



THE GOVERNING BODY OF ST. JOHN FISHER CATHOLIC HIGH SCHOOL

Minutes of the annual meeting of the Governing Body held at 6.00pm in the Learning Resources Centre on Monday 19 September 2011

Present

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

In Attendance:

Dr P. Brooke (Minute Clerk),
Fr. M. Hall (Deputy Head) up to item 11.

1. WELCOME AND OPENING PRAYER

Rev Dr. Cortis welcomed everyone to the meeting, which he opened with the prayer for School Governors.

2. ELECTION OF CHAIRMAN

The Clerk took the Chair for this item. No election was necessary as Rev Dr J D Cortis was elected Chair until August 2013 in September 2010. Following his re-appointment to the Governing Body (see Minute 5), governors confirmed his position as Chair

3. APOLOGIES FOR ABSENCE

Apologies for absence were received from Mrs. G. Lowe, Mgr. P. Fisher and Fr A. Wilson (all with consent).

There were no declarations of interest

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

Chair notified the following additional items:

- a) Appointment of advisor for the Head teacher's objectives committee (to be taken as part of agenda item 10)

- b) Update on Post 16 provision in North Kirklees
- c) Information items from the LA as stated on the agenda
- d) The provision of 'meat-free' Fridays

5. REPRESENTATION

11/01 RESOLVED: to note the following matters of representation:

Resignation

<u>Name</u>	<u>Category</u>	<u>With effect from</u>
Mrs. L Walsh	Parent	21.7.11

A call for nominations has been actioned with a closing date of Friday 23rd. September 2011

Appointments

Rev Dr J D Cortis	Foundation	01.9.11
Fr A Wilson	Foundation	01.9.11
Mgr P Fisher	Foundation	01.9.11
Mr. P. Booth	Foundation	01.9.11
Mrs. F Wilson	Foundation	01.9.11
Mr. M Collins	Foundation	01.9.11

11/02 RESOLVED: to reconfirm Rev Dr J D Cortis as Chair of Governors until the end of August 2013

6. ELECTION OF VICE CHAIR

No election was necessary as Fr A Wilson was elected Vice-Chair until August 2013.

11/03 RESOLVED: to reconfirm Fr A Wilson as Vice- Chair of Governors until the end of August 2013

7. MINUTES OF THE MEETING HELD ON 16 JUNE 2011

11/04 RESOLVED: that the minutes of the meeting held on the 16th June 2011 be approved and signed by the Chair as a correct record.

8. MATTERS ARISING FROM THESE MINUTES

- a) Policies approved at the last meeting (minute 10/136 refers) have been placed on the School's website

b) Notification of Excess Balance following reconciliation of the 2010-11 budget (minute 10/129 refers). The school received an acknowledgement from the Local Authority of a statement explaining how the under spend following the reconciliation of the 2010-11 budget be managed.

c) Linking Governors to House System (minute 10/146 refers). There was some discussion as to how this should be done. It was agreed that one governor should be linked to each house.

11/05 RESOLVED: that the following governors should each be linked to one of the four houses: Paul Booth, Tom Hinchcliffe, Fr. Peter Smith and Susan Walker.

d) New ICT suite (minute 10/148 refers). A number of Governors met on the 18th. July to consider the tenders received for this project. All the tenders came above the Diocesan approved sum of £174,532 (inclusive of VAT and professional fees). Based on the tenders received the lowest one was £11,802 above the approved amount. Langtry-Langton offered a revised scheme. Meeting agreed to support two out of the four proposed alterations to the original scheme. The contract was awarded to M High Contractors Ltd. and the work commenced during the summer break. Project is now complete and ready for use.

