



**THE GOVERNING BODY OF ST. JOHN FISHER CATHOLIC HIGH SCHOOL**

Minutes of a meeting of the Governing Body held at 6.00 pm at the school on Tuesday 13<sup>th</sup>.  
December 2011 in the Library

PRESENT: Rev. Dr. J.D. Cortis (Chair), Mr. K. Higgins, Mr. P Booth,  
Ms A. Clarke, Mrs. A. Farrow-Deighton, Mgr. P. Fisher,  
Mr. J. Higgins, Mrs. G. Lowe, Mr. B. Poulter, Mrs. S. Walker and  
Mrs. F. Wilson

In Attendance

Dr. P.K. Brooke (Minute Clerk)

Mr. R. Augustine (awaiting re-appointment as Foundation Governor)

1. WELCOME AND OPENING PRAYER

Mgr. Fisher opened the meeting with a prayer. The Chair introduced Mrs. Farrow-Deighton as a new Parent Governor

2. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST

Apologies were received from Fr. P. Smith, Fr. A. Wilson, Mr. N. Dalzell, Mrs. M. Day and Mr. T. Hinchcliffe (all with consent).

There were no declarations of interest

3. NOTIFICATION OF ITEMS TO BE BROUGHT UP UNDER ANY OTHER BUSINESS

No items were noted

4. REPRESENTATION

The following matters of representation were reported

End of Term of Office

<u>Name</u>	<u>Category</u>	<u>With Effect From</u>
Mr. R. Augustine	Foundation – Catholic	7.12.11

Appointment

<u>Name</u>	<u>Category</u>	<u>With Effect From</u>
Mrs. A. Farrow-Deighton	Parent	17.10.11

11/43 RESOLVED: to receive the report on representation and to acknowledge appointment of Mrs. Farrow-Deighton for a four year term of office as parent governor and the end of Mr. Augustin's term of office as Foundation Governor.

## 5. MINUTES OF THE MEETING HELD ON 19 SEPTEMBER 2011

11/44 RESOLVED: that the minutes of the meeting held on the 19<sup>th</sup> September 2011 be approved and signed by the Chair as a correct record.

## 6. MATTERS ARISING

- a) Link Governors to House system (Minute 11/05 refers) - Chair informed of the following Governor /House system: Fr P Smith (Thomas Beckett), Mr T Hinchliffe (Edmund Campion), Mr P Booth (Margaret Clitherow) and Mrs S Walker (Thomas More)
- b) Interim arrangements to replace the School Improvement Partner (SIP system) (Minute 11/11 refers) – Chair reported that Mrs Mary Lawrence (previous SIP) has agreed to offer the School three days equivalent of consultancy including support to the Headteacher's Pay and Performance Committee.

11/45 RESOLVED: to ask the Governors' Staffing, Appointment and Dismissal Committee to forward a firm proposal for next year by the June 2012 Full Governing Body meeting

- c) Governors' Declaration of Business Interests (Minute 11/17 refers) – missing declarations from Mrs. Lowe, Mrs. Walker, Mr. J Higgins and Mgr. Fisher were completed and collected. The declarations from Fr. Mungovin and Fr. Wilson were still outstanding.
- d) Staff Declaration of Business Interests (Minute 11/18 refers) – these were now all completed.
- e) Post 16-Education in North Kirklees (Minute 11/33 refers) – the Head confirmed that he had contacted John Edwards outlining Governors' concerns about the proposed study being carried out by Huddersfield University on behalf of the LA (letter attached to Head Teachers report). The feedback is that the LA is going ahead with the study and that he is willing to attend a Governing Body meeting at an appropriate time. It was made clear that the school could choose to participate in the study or not.

11/46 RESOLVED: to receive the Headteacher's update from the meeting with Mr J Edwards, Assistant Director of Children Services for Kirklees Local Authority.

11/47 RESOLVED: to monitor progress with this initiative and to report progress or any action needed through the most convenient Committee meeting or invite Mr Edwards to attend a Full Governing Body meeting in the future.

