



THE GOVERNING BODY OF ST JOHN FISHER CATHOLIC HIGH SCHOOL

Minutes of a meeting of the Governing Body held at 6.00 pm at the School on Wednesday, 20 June 2012 in the Library.

PRESENT

Reverend Dr J D Cortis (Chair), Mr K Higgins, Ms A Clarke, Mr M Collins, Mr N Dalzell, Mrs A Farrow-Deighton, Mgr P Fisher, Mr B Poulter, Fr P Smith, Mrs S Walker, Mrs F Wilson.

In Attendance

Mrs A Hutchinson (Minute Clerk)
Fr M Hall (Deputy Head Teacher)

1. WELCOME AND OPENING PRAYER

Mgr Fisher opened the meeting with a prayer.

2. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST

Apologies for absence were received from Mrs G Lowe (consent), Miss C Anchor (consent), Mr P Booth (consent), Mr J Higgins (consent) and Mr T Hinchcliffe (consent).

There were no declarations of interest.

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

Arrangements for reviewing the School Prospectus for 2013-14 (main School and 6th Form).

4. REPRESENTATION

The following matters of representation were noted:

End of Term of Office

<u>Name</u>	<u>Category</u>	<u>With Effect From</u>
Mr N Dalzell	Staff	31.8.12

Resignation

Fr A Wilson	Foundation	31.8.12
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Appointment

Mr T Hinchcliffe	Local Authority	21.5.12
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The Chair advised that Fr Wilson was moving to a different parish outside the deanery.

With regard to the vacancy for a Staff Governor, it was noted that 2 of the 3 positions on the Governing Body were filled by teachers. Therefore, any nomination from a support staff member would take precedence and a ballot of staff would not be required.

- 11/127 RESOLVED: That the matters of representation be received and the changes to the membership of the Governing Body noted.
- 11/128 RESOLVED: To formally thank Mr Dalzell and Fr Wilson for their contribution to the Governing Body during their terms of Office
- 11/129 RESOLVED: For the Chair of Governors to seek nominations for a Staff Governor.
- 11/130 RESOLVED: For the Chair of Governors to seek nomination for a Vice-Chair of Governors from September 2012 for a period of one-year, in order to mirror the current post-holder term of office.

5. MINUTES OF THE MEETING HELD ON 28 MARCH 2012

- 11/131 RESOLVED: That the minutes of the meeting held on the 28 March 2012 be approved and signed by the Chair as a correct record of the Meeting.

6. MATTERS ARISING

- (a) Foundation Governor from St William of York parish Morley (Resolution 11/91 refers)

The Chair had contacted the parish priest of St William of York parish, Morley concerning Governor representation but to date, no response has been received.

- (b) Post 16 Education in North Kirklees Survey (Resolution 11/93 refers)

The Head Teacher confirmed that the Local Authority (LA) had commissioned Huddersfield University to carry out a survey and the methodology and questionnaire had been shared with Head Teachers but work had not yet begun as far as he was aware.

- 11/132 RESOLVED: That progress with the Kirklees Post-16 Education in North Kirklees Survey be monitored via the Curriculum Committee Action Plan.

- (c) School Policies approved at the last meeting (Resolutions 11/104-111 refer)

All approved policies have been placed on the School's web site

7. MINUTES OF THE SPECIAL MEETING HELD ON 9 MAY 2012

- 11/133 RESOLVED: That the minutes of the special meeting held on the 9 May 2012 be approved and signed by the Chair as a correct record of the meeting.

8. MATTERS ARISING

There were no matters arising.

9. SCHOOL BUDGET FOR FINANCIAL YEAR 2012-13

Governors' attention was drawn to Forms SB1 and SB3 and the Minutes of a meeting of the Finance and Premises Committee held on 29 May 2012.

Chair reported that the reconciliation of the 2011-12 School Budget showed an under-spend of £560,000 or 9%. Finance and Premises Committee had agreed a number of items which would reduce the carry forward figure. These were outlined to Governors and agreed.

