

**ST PETER'S CATHOLIC HIGH SCHOOL
FULL GOVERNING BOARD MEETING – BUSINESS PLANNING
THURSDAY 18th SEPTEMBER 2025 at 5.30PM**



Autumn 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	Foundation Governor	Yes
Mrs Elizabeth Somers	Co Vice Chair / Foundation Governor	Yes
Mrs Pamela Davis	Foundation Governor	Yes
Mr John McMullen	Co Vice Chair / Foundation Governor	Yes
Mrs Liz Richardson	Foundation Governor	Yes
Mrs Sarah Platt	Foundation Governor	Apologies
Mr Jason Shaw	Foundation Governor	Apologies
Mr Andrew McGlown	Headteacher	Yes
Mrs Laura Stridgeon	Parent Governor	Yes
Mr Mike Morris	Parent Governor	Yes
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 **17:23pm**
Business finished at **18:32pm**

The meeting was **quorate**.

Prior to the opening of the meeting, the Chair informed the Governors that he had held discussions with Mr A. McGlown concerning his current workload, his newly appointed role as Executive Headteacher at another school, and the professional development of Mr C. Pollitt as he transitioned into the position of Head of School.

At that time, Mr McGlown, in his capacity as Headteacher, retained the right to vote at Governing Board meetings. It was proposed that, in instances where Mr McGlown was absent and Mr Pollitt was present, the voting rights would be transferred to Mr Pollitt.

Governors were invited to raise any questions. All members of the Governing Board unanimously agreed that Mr C. Pollitt, as Head of School, should assume the voting rights during meetings in the absence of Mr McGlown.

Mr A McGlown (Headteacher) and Mr C Pollitt (Head of School) joined the meeting at 17:26pm

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

1. STANDING ITEMS

1.1 Apologies and consideration of consent to absence

Apologies were **received** and **accepted** from Mr Jason Shaw (Foundation Governor) and Mrs Sarah Platt (Foundation Governor).

1.2 Any other Urgent Strategic Business

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

- Admissions
- Lettings

1.3 Declarations of Interest

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

The Chair **declared** that he had been appointed to serve on the Executive Committee of the Wigan Governor Forum.

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 for 2025/2026.

2.2 Membership updates (Resignations/Appointments)

The Chair informed the Board that there were no vacancies on the Governing Board and Mrs Laura Stridgeon's (Parent Governor) Term of Office was due to expire on 31/01/25.

The Chair confirmed that GIAS was up to date.

2.3 Annual Declarations and Confirmations

- **Governor Code of Conduct & Eligibility**
- **KCSIE 2025**
- **Register of Interests**
- **Governor Eligibility**

The Chair confirmed that the Liverpool Archdioceses Schools Code of Conduct and Eligibility for 2025-2026 was contained within the Liverpool Archdiocese Diocesan Protocols that were currently being revised and were in draft form. The draft version was waiting approval from the Diocesan Bishop and was therefore deferred to the next meeting.

Governors were requested to review and complete the following items via the compliance section on Governor Hub:

- **Declaration of Pecuniary and Personal Interests**
- **Safeguarding** – Keeping Children Safe in Education (KCSIE 2025) guidance. To **confirm** you have read the Keeping Children Safe in Education (KCSIE 2025) guidance.

Governors were reminded of the importance of maintaining accurate and complete contact information on GovernorHub and were advised to review and update their details accordingly.

2.4 Statutory Training

- **Safeguarding training**
- **Safer Recruitment**
- **Prevent Duty**

Governors were advised about the statutory training courses which should be completed before the end of the Autumn Term.

2.5 Governor attendance at meetings

The Chair informed the Board that the previous year's attendance at Governor meetings would be published on the school website in line with regulation. The significance of full attendance at meetings was emphasised, and Governors were reminded that apologies should be submitted to both the Clerk and the Chair in advance. This measure was intended to ensure that meetings, particularly those of committees, remained quorate.

