



THE GOVERNING BODY OF ST. JOHN FISHER CATHOLIC HIGH SCHOOL

Minutes of the meeting of the Governing Body held at 6.00pm in the School Library on Tuesday 14th. December 2010

Present

Rev. Dr. J.D. Cortis (Chair), Mr. K. Higgins (Head), Miss C. Anchor, Mr. P. Booth, Ms. A. Clarke, Mr. N. Dalzell, Mrs. M. Day, Rev. Fr. P.F. Fisher, Mr. J. Higgins, Mr. T. Hinchcliffe, Rev. Fr. P.J. Mungovin, Mr. B.F. Poulter, Mrs. S. Walker and Mrs. F. Wilson.

In Attendance:

Dr P. Brooke (Minute Clerk),
Mrs. M. Lawrence (School Improvement Partner) – items 1 – 5 only

1. WELCOME AND OPENING PRAYER

Fr. Fisher led the opening prayer. Dr. Cortis introduced and welcomed the new governors and the School Improvement Partner.

2. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST

Apologies for absence were received from Mr. R. Augustine, Mr. M. Collins, Mrs. G. Lowe, Rev. Fr P. Smith, Mrs. L. Walsh and Rev. Fr A. Wilson (all with consent).

There were no declarations of interest.

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

- a) Key Stage 4 curriculum for 2011-13 which will be taken as part of agenda item 25 b when dealing with the Curriculum Committee minutes
- b) Sports Development Plan –taken as part of item 7 a
- c) Report from Bernard Poulter on child protection will be included under agenda item 26.
- d) Authorisation of payment for the skiing trip which will be taken under item 31

4. REPRESENTATION

10/35 RESOLVED: to note the following matters of representation:

Appointment

<u>Name</u>	<u>Category</u>	<u>With Effect From</u>
Rev. Fr. P. Mungovin	Foundation	1 September 2010
Rev. Fr. P. Smith (re-appointed)	Foundation	1 September 2010
Mr. J. Higgins	Foundation	11 October 2010
Mrs. S. Walker	Local Authority	5 October 2010
Ms. L. Walsh	Parent	1 October 2010

The Chair noted that the Governing Body was now full

5. MEETING SCHOOL IMPROVEMENT PARTNER (SIP)

Governors had been circulated with the SIP's report dated 23 November 2010 prior to the meeting. Mrs. Lawrence highlighted a number of issues but began by congratulating the school and its leadership team on the amount of work being done to bring about improvement.

Highlights from the report included:

- The leadership team has a clear understanding of the school, its successes and its areas for development.
- The complete restructuring of the English groups seems to have worked well
- The recruitment of the data manager has resulted in better data availability and hence more rapid intervention when needed.
- The Key Stage 4 standard is high and improving
- Both Sports and ICT are having a positive impact across the school
- There is a clear focus on raising standards especially in the 5+ A*-C inc. English and Maths
- The Number of A*/A grades are improving
- Boys are doing better than girls
- The need to target middle achieving and lower achieving girls
- Students in SEN Action are not achieving as well as would be expected
- Sixth Form A2 performance is an area of concern. B. Tech is proving exceptionally good.
- Key Stage 3 progress is good in English but is below average in Maths
- Progress in English and Maths at KS2-4 has improved

- The school has a number of strengths and there are clear plans in place for improving weaknesses
- The NEET figures are low
- The priorities for 2010-11 are: improve numbers of students achieving 5+ A*-C including English and Maths, improve performance in 6th. Form and improve attendance

10/36 RESOLVED: to receive the School Improvement Partner's Report dated 23rd. November 2010 and to thank Mrs. Lawrence for her attendance.

6. MINUTES OF THE MEETING HELD ON 14th. SEPTEMBER 2010

10/37 RESOLVED: that the minutes of the meeting held on the 14th. September 2010 be approved and signed by the Chair as a correct record.