11/06 RESOLVED: to receive the Chair's update on the building of a new ICT suite.

e) Achievement Assemblies (minute 10/150 refers). Governors who supported these activities were thanked.

f) Prize Giving Evening (minute 10/153 refers). The Chair confirmed that the guest of honour will be Mrs Angela Cox, Principal Officer for Education at the Diocese of Leeds.

g) School Prospectus for 2012-13 (minute 10/155 refers). The Chair thanked Governors who commented on a draft of this document

11/07 RESOLVED: to receive the School Prospectus for 2012-13 in readiness for the open evening scheduled for 21st. September 2011.

9 PRELIMINARY EXAMINATION RESULTS

The preliminary exam results had been circulated prior to the meeting. The Chair referred governors to this document , particularly the summary. He referred also to the SIP report and the School Development Plan for 2011 – 14, especially pages 14 – 18 (English) and pages 18 – 23 (Maths). He noted that a more in depth analysis of the results would be carried out by the Curriculum Committee.

Key Stage Three (Teacher assessment):

The headline results are:

- % Level 5+ at the end of Key Stage 3: English= 89%, Maths = 81%, Science = 85%. These are higher or as targeted
- % pupils making two levels progress in KS2: English= 45%, Maths= 65%, Science= 33%.

The Head noted that, although these results are teacher assessed, papers were sat under exam conditions. There was still a marked difference between the performance of boys and girls but overall performance had improved and these results form a good and effective basis for performing well at GCSE

Key Stage Four (GCSE):

The headline results are:

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|---|----------------------|
| • 5+ A*-C including English and Maths | 50% (Target was 56%) |
| • 5+ A*-C | 92% |
| • 5+ A*-G | 98% |
| • 5+ A*-G (including English and Maths) | 98% |
| • 1+ A*-G | 99% |

Governors were disappointed that the 5+ A* - C (with English and Maths) were 6% below target. During discussion a number of issues were raised including:

- Extra resources put in to support both departments
- Departmental reviews undertaken last year
- Degree and effectiveness of monitoring
- Review of options undertaken
- Discussions with parents
- Students' achievements in January 2011
- Comments by SIP during her monitoring visits leading to the summer examinations
- OFSTED's letter

The Head and deputy suggested some reasons for these results and outlined strategies that were being implemented and incorporated into the School's Development Plan 2011-14.

The Head also noted that the B.Tech and OCR subjects performed very well giving the high results for 5+ A* – C and 5+ A* - G.

Key Stage Five (A Levels):

The headline results are:

A Level or A Level equivalent

- % entries at A*/A grade 13%

- % entries at A*/A/B grade 28%
- % entries at A* -E grade 98%
- Average total A2 points 682
- % achieving or exceeding predicted grades 81%
- 25 subjects out of 30 gained 100% pass rate
- ALPS score of 5 (Good)

AS-Level

- % entries at A grade 7%
- % entries at A/B grades 29 %
- % entries at A –E grades 94%
- Average total AS points 197
- 15 subjects out of 26 gained 100% pass rate
- ALPS score of 4 (Very Good)

11/08 RESOLVED: to congratulate the School on positive aspects of performance but to also acknowledge the shortfall in meeting the target for 5 A*-C including English and Maths.

11/09 RESOLVED: for the Curriculum Committee to undertake a more in-depth analysis at its January 2012 meeting.

10 REPORT FROM SCHOOL IMPROVEMENT PARTNER (SIP) FOR 2010 - 11

11/10 RESOLVED: to note the School's Improvement Partner's report for 2010 -11

The Chair referred to the LA's recently released document on performance management (especially the role of the advisor to the Headteacher's Performance Governors' Committee) and also to the recently published newsletter from the Diocesan Council for Education.

Following discussion, it was agreed to approach the recently released SIP to fulfill the role of Advisor to the Governing Body for Performance Management for an initial period of one year.

11/11 RESOLVED: for the Chair to approach Mrs. Lawrence requesting if she would be prepared to work for 3 days as Performance Management adviser and monitoring for a period of one year.