- f) Meat-free Fridays (Minutes 11/35–36 refers) – to note that options are available for students wanting meat-free Fridays. The matter has been raised as part of the RE curriculum.

## 7. MINUTES FROM THE ADDITIONAL MEETING HELD ON 22 NOVEMBER 2011

11/48 RESOLVED: that the minutes of the meeting held on the 22<sup>nd</sup> November 2011 be approved and signed by the Chair as a correct record.

## 8. MATTERS ARISING

- a) Questions to the Pyramid Forum on Catholic Academies (Minute 11/39 refers) – Chair reported that a meeting including Mrs A Cox, Principal Education Officer for the Diocese and representation from all the pyramid Schools and St Francis (Morley) with

the exception of St Paulinus School took place on Monday 28<sup>th</sup> November. The Chair referred to the notes that had been circulated to Governors. The Chair clarified a number of questions and he noted that the bulk of the meeting was a 'question and answer' session to consider an amalgam of questions presented by the various Governing Bodies. Conversations thus far with the Head of All Saints College Huddersfield seem to question the value of inviting the North Kirklees/Calderdale Schools to the 16<sup>th</sup> January 2012 meeting initiated by our pyramid. This has been communicated together with a copy of the notes to Angela Cox. It has been decided to go ahead with the 16<sup>th</sup> January meeting but to include our own pyramid of schools and St Francis (Morley) with the aim of developing a consensus view regarding mission, aims and community issues of Catholic education from 3-19 years. Chair has also decided to invite the headteacher and Chair of Governors from All Saints Catholic College in Huddersfield to attend this meeting.

11/49 RESOLVED: to receive the notes from the North Kirklees Pyramid and St Francis (Morley) Schools meeting held on the 28<sup>th</sup>. November 2011

11/50 RESOLVED: Chair to keep Governors updated regarding this issue

#### 9. SCHOOL'S SELF-EVALUATION FORM (SEF)

The school's SEF (updated in the old format) had been circulated prior to the meeting. It was noted that this represents the position now. There was a brief discussion regarding the grade awarded for the use of assessment to support learning. It was agreed that the judgments were all accurate and defensible. With the exception of five of the thirty one judgments (which were deemed satisfactory) all other judgments are good or outstanding.

- Pupils' attainment= Satisfactory
- Quality of pupils' learning and their progress= Satisfactory
- Quality of learning for pupils with SEN/Disabilities and their progress= Good
- Pupils' achievement and the extent to which they enjoy their learning= Satisfactory
- Extent to which pupils feel safe= Good
- Pupils' behaviour= Good
- Extent to which pupils adopt healthy lifestyles= Outstanding
- Extent to which pupils contribute to the school and wider community: Outstanding
- Pupils' attendance= Good
- Extent to which pupils develop workplace and other skills that will contribute to their future economic well being= Good
- Extent of pupils' spiritual, moral, social and cultural development= Outstanding
- Quality of teaching= Good
- Use of assessment to support learning: Good
- Extent to which the curriculum meets pupils' needs, including, where relevant, through partnership= Good
- Effectiveness of care, guidance and support= Good
- Effectiveness of leadership and management in embedding ambition and driving improvement= Good
- Leadership and management of teaching and learning= Good
- Effectiveness of Governing Body in challenging and supporting the school so that weaknesses are tackled decisively and statutory responsibilities met= Good
- Effectiveness of the school's engagement with parents and carers= Good
- Effectiveness of partnerships in promoting learning and well-being= Outstanding
- Effectiveness with which the school promotes equal opportunity and tackles discrimination= Good
- Effectiveness of safeguarding procedures= Good
- Effectiveness with which the school promotes community cohesion= Outstanding
- Effectiveness with which the school deploys resources to achieve value for money= Good

- Outcomes for students in the sixth form= Good
- Quality of provision in the sixth form= Good
- Effectiveness of leadership and management of the sixth form= Good
- Overall effectiveness= Good
- Outcomes for individuals and groups of pupils= Satisfactory
- School's capacity for sustained improvement= Good
- Overall effectiveness: how good is the school= Satisfactory

11/51 RESOLVED: to receive the School's Self-Evaluation Form and concur with the recorded self-assessment grading above.

