



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 14 September 2010

Present

Rev. Dr. J.D. Cortis (Chair), Mr. K. Higgins (Head), Miss C. Anchor, Mr. R. Augustine, Mr. P. Booth, Ms. A. Clarke, Mr. M. Collins, Mr. N. Dalzell, Mrs. G. Lowe, Mr. B.F. Poulter and Mrs. F. Wilson .

In Attendance: Dr P. Brooke (Minute Clerk),

1. WELCOME AND OPENING PRAYER

Dr. Cortis led the opening prayer and introduced and welcomed Andrea Clarke, a new staff governor.

2. APOLOGIES FOR ABSENCE

Apologies for absence were received from Mrs. M. Day, Fr. P. Fisher, Mr. T. Hinchcliffe, Fr. P. Smith and 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) A maternity leave issue which will be taken as 'reserved business'
- b) Financial delegation to the Headteacher and the Finance and Premises Committee as part of agenda item 19

4. ELECTION OF CHAIRMAN

The clerk took the Chair for this item. There was one nomination received prior to the meeting and Rev. Dr J D Cortis was elected Chair

10/01 RESOLVED: that Rev Dr J.D. Cortis is appointed Chair of Governors until the end of August 2013.

5. ELECTION OF VICE CHAIR

There was one nomination received prior to the meeting and Fr. A. Wilson was elected Vice Chair.

10/02 RESOLVED: that Fr A. Wilson is appointed as Vice-Chair of Governors until the end of August 2013

6. REPRESENTATION

10/03 RESOLVED: to note the following matters of representation:

Resignation

:

| <u>Name</u> | <u>Category</u> | <u>with effect from</u> |
|----------------|-----------------|-------------------------|
| Miss L. Newton | Staff | 31.8.10 |
| Fr. T. Wiley | Foundation | 31.8.10 |

Appointment

| | | |
|-------------|-------|---------|
| Ms A Clarke | Staff | 01.9.10 |
|-------------|-------|---------|

End of Term of Office

| | | |
|--------------|------------|---------|
| Mr. A Walker | Parent | 27.9.10 |
| Fr P Smith | Foundation | 30.9.10 |

It was noted that Fr. P. Smith had applied for re-election

10/04 RESOLVED: to seek parent governor nominations with a closing date of Tuesday 21st. September 2010

10/05 RESOLVED: to note that all current non-staff Governors have been CRB cleared

7. MINUTES OF THE MEETING HELD ON 22 JUNE 2010

10/06 RESOLVED: that the minutes of the meeting held on the 22 June 2010 be approved and signed by the Chair as a correct record.

8. MATTERS ARISING FROM THESE MINUTES

a) Recruiting a further Foundation Governor (Minute 09/160 refers) – it was noted that the Chair has written to all the deanery parish priests regarding this issue but had received no response. The Chair also has written to the new parish priest for St Mary's Batley as a form of

welcome to the deanery and also asked if he would like to become a foundation governor, but has not yet received a response.

10/07 RESOLVED: that the Chair discusses the issue of priest foundation governor vacancy with Fr Hird, the Dean.

b) Pay Policy for teaching staff (Minute 09/164 refers) - the approved policy has now been placed on the school website.

c) Re-gaining Specialist College Status (Minute 09/171 refers) – no confirmation letter has been received from Department for Education (DfE) but all paper work has been submitted together with School's Improvement Partner's report.

10/08 RESOLVED: To receive an update at the next meeting

d) Achievement Assemblies (Minute 09/185 refers) – the Chair thanked all governors who attended these events in the summer

e) Prize Giving Evening (Minute 09/186 refers) – to note that this will take place on Thursday 9th December

9 BUILDING SCHOOLS FOR THE FUTURE

A letter dated 27th August was tabled from Alison O'Sullivan and John Edwards setting out their position following the cancellation of the BSF programme. The Head and Chair confirmed that it was still the council's ambition to pursue Post 16 education in Kirklees. Heckmondwike Grammar School's 6th form expansion (to 500 students) has gone ahead. Birkdale will definitely close but the expansion to Thornhill and Earlsheaton is not going ahead. Discussions concerning "Free Schools" and "Academies" are still ongoing.

10/09 RESOLVED: to note the letter from the Director of Children and Young People dated 27th. August 2010.

10/10 RESOLVED: to receive Chair's and Headteacher's oral update on Building Schools for the Future.

