



**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, 23 March 2010

**PRESENT**

Dr J D Cortis (Chair), Miss C Anchor, Mr. R Augustine, Mr. P Booth, Mr. M Collins, Fr P Fisher, Mr. K Higgins, Mr. T Hinchcliffe, Mrs. G Lowe, Miss L Newton, Mr. B F Poulter, Fr P Smith, Mrs. F Wilson.

**In Attendance**

Mr. Kevin Anderson (Diocesan Surveyor) for items 1-5d.  
Mr. D Williams (Minute Clerk)

1. **WELCOME AND OPENING PRAYERS**

Dr Cortis welcomed governors to the meeting.

Fr Smith opened the meeting with a prayer. Reference was made to members of the school community who had experienced recent bereavement.

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

Apologies for absence were received from Fr A Wilson and Mr. N Dalzell, with consent.

Mrs. Lowe declared an interest in items related to Building Schools for the Future (BSF).

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

The Chair gave notice of one matter he would raise under item 5 on the agenda.

4. **MINUTES OF THE MEETING HELD ON 10 MARCH 2010**

09/126 RESOLVED: that the minutes of the meeting held on 10 March 2010 be approved and signed by the Chair as a correct record.

## 5. MATTERS ARISING FROM THESE MINUTES

The Chair referred the meeting to the various papers regarding BSF circulated for the last meeting.

### (a) ICT managed service through BSF (Item 3i refers)

The Chair and the Head Teacher gave an update, stating that a further letter from the LA was anticipated; the school had already agreed to sign up for the service and, in Mr Anderson's opinion, the new letter was not expected to contain any significant changes. During questions and discussion, Mr Anderson described the BSF/ICT relationship; he said the position regarding VA schools and recovery of VAT was still not resolved; the contract did allow for some refreshment/replacement of hardware.

### (b) Option for provision of hard FM services under BSF (Item 3ii refers)

Mr Anderson and the Head Teacher described the Hard FM option to the meeting, pointing out that the school would be signing up in-principle at this stage, with 12-18 months to work on the detail. The Chair said that a further letter from the LA was anticipated. Questions and discussion followed, with concern expressed as to whether the school would receive all the necessary support. The Chair referred to a recent reply from Margaret Parker of the LA giving a number of assurances, including the requested removal of references to lifecycle fund and strategy. With this assurance the Chair felt the school could sign up to the document.

### (c) Relinquishing of Devolved Formula Capital (Item 3iii refers)

A number of concerns were raised regarding the implications for repair and refurbishment of current buildings; the implications for the lifecycle fund and LCVAP funding; the potential for VA funds to be redirected into non-VA school projects. Mr Anderson is in discussion with the LA on these matters; overall he felt that the scheme should be supported as an act of faith in the LA and with an assurance that VA monies can only be spent in VA schools.

09/127      RESOLVED: that subject to the Chair, Head Teacher and the Diocese receiving satisfactory assurances regarding the reservations expressed on each of the three BSF documents, then the Chair is authorised to sign up to the necessary agreements in principle.

### (d) Proposed Expansion to Westborough High School

The Chair reported representations relating to the letter of objection sent regarding this matter. He made copies of revised plans available for inspection, which appeared to acknowledge the school's position. The two schools would need to cooperate regarding the sharing of facilities, and further negotiation would be necessary. However he did not wish the School to be a reason for delay in the overall BSF submission.

09/128      RESOLVED: that in light of the subsequent developments since the last governing body meeting, that the Chair withdraws the letter of objection but also submits a carefully written covering letter.

09/129 RESOLVED: that the action of Ms Rowe, Principal Education Officer for the Leeds Catholic Diocese, in signing and submitting the letter acknowledging approval for the development of St John Fisher, Specialist Sports College (VA), be noted.

Mr Anderson was thanked for his attendance, and for his help and advice.

(e) Action Plan following Section 5 Inspection (Minute 09/118 refers)

The revised Action Plan had been circulated to governors.

09/130 RESOLVED: that the revised Post Section 5 Inspection Action Plan be approved; to form an Annex to 2009-10 School Development Plan (SDP), and subsequently to be incorporated in 2010-11 SDP.

09/131 RESOLVED: That the Chair of Governors, the Chair of the Curriculum Committee, the Head and Deputy Head Teachers meet on 21<sup>st</sup>. April to agree a framework/process through which Curriculum Committee can closely monitor this Action Plan.

(f) Marking Ofsted and Section 48 Inspections (Minute 09/123 refers)

The Chair thanked governors and staff who had attended the evening event.

