



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

Minutes of the annual meeting of the Governing Body held at 6.00 pm at the school on Monday 17 September 2012 in the Learning Resource Centre

PRESENT: Rev. Dr. J.D. Cortis (Chair), Mr. K. Higgins (Head), Ms C. Anchor, Mrs. B. Blackham, Mr. P Booth, Mr. M. Collins, Mr. N. Dalzell, Mgr. P.F Fisher, Mr. J. Higgins, Mr. T. Hinchcliffe and Mrs. S.T Walker.

In Attendance

Dr. P.K. Brooke (Minute Clerk)  
Rev. Fr. M. Hall (Deputy Head)

1. WELCOME AND OPENING PRAYER

Mgr. Fisher opened the meeting with a prayer.

2. ELECTION OF CHAIR OF GOVERNORS

12/01 RESOLVED: that Rev Dr J D Cortis, having been elected Chair for two years in September 2011 continues as Chair of Governors until the first full governing Body meeting in September 2013.

3. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST

Apologies were received from Mrs. A. Farrow-Deighton, Mrs. G. Lowe, Fr. P. Smith and Mrs. F. Wilson (all with consent).

There were no declarations of interest

12/02 RESOLVED: that consent for absence may only be granted to those who have sent apologies in advance.

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

There were no items notified

5. REPRESENTATION

Chair reported on the following matters of representation were reported:

End of Term of Office

Mr. B. Poulter	Foundation	07.09.12
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Resignations

Mrs. M. Day	Parent	27.06.12
Fr. A. Wilson	Foundation	02.08.12

## Appointments

Mrs. B. Blackham	Staff	01.09.12
Mr. N. Dalzell (re-appointed)	Staff	01.09.12

12/03 RESOLVED: to accept the resignation of Fr A Wilson and Mrs. M Day from membership of the Governing Body and for the Chair to write to both of them thanking them for their services to the School

12/04 RESOLVED: to acknowledge the end of term of office of Mr. Poulter and for the Chair to write to him and thank him for his services to the School community as he has decided not to seek re-nomination.

12/05 RESOLVED: to acknowledge the appointment of Mrs. Blackham and Mr. Dalzell as Governors.

12/06 RESOLVED: to receive the outcome of seeking nominations to fill the parent governor vacancy.

12/07 RESOLVED: for the Chair to write to deanery parish priests to seek nominations for the current three foundation governors' vacancies.

## 6. ELECTION OF VICE CHAIR OF GOVERNORS

As no valid nominations had been received prior to the meeting, the Chair sought nominations from Governors. Mr. P. Booth was nominated by Mr. T. Hinchcliffe and seconded by Mr. K. Higgins. There being no other nominations, Mr. Booth was duly appointed.

12/08 RESOLVED: to appoint Mr. P. Booth as Vice Chair of Governors until the next AGM to be held in September 2013

## 7. MINUTES OF THE MEETING HELD ON 20 JUNE 2012

12/09 RESOLVED: that the minutes of the meeting held on the 20<sup>th</sup> June 2012 be approved and signed by the Chair as a correct record.

## 8. MATTERS ARISING

- a) Foundation Governor from St. William of York parish (Minute 11/91 refers) – this has been actioned but awaits the return of the parish priest from holiday to complete the paperwork.
- b) "Intended Use of Balance at 31<sup>st</sup> March 2012" form (Minute 11/136 refers) – Chair referred to a letter from the local authority via Angela Farmer, Senior Finance Officer, confirming that the School's plans for use of the total balances were approved.
- c) Latest Report from the TQIQ (Minute 11/140 refers) – Chair reported that the TQIQ visited twice before the end of term to help with the preparation of the school's Self Evaluation Form (SEF). A pre-OFSTED inspection briefing was prepared jointly with Mark Colley. There would not be a formal report until after the first visit this term (25<sup>th</sup> September). It was noted that an OFSTED inspection is expected this term or next.
- d) Policies approved at the last meeting (Minute 11/155 refers) – it is confirmed that all the approved policies have been placed on the school's website.

- e) Communicating outcomes of Kirkland Rowell Surveys 2012 (Minute 11/158 refers) – it was noted that extensive information was sent out to every parent along with the examinations results for 2011-12.
- f) Achievement Assemblies (Minute 11/167 refers) Governors who took part in these were thanked
- g) Schedule of Governors meetings for 2012–13 (Minute 11/168 refers) – a revised schedule of meetings was circulated with the agenda, changes being marked with an asterisk

9. PRELIMINARY EXAMINATION RESULTS ANALYSIS FOR 2011 - 12

The preliminary examination results (KS4 and KS5) and teacher assessment (KS3) had been circulated with the agenda. The following highlights were noted

**Key Stage three: teacher assessment:**

Maths:	Level 5+ 83%,	Level 6+ 64%,	Level 7+ 39%
English:	90%,	58%,	10%
Science:	92%,	53%,	22%

Figures compare favourably with national averages and show upward trends over the last 4 academic years

**Key Stage 4:**

5+ A*-C (including English and Maths)	64% (target was 56%)
5+ A*-C	85% (slight drop from last year)
5+ A*-G	96%

First time ever that the school has beaten Fisher Family Trust “D”. An additional 8 pupils would have achieved C in English had the grading not been “adjusted”. There has also been an effect on some Year 10 results.

