



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 on Tuesday, 22 June 2010

PRESENT

Rev Dr J D Cortis (Chair), , Mr. R Augustine, Mr. P Booth, Mr. M Collins, Mr. N Dalzell, Mrs. M Day, Fr P Fisher, Mr. K Higgins, Mr. T Hinchcliffe, Mrs. G Lowe, Mr. B F Poulter, Mrs. F Wilson.

In Attendance

Mr. D Williams (Minute Clerk)

1. WELCOME AND OPENING PRAYERS

Chair welcomed governors to the meeting and Fr Fisher opened the meeting with a prayer.

2. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST

Apologies for absence were received from Fr A Wilson, Miss C Anchor, Miss L Newton and Fr P Smith, (all with Consent).

Mrs. Lowe declared an interest in item 7, and withdrew from that discussion.

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

The Chair gave notice of two matters:

- ♦ School Academies (paper from the Catholic Education Service)
- ♦ Financial Matter – he asked for members of the Finance Committee to meet with him immediately following the meeting.

4. REPRESENTATION ON THE GOVERNING BODY

The Chair reported that most Foundation Governors' term of office expires on the 31st August 2011 with the exception of Mr. Poulter. Father Smith's term of office as Foundation Governor expires on the 30 September 2010; the Chair would liaise regarding re-nomination. Mr. Walker's term of office as Parent Governor expires on the

27 September, and therefore a call for nominations will be made at the beginning of September 2010.

Miss Newton steps down from her post at the end of August 2010. A call for nominations has been made with a closing date of Friday 25 June.

The current three staff governors are all teachers; current regulations determine that in situations such as this, when nominations are called for, if a member of the support staff is nominated then that person automatically becomes a Governor or if two or more are nominated, an election takes place contested only by support staff.

The meeting noted that there remains one vacancy for a Foundation Governor; given the requirement that four of the Foundation Governors must be eligible to be Parent Governors, the Chair proposed to write to the Parish Priests.

09/159 RESOLVED: that the Chair's update on Representation on the Governing Body be noted.

09/160 RESOLVED: for the Chair to write to deanery parish priests and seek a nomination for another foundation governor especially from parishes with under representation.

09/161 RESOLVED: that the thanks and appreciation of the governing body be conveyed to Miss Newton for her contributions to the Governing Body.

5. MINUTES OF THE MEETING HELD ON 23 MARCH 2010

09/162 RESOLVED: that the minutes of the meeting held on 23 March 2010 be approved and signed by the Chair as a correct record.

6. MATTERS ARISING NOT INCLUDED ON THE AGENDA

a) Proposed Expansion to Westborough (Min 09/128 refers)

The Chair reminded the meeting that he had circulated a letter sent to the planning department formally withdrawing his objections to this plan. He had subsequently received a letter from the Development Control Group Leader confirming that 'the planning application ...was granted on the 29 April 2010 subject to conditions'. The Head Teacher reported that there were 28 conditions in total, and he read a few out; in general they related to the need for more detail. A copy of the response to the planning application was available for governors to read.

b) Monitoring of Post Section 5 Inspection Action Plan (Min 09/131 refers)

A meeting took place between the Chair of Governors, the Chair of Curriculum Committee, the Head and Deputy Head Teachers on 21 April, which agreed a way forward for monitoring the Post Section 5 action plan which extends from this to the end of next academic year. The Chair stated that details are recorded in the Curriculum Committee minutes of 4 May under item 7, page 2.

c) School Policies approved at the last meeting (Min 09/142 refers)

The Chair confirmed that all Policies approved at the last meeting have been placed on the School's Website

7. BUILDING SCHOOLS FOR THE FUTURE - UPDATE

The Chair referred to key points from a letter from Alison O'Sullivan, dated 24 May:

- ◆ The LA is being encouraged by Partnership for Schools to maintain the momentum to progress and implement our agreed plans for capital investment and re-organisation
- ◆ Our 'Outline Business Case for Building Schools for the Future in North Kirklees and North Huddersfield' was submitted to Partnership for Schools as planned in April and is presently continuing to be reviewed nationally by a range of agencies.
- ◆ It is expected to hear the outcome this month
- ◆ Plans are going ahead to secure our Local Education Partner (LEP) and develop the proposed transition plans with schools directly affected

In addition, the Chair and Head Teacher are attending a meeting with the LA on the 28 June. The national budget reference to cuts in Education spending of 25% was noted.