11/134 RESOLVED: To acknowledge and approve the reconciliation of the 2011-12 School Budget.

11/135 RESOLVED: For the Chair and the Headteacher to sign the 'Intended use of Balance at 31st. March 2012' form and submit to the LA by Friday 22nd. June 2012.

The budget for 2012-2013 was considered by the Finance and Premises Committee both at budget monitoring and routine meetings held last month

Form SB3 with accompanying notes from the bursar, was the final draft budget for 2012-2013. The Head Teacher explained the format of the form and highlighted some items of interest. The Head Teacher was pleased to advise that recent funding changes were positive for the school. Further changes to national funding policy were anticipated. Overall school budget figures were given as follows:

Total Employee Costs:	£4,696,317
Total Premises Costs:	£498,171
Total Supplies and Services:	£1,152,361
Total School Budget (NET)	£6,079,054
SEN Package:	£228,321
Total Delegated School Budget:	£6,307,375

11/136 RESOLVED: That the budget for 2012-2013 be approved, signed by the Chair and Head Teacher and submitted to the LA by the 22nd June 2012.

10. CURRICULUM POLICY

The Curriculum Policy had been considered by the Curriculum Committee. Some minor changes are being proposed

11/137 RESOLVED: That the Curriculum Policy for 2012-13 be approved.

11. SPIRITUAL DEVELOPMENT POLICY

The Spiritual Development Policy had been considered by the Curriculum Committee

11/138 RESOLVED: That the Spiritual Development Policy be approved.

12. REPORT FROM LAST MONITORING VISIT OF TQI OFFICER TO THE SCHOOL

Governors noted the positive update and comments on improvements made by Mrs Helen Metcalfe (TQIO) following her spring term visit. The summer term visit by the TQIO was planned for 27 June 2012.

11/139 RESOLVED: To receive the updated report submitted by Mrs Metcalfe (TQIO).

11/140 RESOLVED: To receive a subsequent TQIO report at the AGM following the visits conducted this month.

13. REVISED SEF (BASED ON NEW OFSTED'S FRAMEWORK)

The Head Teacher confirmed that the SEF had been rewritten within the new OFSTED framework but still contained last year's figures.

A brief explanation of the structure and process of the new SEF framework was given. The document had been discussed with Mrs Helen Metcalfe, TQIO, on her recent visit and it was agreed that the SEF was too long. Work was underway to reduce the detail.

The Head Teacher emphasised the need for both Achievement and Pupil Progress to be 'good' to ensure an overall OFSTED rating of 'Good' is secured. The school's current position in OFSTED terms was discussed and would be further discussed with LA representatives. Areas already deemed 'Good' and 'Outstanding' were highlighted on the SEF.

Governors were pleased to note improvements in Raise-OnLine data but these would be revised when 2012 results had been published and analysed

It was noted that there were minimal references to the Governing Body in the SEF but OFSTED Inspectors would expect to discuss the document with any Governor during a visit.

Governors expressed their thanks to all contributors to the SEF.

11/141 RESOLVED: To receive the School's Self Evaluation Form based on the new OFSTED's framework.

11/142 RESOLVED: To consider a revised SEF, which include the summer 2012 data, at the AGM in September 2012.

14. DRAFT- SCHOOL DEVELOPMENT PLAN 2012-15

Governors were asked to consider the draft School Development Plan for 2012-2015 to enable further discussion at the AGM in September 2012.

A Governor asked about the inclusion of the new Mission Statement and this was noted by the Head Teacher.

The Head Teacher advised that a new draft Development Plans had been compiled for every area.

The Plan was closely linked to the SEF, especially the identified actions needed to reach the next stage and maintain outstanding judgements.

The Chair tabled an addition to the Plan to address the objective "Plan for further development of Governors, to enhance their effectiveness in leadership".

11/143 RESOLVED: To receive the updated School Development Plan and to offer written comments to the Headteacher by 20th July 2012 at the latest.

11/144 RESOLVED: To approve the School Development Plan for 2012-15 at the September 2012 AGM.