10. PRELIMINARY SCHOOL RESULTS ANALYSIS FOR 2009 - 10

The Head had prepared and circulated the preliminary analysis of the summer results. The following key issues were noted:

Key Stage Three (Teacher assessment)

- 83.5 % of pupils assessed as level 5 or above
- English= 82.2%, Maths= 82.2%, Science=80.2%.
- Girls have outperformed boys on average points in all subjects, except maths and PE

- English has exceeded its level 7+ target but significantly fewer pupils have been assessed as attaining level 7+ in maths and science when compared to CAT data
- Level 6+ are above target for English, 4% below target for science, and 5% below target for maths
- Level 5+ are above CAT target in all subjects
- For English and Maths combined only FFT B target has been met for % level 5+, but both FFT targets have been exceeded at % 6+
- two levels progress from KS2 shows no FFT B or D targets have been met for maths, but English have exceeded B and D target.

Key Stage Four

- 5+ GCSE A*-C including English and Maths 53% (Target 53%)
- 5+ GCSE A*-C 81%
- 5+ GCSE A*-G 95%
- 2+ A*-C in science 67%
- Level 2 in Functional English and Maths 65%
- Level 1 in Functional English and Maths 97%
- First group to take separate sciences and have done very well
- 12 out of 21 subjects offered at KS 4 have reported a positive residual

Key Stage Five A Levels (B. Tech in sport)

- 99% pass rate (97.5% in 2009)
- Average point score 802.2 (799 in 2009)
- 84% of students have reached /exceeded ALPS target points (80%)
- 37% gained A/B grades (29%)
- 24% gained A/A* grades, heavily influenced by Sport
- 22 subjects gained 100% pass rate (18 subjects in 2009)
- 83% of students gained 3 or more A Levels (77%)
- 30% of students gained 4 or more A Levels (26%)
- First year of the A* grade at this level. Achieved two in two subjects by the same student
- Some subjects taken by a small number of students

Key Stage 5 (AS levels)

- 89% pass rate (90% in 2009)
- 23% gained A/B grades (26%)
- 8% gained A grades
- 17 subjects gained 100% pass rate (14 in 2009)
- First year of students undertaking the Extended Project
- Variation in subject performance

10/11 RESOLVED: to congratulate the School on such an improved performance which compares very favourably with both the local authority's and national picture.

10/12 RESOLVED: for the Governors' Curriculum Committee to carry out a more in-depth analysis in January 2011 together with data from RAISE on-line

11. SCHOOL PROSPECTUS FOR 2011 - 12

10/13 RESOLVED: to approve the School Prospectus for 2011-12 and to place on the School's website

12 SCHOOL PROFILE

Whilst the part the school can update has been done, the DfE have not updated results beyond 2009 and the OFSTED section is still referring to the 2006 inspection and not 2010. As the results of the 2010 inspection and the Section 48 inspection had already been shared with parents, it was felt there was no point circulating the school profile in its present form

10/14 RESOLVED: To receive the school profile and to place it on the web site but with a brief explanation of the context

13. GOVERNORS DECLARATION OF BUSINESS INTERESTS

10/15 RESOLVED: that the remaining Business Interest forms should be submitted to the Head teacher's secretary as soon as possible.

10/16 RESOLVED: to carry out a similar process for School staff

14. GOVERNORS' COMMITTEES FOR 2010 - 11

10/17 RESOLVED: that the Committees for 2010 – 11 will be

- (i) Finance and Premises
- (ii) Complaints
- (iii) Curriculum
- (iv) Health and Safety
- (v) Staffing, Appointments and Dismissal
- (vi) Head Teacher's objectives and Performance
- (vii) Special Educational Needs and Pupil Welfare
- (viii) Pupil Discipline
- (ix) Appeals

(x) Admissions

(xi) Pay and Performance Management

10/18 RESOLVED: For each Committee to confirm its membership and review its terms of reference at their first meeting and for the full Governing Body to approve all Terms of Reference at the December 2010 meeting

10/19 RESOLVED: For each Committee to have delegated powers but they must report outcomes of activities through formal minutes to the Full Governing Body on a termly basis.

15. DRAFT ACTION PLAN FOR GOVERNORS' COMMITTEES 2010 - 11

10/20 RESOLVED: to receive the draft Action Plan for Governors' Committees for the year and for each Committee to finalise at its first meeting.