2.6 Terms of reference and Membership

Governors **approved** the Pay Committee Terms of Reference.

It was **agreed** that the pay committee would convene as and when required.

2.7 Governing Board Diversity

The Chair read aloud the previously published statement on Governing Board diversity: The Governors of St Peter's 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.

Governors unanimously **agreed** to continue with the existing statement.

2.8 Governor Training and Development Plan (succession planning)

The Chair confirmed that succession planning for the Governing Board was ongoing. Governors were encouraged to enrol in training programmes relevant to their respective

roles, in order to support effective governance.

2.9 Schedule of Governor visits

The Chair initiated a discussion with the Governors regarding their proposed school visits, which were to align with their designated roles and responsibilities. The Headteacher advised that members of the Senior Leadership Team would be instructed to contact Governors directly in order to arrange suitable dates for their visits.

2.10 Confirmation of Governors' Specific Roles & Responsibilities

The Chair had circulated the Governors' roles and responsibilities in advance of the meeting and invited confirmation from members regarding their designated positions. The Governors collectively **agreed** that the roles and responsibilities were appropriate and well-suited for the academic year 2025–2026.

2.11 Chair's Item

The Chair had shared the school's vision and The Seven Principles of Public Life with Governors in advance of the meeting. During the meeting, the Chair read aloud the Governors' Vision. All Governors reviewed the statement and unanimously agreed to continue with the existing vision, which would be published on the school website.

3. STRATEGY AND COMPLIANCE

3.1 Safeguarding Report and 175 Audit feedback action review

Including:

- **Prevent**
- **Pupil Mental Health and Wellbeing**
- **Nutrition (School Food Standards)**
- **Supporting Pupils with Medical Needs**

The Headteacher reported that the Section 175 Safeguarding Audit had been completed and confirmed that no follow-up actions were required.

- **Prevent:** All staff had completed Prevent training during the summer term.
- **Pupil Mental Health and Wellbeing:** Twenty Year 11 students had been trained as Mental Health Ambassadors. Plans were in place to extend this initiative to include selected Year 7 pupils.
- **Nutrition (School Food Standards):** Compliance with School Food Standards was embedded within the contractual agreement with the catering provider.
- **Supporting Pupils with Medical Needs:** The relevant policy had been reviewed and updated in June 2025.

4. SCHOOL IMPROVEMENT (Accountability)

4.1 Results Review

The Headteacher provided Governors with a verbal update, supported by a slide presentation, outlining the school's 2025 GCSE results. The following key points were discussed:

- Further detail was scheduled to be presented at the forthcoming Curriculum and Standards Committee meeting.
- Discussions with subject leaders were planned to review outcomes in greater depth.
- A number of examination papers had been submitted for remarking.
- The update was based on results available on Results Day.

Headline Outcomes:

- Attainment 8 score: 51.0% (2025), compared with 51.6% (2024) and 50.52% (2019).
- The estimated Attainment 8 score had been projected at 48.66%, indicating a stronger-than-expected performance.
- Although progress measures would not be published for 2025 (as no SATs took place in 2020) on evidence it was believed that progress outcomes for 2025 would be at least comparable to those in 2024, reflecting a sustained upward trajectory.
- English and Maths (Grades 9–7): 12.1%
- English and Maths (Grades 9–5): 50.7%
- English and Maths (Grades 9–4): 73.9%
- Five 4+ Passes Including English and Maths: 72.5%
- EBacc Average Point Score: 4.33%

The top 15 students, based on both attainment and progress, were highlighted during the presentation. The Wigan profile was to be shared with Governors via GovernorHub.

Comparative Performance:

- The school ranked first among local high schools for Attainment 8.
- It ranked second for EM5+, EM4+, and EBacc outcomes across all high schools in the borough.
- The school expressed satisfaction with the results, noting several outstanding individual success stories.
- Improvements were observed in high grades (9–7), as well as in grades 9–5 and 9–4 across subjects.
- A slight decline was noted in English and Maths 5+ outcomes.
- The gender attainment gap had narrowed.
- The disadvantage attainment gap for the cohort of 26 pupils had reduced to 12.25%, compared with 17.7% for EAPS.

