

**ST PETER'S CATHOLIC HIGH SCHOOL
FULL GOVERNING BOARD – FULL GOVERNING BOARD MEETING
THURSDAY 11th DECEMBER 2025 at 5.30PM**



Autumn 2025 – Draft Minutes

Governors present: Andrew McGlown (Headteacher) Clive Hough (Chair), Pamela Davis, Kirsty Houghton, John McMullen, Bob Morris, Mike Morris, Sarah Platt, Liz Richardson, Jason Shaw, Elizabeth Somers, Laura Stridgeon

In attendance: Chris Pollitt (Deputy Headteacher), Abigail Marsh (Clerk, Wigan Governor Services)

*The meeting opened at 5:28pm with a prayer
With all members present, the meeting was quorate.
The meeting closed at 6:20pm.*

1.1 Apologies and consideration of consent to absence

No apologies were received.

1.2 Any other Urgent Strategic Business

There were no items of urgent other business to discuss at this meeting.

1.3 Declarations of Interest

No declarations were made.

GOVERNANCE PROCEDURES AND EFFECTIVENESS

2.1 Membership updates (Resignations/Appointments)

- The Board noted that there were currently no vacancies however Laura Stridgeon's term of office as parent Governor expired on 31st January 2026.
- The Chair nominated Mrs Stridgeon for appointment as Associate Governor from 1st February for an 18-month period. A vote was held, and Mrs Stridgeon was appointed as associate Governor and Governor for SEND and inclusion and would attend the curriculum and standards committee meetings but would not attend the FGB meetings. The Chair confirmed that approval had been sought from the archdiocese beforehand.
- Mr Hough's term of office as LA Governor was due to expire in July. Mr Hough confirmed that he would reapply for the LA Governor role. Following a discussion with the archdiocese regarding the protocols the Headteacher confirmed that the archdiocese currently had no objections to Mr Hough continuing as Chair of Governors should he wish to be reappointed as LA Governor.
- The new parent Governor, Helen Gordon would begin her role in February.
- The Chair confirmed that GIAS was up to date.

2.2 Declarations and Confirmations

The archdiocesan protocols were received prior to the meeting. The Board approved the protocols and the code of conduct.

Action: Clerk to upload the code of conduct to Governor Hub and the Governors to sign and return the code of conduct to the Chair who would upload them to the website.

2.3 Link Governor Reports

Jason Shaw and Sarah Platt attended monitoring visits for teaching and learning and safeguarding respectively. Reports were circulated prior to the meeting, and the following points were noted:

- A variety of lessons were observed. The learning was purposeful, and staff were interacting well with pupils.
- Attendance was strong with a targeted focus applied to ensure that the data remained high.

2.4 Impact of Governor Training and Development

The focus of the next Wigan Governors Forum was British values and budgets and strategies. The details would be circulated in the spring term.

All staff training and self-evaluation was in line with the new protocols.

2.5 Chair Report

The Chairs report was circulated prior to the meeting. The Chair thanked all Governors for their time and effort with the recent pupil discipline panels which were handled professionally and sensitively.

2.6 HT Performance Management Feedback

The report was circulated prior to the meeting. There were no questions regarding the headteachers performance management.

STRATEGY AND COMPLIANCE

3.1 Admission Arrangements (LA)

A new admissions policy was introduced for September 2025 following consultation the previous year. There were no changes to the policy, and the school were not required to consult on the admission arrangements this year. A more in-depth explanation of the parish would be included in the policy due to recent parish mergers; however, the boundaries remained the same.

The admissions committee met to discuss the mid-year applications. Decision were made and parents had been advised. The next admissions committee meeting would be held in the spring term.

3.2 Safeguarding Report

A safeguarding report was circulated by the Headteacher and safeguarding Governor prior to the meeting. There were no questions regarding the report.

The Headteacher reported that the staff Prevent training and annual CPD safeguarding plan was compliant and effective.

- Nutrition (School Food Standards) – school were compliant through the catering company.
- Supporting Pupils with Medical Needs – a policy was in place and was regularly reviewed.