The Chair referred to the application from The Birkenshaw, Birstall and Gomersall Parent Alliance for Consent to Publish Proposals for an 11-16 Trust School in Birkenshaw. This was considered by Professor David Woods and the then Secretary of State, Ed Balls who decided not to publish the proposal. The Head Teacher reported on the successful independent academy bid for the Howden Clough site. Overall it was considered that the implications for BSF and the decisions of this school, of the new government and its policies, cannot be clarified or answered at the present time.

09/163 RESOLVED: that the reports of the Chair and the Head Teacher on Building Schools for the Future, be noted.

8. PAY POLICY FOR TEACHING STAFF

The Chair reported that the circulated policy had been considered by the Staffing, Appointments and Dismissal Committee who recommend its approval. The Finance and Premises Committee also approved an increase in the tariff for hourly paid work outside normal school activities, from £20 to £30.

09/164 RESOLVED: that the Pay Policy for Teaching Staff be approved, and placed on the School's website.

9. SCHOOL BUDGET 2010-11

The Chair apologised for the incomplete set of papers for this item; a complete set was tabled. He referred to the tabled papers and the commentary which covered both the 2009-10 budget and the draft 2010-11 budget.

a) 2009-10 Budget

The reconciled 2009/10 budget included an underspend of £217,000 equivalent to 4.18% of the overall budget. This was due predominantly to an underspend in employee costs, premises and also to amounts of money as part of the School partnership

b) 2010-11 Budget.

The Chair referred the meeting to the commentary and to form SB1 which demonstrated the variations in different budget lines between the two financial years. He also referred the meeting to the SB 3, the final 2010-11 budget, which needed to be approved and signed at this meeting.

Questions and comments followed. The Head Teacher explained the references to professional fees, and sports college monies. The Chair pointed out that the school was still subsidising provision for students with SEN, in addition to the amounts of additional funds received

The Chair highlighted the key features of the Budget:

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- Total School Budget:	5,255,059
- Total SEN Packages and Early interventions	215,661
- Total delegated School Budget	5,470,720
- Total Standards Fund	290,557
- Total School Funds	5,761,277

09/165 RESOLVED: that the 'Best Value Statement' be received; and the School Budget for 2010-11 be approved.

09/166 RESOLVED: That the Chair and Head Teacher sign and date the SB3 form.

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

10. SCHOOL IMPROVEMENT PARTNER'S (SIP) REPORTS

The Chair stated that governors had been circulated with three reports from meetings with the SIP which took place in November 2009, March and June 2010; allowing progress and developments to be tracked, giving a cumulative approach to the report as described on page 2. Questions and comments were invited. The Head Teacher explained the role of the SIP and the focus of visits and meetings. He said that there was no reference to Key Stage 3 given the removal of external targets and assessment data. Governors agreed on the need for outcomes on KS3 to be a feature of internal school reporting.

The Chair summarised the Key points as follows:

- ◆ Attainment at key stage 4 is high and improving
- ◆ Attainment in specialist subject is good and both Sport and ICT are having a positive impact across the School
- ◆ Interventions to improve Maths and English results
- ◆ Variations in the performance of different layers of learners

- ◆ ALPS grade 5 at Key Stage 5 but with variation in performance across subjects
- ◆ Predicted outcome of 48% in the standard of 5 GCSEs graded A*-C (including English and Maths) (Target is 53%)
- ◆ Year 11 responded well to the support offered
- ◆ Exploring further ways to monitor the quality of teaching
- ◆ Persistent absence has improved this year
- ◆ Highly effective rating as a Sports College
- ◆ Outstanding provision in the area of Community Cohesion

09/167 RESOLVED: that the School SIP's reports for this academic year, be received.

09/168 RESOLVED: that the SIP be invited to hold a discussion with the governing body at its meeting in December 2010 or earlier if necessary.

11. SCHOOL DEVELOPMENT PLAN 2010-11

Governors had already approved the Post Section 5 Inspection Action Plan which covers two academic years and was therefore included in the School Development Plans for both 2009-10 and 2010-11. The Chair asked governors to read through the 2010-11 Plan over the summer in preparation for next term.

