



THE GOVERNING BODY OF ST. JOHN FISHER CATHOLIC HIGH SCHOOL

Minutes of the meeting of the Governing Body held at 6.00 pm at the School, in the Library, on Thursday, 16 June 2011.

PRESENT

Rev. Dr J D Cortis (Chair), Miss C Anchor, Mr R Augustine, Ms A Clarke, Mr M Collins, Mr N Dalzell, Mrs M Day, Mr J Higgins, Mr K Higgins, Mr T Hinchcliffe, Mr B F Poulter, Fr P Smith, Mrs S T Walker, Fr. A Wilson, Mrs F Wilson

In Attendance

Iain Macdonald (Minute Clerk)

1. WELCOME AND OPENING PRAYER

The Chair welcomed Governors to the meeting. Fr. P Smith opened the meeting with a prayer.

2. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST.

Apologies were received from Mr P Booth, Reverend P F Fisher, Mrs G Lowe, Fr P Mungovin and Mrs L Walsh, all with consent.

There were no declarations of interest.

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

The following items were notified as to be brought up under any other business:

- a) Governor E-Learning Modules
- b) School Prospectus for 2012-13
- c) Gill Brambani's retirement
- d) Governors' Review
- e) Industrial action

4. REPRESENTATION.

10/123 RESOLVED: that the following matters of representation be noted:

Appointment

<u>Name</u>	<u>Category</u>	<u>With Effect From</u>
Mrs M Day (re-appointed)	Parent	8.4.11

End of Term

Mr P Booth	Foundation	31.08.11
Mr M Collins	Foundation	31.08.11
Rev Dr J D Cortis	Foundation	31.08.11
Fr P Fisher	Foundation	31.08.11
Fr A Wilson	Foundation	31.08.11
Mrs F Wilson	Foundation	31.08.11

The Chair thanked the Foundation Governors for their work during their period of office, and hoped that they would all complete and submit nomination forms to the Diocesan Council for Education at Hinsley Hall.

The Chair asked how many Foundation Governors had children at the school, and how many should there be. The Head Teacher will check on the numbers required and report on the current number.

10/124 RESOLVED: that the Chair's update on representation on the Governing Body be noted, and thanks be given to those Governors whose term of office expires on the 31st. August 2011.

5. MINUTES OF THE MEETING HELD ON 6 APRIL 2011.

10/125 RESOLVED: that the minutes of the meeting held on 6th. April 2011 be approved and signed by the Chair as a correct record.

6. MATTERS ARISING FROM THE MEETING HELD ON 6 APRIL 2011.

a) Health and Safety Policy (min 10/93 refers).

The Chair reported that this has been reformatted and placed on the School's website.

b) Approved Policies (min 10/94 refers).

The Chair reported that all have been placed on the School's web site.

c) Religious Education and the English Baccalaureate (min 10/102-103 refers).

The Chair reported that he had written to all the Deanery Parish Priests to encourage parishioners to write to their MP regarding this issue, and had also written to our three MPs.

The MPs had responded as follows:

Mr Wood, MP for Batley and Spen has signed the Early Day Motion 1375. In his response he included a letter received from Mr Nick Gibb, Minister of State. He also stated that he will forward further correspondence which he is awaiting regarding the issues raised.

Mr Reeve, MP for Dewsbury responded by saying that RE is still a compulsory subject at Key Stage three and four.

Mr Balls, MP for Morley and Outwood responded by saying that he is unable to sign up to the Early Day Motion because of his new role as Shadow Chancellor.

The Chair reported that the issue was still alive in the Catholic Press, and that other denominations had also made representations.

The Head Teacher updated Governors saying that the Government was still looking to include History and Geography and seemed reluctant to include RE.

10/126 RESOLVED: that the Chair's update on communications regarding the RE and English Baccalaureate be accepted.

7. MINUTES OF THE MEETING HELD ON 10TH. MAY 2011.

10/127 RESOLVED: that the minutes of the meeting held on 10 May 2011 be approved and signed by the Chair as a correct record.