11. SCHOOL DEVELOPMENT PLAN 2011-14

The Chair thanked those governors who had commented on the previous draft tabled at the June 2011 meeting. He noted that there

would be some changes following the in-depth review of the examination results

11/12 RESOLVED: to receive the School Development Plan for 2011– 14 and for the Curriculum Committee to consider at its first meeting the revised sections of this plan developed as a result of the examination analysis so far.

12 ACADEMIES AND THE CATHOLIC SECTOR - UPDATE

The Chair referred governors to the e-mail sent on the 19th. July with a message from Angela Cox stating that at the Diocesan Trustee meeting on Friday (15th. July), it was agreed that it is appropriate to develop in more detail the academy business model and legal documents that the Diocese could use if academies were to be approved. The plan were for these to be developed over the summer for consideration in September. As yet the plan has not been published.

The Head teacher noted that following a pyramid heads meeting it was agreed to convene a meeting of all pyramid heads and Chairs of Governors with Angela Cox. Governors agreed that this was appropriate and requested an update from the Head teacher at the next meeting.

11/13 RESOLVED: to receive Chair's and Headteacher's update on Academies and the Diocese of Leeds

13. BEST VALUE STATEMENT

11/14 RESOLVED: for the Chair of Governors and Headteacher to sign the 'Best Value Statement' for 2011-12 and for the said statement to be placed on the School's web site

14 16 – 19 BURSARY SCHEME POLICY

This had been circulated prior to the meeting. The policy is needed due to the stopping of the Educational Management Allowance (EMA) scheme. It was agreed to approve the new policy subject to changing some typographical errors and changing the last bullet point on the first page to read: "Appeals against any decisions will ultimately be made by the Head teacher."

11/15 RESOLVED: to approve and publish the amended 16 –19 Bursary Scheme Policy

15. NEW SPORTS PARTNERSHIP ARRANGEMENTS

Chair reminded that Governors are aware that the current Sports Partnership was dissolved as of the 31st. August 2011. Discussions have been taking place with the 48 schools in the partnership and

central funds have been received to support specific posts and initiatives.

The Head noted that the majority of schools had said they wanted to be part of the new scheme. All staffing issues relating to the old partnership have been resolved. Money carried over to the new scheme is about £140,000. A school games organiser (Mick Troop) has been appointed for a period of two years.

11/16 RESOLVED: to receive the Head teacher's verbal report and to continue discussing and monitoring at the Staffing committee meetings.

16. GOVERNORS DECLARATION OF BUSINESS INTERESTS

11/17 RESOLVED: that the remaining 'Business Interest Declaration' forms to be submitted to the Head teacher's secretary as soon as possible.

11/18 RESOLVED: to carry out similar process with all School staff

17. GOVERNORS' COMMITTEES FOR 2011 - 12

11/19 RESOLVED: that the following will be the Governors' Committees for 2011-12:

- (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

A blank form was circulated to gather nominations. It was noted that the Performance Management Policy states that the membership of the Headteacher's Performance Management Group should consist of three Foundation Governors

11/20 RESOLVED: for each Committee to review its 'Terms of Reference' at the first meeting and for the Full Governing Body to approve all Terms of Reference at the December 2011 meeting.

11/21 RESOLVED: for each Committee to have delegated powers but outcomes of activities must be reported through formal minutes to the Full Governing Body on a termly basis.

18. DRAFT ACTION PLAN FOR GOVERNORS' COMMITTEES 2011 - 12

11/22 RESOLVED: to note the draft Action Plan for Governors' Committees for the year and for each Committee to finalise them at its first meeting.