09/169 RESOLVED: that the draft School Development Plan for 2010-11 be received; that any comments be forwarded to the Head Teacher before the end of the academic year.

09/170 RESOLVED: that the School Development Plan for 2010-11 be considered at the Governors' Annual General Meeting on 14 September 2010

12. HEAD TEACHER'S REPORT AND GOVERNORS' QUESTIONS

The Chair referred to the circulated written report. He invited questions and comments to the Head Teacher. The main issues highlighted included:

- ◆ Teacher Assessment at Key Stage Three- all National Curriculum Subjects – to be part of the September exam analysis
- ◆ 'Gaining Ground' project – the Head Teacher explained the potential for benefits to the school
- ◆ Duty to Promote Cohesion
- ◆ Future of specialist diplomas – the Head Teacher described the position for September 2010, including the Sports Diploma
- ◆ Update on staff appointments and resignations/retirements; the Maths post has proved impossible to fill so far
- ◆ The impact of swine flu and poor weather on attendance
- ◆ A decision is pending on whether to run the Gifted and Talented Summer school
- ◆ There had been satisfactory feedback on the changes in format for the Sports Presentation evening.

09/171 RESOLVED: that the School be congratulated on successfully re-gaining the status of a Sports College subject to Department for Education approval.

09/172 RESOLVED: that the School be congratulated for gaining a special award for being one of the most improved specialist schools in terms of exam results (5 A*-C at GCSE).

09/173 RESOLVED: that the pupils be congratulated for raising £990.00 for the annual 'Good Shepherd' appeal.

09/174 RESOLVED: that the thanks and appreciation of the governors for the service to the school of Patrick O'Donnell, Laura Plenty and Linda Newton, staff members who are retiring, be formally noted; the Chair will follow the normal practice of writing to each member of staff.

09/175 RESOLVED: that the Head Teacher be thanked for his term 3 report, which is noted.

13. REPORTS FROM GOVERNORS' VISITS TO SCHOOL

The Chair reported on his visit to the Humanities Faculty for half a day on 6 May:

- ◆ Discussion with the Head of Faculty on the Self Evaluation Document
- ◆ Succession planning, especially the delivery of Geography at Key Stage 5
- ◆ AST in Humanities opportunity - now filled by Mick Burns
- ◆ Observed part of a Key Stage 3 Geography lesson
- ◆ Attended a presentation by Eugene Black (a holocaust survivor) given to year 11 pupils; plus an impressive oral report from two students who visited Auschwitz concentration camp earlier with students from other schools
- ◆ Observed parts of two Key Stage 4 and 5 History revision sessions.

09/176 RESOLVED: that the Chair's oral report from a visit to the Humanities Faculty be received.

14. MINUTES FROM COMMITTEE MEETINGS THIS TERM

a) Curriculum Committee meeting 4 May 2010

Mr. Poulter reported:

- Re-designation of Sports College
- Key Stage 5 curriculum for 2010-11
- Key stage 4 delivery and attainment in both English and Maths
- Implementation of 'One-to-One' tuition; the Head Teacher reported the increase to 60 students in September, representing a significant challenge for the school.

09/177 RESOLVED: that the minutes from the Curriculum Committee meeting of 4th May 2010 be received.

b) Staffing Committee meeting 12 May 2010

The governors noted the main highlights including:

- Single Status and re-grading Issues
- Staffing vacancies and appointments

- The Head Teacher reported that no final decision had been made regarding the graduate teacher programme
- There has been no change in the position regarding staff absence resulting from flight cancellations due to volcanic ash.

09/178 RESOLVED: that the minutes from the Staffing, Appointments and Dismissal Committee meeting of 12 th. May 2010 be received.

c) Special Education Needs and Pupil Welfare Committee 25 May 2010

Mrs. Wilson reported:

- Reports from SENCO, Chaplain and Catholic Care Social Worker
- Attendance and Exclusions
- September 2010 admissions with special educational needs
- Reports from School Council and Parents Council
- Drop-in School Nurse service – the committee is seeking information and advice on trends and issues, which could inform school planning and provision. However service confidentiality is proving an obstacle; the pending change in school nurse will be a further opportunity to revisit this matter.

