inform the school

of personal circumstances that may impact their child's standing within the oversubscription criteria. The committee would be convened to determine whether such circumstances were deemed exceptional. The meeting would be clerked, and supporting evidence would be requested where applicable.
The Admissions Committee would comprise of five members. In cases where a submission was received without accompanying evidence, the school would follow up to offer the applicant an opportunity to submit relevant documentation.
It was **agreed** that the Admissions Committee would meet at 4pm on Tuesday 18th November 2025 (prior to the Finance, Premises and Personnel Committee meeting).

Governors **approved** the meeting dates for the next academic year with the addition to the agreed change of date and additional meeting of the Admissions Committee.

2.9 Guidance for Governing Boards on responsibilities for making decisions on staffing and pay matters

Governors **received** the Guidance for Governing Boards on responsibilities for making decisions on staffing and pay matters.

2.10 Section 128 Checks

Governors **noted** the requirement to make section 128 checks.

3. STRATEGY AND COMPLIANCE

3.1 Safeguarding 175 Audit Feedback

Governors **received** and noted the request for Governing Board contributions to the Section 175 Safeguarding Audit, where appropriate, to support timely submission by the stated deadline. In addition, Governors were reminded of their responsibility to monitor any recommendations or actions outlined in the Safeguarding Action Plan.

It was confirmed that the completed audit was now back and logged on the system. An update regarding its review would be provided at the Autumn meeting.

3.2 GDPR Update

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

3.3 Website Compliance

The Headteacher confirmed that the website was compliant.

3.4 Term Dates *2027/2028*

The Headteacher reported that discussions were held with Primary School Headteachers regarding concerns about the structure of the Spring Term 2028, which comprised a 6.5-week period from January to mid-February, followed by a shorter 5-week term leading to Easter.
A proposed term pattern from Wigan was shared; however, it was deemed inappropriate for the context. The Headteachers expressed a preference for a more balanced approach, citing that the middle term configuration was not ideal. To support wellbeing and establish a more evenly spaced term structure, a recommendation was made to move the February

half-term break to commence the week beginning 14th February. Alignment of holiday dates across schools was also a key consideration during the discussions.

Q. Were all the Primary Schools on board with the suggested pattern?
A. Yes. The idea was shared across schools, and all Headteachers agreed. Schools were to present the proposal to their respective Governing Boards for formal consideration and alignment of holiday dates.

The Headteacher proposed that the inset day for summer term, to be decided by schools, be Friday 30th June 2028.

The term dates for 2027/2028 were **approved.**

4. SCHOOL IMPROVEMENT (Accountability)

4.1 Chair Update

The Chair prior to the meeting circulated to Governors the FGB July 2025 report.

Questions were offered.

4.2 External monitoring Reports

Prior to the meeting, the Headteacher had circulated to Governors the Summer 2025 SIP Visit Report prepared by Vicky Atherton. The Headteacher expressed a positive reception to the report, noting alignment with the school’s strategic direction and key development priorities.
Discussion had centred on the leadership of SEND by Debra Makin and its clear links to literacy and reading initiatives. Recognised importance of increased collaboration between the English department and SEND provision, particularly around targeted interventions and shared next steps were identified.
The report reinforced progress outlined in the School Improvement Plan for English, which was noted as being strongly embedded and visible through current practice.
Governors were updated on the interview for the Head of English post, which had taken place, with the appointment viewed as an important step in supporting the school’s direction of travel.
It was also acknowledged that the school maintained a constructive and professionally challenging relationship with the School Improvement Partner, whose guidance remained well-aligned with the school’s needs.

4.3 Self-Evaluation

The Chair reported that the Governance section had now been assessed as green, reflecting compliance with required standards and continued effective practice.

The Headteacher reported that the current School Improvement Plan (SIP) was nearing its conclusion, with the vast majority of priorities rated green or amber.
A plan for the next academic year had not yet been drafted, as the school's strategic direction had evolved in recent weeks following input from staff, student, and parent surveys. A full plan was expected to be finalised in the coming term.
SEND continued to be a key area of development, with adaptive teaching strategies being implemented and progressed. Consideration was being given to the future leadership structure, including operational arrangements and quality assurance processes. In support of curriculum development, a one-year Assistant Headteacher post had been introduced.