## 6. MINUTES OF THE MEETING HELD ON 15 DECEMBER 2009

09/132 RESOLVED: that the minutes of the meeting held on 15 December 2009 be approved and signed by the Chair as a correct record.

## 7. MATTERS ARISING FROM THESE MINUTES

(a) Safer Recruitment Training (Minute 09/46 refers)

The Head Teacher reported that Mrs. Goodfellow's training is complete but awaiting confirmation of attainment.

(b) School's Strategy for Change (Minute 09/58 refers)

The Head Teacher reported that the LA had received and had opportunity to comment on the School's Strategy for Change; the document will be kept updated.

(c) Safeguarding in School Policy (Minute 09/72 refers)

The agreed changes have been included in the final version.

(d) Minutes from the full Governing Body meetings (Minute 09/74 refers)

The minutes have been placed on the School's website.

- (e) Admissions Policy 2011-12 (Minute 09/78 refers)

The Head Teacher reported that there had been no significant objections following consultation but the closing date should be 31<sup>st</sup>. October 2010.

09/133 RESOLVED: that the school's Admission Policy for 2011-12 be approved subject to altering the closing date and to place on the school's website.

- (f) Charging Policy (Minute 09/80 refers)

The agreed amendments have been included in the policy and the key changes have been highlighted with staff.

- (g) Policies approved at the last meeting (Minute 09/83 refers)

The policies have now been placed on the school website.

- (h) School Holidays 2010-11 (Minute 09/93 refers)

The dates have been circulated to parents via the school news letter.

- (i) Purchasing of Musical Instruments via School (Minute 09/95 refers)

The Chair reported that he had communicated Governors' decision soon after the last meeting; however he had received another letter from the same parents expressing same dissatisfaction. In accordance with advice that he had received, he had responded to the parents saying that the Governing Body is the policy making body in the School and therefore the Complaints Procedure cannot be activated. The Chair suggested that they write to Mr. Gearing, the financial manager for the LA, for a view. The Chair has had no subsequent communication about the issue.

- (j) Pupil Achievement Assemblies (Minute 09/105 refers)

The Chair thanked governors for taking part in the recent assemblies.

## 8. CURRICULUM POLICY

Introducing this item, the Chair reported that this policy, for 2010-2012, had been considered by the Curriculum Committee.

09/134 RESOLVED: that the Curriculum Policy 2010-2012 be approved.

## 9. CURRICULUM MODEL FOR KEY STAGE 3 for 2010-11

The Head Teacher confirmed that the model incorporated the latest changes to the National Curriculum.

- 09/135 RESOLVED: that the Curriculum Model for KS3 for 2010-2011 be approved.
10. CURRICULUM MODEL FOR KEY STAGE 4 for 2010-11
- The Chair introduced this model, stating that it had been considered by the Curriculum Committee.
- 09/136 RESOLVED: that the Curriculum Model for KS4 for 2010-2011 be approved.
11. CURRICULUM MODEL FOR KEY STAGE 5 2010-11
- The Chair introduced this model, stating that it had been considered by the Curriculum Committee.
- 09/137 RESOLVED: that the Curriculum Model for KS5 for 2010-2011 be approved.
12. STAFF DEVELOPMENT POLICY
- The Chair reported there had been a few minor changes following consideration by the Staffing Committee.
- 09/138 RESOLVED: that the Staff Development Policy be approved.
13. RELATIONSHIPS AND SEXUAL HEALTH POLICY
- The Chair reported that the policy had been considered by the SEN Committee.
- 09/139 RESOLVED: that the Relationships and Sexual Health Policy be approved.
14. BEHAVIOUR POLICY
- The Chair reported there had been two minor changes in wording following consideration by the SEN Committee. Governors commended the substantial nature of the policy.
- 09/140 RESOLVED: that the Behaviour Policy be approved.
15. COMPLAINTS POLICY
- The Special Education Needs and Pupil Welfare Committee had reviewed the school policy to take account of the latest LA guidelines.
- 09/141 RESOLVED: that the Complaints Policy be approved.

16. WHISTLE BLOWING POLICY

The Chair reported that the SEN Committee had revised the policy approved at the last meeting in order to include issues other than finance into account.

09/142 RESOLVED: that the Whistle Blowing Policy be approved.

17. SCHOOL DEVELOPMENT PLAN 2009-10: REVIEW

The Head Teacher described the updating which had been carried out up to January 2010 but some areas have been superceded by an action plan to address issues which emerged as a result of the Section 5 Inspection.

09/143 RESOLVED: that the review of the School Development Plan 2009-10 be received; and the progress to January 2010 be noted.