8. MATTERS ARISING FROM THE MEETING HELD ON 10 MAY 2011.

a) Ofsted Inspection (minute 10/115 refers)

The Chair reported that he had received only one letter from a parent with a child in Year 7, who had expressed how happy they were with their child's progress and with the policies and strategies within the School.

9. SCHOOL BUDGET FOR FINANCIAL YEAR 2011-12.

The Chair asked Governors to refer to the circulated minutes from the Finance Committee meeting 7th. June 2011 and the bursar's commentaries.

a) 2010-11 Budget

The Chair and Head Teacher explained the reconciled 2010-11 budget which shows an under spend of £360,249 equivalent to 6.5% of the overall budget. This was due predominantly to an under spend in employee costs and 6th. Form contingency.

The Head Teacher explained that whilst there is an under spend shown, this cannot be relied on to be there in future years as the whole area of school funding is changing. He reminded Governors that major spending is now classed as capital expense and as such the School cannot always reclaim VAT and this clearly has an effect on budgets.

10/128 RESOLVED: that it be acknowledged that the budget for 2010-11 is reconciled.

The Head Teacher tabled a paper showing the Intended use of Balances as at 31 March 2011.

10/129: RESOLVED: for the Chair and the Headteacher to sign the Excess Balance Form and to submit to the Local Authority.

b) 2011-12 Budget.

The SB3 form had circulated to Governors prior to the meeting.

The Head Teacher referred Governors to page six of the report, the Summary SB3, which shows the total costs for running the school. The cost of running the School in 2011-12 exceeds the income expected, and reserves will be used to cover this shortfall. This situation can be funded for a short period but Governors

need to be aware that there will need to be a hard look at costs and income in the coming years. The Finance Committee will take this onboard.

Governors asked what impact the loss of the Sports Partnership money had made to the budget.

The Head Teacher responded that it had made a big impact with several staff positions being lost, and the full impact was still to be seen.

Governors asked why there was a deficit in the budget for 2011-12.

The Head Teacher explained that the income depends to a large extent on the number of 6th formers in the School. Currently the 6th form is full, but numbers could fall. The budget had therefore been prepared on a realistic basis rather than optimistic.

10/130 RESOLVED: to approve the budget for 2011-12 and for the Chair and the Head Teacher to sign the SB3 form and submit to the local authority.

The Chair thanked the Head Teacher, Bursar and members of the Finance Committee for their work on the budget.

10. TEACHING AND LEARNING POLICY.

The Chair explained that the bulk of this policy was approved in June 2009. As a result of the Section 8 Ofsted's inspection of April 2011 sections on Post 16 teaching have been added to the policy

10/131 RESOLVED: that the Teaching and Learning Policy be approved.

11. ACCEPTABLE USE OF THE INTERNET POLICY.

The Chair explained that the SEN Committee considered this policy.

Governors asked if on page 5 there should be reference to monitoring of use.

The Head explained that this policy was in effect an extract from the IT Hand Book, where a statement exists regarding the monitoring of use is included. A warning statement appears on screen following logging on by both students and staff.

10/132 RESOLVED: that the Acceptable Use of Internet Policy be approved.

12. HEALTHY EATING AND NUTRITION POLICY.

The Chair explained that the SEN Committee had looked at this policy and made amendments.

10/133 RESOLVED: that the Healthy Eating and Nutrition Policy be approved.

13. SUPPORT STAFF PAY POLICY.

The Chair explained that the Staffing Committee had reviewed this policy to ensure that it is current.

The Head Teacher informed Governors that at last a new Contract of Employment for Support staff had been received from the LA and would be issued soon.

10/134 RESOLVED: that the Support Staff Pay Policy be approved.

14. TEACHING STAFF PAY POLICY.

The Chair explained that the Staffing Committee had reviewed this policy to ensure that it is current.

Governors asked if the Trade Unions had been involved in the review of this policy.