The Curriculum Committee would look at what intervention strategies had worked to achieve the improvement achieved.

Governors were delighted with the results and paid tribute to staff for all their hard work in achieving them.

**Key Stage 5 AS results:**

ALPS score classified as 3 (excellent)  
 Performance improved for the third successive year  
 25% of entrants achieved A or B grades  
 96% of entrants achieved A-E grades

**Key Stage 5 A2 results:**

ALPS student performance score classified as 4 (very good)  
 23% of entrants achieved A\* or A grades  
 25% of entrants achieved A\*, A or B grades  
 99% of entrants achieved A-E grades  
 These are the best results the school has achieved

**B Tec**

ALPS score for sports science classified as 2 (outstanding)

Chair read out sections from a letter sent in by parent of a year 13 leaver and commented very positively about the quality of education received by her son which covered aspects of academia, pastoral support and extra curricular activities.

12/10 RESOLVED: to congratulate the School and to thank all the School staff for achieving such a good performance in 2012 across the different levels.

12/11 RESOLVED: for the Curriculum Committee to undertake a more comprehensive review of performance at its January 2013 meeting together with the outcomes from the Raise-online

#### 10. UPDATED SCHOOL SELF EVALUATION FORM

Following the draft document considered in June in line with the latest OFSTED framework, a revised version was produced reflecting the summer results.

Some minor issues were noted on the revised draft and it was agreed to add pages summarising Spiritual, Moral, Social and Cultural issues. It was noted that each section is now judged as GOOD and that an update would be produced in the Spring term following publication of the validated RAISE Online data.

12/12 RESOLVED: to receive the revised Schools Self-evaluation Form as of August 2012 and support the grade awarded

#### 11. SCHOOL DEVELOPMENT PLAN 2012 - 15

The revised plan had been circulated and governors were thanked for their responses to the Head teacher. The Key areas of the plan are as follows:

##### **Mission**

Development of the mission, ethos and distinctive Character of the school.

1.1 Develop opportunities for the spiritual, moral and cultural formation of students and staff in line with the school Spiritual Development Policy.

1.2 Implement the action plan arising from the RE Faculty Review

1.3 Further promote equality and the dignity of all

##### **Learning and Success**

Raising student attainment and achievement by building an effective Learning Community that includes students, staff and parents.

2.1 Ensure that the standard of teaching and learning in key curriculum areas is consistently good:

2.2 Pursue outstanding student progress through the further development of a learning culture

2.3 Ensure that the curriculum at KS3 and KS4 both develops further our commitment to the personalization of learning, including vocational pathways, and is a coherent response to Department for Education initiatives.

2.4 Throughout the school, use the rigorous analysis of data, which now effectively identifies under-achievement, to plan appropriate responses and thus improve student progress towards their targets.

2.5 Improve results in the Sixth Form by making sure ALL students make at least average or better progress

2.6 Further involve parents in the aims, ethos and aspiration of the school

##### **Leadership**

Ensuring that tradition is valued and that Change is welcomed

- 3.1 Ensure that leadership structures at all levels allow well-planned strategic and operational Change to be implemented effectively and efficiently
- 3.2 Support transformational Change in learning by focusing on Improving the buildings and environment.
- 3.3 Ensuring the highest possible take up of places at a) 11 years of age, and b) 16 years of age.

12/13 RESOLVED: for the School Development Plan for 2012-15 be approved and for Governors' Committees to monitor progress as identified in the Action Plan for Governors' Committees for 2012-13

12. 16 – 19 BURSARY SCHEME POLICY

It was noted that this was now in its second year and that it had worked smoothly

12/14 RESOLVED: to approve the 16-19 Bursary Policy and place on the School's website

13. SCHOOL PROSPECTUS FOR 2013 - 14

It was noted that as from 1 September 2012 there is no longer a requirement to publish a school prospectus but selected information should be available via the website

12/15 RESOLVED: to approve the Prospectus for 2013–14 in readiness for the Open Evening scheduled for 19 September 2012 but to also continue with the publication of a prospectus.