15. HEALTH AND SAFETY POLICY.

The Health and Safety Policy was based on the LA model policy. The detail had been considered by the Health and Safety Committee and some minor changes had been made.

A Governor raised a point around introducing pupils to self-risk assessments when using computers for extended periods. The Deputy Head Teacher confirmed that some health and safety issues were already included in the ICT curriculum and the inclusion of self-risk assessment would be considered.

11/145 RESOLVED: That the Health and Safety Policy be approved.

16. TRANSPORT ACTION PLAN FOR 2012-13

The Transport Action Plan for 2012-2013 had been considered by the Health and Safety Committee. It was noted that changes were planned to the traffic flow at the entrance to the school. Safety precautions would be monitored by the Health and Safety Committee.

11/146 RESOLVED: That the Transport Action Plan be approved.

17. WORK LIFE BALANCE POLICY

The Work Life Balance Policy had been considered by the Staffing Committee. Some minor changes had been proposed.

11/147 RESOLVED: That the Work Life Balance Policy be approved.

18. SUPPORT STAFF PAY POLICY

The Support Staff Pay Policy had been considered by the Staffing Committee. Some minor changes had been made.

11/148 RESOLVED: That the Support Staff Pay Policy be approved.

19. TEACHING STAFF PAY POLICY

The Teaching Staff Pay Policy had been considered by the Staffing Committee. Some major changes had been proposed. There was discussion around some points in the section on pay for unqualified teachers. These were clarified.

11/149 RESOLVED: That the Teaching Staff Pay Policy be approved.

20. APPRAISAL POLICY

The Appraisal Policy had been considered by the Staffing Committee as major changes were needed. The revised policy was based on the CES policy. The Head Teacher explained that the Government had introduced a new model policy which incorporated appraisal and capability. Further details of this introduction were contained in the Head Teacher's Report.

Teaching trade unions had published an alternative policy but this was not agreed by all. The LA was also discussing modifications to the model policy. The CES Policy separated appraisal and capability and would meet the needs of the school. A training session on appraisal for all staff was planned in the near future. A copy of the Head Teacher's PowerPoint presentation was appended to his report.

It was noted that the CES had recently issued a series of procedures and copies were tabled covering: Discipline, Capability, Sickness Absence and Grievances.

11/150 RESOLVED: That the Appraisal Policy be approved.

11/151 RESOLVED: Governors to feedback comments to the Headteacher on the tabled documents by the 20th July at the latest

21. LOOKED-AFTER CHILDREN POLICY

The Looked-After Children Policy had been considered by the SEN Committee and some minor changes had been made. The Head Teacher advised that there were currently 5 looked after children in the school.

11/152 RESOLVED: That the Looked-After Children Policy be approved.

22. MAXIMISING LEARNING THROUGH PROMOTION OF POSITIVE BEHAVIOUR POLICY

The Maximising Learning through Promotion of Positive Behaviour Policy had been considered by the SEN Committee. A considerable number of changes had been made from the previous version and these were noted.

11/153 RESOLVED: That the Maximising Learning through Promotion of Positive Behaviour Safety Policy be approved.

23. ANTI-BULLYING POLICY

The Anti-Bullying Policy had been considered by the SEN Committee and separated out from the previous Behaviour Policy.

A Governor asked about the use of restorative practices in the school. It was confirmed that discussion between parties was used where possible and a note on restorative practices would be included in the policy before it was published.

11/154 RESOLVED: That the Anti Bullying Policy be approved subject to the addition of a note regarding Restorative Practices.

11/155 RESOLVED: That all approved policies and Travel Plan to be placed on the School's website.

24. SUMMARY OF KIRKLAND ROWELL SURVEY - PARENTS

A Summary of Kirkland Rowell's Survey of Parents had been considered by the SEN Committee. Governors were pleased to note the positive outcomes from the survey.

11/156 RESOLVED: To note the positive outcome of the 2012 Parent Survey.

25. SUMMARY OF KIRKLAND ROWELL 2012 SURVEY – PUPILS

A Summary of Kirkland Rowell's 2012 Survey of Pupils has been considered by the SEN Committee.