Remaining priorities were identified and would form the basis of next steps. It was noted that the role of artificial intelligence (AI) in supporting teaching, learning, and workload reduction had not yet been factored into current planning but was acknowledged as an area requiring future exploration.

In relation to the Self-Evaluation Form (SEF), uncertainty remained around the direction of the revised Ofsted framework. In the interim, school performance continued to be evaluated against the existing 'Good' and 'Outstanding' criteria. While RAG ratings had been mapped against the current toolkit, it was agreed that further work on this area would be postponed until additional clarification became available.
The Headteacher would be encouraged to approach the evaluation process with confidence, aiming to identify ‘secure’ or ‘strong’ evidence across key areas as a baseline. Any aspects requiring attention would be prioritised accordingly. Areas in need of a more robust evidence base would be noted for further scrutiny, with time available to observe and reflect, given that the school was not currently within the Ofsted inspection window.

Q. Would you be able to share the results of the student, parent and staff surveys?
A. Yes. It could be shared as part of the Curriculum and Standards Committee meeting in the autumn term. Quantitative data would be straightforward to present while qualitative feedback would pose a greater challenge. The intention was to provide Governors with a clear sense of recurring themes emerging from the comments and outline the school’s response to those issues. This approach would help ensure both data-driven and contextually informed monitoring of progress and priorities.
The staff survey would close on the 4th July 2025 and the other surveys would close on the 30th July 2025.

4.4 School Improvement Priorities

This Item was covered under Item 4.3.

4.5 Headteacher’s Termly Report to Governors

The Headteacher prior to the meeting had circulated to Governors the Report Summer 2025 and the following were the salient points discussed:

Questions were offered on any aspect of the report.

- It was noted that pupil data drops were only just taking place and that a full update would be provided during the Autumn Term. The Year 11 examinations process had been conducted in line with standard procedures, with only minor reports submitted to the exam board—none of which required further action.
- Attendance overall was reported as strong, with almost all pupils attending school during the examination period. Of those not in regular attendance, nearly all were present for their exams. One or two candidates missed a small number of papers, which was considered unsurprising under the circumstances.
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Q. Suspensions were referenced as having increased notably this term, why was that?
A. Although suspension figures appeared elevated this term, it was noted that several were linked to the same Year 10 incident involving vandalism, which had circulated on TikTok and been filmed by students. This single event accounted for five of the Year 10

suspensions issued during the summer term. The decision to suspend was intended to set a clear standard, and no repeat incidents had occurred.
Other suspensions involved two pupils who were no longer attending St Peter’s daily—one having received a permanent exclusion and the other now attending alternative provision. The school reiterated its behaviour philosophy of providing students with 'one more chance,' recognising that this approach may lead to repeated suspensions before resolution. Notably, the overall number of suspensions was lower than the previous academic year by Easter. While there was a temporary rise in the summer term, it was confirmed that this had since stabilised.

The Chair expressed full support for the school's approach to managing suspensions and the stance taken in upholding behavioural standards. It was noted that, in year-on-year comparisons, the school’s suspension data was not indicative of deterioration; rather, the figures reflected the timing and context specific to the current academic year.

Q. What reaction did you receive from parents from the 10-day suspension?
A. It was explained that, in similar circumstances, some schools may have issued a permanent exclusion, given the nature of the incident—which involved reputational damage to the school, financial cost, and the filming and sharing of the behaviour. In this case, a decision was made to issue a ten-day suspension, with the pupil attending school under adjusted start and finish times for 5 of those days. The action taken aimed to send a clear message regarding expectations and standards. Should a similar incident occur in future, a more severe sanction would be applied.

Q. What level of support did you receive from parents?
A. Upon hearing the full details, they were appalled by the nature and implications of the behaviour. The matter was addressed in school assemblies, where students were engaged in discussions around behaviour expectations and the wider impact of such actions on the school community.

Q. There are 9 racial incidents reported. Was that a rise?
A. Incidents involving racial slurs were formally logged as racial incidents, in line with school policy. Such language was often picked up via social media, with younger pupils not fully understanding the meaning or context. When these situations had been addressed, parents had shared that similar terminology was overheard during their children's time in primary school. These occurrences had largely reflected a need for education rather than an indication of discriminatory attitudes among pupils. The school's approach continued to focus on awareness-raising and promoting respectful, informed behaviour.