The Head Teacher explained that the Unions were not involved in discussions within the School but had been involved with the LA on whose principles School policy is based.

10/135 RESOLVED: that the Teaching Staff Pay Policy be approved.

10/136 RESOLVED: that all approved policies at this meeting be placed on the School's web site.

15. HEADTEACHER'S REPORT FOR TERM 3 AND GOVERNORS QUESTIONS

The Head Teacher's report had been circulated prior to the meeting, and he updated Governors as follows in response to Governors' questions/comments:

a) Item 2.0 – School Improvement Partner (SIP)

The Head Teacher informed Governors that the meeting on 15 June had been very productive and positive. Targets had been reviewed and he was happy to report that pupils looked to be on track to achieve the agreed targets. However it will not be until August when results are issued that this can be confirmed.

Governors asked what impact there would be on the School with the ending of the SIP role.

The Head Teacher explained that there would be less support available from the LA as they had had their budget severely cut and many posts were being lost. The result would be that where support was still needed then the School would have to purchase such services which clearly would affect budgets. However, it is anticipated that there may be some extra funding from the LA to help with purchase of Traded Services from the LA or from elsewhere.

The Chair added that it is hoped there would be more information on this from both the LA and the Diocese by September, and that the report from the SIP be available for Governors to discuss in September.

b) Item 3.0 – School Context and Ethos

The Head Teacher reported that the School is still over-subscribed and at some point soon it will be necessary to have an Admissions Policy for the 6th Form.

A long discussion took place on the future of post-16 education within Kirklees.

The Head Teacher reported that due to budget cuts, the provision of a post 16 college for North Kirklees is problematic. It is however, still an ambition of the LA. Should this actually happen, then the School would be affected and Governors would need to consider options at that time.

Governors suggested that the School might be best placed to run such an establishment in North Kirklees, along the lines of that operated in Leeds.

The Head Teacher said that he did not think that the diocese would want this to take place.

The Chair informed that this had been discussed by the Council for Education and that that option was not the preferred option by the diocese.

The Chair said that the School was in a good place to influence decisions as the Head Teacher attended several groups and meetings and would be able to keep Governors up-to-date with developments.

c) Item 4.0 Pupil Outcomes

Governors noted the improvement in attendance figures and congratulated the school on the results.

d) Item 5.0 – PSHCE / Careers

The Head Teacher informed that the Government is lifting the requirement to offer careers education as part of the curriculum for pupils under the age of 16. The funding that is to be available for under 16's is in effect for a website. The Careers Service will not be able to provide support as previously free of charge and so the School will need to purchase support as required, with potential costs of around £15000 to the budget. The LA will continue to fund support for under privileged pupils.

A similar situation concerns 'work experience' where again the funding will not be available and the ongoing costs to the School could be around £11000 per annum.

10/137 RESOLVED: that the SEN Committee take forward the plans for careers and work experience.

10/138 RESOLVED: that the Head Teacher's Report for term three should be accepted and to thank him for such report.

10/139 RESOLVED: that the report from the latest School Improvement Partner visit be considered at the Governors' Annual General meeting in September 2011.

16. SCHOOL DEVELOPMENT PLAN 2011-14.

Governors have been circulated with an updated School Development Plan including the Specialisms

The Chair explained that at the May 2011 meeting Governors considered the updated action plan following the Section 8 Ofsted inspection which forms part of the Plan. Suggestions made at the last meeting have been incorporated.

The Head Teacher said that Governors should be aware that parts of the plan were still in draft form and were still work in progress.

The Chair asked Governors to feedback comments and suggestion to the Head Teacher by the end of term

10/140 RESOLVED: to receive the School Development Plan 2011-14 and to hold a focused discussion on the document at the Governors' Annual General meeting in September 2011.

17. ACADEMIES AND THE CATHOLIC SECTOR.

A paper entitled 'Building the Future- April 2011' which had been prepared by the Diocese had been circulated to Governors prior to the meeting.