The Headteacher concluded that the school was on a positive trajectory, fostering the right ethos, and that the results represented a set of achievements worthy of celebration.

On behalf of the entire governing board, the Chair extended sincere congratulations to the school for an excellent set of results. The Governors commended the school for its remarkable achievement and the dedication demonstrated across the board. They requested that their thanks and appreciation be passed on to all staff for their hard work and consistent commitment.

4.2 Self Evaluation

The Headteacher reported that the school would continue to utilise the current Ofsted inspection framework until November 2025 for the purpose of internal evaluation. The leadership team expressed confidence in rating the school as strong in most areas and secure across all domains.

It was noted that the school would transition to the revised Ofsted framework later in the academic year, once the updated inspection criteria had become more clearly defined and embedded.

The Headteacher highlighted that a key focus of the new framework appeared to be the extent to which the school demonstrated inclusivity in its ethos, practices, and provision.

4.3 School Improvement Priorities

The Headteacher provided Governors with a verbal overview of the key school improvement priorities for the academic year 2025–2026. The following headline areas were identified:

- Continued refinement of the curriculum, teaching, and learning strategies.
- Promotion of inclusive practice, with all staff adopting the role of teacher of SEND through the sharing of information and effective strategies.
- Reinforcement of literacy development, with all staff contributing as teachers of literacy.
- Strengthening consistency in expectations and standards, particularly in relation to pupil workbooks and the school's code of conduct.
- Emphasis on the central role of the school's Catholic identity, especially through prayer and liturgical practice.
- Ongoing budgetary pressures remained a challenge; however, it was noted that if all proposed savings were realised, the school aimed to balance the budget for the current financial year.
- The Executive Headteacher arrangement was working well but would require different ways of working and would need to be monitored. While the establishment of a sustainable working pattern remained a priority, it was noted that trust across the Senior Leadership Team and the wider staff body was already well-established and robust. As such, no significant challenges were anticipated in implementing and embedding the arrangement successfully.

4.4 Wigan School Profile

The Secondary School Profile for 2024–2025 was shared on screen during the meeting. The Headteacher provided Governors with an overview of the document, highlighting key data and contextual information relevant to the school's performance and standing within the Wigan local authority.

It was highlighted that the school compared favourably with other secondary schools across the borough, reflecting strong outcomes and positive standing within Wigan.

Q. Did all students achieve their intended outcomes and proceed to further education?

A. Results Day was marked by a positive atmosphere, with the vast majority of students achieving their desired outcomes. While there were a few individual disappointments, the overall sentiment was one of success and celebration.

The cohort demonstrated notable resilience, having experienced significant disruption as a result of the COVID-19 pandemic. Despite the challenges posed by bubbles and restrictions, students worked diligently to ensure they could still engage with the practical elements of their courses.

Credit was given to school leaders, teaching staff, the wider team, and pastoral support for their collective efforts in guiding and supporting students throughout their journey. Strong

attendance was recognised as a fundamental factor contributing to the success of the cohort.

Q. How well had the new Year 7 cohort settled into school life?

A. Staff reported that the new Year 7 cohort had settled in well, with a calm and positive atmosphere observed across the school. The success of the transition process was attributed to the school's proactive approach, which included a comprehensive programme of support. The majority of pupils had joined from just seven primary schools, which contributed to a smoother and more cohesive integration.

5. FINANCE & RESOURCES OVERSIGHT

5.1 Scheme of Financial Administration (SOFA) Levels of Financial Delegation

The Chair reported that the Scheme of Financial Administration (SOFA) had last been reviewed in March 2025, with the next scheduled review set for March 2026.

No changes were proposed to the existing levels of financial delegation. The current arrangements were **approved** by the Governing Board.