16 CODE OF CONDUCT FOR SCHOOL GOVERNORS

10/21 RESOLVED: to adopt the Diocesan document Code of Conduct for School Governors

17. TO APPOINT GOVERNORS WITH SPECIAL RESPONSIBILITIES

10/22 RESOLVED: to approve the following appointments for 2010 - 11

Special Educational Needs Governor – Felicity Wilson

Governor Training Contact – Paul Booth

Literacy Governor – Paul Booth

Numeracy Governor – Felicity Wilson

Looked After Children – Bernard Poulter

Child Protection Governor – Bernard Poulter

Health and Safety Governor – Tom Hinchcliffe

Equality Governor – Joe Cortis

RE Governor – Fr. Paul Fisher

PSHCE and Careers Governor – Michelle Day

18. CHAIR'S DELEGATED POWERS

10/23 RESOLVED: that the Chair be given the following delegated powers:

- (i) Change of date of a scheduled meeting for good reason
- (ii) Approval of EV1A / EV1 forms on behalf of the Governing Body for all journeys.
- (iii) To grant retrospective consent to absence in the event that a governor would have become disqualified if the matter had to wait for the next governors' meeting
- (iv) To determine in advance of a meeting whether any items of the agenda should be deleted from the copy to be made available at the school

19. DELEGATION OF FINANCIAL POWERS TO THE HEADTEACHER

10/24 RESOLVED: That the Governing Body delegates to the Head Teacher the power to carry out on its behalf the following duties:

- (i) Planning and conducting the affairs of the school so as to remain solvent
- (ii) Establishing proper financial management arrangements, accounting procedures and maintaining a sound system of internal controls subject to the direction given by the Finance and Premises Committee
- (iii) Ensuring that funding from the LA and any other sources is used only in accordance with the conditions attached to that funding
- (iv) Providing such information as the LA and the Diocesan Council for Education may reasonably require to satisfy them that the financial management and organisation of the Governing Body are such as to enable it to fulfill the obligations specified for it

10/25 RESOLVED: That the Governing Body delegates to the Head Teacher and the Finance and Premises Committee the power to carry out on its behalf the following delegated duties

- (i) That the Head Teacher be allowed to transfer an amount of up to £10,000 per budget heading from

a major area of spend to another without reference to the Finance and Premises Committee and that the Finance and Premises Committee may transfer a larger sum of up to £30,000 without first referring to the full Governing Body.

- (ii) That the responsibilities for monitoring spend against budget and decisions about corrective action is delegated to the Governors' Finance and Premises Committee and that this should be done each term for the bank side of the budget.
- (iii) That maximum amounts that a) the Head Teacher and b) the Governors' Finance and Premises Committee can spend on the bank side of the budget without reference to, in the case of (a) the Governors' Finance and Premises Committee and (b) the Full Governing body are as stated in i). The exception to this will be the payment of examination invoices.
- (iv) The responsibility for compliance with financial regulations is delegated to the Governors' Finance and Premises Committee.

20. SCHOOL DEVELOPMENT PLAN 2010 -13

This document which identifies the direction of travel for a three year period with specific goals for 2010-11, was discussed. There were no issues or questions for clarification and it was agreed that, at this stage, there was no need to modify as a result of the examination analysis for 2009 – 10. There were no comments on the associated Specialism Action Plan

10/26 RESOLVED: to approve the School Development Plan for 2010 – 13 with specific actions pertaining to 2010–11 school year

10/27 RESOLVED: to receive the Specialism Action Plan

22. SCHOOL'S SELF EVALUATION DOCUMENT (SEF)

10/28 RESOLVED: to review the updated SEF at the December meeting of the full Governing Body

23. GOVERNOR'S REPORTS FROM VISITS

Mr. Poulter reported on his visit of 5th July concerning 'Looked after Children'. He noted that academic progress was generally good, with

participation both in and out of school. Their attendance was first class and policies and procedures were up to date

10/29 RESOLVED: To receive and thank Mr. Poulter for his verbal report.

24. NEW MEDICAL NEEDS POLICY AND GUIDANCE

The SEN Committee has considered an earlier draft at its last meeting. The Assistant Headteacher (Pupil Welfare and Achievement) will need to consider this latest version and customise to the school.

10/30 RESOLVED: for the SEN and Pupil Welfare Governors' Committee to consider this document at the January 2011 meeting with the aim of adopting it for School use.

25 USING THE INTERFAITH KIRKLEES (SCHOOLS) FAITH CENTRES TO HELP PUPILS LEARN ABOUT COMMUNITY COHESION THROUGH RE

Chair commented that Community Cohesion was graded as 'outstanding' in the 2010 Ofsted and Section 48 inspections.

10/31 RESOLVED: to receive and note the information on the faith centres

26. ANY OTHER URGENT BUSINESS. Please see 'restricted' parts of the minutes

10/32 RESOLVED: that this 'restricted' item would be further considered by the Staffing, Appointments and Dismissal Committee at their first meeting.

27. DATES OF FUTURE MEETINGS

10/33 RESOLVED: that the dates for the next Governing Body meetings are

- (i) Tuesday 14th December 2010 at 6.00 pm.
- (ii) Wednesday 6th April 2010 at 6.00pm
- (iii) Thursday 16th June 2011 at 6.00 pm

28 AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY

10/34 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 item recorded as 'Restricted Business'.