

**ST PETER'S CATHOLIC HIGH SCHOOL  
FULL GOVERNING BOARD MEETING  
HELD ON THURSDAY 26<sup>th</sup> MARCH 2026  
AT 5.30PM IN SCHOOL**



**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.*

<b>PRESENT:</b>		
<b>Name</b>	<b>Type of Governor</b>	<b>Attendance</b>
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	Did not attend
Mrs Liz Richardson	Foundation Governor	Yes
Mrs Sarah Platt	Foundation Governor	Apologies
Mr Jason Shaw	Foundation Governor	Did not attend
Mr Andrew McGlown	Headteacher	Yes
Mr Mike Morris	Parent Governor	Apologies
Ms Kirsty Houghton	Staff Governor	Yes
Mrs Helen Gordon	Parent Governor	Yes
<b>IN ATTENDANCE</b>		
Mr Chris Pollitt	Deputy Head Teacher	Yes
Ms Marion Wood	Wigan Governor Services Clerk	Yes

Business started at **17:30pm**

Business finished at **18:20pm**

The meeting was **quorate** with 8 out of 12 Governors present.

The meeting opened with a prayer. The Chair welcomed Governors to the meeting and reminded them about the core functions of the Governing Board.

**1. STANDING ITEMS**

**1.1 Apologies for Absence**

Apologies for absence had been received and **accepted** from Mike Morris and Sarah Platt.

## **1.2 Any Other Business**

No items of any other business had been reported.

## **1.3 Declarations of Interest**

No declarations of interest had been reported.

## **2. GOVERNANCE PROCEDURES AND EFFECTIVENESS**

### **2.1 Membership Updates**

The Chair welcomed Helen Gordon, the new Parent Governor to the meeting. He reported that there were no vacancies on the Governing Board and that the Get Information About Schools (GIAS) had been updated.

### **2.2 Link Governor Reports**

Governors received the following reports which had been uploaded to Governor Hub prior to the meeting:

- Governor Finance Report – 10<sup>th</sup> March 2026
- Governor Report – 6<sup>th</sup> March 2026 SLT Link meeting
- Governor Report – 18<sup>th</sup> March 2026 Liverpool Archdiocese COG meeting
- Governor Report – 27<sup>th</sup> February 2026

### **2.3 Feedback from Governor Training and Development**

The Summary Report of Wigan Chair/Vice Chairs Forum held on 28<sup>th</sup> January 2026 had been uploaded to Governor Hub prior to the meeting for Governors to review.

### **2.4 Chairs Report**

Governors noted the Chairs Report which had been uploaded to Governor Hub prior to the meeting.

### **2.5 Additional SLA Buybacks**

Governors **agreed** to continue the subscription to NGA Standard Membership, NGA Learning Link access and Wigan Governors' Forum. The Chair signed the form, which he returned via email to Wigan Governor Services.

### **2.6 Governor Services Privacy Notice**

Supporting Information had been uploaded to Governor Hub prior to the meeting. The privacy notice was regularly reviewed and the supporting information confirmed:

- What personal data Governor Services collected.
- How personal data was used.
- Who Governor Services share personal data with.

Governors noted the Governor Services privacy notice update.

## **2.7 Governor Skills Audit**

The Chair agreed to email the CES skills audit questionnaire to Governors and asked them to complete and return it to him by the Summer half term.

## **2.8 FGB Evaluation Results 2026**

The summary of the results from the Governors Self Evaluation meeting held on 5<sup>th</sup> March 2026 had been uploaded to Governor Hub prior to the meeting. The Chair reported that the results had been collated for Governors to review.

## **3. STRATEGY AND COMPLIANCE**

### **3.1 Safeguarding Report**

Mr McGlown reported that there were no significant safeguarding issues to report.

### **3.2 S175 Safeguarding Audit**

Mr McGlown reported that the Section 175 Safeguarding Audit would be completed and shared with Governors.

### **3.3 Schools Financial Values Standard (SFVS)**

Governors **ratified** the Schools Financial Value Standard which had been reviewed and approved at the Finance, Premises & Personnel Committee meeting.

## **4. SCHOOL IMPROVEMENT**

### **4.1 Self-Evaluation**

Mr McGlown reported:

- A new format Self-Evaluation would be shared with Governors in the Summer Term.
- The Self-Evaluation would include evidence for an expected moving to strong Ofsted judgement.
- On the old framework Personal Development and Behaviour & Attitude were judged as outstanding.

**Q.** When was an Ofsted inspection expected?

**A.** An inspection was anticipated in 2028.

### **4.2 School Improvement Priorities**

The School Improvement Plan – Strategic Goals 2025 – 2028 had been uploaded to Governor Hub prior to the meeting. Mr McGlown reported that the document had been reviewed at the Curriculum and Standards Committee meeting.

Governors noted the School Improvement Plan – Strategic Goals 2025 – 2028.

### 4.3 Headteacher's Termly Report to Governors

The Headteacher's Report – Spring 2026 and Appendix 1 Progress Summary EAP's All Year Groups had been uploaded to Governor Hub prior to the meeting. Mr McGlown reported:

- The Executive Headteacher model was working well with Mr. Pollitt's hard work and dedication as Head of School and the support and commitment of the SLT and staff.
- The data for the February/March 2026 Year 11 mock examinations was being reviewed. The data was broadly in line with last year but there were concerns about the second Maths paper.
- The Head of Mathematics was currently on maternity leave and everything was being done to ensure that maths results were broadly in line with last year.