11/52 RESOLVED: to consider the School's Self Assessment Form based on new OFSTED framework at the Full Governing Body meeting in March 2012

#### 10. SPECIAL EDUCATIONAL NEEDS AND DISABILITY POLICY

This has been considered by the SEN committee and included some minor changes.

11/53 RESOLVED: to approve the Special Education Needs and Disability Policy

#### 11. RELATIONSHIPS AND SEXUAL HEALTH EDUCATIONAL POLICY

This has been considered by the SEN committee and included some minor changes.

11/54 RESOLVED: to approve the Relationships and Sexual Health Educational Policy

#### 12. CHARGING POLICY

This policy has been considered by the Finance and Premises committee who have included some minor changes.

11/ 55 RESOLVED: to approve the Charging Policy

#### 13. RECRUITMENT AND SELECTION POLICY (STAFF)

This policy has been considered by the Staffing committee who has included some minor changes.

11/56 RESOLVED: to approve the Recruitment and Selection Policy (Staff).

#### 14. QUALITY ASSURANCE POLICY

This policy was discussed following minor revision by one of the Assistant Head Teachers.

11/57 RESOLVED: to approve the Quality Assurance Policy subject to a section on page 7 being removed from the version to be placed on the school's website.

#### 15. ASSESSMENT POLICY

This policy was discussed following minor revision by one of the Assistant Head Teachers.

11/58 RESOLVED: to approve the Assessment Policy

#### 16. CONTROLLED ASSESSMENT POLICY

This document was discussed following revision by one of the Assistant Head Teachers.

11/59 RESOLVED: to approve the Controlled Assessment Policy with a minor change to include reference to the examination policy as part of it.

11/60 RESOLVED: to place all the approved policies on the school's web site.

#### 17. SCHOOL ADMISSION POLICY FOR 2013–14

This has been considered by the Admissions Panel who suggested some minor changes encompassing the new parish in the Morley area. It was noted that the new Admissions Code and the new Admission Appeals Code come into effect in February 2012 and it may be necessary to adjust the policy after that date.

11/61 RESOLVED: to ask the Headteacher to consult with other admission authorities regarding the proposed admission policy for 2013-14 and then to approve the policy in March 2012.

#### 18. ADMISSION TO SIXTH FORM POLICY FOR 2013–14

This is the first Post-16 education admission policy for the school. It has been considered by the Admissions Panel

11/62 RESOLVED: to ask the Headteacher to consult with other admission authorities regarding the proposed Sixth Form admission policy for 2013-14 and then to approve the policy in March 2012

#### 19. NON-STATUTORY SCHOOL TARGETS FOR 2012–13

These have been considered by the Curriculum committee and are reported in page 5 of the Headteacher's report. The proposals have been discussed and concurred with at the single conversation meeting. Headteacher responded to a number of questions and comments made.

11/63 RESOLVED: to approve the following non-statutory targets for 2012-13

- 5 A\*- C (including English and Maths) 56% (FFT D 56%)
- 3 Levels Progress English 71% (FFT D 71%)
- 3 Levels Progress Maths 62% (FFT D 62%)
- 5 A\*- C 82% (FFT D 80%)
- English A\*- C 68% (FFT D 68%)
- Maths A\*- C 62 % (FFT D 62%)
- English Bacc. 20% (52 students studying the Eng. Bacc. Subjects)
- Post 16 Level 3 99%
- Absence 6%
- Persistent absence 4%

#### 20. SCHOOL'S DEVELOPMENT PLAN – UPDATED VERSION 2011–14

Chair reminded that amendments to some sections of the School Development Plan were tabled and discussed at the Governors' Annual General Meeting in September after the initial analysis of the summer 2011 results. These amended sections were discussed with the relevant senior leaders and heads of the Maths and English Faculties at the Curriculum Committee meeting in October and are now incorporated in the plan.