7. MATTERS ARISING FROM THESE MINUTES

a) Re-designation of Specialist College Status (Minute 10/08 refers) – Chair confirmed that the school had been successfully re-designated and that funding for the financial year 2010 – 2011 is in the budget. It was also noted that the specialism development plan (circulated prior to the meeting) would be integrated into the School Development Plan for review at the April Governing Body meeting. However as all Specialist Colleges no longer exist as such, it may be that with the re-allocation of budgets is no longer possible to meet all the requirements of the specialism Development Plan. It was noted that the second specialism (ICT) was meant to be centralised as part of the BSF programme. With the collapse of BSF, the school has set a contract with a service provider and appointed a new Leader of Learning. Chair noted lack of reference of ICT in this development plan.

10/38 RESOLVED: to congratulate the School on being re-designated as a Sports College with ICT as a second specialism.

10/39 RESOLVED: to approve the Specialism Development Plan and to review together with the School's Development Plan at April 2011 meeting.

b) Prize Giving Evening (Minute 09/186 refers) - The Chair thanked governors who attended the event on 9th December. He noted that the event would be returning to the usual date of the third Thursday in September.

c) Governors Declaration of Business Interest (Minute 10/15 refers) –

10/40 RESOLVED: for the remaining Governors to submit their signed Declaration of Business Interest form to the Head Teacher's secretary as soon as possible

d) Staff Declaration of Business Interest (Minute 10/16 refers) – this is now complete

e) Governors' Committees Terms of Reference and Membership for 2010 - 2011 (Minute 10/18 refers) – following review of the Terms of Reference, the updated document was circulated to Governors prior to the meeting. Minor changes had been made to the Finance and Premises, SEN and Health and Safety committees' terms of reference. Membership is as listed on the revised document with the addition of Fr. P. Mungovin to the Curriculum Committee.

10/41 RESOLVED: to approve the revised Committees' Terms of Reference and Membership for 2010-11

8 MEETING REGARDING THE PROPOSED CLOSURE OF BIRKDALE HIGH SCHOOL AND SCHOOL'S RESPONSE

Chair noted that this issue needed to be addressed quickly so it was included as part of the Finance and Premises Committee meeting on the 23rd. November. Copies of the minutes and the letter sent to the LA were circulated prior to the meeting. Governors were also referred to page 11 and Appendix 2 of the Head Teacher's report.

It was noted that Cabinet resolved on the 8th. December to proceed with the implementation of the decision re Dewsbury schools according to the agreed timetable

The Dewsbury Partnership meeting on 13th December discussed the closure and were concerned about children remaining at the Birkdale site being seen as "second class" citizens, and how the Kirklees HR Framework would work in relation to Birkdale and Westborough co-existing.

10/42 RESOLVED: to receive the minutes from the meeting held on the 23rd. November 2010 and the School's formal response to the consultation

10/43 RESOLVED: to receive head teacher's update following the Dewsbury Partnership meeting on 13th December.

9. SCHOOL'S SELF EVALUATION FORM (SEF)

This document had been circulated prior to the meeting. The Head noted that it mirrored the judgments at the last OFSTED inspection (January 2010) with allowances made for improvements since the inspection. It was also noted that it was no longer a legal requirement to produce a SEF but governors agreed that this formed a sound self-evaluation for OFSTED inspection purposes and agreed to keep the document updated.

The school's judgments, following discussion and agreement with the SIP are as follows:

- Pupils' Attainment = 3
- Quality of Pupils' learning and their progress = 3
- Quality of learning with special education needs and/or disabilities and their progress = 3
- Pupils' achievement and the extent to which they enjoy their learning = 3
- Extent to which pupils feel safe = 2
- Pupils' behaviour = 2
- Extent to which pupils adopt healthy lifestyles = 1
- Extent to which pupils contribute to the school and wider community = 1
- Pupils' attendance = 3
- Extent to which pupils develop workplace and other skills that will contribute to their future economic well-being = 2
- Extent of pupils' spiritual, moral, social and cultural development = 1
- Quality of Teaching = 2
- Use of assessment to support learning = 2
- Extent to which the curriculum meets pupils' needs, including, where relevant, through partnership = 2
- Effectiveness of care, guidance and support = 2
- Effectiveness of leadership and management in embedding ambition and driving improvement = 2
- Leadership and management of teaching and learning = 2
- Effectiveness of the governing body in challenging and supporting the school so that weaknesses are tracked decisively and statutory responsibilities are met = 2
- Effectiveness of the school's engagement with parents and carers = 2
- Effectiveness of partnership in promoting learning and well-being = 1
- Effectiveness with which the school promotes equal opportunities and tackles discrimination = 2
- Effectiveness of safeguarding procedures = 2
- Effectiveness with which the school promotes community cohesion = 1
- Effectiveness with which the school deploys resources to achieve value for money = 2
- Outcomes for students in the sixth form = 3
- Quality of provision in the sixth form = 2
- Effectiveness of the leadership and management of the sixth form = 2
- Overall effectiveness of sixth form = 3
- Outcomes for individuals and groups of pupils = 3
- School's capacity for sustained improvement = 2
- How good is the School = 3