5. FINANCE & RESOURCES OVERSIGHT

5.1 Budget Monitoring 2025/2026

The Chair advised that the June Spending Report was still in preparation. It was noted that the June Finance Committee meeting minutes currently reflected data up to the end of May, and the full June report would be received in due course.

The School Business Manager and Headteacher had confirmed that there were no concerns arising from the June figures at this stage.

5.2 Consistent Financial Report (CFR)

The Chair advised that the CFR report for 2024/2025 had been submitted to the Local Authority. No return had been received and would be presented at the next Board meeting.

5.3 Staffing Structure

The Headteacher reported several staffing and structural updates:

- A new Human Resources Manager post had been introduced which had previously received formal approval.
- The leadership structure was under review, with potential short-term adjustments being explored for a one-year period.
- Beyond this, no further significant changes were noted. The Headteacher confirmed that two apprenticeship roles—one within the administration team and one within the IT management team—were under consideration and had been accounted for within the existing budget.

Governors **approved** the staffing structure for 2025/2026 as presented.

5.4 Deficit Recovery Plan

The Deficit Recovery Plan had been shared in advance of the meeting for Governors to review.

The Chair reported that the item had been reviewed by the Finance Committee and now required formal approval by the Full Governing Board

Governors **approved** the Deficit Recovery Plan for 2025/2026 as presented.

5.5 Standing orders

The 'Incurring Expenditure in Accordance with the Council's Standing Orders for Goods and Services' document was circulated to Governors prior to the meeting.

A proposal was put forward for the purchase of 35 new PCs and monitors, along with 15 laptop devices. The reasoning behind the expenditure was **reviewed** and **approved**.

6. POLICIES FOR APPROVAL

6.1 Breastfeeding Policy – **adopted**
Attendance Policy – **approved**
Pupils with Additional Health Needs Attendance Policy 2025 – **approved**
Supporting Pupils with Medical Conditions Policy_2025 – **approved**
Anti Bullying Policy 2025 **– approved**

7. STANDING ITEMS

7.1 Minutes of the Full Governing Board meeting held on the 20.03.2025

The Governors **approved** the minutes of the previous **Full Governing Board Meeting held on the 20.03.2025** and **authorised** publication.

There were no matters arising.

7.2 Committee minutes/reports

The Board **noted** and **received** the minutes of the previous:
- Curriculum & Standards Committee dated 15.05.25
- Finance, Premises & Personnel Committee dated 12.06.25

7.3 Urgent Strategic Items

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

At this point in the meeting, the Deputy Headteacher (DHT) and Headteacher (HT) were politely requested to leave. Both departed at 18:24pm.

The Headteacher and Deputy Headteacher extended their thanks to Governors expressing appreciation for their continued support and collaboration throughout the year. Warm wishes were shared for a restful and enjoyable summer break.

This Item was deemed confidential for the purpose of the minutes and would be recorded as separate minutes.

7.4 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.
The Chair read aloud the school's ethos and values statement, explaining that it is reviewed annually each September. As part of this reflection process, Governors were invited to consider the guiding question: 'Had we achieved this over the past year?' This prompted meaningful discussion about how the school's core principles had been reflected in practice throughout the academic year.

Governors agreed that the school's ethos and values had been successfully upheld throughout the academic year, affirming that the statement remained reflective of the culture and practices observed.

7.5 Confidentiality

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

Item 7.3 had been deemed confidential for the purpose of the minutes.

7.6 Date and time of next meetings:

The Chair thanked all Governors for their attendance, constructive contributions, support and valuable challenge throughout the academic year. Warm wishes were extended for a well-earned and enjoyable summer break. The Chair also confirmed the date and time of the next meetings as follows:
- Thursday 18th September 2025 – Business Planning Meeting at 5:30pm

- Thursday 13th November 2025 – Curriculum & Standards Committee at 5:30pm
- Thursday 27th November 2025 – Finance, Premises & Personnel Committee at 5:30pm – **Changed to Tuesday 18th November 2025. (Admissions Committee to convene at 4pm).**
- Thursday 11th December – Full Governing Board Meeting at 5:30pm

There being no further business to discuss, the meeting concluded at 18:35pm.