Governors were asked if they wished to continue with the Kirkland Rowell surveys on an annual basis as there were cost implications. A Governor asked about response rates and it was confirmed that 269 sets of parents had responded out of approximately 700 families. The Head Teacher and a Staff Governor outlined how the results of the survey were used in Faculty Reviews and the Head Teacher argued strongly for its continued use. It was agreed that the annual survey should continue.

11/157 RESOLVED: To note the positive outcome of the 2012 Pupil Survey.

11/158 RESOLVED: That summaries of both surveys be communicated to parents via a Newsletter.

26. HEAD TEACHER'S REPORT FOR TERM 3 AND GOVERNORS' QUESTIONS

The Head Teacher's Report had been circulated from the school and Governors confirmed that they had read the content. The Report had 5 key headings:

- School Context and Ethos
- Pupil Achievement
- Teaching and Learning
- Behaviour
- Leadership and Quality Assurance

A Governor asked about arrangements for viewing the Olympic Torch as it passed through Dewsbury on the 25th. June. Details were given of Year 7 participation. Celebrations within school were outlined and would include local primary schools.

A Governor asked for feedback from a Parents' Council meeting when the Baccalaureate was to be an agenda item. The Head Teacher advised that parents had not attended and the meeting did not proceed. Further efforts would be made in the Autumn Term to recruit new parents to the Council.

11/159 RESOLVED: To receive and thank the Headteacher for his term 3 report.

27. NOTES FROM THE PYRAMID GOVERNORS' MEETING HELD ON 23 MAY 2012

Notes from the Kirklees / Calderdale and St Francis (Morley) Governors' meeting held on the 23 May 2012 had been circulated with agendas. An update by the Chair included the following items:

- 12 out of a possible 17 Schools were represented at the meeting.
- Some headteachers had a useful meeting with some of their counterparts from the Wakefield deanery on the 25 May 2012.
- A sub-group to consider the business plan, with a representative from each school, is scheduled to meet on 27 June 2012 at St John Fisher School.
- A suggestion was made to hold an open meeting for all Governors and Head Teachers with representatives from both the Wakefield deanery and the Nottingham Diocese who are much further ahead than this proposed cluster. Week commencing 9 July 2012 was suggested and details would be advised when available.

The Head Teacher advised that further work was required before progress could be made. A Mission Statement had been agreed but an Action Plan was required.

11/160 RESOLVED: To receive the Notes from the Kirklees/ Calderdale and St Francis (Morley) Governors' meeting held on the 23 May 2012 and Chair's Update.

28. REPORT FROM COMMITTEE MEETINGS THIS TERM:

(a) Curriculum Committee

Meetings of the Curriculum Committee were held on the 1st and 8th. May 2012.
Issues raised:

- Meeting with the Head of the RE Faculty
- Monitoring of Post-OFSTED Action Plan for 2011-12
- Review of the one-to-one tuition policy

11/161 RESOLVED: To receive the minutes from the Curriculum Committee meetings this term.

(b) Staffing, Appointments and Dismissal Committee

A meeting of the Staffing, Appointments and Dismissal Committee was held on 16 May 2012. Issues discussed:

- The issuing of a CES Contract of Employment to every member of the teaching staff is progressing.
- The recruitment process for a Senior Technician Manager Grade 9 had failed and it was agreed that the post would be re-advertised.
- Governor input at interviews for a Temporary Director of Studies was requested. The Chair would attend.
- Fr P Smith would help with recruitment of Junior TLR positions within the Maths Faculty.
- The Head Teacher's Performance Management Panel had opted for an Advisor from Cambridge Education Associates. Details were given of cost and the contract. These were agreed. Initially this would be for 1 year only.
- The Annual Report from the Teacher Tutor was noted. The excellent work undertaken was noted and the Head Teacher advised that the provision for NQTs had been praised by an inspector from Trinity and All Saints University College.
- Various vacancies/ appointments/ alterations to employment contracts had been discussed.