10/44 RESOLVED: to receive the Self-Evaluation Form and to support the grades for the various categories but Senior Leadership team has been asked to reconsider the grade of 2 for the 'Effectiveness of the Leadership and Management of the Sixth Form' category.

10. SPECIAL EDUCATION NEEDS AND DISABILITY POLICY

This had been considered by the SEN and Pupil Welfare Committee who recommends its approval. No major change is needed except the entry reference to the Equality Act 2010

10/45 RESOLVED: to approve the Special Education Needs and Disability Policy

11. COHESION POLICY

This had been considered by the SEN and Pupil Welfare Committee who recommends its approval. Chair noted that this aspect of delivery was judged as 'outstanding' (1) by both OFSTED and Section 48 inspectors early this year. Some minor changes in referring to the Equality Act 2010 have been included

10/46 RESOLVED: to approve the Cohesion Policy

12 EQUALITY, DIVERSITY AND COHESION STRATEGY

This had been considered by the SEN and Pupil Welfare Committee who recommends its approval

10/47 RESOLVED: to approve the Equality, Diversity and Cohesion Strategy.

13. SEX AND RELATIONSHIPS EDUCATIONAL POLICY

This had been considered by the SEN and Pupil Welfare Committee who recommends its approval

10/48 RESOLVED: to approve the Sex and Relationship Educational Policy

14. PERFORMANCE MANAGEMENT POLICY

This had been considered by the Staffing, Appointment and Dismissal committee who recommends its approval. Following a query about the number of Foundation Governors on the headteacher's review committee (page 5) (not in the presence of the headteacher), it was agreed to reconsider this issue when policy is next reviewed in 2011

10/49 RESOLVED: to approve the Performance Management Policy.

15. SCHOOL EMERGENCY MANAGEMENT PLAN

This had been considered by the SEN and Pupil Welfare Committee who recommends its approval

10/50 RESOLVED: to approve the Emergency Management Plan

16. CONFIDENTIALITY STATEMENT

This had been considered by the SEN and Pupil Welfare Committee who recommends its approval

10/51 RESOLVED: to approve the Confidentiality Statement

17. ACCESSIBILITY ACTION PLAN

This has been considered by the SEN and Pupil Welfare Committee

10/52 RESOLVED: to receive the Accessibility Plan and for it to be tidied up by the SEN and Pupil Welfare Committee and re-consider at the next Full Governing Body meeting in April 2011.

18. ASSESSMENT POLICY

This had been considered by the Curriculum Committee who recommends its approval.

10/53 RESOLVED: to approve the Assessment Policy

19. QUALITY ASSURANCE FRAMEWORK

This had been considered by the Curriculum Committee who recommends its approval.

10/54 RESOLVED: to approve the Quality Assurance Framework.

10/55 RESOLVED: for all approved policies to be placed on the School's Website.

20. ADMISSION POLICY FOR 2012 - 13

This had been considered by the Admissions Panel. Chair noted that there are some minor alterations regarding the change in name of the parish in South West Leeds deanery

10/56 RESOLVED: to approve the use of the Supplementary Form and to proceed with the consultation of the policy with the Local Authority and other admission authorities

21. STATUTORY TARGETS FOR 2011 - 12

Governors were referred to the item in the SIP's report and to page 5 of the Head Teacher's report. A discussion took place around the various processes that contribute towards agreeing school targets.