09/144 RESOLVED: that Governors email headteacher with comments/questions on this document

18. HEAD TEACHER'S REPORT AND GOVERNORS' QUESTIONS

The Head Teacher spoke to his previously circulated report. A number of points were raised by Governors:

- ◆ There were a reduced number of admissions appeals for the September 2010 entry
- ◆ The 6<sup>th</sup> Form for September 2010 will be funded for 228
- ◆ Mission and ethos of the school
- ◆ Attendance and exclusions
- ◆ £1,700 has been raised to support a partner school in Ghana
- ◆ AS Module results (January 2010)
- ◆ There are a number of vacancies for September 2010 including Head of English
- ◆ Updates on Sport and PE
- ◆ Successful partnership working to deliver aY11 Engineering group
- ◆ Praise for the students attending the Holocaust Meal at Textile Hall, Batley; the Chair would write accordingly

09/145 RESOLVED: that the Head Teacher be thanked for his Term 2 Report, which is noted.

19. REPORTS FROM GOVERNORS' VISITS TO SCHOOL

Mr. Booth reported on his visit to the English Faculty, including attendance at two lessons and a discussion with the Head of English.

09/146 RESOLVED: that Mr. Booth's report is noted.

20. MINUTES FROM COMMITTEE MEETINGS THIS TERM

(a) Pupil Discipline Committee 8 January 2010

09/147 RESOLVED: that the minutes of the Pupil Discipline Committee be received.

(b) Curriculum Committee 19 January and 2 March 2010

Mr. Poulter referred to key highlights from the meetings, including progress in English and Maths; the Examination Analysis for 2008-09; and discussion with the Leader of Learning – Art. The meeting was referred to the amendments needed to item 5 from the March meeting.

09/148 RESOLVED: that the minutes of the Curriculum Committee be received.

(c) Staffing, Appointments and Dismissal Committee 23 February 2010

The main points included the appointment of Ms C Hall as Assistant Head Teacher: Quality Assurance and Assessment; no appointment had been made to the TLR vacancy for the ICT/Business post; a Data Manager/Examinations had been appointed.

09/149 RESOLVED: That the minutes of the Staffing, Appointments and Dismissal Committee be received.

(d) Special Educational Needs and Pupil Welfare Committee 8 February 2010

Mrs. Wilson highlighted key points including the 2008-09 attainment results for SEN students; pupil attendance and exclusion data; receipt of reports from the School Pupils Forum and the Parents Forum.

09/150 RESOLVED: that the minutes of the Special Educational Needs and Pupil Welfare Committee be received.

(e) Health & Safety Committee 15 March 2010

- The main points included:
- ◆ Staff training in manual handling
  - ◆ Supervision of pupils outside of school hours
  - ◆ Purchase of evacuation chairs
  - ◆ Reports from fire drills, reported/recorded incidents
  - ◆ The School Travel Plan
  - ◆ The new access code for the school

09/151 RESOLVED: that the minutes of the Health and Safety Discipline Committee meeting be received.

09/152 RESOLVED: that the school be congratulated on gaining the SAFEMark award.

(f) Finance and Premises Committee 15 March 2010

The main points reported included:

- ◆ LCVAP Funded Projects for the financial year 2010-11
- ◆ Meeting with the ICT Technical Manager; the committee noted the significant financial commitment proposed for ICT
- ◆ Financial Management Standards in Schools
- ◆ Monitoring of the Catering Contract with the DSO
- ◆ Changes in the funding of post-16 education
- ◆ New posts to support English and Maths
- ◆ The next Budget Monitoring meeting will take place on Thursday 20 May
- ◆ The Chair explained the proposal for redirecting available funds for the school's 10% contribution to Devolved Formula Capital

09/153 RESOLVED: that the minutes of the Finance and Premises Committee meeting and the Budget Monitoring report be received.

09/154 RESOLVED: that £25,000 from the School Fund be contributed to the School's Diocesan Building Fund.

21. ANY OTHER BUSINESS

09/155 RESOLVED: that the letter from Ms D Rowe regarding the Ofsted inspection outcomes and thanking staff and governors for their hard work be noted.

22. DATES OF FUTURE MEETINGS

09/156 RESOLVED: that the following date for the next full Governing Body meeting be approved: Tuesday 22 June 2010.

23. AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY

09/157 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 5 from the Curriculum Committee meeting on 2 March 2010.

The Chair thanked Governors for their hard work over the past term and wished them all a Happy and Holy Easter season.

The Headteacher wished the Chair well on his forthcoming ordination to the diaconate on the 27<sup>th</sup>. March 2010.