11/162 RESOLVED: To receive the minutes from the Staffing, Appointments and Dismissal Committee meeting.

11/163 RESOLVED: For the Governing Body to invite Mr. Bob Roberts to be the advisor to the Governors' Headteacher's Performance Management Committee from September 2012.

(c) SEN Committee

An SEN Committee meeting was held on 21 May 2012. Feedback was given by Mrs Wilson. Highlights included:

- Reports from SENCO, Chaplain and Catholic Care Social Worker
- Attendance and Exclusions
- Report from School Council
- 'Equalities' update.

It was noted that there had been discussions on possible changes to the pastoral system in school. This would be discussed further at their next meeting.

11/164 RESOLVED: To receive the minutes from the SEN and Pupil Welfare Committee meeting.

(d) Finance and Premises Committee

A meeting of the Finance and Premises Committee was held on 29 May 2012. The discussions on budget matters had already been shared with Governors. Other matters discussed included:

- ICT Strategy Development Plan
- Service Level Agreements for 2012-13
- Extension of 12-months to the current Catering Contract
- Review of the Three-year Financial Plan
- Monitoring of the Catering Contract

11/165 RESOLVED: To receive the minutes from the Finance and Premises Committee meeting and the Budget Monitoring Report this term.

(e) Health and Safety Committee

A meeting of the Health and Safety Committee was held on 8 May 2012. Matters discussed included:

- Traffic management in the School
- Report from School's Health and Safety Forum
- Report on Fire Drills
- Feedback on reported/recorded incidents to staff and pupils

11/166 RESOLVED: To receive the minutes from the Health and Safety Committee meeting.

29. ACHIEVEMENT ASSEMBLIES - SUMMER TERM

11/167 RESOLVED: Governors' attendance at Achievement Assemblies be as follows:

Monday, 16 July	Period 2	Year 8	Mrs S Walker
Tuesday, 17 July	Period 1	Year 9	Rev Dr J D Cortis
	Period 2	Year 10	Mr B F Poulter (tbc)
Wednesday, 18 July	Period 2	Year 7	Mrs A Farrow-Deighton
Thursday, 19 July	Period 4	6th Form	Fr P Smith

30. GOVERNOR'S VISIT(S)

Nothing to report.

31. DRAFT SCHEDULE OF MEETINGS FOR 2012-13.

A draft schedule of meetings had been circulated by the Chair.

11/168 RESOLVED: To note the draft schedule of meetings for 2012-13 and for the Chair to confirm these before the end of current School year.

32. PRIZE GIVING EVENING

11/169 RESOLVED: That the Prize Giving Evening take place at Dewsbury Town Hall on Thursday, 27 September 2012, 7.00 pm for 7.30 pm and the guest of honour to be Mr Mike Wood, Member of Parliament for Batley and Spen.

33. KIRKLEES SCHOOLS PARTNERSHIP AGREEMENT.

The Kirklees Schools Partnership Agreement, sent out by John Edwards to all schools, was discussed. The lack of a Teaching School within the LA area was discussed.

11/170 RESOLVED: That the Kirklees School Partnership Agreement be signed by the Chair and Head Teacher and submitted to the LA.

34. ANY OTHER BUSINESSReview of School's and Sixth Form Prospectus for 2013-14

The need to review the prospectus was agreed. The Chair, Mr B Poulter and Mrs F Wilson agreed to consider this matter.

11/171 RESOLVED: That School Prospectus be approved at the Governors' Annual General Meeting in September 2012.

35. FUTURE MEETINGS

It was agreed that meetings of the Full Governing Body for the next academic year would be confirmed once the school calendar was finalised.

11/172 RESOLVED: To hold the next Governing Body meeting on Monday, 17 September 2012 at 6.00 pm.

36. AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY

11/173 RESOLVED: That no part of these minutes, agenda or related papers be excluded from the copy to be made available at the school, in accordance with the Freedom of Information Act

The Chair thanked all staff and Governors for all the work carried out this session and wished everyone a good summer break when it comes.