10/57 RESOLVED: to approve the following statutory targets for 2011-12.

- 5 A*-C including English and Maths 56%
- 3 Level Progress in English 71%
- 3 Level Progress in Maths 62%

10/58 RESOLVED: to note the non-statutory targets as set out in head teacher's report for term 1

22. HEAD TEACHER'S REPORT FOR TERM ONE

The Head Teacher's report had been circulated prior to the meeting. In addition to items discussed elsewhere the following key points arose:

- School context and ethos
- Mission and ethos of the School
- Duty to promote cohesion
- Raise on-line /External moderation of examination results for 2009-10
- Building and Premises
- Head teacher's objectives for 2010-11
- Curriculum Awards

10/59 RESOLVED: to receive and to thank the Head Teacher for his report to Governors for Term 1

10/60 RESOLVED: to congratulate the School on being awarded £10,000 from the Youth Sports Trust to further develop our 'world class' work on student leadership together with a further sum of money to develop our students as cyber mentors.

23. MINUTES FROM THE DEWSBURY CLUSTER MEETING HELD 12 OCTOBER 2010

These had been circulated prior to the meeting. Building priorities for the next financial year were noted.

10/61 RESOLVED: to receive the minutes from the Dewsbury Cluster meeting held of the 12th. October 2010

24. SCHOOL HOLIDAYS FOR 2011 - 2012

10/62 RESOLVED: to approve the School Holidays for 2011-12 and to circulate to parents.

25. MINUTES FROM THE GOVERNORS' COMMITTEE MEETINGS THIS TERM

- a) **Finance and Premises** held on the 21st. September and 23rd. November 2010. Key issues included:
- Monitoring of catering contract
 - Purchase of evacuation chairs
 - Building Priorities for 2010-11
 - Re-surfacing of the tennis court- Additional funds have been allocated to the original sum and tenders are now being sought
 - ICT maintenance contract has been signed and will last 12 months
 - Impact of the Autumn Spending Review
 - Updated- 3 year financial plan which needs to be updated once more clarity regarding future school funding is available

10/63 RESOLVED: to receive the minutes from the Finance and Premises Committee meetings this term and the budget monitoring reports

b) **Curriculum** held on 27th September and 9th November. Key issues included:

- Monitoring of Post OFSTED action plans
- Spiritual Development Statement. This has since been discussed at the Deanery conference and a staff meeting. Chair would like to be involved in the group working on this issue
- Schedule for Faculty Reviews for 2010-11
- Curriculum Proposals
- Issue of review of pastoral SEFs
- News concerning the Sports College
- October Assessments. These were unavailable at the Committee meeting and were presented on page 22 of the Head Teacher's report. Staff are getting used to the new way of recording and monitoring students' grades

Chair stated that after the curriculum proposals were agreed at the November meeting, an issue which emerged out of the 'Importance of Teaching: Schools' White Paper' (November 2010) is that of reforms to the curriculum and the introduction of the English Baccalaureate. This will be an award and a new measure of quality in schools which includes 5 GCSEs A*-C including English, Maths, Science, Humanities and a modern or ancient foreign language.

As current year 9 pupils will be deciding on their options for 2011-13 after an information evening scheduled for the 12th. January 2011, it was deemed appropriate that the agreed options model should be modified to take account of the White Paper. Two proposals were tabled – response 1 being a wholesale change to the model to take only those options within the Baccalaureate, and response 2 was a minor change to the agreed model (addition of Spanish to Block A, French to Block C and Geography

to Block B). Also tabled was a letter to parents explaining the changes. A discussion followed when a number of points were made and questions raised.