11/64 RESOLVED: to approve the School Development Plan 2011-14

11/65 RESOLVED: to review progress on the School Development Plan (actions for 2011-12) at the March 2012 Governors' meeting

21. HEAD TEACHER'S REPORT FOR TERM ONE

The Head Teacher addressed questions/ comments made to his report which had been circulated to Governors prior to the meeting. Key issues discussed were:

- School context and ethos, including school population, general abilities of the new Year 7, sixth form recruitment, Special Educational Needs and community involvement.
- Pupil outcomes, including examination analysis (to be studied in depth at next curriculum committee meeting) and subsequent action plans, RAISE online invalidated data, external moderation of exam results and targets for 2011–12
- Attendance and Exclusions
- Withdrawal of some Year 11 students from their options to concentrate on English and maths
- School Development Plan
- Support and intervention for Year 11
- Curriculum issues both pre and post 16
- Christmas programme and educational visits
- Buildings and Premises issues
- Human resources and staffing issues in which the Head teacher appraised governors of an issue concerning the General Teaching Council
- PE report

11/66 RESOLVED: to receive and thank the Headteacher for his report for term one

11/67 RESOLVED: for the Chair to write and thank Mr. Andrew Murphy for his involvement in the Ghana project

11/68 RESOLVED: to discuss the staffing issue concerning the General Teaching Council at the next Staffing committee meeting.

11/69 RESOLVED: for the curriculum Committee to receive an update on student performance following the term one external examinations at the January 24<sup>th</sup>. Meeting

11/70 RESOLVED: for Governors to consider the report from Mr. T Shepherd (LA) following his monitoring visits thus far at the March 2012 meeting.

*Mrs. G. Lowe left the meeting at this point. The meeting was still quorate*

22. MINUTES FROM THE KIRKLEES CATHOLIC SCHOOLS CLUSTER MEETING HELD ON 12 OCTOBER 2011.

It was noted that two of the South Kirklees schools have joined this cluster resulting in a name change for this forum. It was noted that the school's traffic management project was still priority 2 for LCVAP funding.

11/71 RESOLVED: to receive the minutes from the Kirklees Catholic Schools Cluster meeting held in October 2011.

*Mr. J. Higgins left the meeting at this point which was now no longer quorate. Governors will need to confirm and adopt all subsequent "resolutions" at their next meeting.*

23. SCHOOL HOLIDAYS FOR 2012–13

11/72 for the Chair to take action to get approval for the school holidays subject to the correction of some dates and then to publicise.

24. COMMITTEE MEMBERSHIP AND TERMS OF REFERENCE FOR 2011–12.

11/73 to receive the Committees' Membership and Terms of Reference for 2011-12 for approval at the March Governing Body meeting

25. MINUTES FROM THE GOVERNORS' COMMITTEE MEETINGS THIS TERM

a) Finance and Premises held on 4 October and 22 November

Highlights included:

- Meeting with Langtry-Langton, Professional Advisors
- Financial implications of reduction in 6<sup>th</sup>. Form numbers
- Ending of the Sports Partnership as of 31<sup>st</sup>. August 2011
- Revised Three-year Financial Plan
- Renewal of the ICT Maintenance Contract for 12 months from the 1<sup>st</sup>. December 2011
- The next budget monitoring meeting was confirmed as the 9<sup>th</sup> January

11/74: to receive the minutes from this term of the Finance and Premises meetings and budget monitoring reports.

b) Curriculum held on 11 October and 8 November

Highlights included:

- Meeting with Heads of Faculty English and Maths
- Review of the Humanities Faculty
- Decision to target 50% of current year 9 pupils to follow an English Baccalaureate programme at Key Stage 4. Decision has been supported by both a Local Authority official and an HMI Inspector who was undertaking a two day inspection of the Modern Foreign Languages department at the time. Chair received just two letters from parents expressing concern about the impact of this decision on their children. Both letters were responded to and the specific issues have been resolved.
- Meeting with the Head of the ICT Faculty to consider the outcome of a recent review
- Carers advice and work experience