The Chair explained that the paper was setting out various options on the way forward which needed to be considered by Governors.

Governors asked if it was clear what benefits there would be to pupils of a school going down the route of Academy Status, and where is information on such benefits etc for Governors to read and get a better understanding.

The Head Teacher said that the benefits were not clearly visible at the moment and that the DFE website has information. Meetings in various areas had and were being held to look at the whole aspect of Academy Status. The Chair had been to one in Bradford, but the one in Kirklees was still to be set up.

The Chair expressed the view that the School, if Governors wanted to go down the Academy route had probably missed the boat, partly due to the speed at which the Diocese has to work. However, it could be that if the majority of schools go down that route, then other schools would be forced to do the same so as to keep up their reputation, and to get support from various sources as the help from the LA is continually being reduced. He hoped that a steer would be received from the Diocese.

The Head Teacher informed Governors that there is a Government move to set up a national standard for making payments to schools, which at the moment is done on a very local basis. This could well affect decisions on which direction a school should take.

The Chair advised Governors that the Diocesan Trustees are holding a meeting on this issue in the middle of July

10/141 RESOLVED: that the Paper 'Building the Future-April 2011' prepared by the Diocesan Council for Education be received.

10/142 RESOLVED: to make the issue of Academies and the Catholic Sector a standard agenda item for Full Governing Body meetings for the foreseeable future.

18. REPORTS FROM COMMITTEES

a) Curriculum Committee

Minutes of the committee meeting held on 10 May 2011 were circulated prior to the meeting.

Mr Poulter talked through the main points covered:

- Discussion with the Head of Modern Foreign Languages department
- Recruitment to the 6th. Form for 2011-12
- Revised programme of School trips
- Monitoring of Post Ofsted Action Plans

- Updating of the Spiritual Development statement
- One-to-One tuition scheme

10/143 RESOLVED: that the minutes from the Curriculum Committee meeting this term be received.

10/144 RESOLVED: that a Spiritual Development Statement be part of the action plan for the SEN Committee.

b) Staffing Committee

Minutes of the committee meeting held on 18 May 2011 were circulated prior to the meeting.

Fr Wilson talked through the main points covered:

- CES Contract and Pay and Rewards
- End of Sports Partnership as from 31st. August 2011
- Resignations and appointments
- Staff welfare issues
- Report from Teacher Tutor

The Chair asked about the staffing situation surrounding the Sports Partnership.

The Head Teacher advised that all staff involved had been informed that posts would cease as at 31 August 2011, and redeployment advised accordingly.

The Chair asked if other schools in the area had signed up to a new partnership.

The Head Teacher explained that less than half of schools had signed up; some others had indicated that they were to do so. This being the case the exact way forward was not entirely clear.

10/145 RESOLVED: that the minutes from the Staffing, Appointments and Dismissal Committee meeting this term be accepted.

c) SEN Committee

Minutes of the committee meeting held on 23 May 2011 were circulated prior to the meeting.

The Chair talked through the main points covered:

- Reports from SENCo, School Chaplain and Catholic Care Social Worker
- Attendance and Exclusions rates
- Report from School Council
- Report on the Drop-In School Nurse Service
- Outcomes from Kirkland Rowell Pupil and Parent Surveys
- Peace Ambassadors Project
- House system

The Chair asked Governors for their views on being aligned to a particular House within the School.

10/146 RESOLVED: that Governors should consider the option of aligning to a specific House at the September meeting.

10/147 RESOLVED: that the minutes from the SEN and Pupil Welfare Committee meeting held this term be received

d) Finance and Premises Committee

Minutes of the committee meeting held on 7 June 2011 were circulated prior to the meeting.