10/64 RESOLVED: to receive the minutes from the Curriculum Committee meetings this term

10/65 RESOLVED: to note the outcomes of October Assessment point for years 8-11

10/66 RESOLVED: to approve the revised curriculum model for Key Stage 4 for 2011-13 (Response 2) and the letter to parents

c) **Special Education Needs** held on 19th October. Key issues included:

- Outcomes from 2009-10 pupil and parental survey
- Peace Ambassadors Project
- Reports from School Council and Parents' Forum
- Policy reviews
- SENCO report
- Chaplain's report

10/67 RESOLVED: to receive the minutes from the Special Education Needs and Pupil Welfare Committee meeting this term

d) **Staffing, Appointments and Dismissals** held on 7th October and 17th November. Key issues included:

- CES Contracts/ Pay and reward issues
- Appointments/vacancies
- Re-grading issues
- Effects of Autumn Spending Review on staffing
- Sport Partnership. Chair reported that subsequent advice from the Local Authority's HR department states that it is not sensible to make a post redundant and then employ to it on a week-by-week basis. Local Authority process of re-deployment /negotiated settlements will not operate smoothly if one school breaks rank.

10/68 RESOLVED: to receive the minutes from the Staffing, Appointments and Dismissal Committee meetings this term.

e) **Admissions Panel** held on 29th November 2010.

10/69 RESOLVED: to receive the minutes from the Admissions Panel meeting

f) **Pay and Performance Management** held on 29th November. Key issues included:

- Outcomes of Thresholds Assessments and Upper Pay Spine progression
- Post Threshold and Upper Pay Spine Applications
- Leadership Group Pay Issues

- Report on Performance Management Cycle for 2009-10
- Headteacher's review

10/70 RESOLVED: to receive the minutes from the Performance Management Committee meeting this term.

g) **Health and Safety** held on 11th October. Key issues included:

- First aid courses
- School Travel Plan
- Report from the School's Health and Safety Forum
- Report from Fire Drills
- Reported/Recorded incidents to staff and pupils

10/71 RESOLVED: to receive the minutes from the Health and Safety Committee meeting this term

26 GOVERNORS' REPORTS FROM VISITS

Mr. Poulter gave a verbal report concerning his visit to discuss child protection with Mrs. Kearnon (assistant headteacher-pastoral). He noted that Kirklees Safeguarding Board had recently audited the school and the school had come out particularly well.

10/72 RESOLVED: to receive and thank Mr. Poulter for his verbal report on child protection and to also note the outcome from the LA's audit on safeguarding

27 PUPIL ACHIEVEMENT ASSEMBLIES

10/73 RESOLVED: for Governors to notify the Head Teacher's secretary if they wished to attend the Assembly dates which are:

- Wednesday Feb. 9th @ 9am (Year 9)
- Thursday Feb. 10th @ 9am (Year 10)
- Friday Feb 11th @ 10.55 (Sixth Form)
- Monday Feb 14th @ 9am (Year 11)
- Wednesday Feb. 16th @ 9am (Year 8)
- Friday Feb. 18th @ 9am (Year 7)

28. CATHOLIC EDUCATION SERVICE (CES) STATEMENT ON ACADEMIES

10/74 RESOLVED: to note the CES statement on Academies

29. EDUCATION WHITE PAPER (NOVEMBER 2010)

10/75 RESOLVED: to receive the summary of the 'Importance of Teaching': Education White Paper' (November 2010)

30. CES RESPONSE TO EDUCATION WHITE PAPER

10/76 RESOLVED: to receive the CES response to the 'Importance of Teaching: Education White Paper' (November 2010)

31. ANY OTHER URGENT BUSINESS

10/77 RESOLVED: to authorise a cheque for £26,355.75 to be raised for payment of the ski trip.

32. DATES OF FUTURE MEETINGS

10/78 RESOLVED: that the dates for the next Governing Body meetings are

- (i) Tuesday 6th April 2011 at 6.00pm
- (ii) Thursday 16th June 2011 at 6.00 pm

33. AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY

10/79 RESOLVED: that no part of the agenda, minutes or related papers be excluded from the copy available at the School with the **exception** of the items recorded as Restricted Business in the minutes of the Performance Management Committee (29th. November 2010) and the Staffing, Appointments and Dismissal Committee (17th. November 2010)

34. CLOSING WORDS

Chair thanked all Governors and school staff for their hard work this term, in an ever changing environment and wished everyone a Blessed and Holy Christmas season and a successful and peaceful 2011.