11/75 to receive the minutes from the Curriculum Committee meetings this term

11/76: for all Governors to attend the Curriculum Committee meeting on the **24<sup>th</sup>. January 2012** when the main substantive item will be examination analysis for 2010-11.

c) Special Educational Needs and Pupil Welfare held on 1 November

Highlights included:

- Inclusion of eating disorders as part of the PHSCE curriculum
- Report from the Parents' Council meeting
- Review of the pastoral system
- Report from the School Council meeting
- Plans to incorporate elements of the COPE syllabus in the PHSCE schemes of work

11/77: to receive the minutes from the SEN and Pupil Welfare Committee meeting this term

d) Staffing, Appointments and Dismissal held on 10 October and 16 November

Highlights included:

- CES contracts of employment have been issued to all administrative and support staff
- New sports partnerships

- Appointments and resignations
- Librarian Assistant post – now appointed
- Arrangements to cover for resignations and maternity leave in the Science Faculty
- Charge Hand Cleaner vacancy: now appointed
- Data Manager Post: now appointed

11/78 to receive the minutes from the Staffing, Appointments and Dismissal Committee meetings this term.

e) Admissions Panel held on 29 November

It was noted there were 336 applications for a September 2012 entry of 198. The profile was not significantly different from previous years

11/79 to receive the minutes of the meeting of the Admissions Panel

f) Pay and Performance Management held on 29 November

Highlights included:

- Outcomes of threshold and post threshold applications
- Report on Performance Management for 2010-11 cycle
- Outcomes of Leadership Group and AST reviews for 2010-11

Chair reported that the headteacher's review is now complete and objectives for 2011-12 have been agreed

11/80 to receive the minutes from the Pay and Performance Management Committee meeting this term.

g) Health and Safety held on 5 December

Highlights included:

- Fire drills carried out since last meeting
- Issue with the Fire panel- no further update was available
- Reported/ recorded incidents
- Report from the School's Health and Safety Forum

11/81 to receive the minutes from the Health and Safety Committee meeting this term.

11/82 to receive an update regarding first aiders in the Sport Faculty at the March 2012 Full Governing Body meeting

11/83 to receive an update on the fire panel issue at the March 2012 Full Governing Body meeting

26. GOVERNORS' REPORTS FROM VISITS

11/84 to receive oral reports from Mrs. Farrow-Deighton and Mrs. Walker's visits to the school.

27. PUPIL ACHIEVEMENT ASSEMBLIES

11/85 for the headteacher's PA to advise Governors of the final details of the next Achievement assemblies programme as soon as confirmed

28. GOVERNING BODY REVIEW

11/86 Chair advised that this will take place on Thursday 5<sup>th</sup>. January 2012 commencing with a buffet tea at 17.00. The meeting will focus on:

- outcome of the Governors' Review self-assessment;
- work on Schools Mission statement and Aims and Community as indicated through a set of questions included on page 25 of the Diocesan Document: 'Building the Future: Considering Multi-Academy Trusts Guidance for Governors'-October 2011
- a short presentation highlighting the key changes to the OFSTED framework which will become operational in January 2012

Governors were asked to return the completed Governors' Review form to the Chair's home address by 30<sup>th</sup> December 2011 at the latest.

29. ANY OTHER URGENT BUSINESS

There was no other urgent business

30. DATES OF FUTURE MEETINGS

11/87: the next meetings of the full Governing Body will take place at 6.00 pm on Wednesday 28 March 2012 and Wednesday 20 June 2012

31. AGENDA, MINUTES and RELATED PAPERS – SCHOOL COPY

11/88 no part of these minutes, agenda or related papers be excluded from the copy to be made available at school.

Chair closed the meeting by thanking Governors and staff for their work in such a busy first term and wished all a blessed and holy Christmas season and a successful 2012.