Chair talked through the main points covered:

- ICT development plan- issue of warranty. The Head Teacher informed that the warranties in question were manufacturers warranties and that these would be subject to a separate order as it will then be possible to reclaim the VAT.
- LCVAP funded project for financial year 2011-12- issue of Governors' involvement in this project. The Head Teacher responded that this project was now ready to go out to tender. The plan was for the tenders to be opened in School, from which a tender report would be written. It would be at this point that Governors would be asked to get involved.
- Plan to account for the budgetary underspent for 2010-11 budget.
- 2011-12 Service Level Agreements
- Three year Financial Plan
- Temporary addition to the Leadership Team
- Catering Contract Monitoring Report
- Renewal of photocopying contract

10/148 RESOLVED: that the Finance Committee meet to consider the tender report when it is produced.

10/149 RESOLVED: that the minutes and the budget reports following the Finance and Premises Committee meeting held this term be received..

19. ACHIEVEMENT ASSEMBLIES- SUMMER TERM

10/150 RESOLVED: that the following Governors would attend the Achievement Assemblies:

Monday 18th July – Year 10 at 10.30am - Rev Dr J D Cortis
Monday 18th July – Year 8 at 1.20pm – Mr Poulter
Monday 18th July – Year 12 at 1.20pm – Fr Smith
Tuesday 19th July – Year 9 at 10.30am – Rev Dr J D Cortis
Tuesday 19th July – Year 7 at 1.20pm – Mr Hinchcliffe

20. GOVERNOR'S VISIT

10/151 RESOLVED: to note Mr Poulter gave an oral report on the Looked After Children currently on roll.

The Chair reiterated to Governors the need for us to be a challenging body for the School Leadership Team as this is something that OFSTED look for on inspections. This needs to be evidenced through Committee minutes. There is also the need for Governors to find things out for ourselves through for example school visits.

21. DRAFT SCHEDULE OF MEETINGS FOR 2011-12

10/152 RESOLVED: that the draft schedule of meetings for 2011-2012 be received.

22. PRIZE GIVING EVENING

The Chair reported that he was still awaiting confirmation of who would preside at the evening.

10/153 RESOLVED: that it be noted that Prize Giving Evening will take place at Dewsbury Town Hall on Thursday 29th. September at 7.00 for 7.30 pm

23. ANY OTHER BUSINESS:

a) Governor E-learning modules.

The Chair advised that the School has subscribed to this service and tabled paperwork explaining how it can be accessed.

10/154 RESOLVED: that the Chair's update on Governors' E-Learning modules be noted.

b) School Prospectus for 2012-13.

The Chair explained that as the Governors' Annual General Meeting is only a couple of days before the open evening it would be good for some Governors to look at the prospectus and feedback comments to the headteacher

10/155 RESOLVED: that Mr Poulter, Mrs Wilson and Rev Dr Cortis be circulated with the copy of the prospectus and for them to offer feedback to the Head Teacher before the end of term.

c) Gill Brambani's retirement.

The Chair reported that Gill retires from her post after a period of 36 years teaching at our school. Governors are invited to attend her retirement event on Tuesday 19th. July at Cleckheaton Sports Club.

10/156 RESOLVED: that Gill Brambani's retirement at the end of August be acknowledged.

d) Governors' Review.

The Chair advised that this will be organised for after the Christmas break

10/157 RESOLVED: that a Governors' Review will be held after the Christmas break.

e) Industrial Action

Governors asked the Head Teacher what the situation was for the School with regard to upcoming industrial action.

The Head said that the School would in all probability have to close for years 7 to 11. The situation with the 6th Form will be clearer nearer the time. The School may also have a problem in the autumn term when other unions are proposing action.

24. AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY

10/158 RESOLVED: that the minutes of the Staffing Committee meeting held on 18th May 2011 be excluded from the school copy.

25. FUTURE MEETINGS

10/159 RESOLVED: that the Governing Body will meet at 6.00pm on the following:

- Monday 19th. September 2011
- Tuesday 13th. December 2011
- Wednesday 28th. March 2012
- Wednesday 20th. June 2012

The Chair thanked Governors and Staff for all their hard work this year and wished them a restful summer break when it comes.