**Q.** What was the situation with the staff in the Drama Department?

**A.** The Head of Drama had been absent since before Christmas 2025 and another member of staff was on maternity leave. There was an Early Careers Teacher (ECT) who was receiving support from the Head of Drama from Shevington High School.

Mr McGlown continued:

- Behaviour and Attitude to Learning in Year 7 was excellent.
- A small number of pupils in Year 8 and Year 9 present some challenge.
- Staff were working with the children who were challenging in each year group.
- Code of conduct for whole school – 72% star award (no de-merits and no more than one warning) and 93% code of conduct award (no more than three de-merits).
- Pupils taken off roll – the school had the lowest number of home educated in the borough but it was still higher than previous years and a national concern.
- Whole school attendance up to 13<sup>th</sup> March 2026 was 94.4%.
- The number of suspensions were similar to the previous year.
- There had been 6 permanent exclusions with 5 for Year 11 students and 1 for a Year 9 student.
- Eight members of staff were completing an Aspiring SENDCO course with the Archdiocese.
- Options update – Ancient History and Product Design would not be running due to low uptake.
- The options system for Year 9 student next year may be different following Government consultation.

**Q.** Could Ancient History and Product Design run next year?

**A.** Yes, the courses would return to the offer and run if there were student numbers.

**Q.** Do school staff mark for examination boards?

**A.** Yes, there were staff who mark for examination boards in English, Maths and Humanities.

Mr McGlown continued:

- There had been lots of SEND activities across school.
- A Catholic Schools Inspectorate (CSI) inspection was expected next academic year.
- Year 7 2026: Published Admission number 205 – school had accepted 205 for September 2026.
- Mr Ward had retired from his position as Caretaker.
- School staff gave up their time to support trips and visits.
- The mental health and wellbeing of pupils and staff continued to be a high priority.

Governors noted the Headteacher's Report.

## **5. FINANCE & RESOURCES OVERSIGHT**

The following documents had been uploaded to Governor Hub prior to the meeting:

- 2026-27 Budget Plan and Commentary
- Budget Plan v3
- Summary Resources Statement

### **5.1 Budget Monitoring/Update**

The Chair reported that version 2 of the financial documents had been reviewed at the Finance, Premises & Personnel Committee meeting held on 12<sup>th</sup> March 2026. The deficit recovery plan would be brought to Governors for review during the Summer Term.

### **5.2 Internal Audit Report**

The Chair reported that the Internal Audit Report had been reviewed at the Finance, Premises & Personnel Committee meeting held on 12<sup>th</sup> March 2026.

### **5.3 Budget 2026/2027**

Mr McGlown reported:

- The school was in a better financial position due to the deficit recovery plan which had been previously installed.
- The staffing costs were high because staff were experienced and chose to remain at the school.
- The energy costs included inflation figures but world events led to unpredictability.

Governors thanked Chris Pollitt and Matt Roberts for their hard work managing the budgets. Governors reviewed and **approved** the 2026/27 Budget.

### **5.4 Three Year Budget**

Governors reviewed and **approved** the Three Year Budget.

## 5.5 Staffing update/structure

The Chair reported:

- There had been a Chairs actions since the previous Full Governing Board meeting.
- Mr McGlown had received a request from a member of staff in the English Department for a one year unpaid sabbatical. The request was supported by Mr McGlown and the Chair approved through a Chairs action.

Governors **ratified** the Chairs action.

## 6. POLICIES FOR APPROVAL

The following documents had been uploaded to Governor Hub prior to the meeting:

- Business Continuity Plan
- Provider Access Policy
- School Pay Policy 2025-2026
- Administration of Medicines Policy
- Biometrics Policy
- Governor Expenses Policy

Governors confirmed that they were happy for their addresses to appear in the Business Continuity Plan. They reviewed and **approved** the Business Continuity Plan, Provider Access Policy, School Pay Policy 2025-2026, Administration of Medicines Policy, and Biometrics Policy.

Governors reviewed the Governor Expenses Policy and decided not to adopt the model policy.

## 7. FOR INFORMATION

- Governor Hub – Governor Visits Option

Governors noted the guidance on Governor Hub for governor visits to be recorded using the visits tool.

## 8. STANDING ITEMS

### 8.1 Minutes of the Previous Meeting

Governors reviewed and **approved** the minutes of the Full Governing Board meeting held on 11<sup>th</sup> December 2026. No matters arising had been reported.

### 8.2 Committee Minutes

Governors noted the following committee minutes:

- Curriculum & Standards Committee – 12<sup>th</sup> February 2026
- Finance, Premises & Personnel Committee – 12<sup>th</sup> March 2026
- Admissions – 8<sup>th</sup> January 2026

### **8.3 Urgent Strategic Items**

No items of any other business had been reported.

### **8.4 Confidentiality**

No items discussed at the meeting were deemed confidential for the purpose of the minutes.

### **8.5 Date and time of next meetings**

Governors noted the dates and times of the next meetings:

- Thursday 14<sup>th</sup> May 2026 – Curriculum and Standards Committee at 5:30pm
- Thursday 11<sup>th</sup> June 2026 – Finance, Premises and Personnel Committee at 5:30pm
- Thursday 2<sup>nd</sup> July 2026 – Full Governing Board at 5:30pm