SCHOOL IMPROVEMENT

4.1 Self Evaluation (SEF)

2025/2026 Wigan Governor Services

It was agreed previously that a new SEF would be developed once the new framework was in place in the second half of this academic year. School was not legally required to provide a self-evaluation document; however, it was an expectation and would be developed in the spring term in line with the new framework to demonstrate how secure school was in all areas. Senior leaders were reasonably confident that St Peters was secure or strong in all areas,

4.2 School Improvement Priorities (SIP)

The Governance and personal development section of the SIP was now complete and had been circulated prior to the meeting.

Q. Is there a rationale behind the school grouping?

A. Yes, there is a document that sits behind the school grouping. The group one schools required significant support, group two schools received targeted support, and group three schools received the standard level of support and no additional.

4.3 Headteacher's Termly Report to Governors

The Headteachers termly report was circulated prior to the meeting, and the following points were noted:

- The autumn term had been very positive thanks to the leadership team. Mr Pollitt who had led the school successfully and the new member of SLT provided more capacity to develop teaching and learning.
- The first mock process went very well and demonstrated the importance of revision and preparation to the pupils who were usually more prepared for the second mock process. The results were strong.

Q. Is there any safeguarding support or preventative actions necessary following the incident that resulted in several permanent exclusions? Are there any lessons to be learnt and is there a follow up plan to avoid this occurring again and support for staff with that kind of behaviour in classes?

A. The exclusions were the result of one incident involving 6 pupils, one of whom was on a respite placement from a different school. The incident was drugs related with a tough stance taken by school. School has an effective personal development curriculum which was considered outstanding during the last inspection. No doubt that pupils understand what is legal and what is not, including the potential effects of drug abuse and consequences with the legal system. Letters had been circulated to the parents to raise awareness about Calipens (class B drug) and caffeine pouches and an assembly directed at prohibited items in school to the lower year groups. It was a challenging period as a Headteacher.

Q. Where are the pupils now?

A. Four out of the five pupils would be reintegrated into the mainstream school system.

The Headteacher thanked Governors who acted professionally and appropriately under challenging conditions.

- 93% of pupils across the school received less than 3 demerits as of 28th November
- 73% of pupils received 0 demerits or warnings and achieved the star awards.
- Y7 had made a very positive start to their high school journey and were settled into their new settings which demonstrated the efficiency of the transition system.
- Catholic Life and Mission – clergy staff were well supported and were a credit to the chaplaincy team. St Peters was in a strong position for the next Catholic Schools Inspection.
- Governors were invited to the school carol service, details were shared. Following a recent fire safety assessment the full pupil body could no longer congregate together in the sports hall due to capacity limitations, so the services were split into two sessions.
- A coaching culture was implemented and revisited with staff, ensuring that staff training and coaching was effective and consistent. There was a significant focus on adaptive teaching for SEND

with inclusion by design plus adaptations to ensure lessons were accessible for all pupils. Attainment for the EHCP cohort was well above the national average.

4.4 School Grouping

St Peters had been allocated to group 3 which indicated that the school was secure and would receive no further support from the LA.

FINANCE & RESOURCES OVERSIGHT

5.1 Budget Monitoring / Update

Spending was 66.81% which was a slight increase from 66.66% of the target spend for the end of November. The overspend was narrowing following the application of the licenced deficit recovery plan.

POLICIES FOR APPROVAL

- Safeguarding Child Protection Policy Sept 2025 - **Approved.**
- SEND Policy 2025-26 - **Approved.**
- Pay Policy 2025-2026 - **Approved**

STANDING ITEMS

7.1 Minutes of the previous Business Planning Meeting

The Board reviewed and approved the minutes from the previous meeting held on 18th September and authorised publication. There were no matters arising.

7.2 Committee minutes/reports

The Board received the committee minutes prior to the meeting.

7.3 Urgent Strategic Items

There were no items of urgent other business to discuss.

7.4 Meeting Reflection/Impact

The Chair thanked the Head of School and Executive Headteacher for their commitment in ensuring the staffing structure was effective following the recent changes and thanked Governors for their attendance.

7.5 Confidentiality

There were no items deemed confidential for the purpose of the minutes.

7.6 Date and time of next meetings

The Board noted the time and date of the following meetings:

- Thursday 8th January 2026 – Admissions Committee at 5:30pm via MS TEAMS
- Thursday 12th February 2026 – Curriculum and Standards Committee at 5:30pm
- Thursday 12th March 2026 – Finance, Premises and Personnel Committee at 5:30pm
- Thursday 26th March 2026 – Spring FGB at 5:30pm