14. GOVERNORS' DECLARATION OF BUSINESS INTEREST

12/16 RESOLVED: for governors to fill the form in as soon as possible and submit to the Headteacher's PA

12/17 RESOLVED: for the Headteacher to organise the completion of the Declaration of Business Interest form from the school staff

15. GOVERNORS' COMMITTEES FOR 2012 - 13.

A paper was circulated for governors to preference the committees they wished to be members of. A list of each committee's Terms of Reference was circulated and governors reminded to bring them to their first meeting.

12/18 RESOLVED: to have the following Governors Committees for 2012-13:

- (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

16. DRAFT ACTION PLAN FOR GOVERNORS' COMMITTEES 2012 - 13

12/19 RESOLVED: to receive the proposed Action Plan for Governors' Committees for 2012-13. Each Committee to agree its action plan at its first meeting.

#### 17. CODE OF CONDUCT FOR SCHOOL GOVERNORS

12/20 RESOLVED: to adopt the Diocesan Code of Conduct for School Governors

#### 18. TO APPOINT GOVERNORS WITH SPECIAL RESPONSIBILITIES

12/21 RESOLVED: to approve the following appointments for 2012-13:

- ◆ Governor Training Contact- Paul Booth
- ◆ Governor for Looked After Children- Tom Hinchcliffe
- ◆ Child Protection Governor- Tom Hinchcliffe
- ◆ Special Educational Needs Governor- Felicity Wilson
- ◆ Health and Safety- Tom Hinchcliffe
- ◆ Equality Governor (Optional) Suzanne Walker
- ◆ RE Governor- Mgr P Fisher
- ◆ Literacy Governor Paul Booth
- ◆ Numeracy Governor- Bev Blackham
- ◆ PSHCE and Careers Governor – Claire Anchor
- ◆ Academies Forum – Paul Booth

#### 19. CHAIR'S DELEGATED POWERS

12/22 RESOLVED: That the Chair's delegated powers will cover the following:

- (i) Change of date of a scheduled meeting, for good reason.
- (ii) Approval of EV1A/EV1 form(s) on behalf of the Governing Body for all journeys.
- (iii) Chair's powers 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.

#### 20. DELEGATION OF FINANCIAL POWERS TO THE HEAD TEACHER

12/23 RESOLVED: that the Head Teacher is given the power to carry out on its behalf the following delegated duties:

- (i) Planning and conducting the affairs of the school to remain solvent.
- (ii) Establishing proper financial management arrangements and accounting procedures, which comply with the Local Authority's financial regulations and standing orders, and maintaining a sound system of internal controls.
- (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 Diocesan Council for Education and LA may reasonably require to satisfy the LA that the financial management and organisation of the Governing Body are such as to enable it to fulfil the obligations specified for it.

12/24 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.

21. MINUTES FROM THE FINANCE AND PREMISES COMMITTEE MEETING HELD ON 2 JULY 2012

12/25 RESOLVED: to receive the minutes from the Finance and Premises meeting held on the 2<sup>nd</sup>. July 2012.

12/26 RESOLVED: to note that the Budget monitoring meeting will take place on Monday 24<sup>th</sup>. September at 3.30.

22. SCHOOL POLICIES COVERING STAFF DISCIPLINE, CAPABILITY, SICKNESS/ABSENCE AND GRIEVANCES

These Catholic Education Service 9 (ES) based policies had been circulated for comment at the June 2012 Governing Body meeting.

12/27 RESOLVED: to approve the Disciplinary Policy and Procedures

12/28 RESOLVED: to approve the Capability Policy and Procedures

12/29 RESOLVED: to approve the Grievance Resolution Policy and Procedures

12/30 RESOLVED: to approve the Sickness Absence Policy and Procedures

12/31 RESOLVED: to inform the staff of the approved policies covering discipline, capability, grievance resolution and sickness / absence

23. EQUALITY POLICY

This policy was originally considered by the SEN committee and some changes have been made. Some further minor issues were discussed

12/32 RESOLVED: to approve the Equality Policy subject to the issues discussed being amended

12/33 RESOLVED: for the policies and procedures approved at this meeting to be placed on the school's website

24. ANY OTHER URGENT BUSINESS

There was no other urgent business

25. DATES OF FUTURE MEETINGS

12/34 RESOLVED: to hold future meetings as follows:

- (i) Wednesday 12<sup>th</sup>. December 2012 at 6.00 pm
- (ii) Wednesday 20<sup>th</sup>. March 2013 at 6.00 pm
- (iii) Tuesday 18<sup>th</sup>. June 2013 at 6.00 pm

26. AGENDA, MINUTES and RELATED PAPERS – SCHOOL COPY

12/35 RESOLVED: that no part of these minutes, agenda or related papers be excluded from the copy to be made available at school.