19. CODE OF CONDUCT FOR SCHOOL GOVERNORS

11/23 RESOLVED: to adopt the Diocesan document Code of Conduct for School Governors

20. TO APPOINT GOVERNORS WITH SPECIAL RESPONSIBILITIES

11/24 RESOLVED: to note the following appointments:

- ◆ Governors' Training Contact- Paul Booth
- ◆ Governor for Looked After Children- Bernard Poulter
- ◆ Child Protection Governor- Bernard Poulter
- ◆ Special Educational Needs Governor- Felicity Wilson
- ◆ Health and Safety- Tom Hinchcliffe
- ◆ Equality Governor – Susan Walker
- ◆ RE Governor- Mgr Fisher
- ◆ Literacy Governor- Paul Booth
- ◆ Numeracy Governor- Felicity Wilson
- ◆ PSHCE and Careers Governor – Michelle Day

The Chair urged Governors with special responsibilities to visit the relevant department and provide an oral/written report at the meeting of the Full Governing Body following their visit.

21. CHAIR'S DELEGATED POWERS

11/25 RESOLVED: to approve the following Chair's delegated powers as follows:

- (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.

22. DELEGATION OF FINANCIAL POWERS TO THE HEADTEACHER

11/26 RESOLVED: to delegate to the Head Teacher 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.

11/27 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.

23. SCHOOL'S SELF EVALUATION (SEF)

It was noted that although the SEF has been discontinued governing bodies are still required to have some format of self evaluation in place. Guidance would be produced when the new OFSTED framework is published in 2012.

11/28 RESOLVED: to continue updating the whole school SEF and to replace the Faculty SEFs with the outcomes of the Faculty Reviews

24 SCHOOLS FINANCIAL VALUE STANDARD (SFVS)

11/29 RESOLVED: to note the information provided by the (LA) local authority regarding to the Financial Value Standards in School (SFVS) and for the Finance and Premises Committee to implement.

25 EXCESS BALANCES IN SCHOOLS UPDATE FOR GOVERNORS

11/30 RESOLVED: to note changes to procedures for Managing Excess Balances in Schools

26. GOVERNORS REPORTS FROM VISITS

There have been no visits since the beginning of term.

27. GOVERNORS' REVIEW

No date or format have been agreed as yet but probably will take place after the Christmas break.

11/31 RESOLVED: to carry out the Governors' review in early 2012

28. ANY OTHER URGENT BUSINESS

a) Local Authority Information items

11/32 RESOLVED: to note the following items included on the agenda for information:

- i. Performance Management: Guidance in relation to Performance Management has been updated. The Chair will provide a copy for the Performance Management Governors' Committee
- ii. Statutory consultation on proposals for the future organisation of specialist provision for disabled children and those with special educational needs across Kirklees.
- iii Reconfiguration of the Learning Service including the Traded Learning Service

b) Update on Post-16 educational provision in North Kirklees

The Head noted that the LA has now accepted there are sufficient post 16 education places at Level 3 in North Kirklees. However there is a research study being carried out by Huddersfield University relating to post 16 education provision. The report is due out in February 2012. The headteacher commented on the proposed methodology for this project. Governors expressed concern about certain aspects of this methodology.

11/33 RESOLVED: for the headteacher to submit in writing to the LA concerns expressed about the proposed methodology

c) 'Meat-free' Fridays

Following the decision by the Catholic Church to re-instate abstinence from meat on Fridays for all those 14 years and above, governors discussed if any changes needed to be made to the menu.

11/34 RESOLVED: following discussion and a vote it was agreed to retain a meat option on the menu but to ensure there would be sufficient alternatives available.

11/35 RESOLVED: for the RE Faculty to explain the new directives through curriculum delivery and assemblies.

11/36 RESOLVED: for the Headteacher to liaise with the caterers about arrangements for Friday meals

27. DATES OF FUTURE MEETINGS

11/37 RESOLVED: to approve the following dates for future Full Governing Body meetings:

- (i) Tuesday 13th. December 2011 at 6.00 pm
- (ii) Wednesday 28th. March 2012 at 6.00 pm
- (iii) Wednesday 20th. June 2012 at 6.00 pm

28 AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY

11/38 RESOLVED: that no part of the agenda, minutes or related papers be excluded from the copy to be made available at the School.