09/179 RESOLVED: that the minutes from the SEN and Pupil Welfare Committee meeting of 25 th. May 2010 be received.

d) Finance and Premises Committee 8 June 2010.

The Chair reported key highlights including:

- LCVAP Funded projects for financial year 2010-11; the latest position regarding Carnam Construction was noted
- Synthetic Pitch Management Group – the Head Teacher outlined issues which suggested the need for greater marketing and promotion by the LA
- The hall floor will be replaced this summer
- Meeting the Financial Management Standards in Schools for a period of a further 3 years.
- Post 16 education funding through the LA
- ICT maintenance contract; the ICT manager post has been advertised.

09/180 RESOLVED: that the revised refurbishment programme, as outlined in the minutes, and as revised with reference to Carnam Construction, be approved.

09/181 RESOLVED: that the minutes from the Finance and Premises Committee and Budget Monitoring Reports of the 8th. June 2010 be received.

09/182 RESOLVED: that the school be congratulated on achieving the Financial Management Standards in Schools award for a period of three years.

15. ELECTION OF CHAIR OF GOVERNORS

The Chair reported that the current term of office expires at the end of August 2010. Nomination forms will be included in the next mailing; no nominations can be accepted at the AGM if nominations are included on the agenda.

09/183 RESOLVED: that the Term of Office of the Chair of Governors will be three years and until the AGM in September 2013.

16. ELECTION OF VICE-CHAIR OF GOVERNORS

The Chair reported that the current term of office expires at the end of August 2010. Nomination forms will be included in the next mailing; no nominations can be accepted at the AGM if nominations are included on the agenda.

09/184 RESOLVED: that the Term of Office of the Vice-Chair of Governors will be three years and until the AGM in September 2013.

17. ACHIEVEMENT ASSEMBLIES – SUMMER TERM

Governors' attendance was agreed as follows:

Year 7: Friday 16 July period 4 (in Hall)	Mr. Hinchcliffe
Year 8: Monday 12 July period 1	Mr. Hinchcliffe
Year 9: Thursday 15 July period 1	Mrs. Day
Year 10: Friday 16 July period 1	Mr. Poulter
Year 12: Friday 16 July period 4 (in Chapel)	Mrs. Wilson

09/185 RESOLVED: that the attendance of governors at the Achievement Assemblies, as outlined, be noted.

18. PRIZE GIVING EVENING 2010

The arrangements for the evening were discussed.

09/186 RESOLVED: that the Prize Giving Evening take place at Dewsbury Town Hall on Thursday 9 December at 19.00 for 19.30.

19. DRAFT SCHEDULE OF COMMITTEE MEETINGS FOR 2010-11

The draft schedule had been circulated.

09/187 RESOLVED: that the draft schedule for 2010-11 meetings be received.

20. ANY OTHER BUSINESS

i) School Academies

The Chair referred colleagues to the point that one of the first actions taken by the Secretary of State for Education was to write to Head Teachers asking them to express an interest in becoming an Academy. The circulated paper from the Catholic Education Service: *Can Catholic Schools Become Academies* (28 May 2010) was

considered. The Head Teacher reported that a further email had not ruled out the possibility of Catholic schools becoming academies. The meeting also noted a letter signed by a number of staff unions, opposing academy status and containing a model resolution. A short discussion followed.

09/188 RESOLVED: that the statement issued by the Catholic Education Service for England and Wales about Academies, and the subsequent letter from trades unions, be received.

21. DATES OF FUTURE MEETINGS AND POSSIBLE AGENDA ITEMS

09/189 RESOLVED: that the following dates for full Governing Body meetings in 2010-11 be approved:

Tuesday 14 September 2010 at 18.00
Monday 13 December 2010 at 18.00
Wednesday 6 April 2011 at 18.00

22. AGENDA, MINUTES AND RELATED PAPERS –SCHOOL COPY

09/190 RESOLVED: that no parts of the agenda, minutes or related papers be excluded from the copy to be made available at the School other than minute/item 4(c) from the Curriculum Committee meeting of 4th. May 2010.

The Chair thanked governors, staff and pupils for their hard work this year and wished them all a good summer break when it starts