5.2 Estates Management strategy/plan

The Headteacher reported that regular updates on the Estates Management Strategy would be provided at Finance Committee meetings.

Operationally, the school had met all requirements on the estate's checklist, with all indicators marked green. However, it was noted that further work was required on the strategic aspects of the plan, particularly in relation to long-term planning and development.

5.3 Consistent Financial Report (CFR) 2024/2025

Prior to the meeting the School Business Manager had circulated to Governor the Final CFR Report 2024/2025 for review by Governors.

The Governors **received** the Final CFR Report for 2024/2025.

6. POLICIES FOR APPROVAL

6.1 Safeguarding Policy – The Headteacher reported that the Safeguarding Policy had previously been approved by the Governing Board. It was noted that the policy was scheduled for review and re-approval at the December 2025 meeting. the Clerk reminded Governors the Safeguarding Policy was required to be updated in line with KCSIE 2025 and uploaded to the school website as early as possible in the academic year.

SEND Policy – **Reviewed** and **Approved**

SEND Information Report - **Reviewed** and **Approved**

RSE Policy – **Reviewed** and **Approved**

Governor Visits Policy (LA) - **Reviewed** and **Adopted**

Appraisal Policy (LA) - **Reviewed** and **Adopted**

Policies received for information only – no action required.

No policies received at this meeting for information only

7. FOR INFORMATION

7.1 Clerk's Update

The Clerk reported that the Maintained School Governance Guidance had been updated. A brief overview of the updates was shared, and it was recommended that all Governors review the document.

The Clerk informed the Governing Board that the Annual Governors' Conference 2025 would take place on Saturday 18th October 2025 at The Edge Conference Centre with a theme of 'Safeguarding'. Places could be booked through the conference booking form on GovernorHub.

8. STANDING ITEMS

8.1 Minutes of the previous meetings held on the 03.07.2025

The Governors **approved** the minutes of the previous Full Governing Board meeting, dated **3rd July 2025** and **authorised** publication.

There were no matters arising.

8.2 Urgent Strategic Items

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

Lettings:

In accordance with the Lettings Policy, any alteration to user costings required approval by the Full Governing Body.

A request had been received from Mr Paul Santus (Assistant Headteacher at St Peter's), Chair of the Wigan Schools Football Association, to use the school's facilities on Friday evenings between 8:00 and 9:00pm for Wigan Schools. It was noted that this time slot was currently vacant. The group would cover staffing costs, estimated between £10 and £20 per hour. Mr Santus confirmed that, should another group request the same slot at a higher rate, he would be willing to vacate the booking.

Governors **reviewed** and **approved** the proposal.

Admissions

The Chair reported that Neil Ashton had contacted him the previous week regarding the admission of two pupils—siblings in Year 8 and Year 11. Year 8 was currently under the published admission number, while the admission of the Year 11 pupil would increase the cohort to 206.

Appeals hearings had taken place on Tuesday for Year 7 and Year 11. The appeal for Year 7, which was significantly over the admission number, was not upheld. The Year 11 appeal was not upheld.

8.3 Meeting Reflection/Impact

This item provided an opportunity for the Governing Board to reflect on the meeting and document its impact, with reference to the three core functions of governance.

Governors agreed that the main areas of impact included:

- Recognition of a positive set of results, reflecting strong pupil outcomes.
- A formal expression of thanks from Governors to all staff for their hard work and commitment.
- Appreciation from the Headteacher to Governors for their continued support and strategic oversight.

8.4 Confidentiality

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

No Items were deemed confidential for the purpose of the minutes.

8.5 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 13th November 2025 - Pay Committee 4pm TBC
- Thursday 13th November 2025 - Curriculum & Standards Committee 5:30pm
- Tuesday 18th November 2025 - Admissions Committee 4pm
- Tuesday 18th November 2025 - Finance, Premises, Personnel Committee 5:30pm
- Thursday 11th December 2025 – FGB Autumn 5:30pm

There being no further business to discuss, the meeting concluded at 18:32pm.