



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 28 March 2012 in the Library

PRESENT: Rev. Dr. J.D. Cortis (Chair), Mr. K. Higgins, Mr. P Booth,
Mgr. P. Fisher, Mr. T. Hinchcliffe, Mr. B. Poulter, Fr. P. Smith,
Mrs. S. Walker, Fr. A. Wilson and Mrs. F. Wilson

In Attendance: Dr. P.K. Brooke (Minute Clerk)

1. WELCOME AND OPENING PRAYER

A quorum being present, the chairman declared the meeting open asking Mgr. Fisher to open the meeting with a prayer.

2. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST

Apologies were received from Miss C. Anchor, Ms. A. Clarke, Mr. M. Collins, Mr. N. Dalzell, Mrs. A. Farrow-Deighton and Mrs. G. Lowe (all with consent).

There were no declarations of interest

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

There were none.

4. REPRESENTATION

The following matters of representation were reported

End of Term of Office

<u>Name</u>	<u>Category</u>	<u>With Effect From</u>
Mr. T. Hinchcliffe	Local authority	20.05.12

Appointment

<u>Name</u>	<u>Category</u>	<u>With Effect From</u>
Mr. R. Augustine	Foundation	08.01.12

Resignation

<u>Name</u>	<u>Category</u>	<u>With Effect From</u>
Mr. R. Augustine	Foundation	28.03.12

It was noted that Mr. Hinchcliffe intended to apply for re-appointment and that Mr. Augustine, although recently re-appointed, has resigned for personal reasons

11/89 RESOLVED: To receive the report on representation and to acknowledge the end of Mr. Hinchcliffe's term of office.

11/90 RESOLVED: For the Chair to write and thank Mr. Augustine for his services to the Governing Body

11/91 RESOLVED: For the Chair to write to the parish priest at St. William of York, Morley, requesting a nomination for Foundation Governor from the parish to replace Mr. Augustine.

5. MINUTES OF THE MEETING HELD ON 13 DECEMBER 2011

11/92 RESOLVED: that the minutes of the meeting held on the 13th December 2011 be approved and signed by the Chair as a correct record, subject to the removal of the word "resolved" from minutes 11/72 to 11/88 inclusive.

6. MATTERS ARISING

a) Governors Declaration of Business Interest (Minute 11/17 refers) – Fr. Wilson completed his declaration.

b) Post 16 Education in North Kirklees survey (Minute 11/47 refers) – The Local Authority (LA) is to press ahead with their survey to determine preferences for Post 16 education in North Kirklees. The Head met with Simon Taylor, the new Head of 14–19 education for the LA. Following discussion it was agreed to wait and see what the outcome is.

11/93 RESOLVED: For the Curriculum Committee to keep a close brief on this issue.

c) Policies approved at the last meeting (Minute 11/53 - 59 refers) – The Chair confirmed that all policies approved at the last meeting have been placed on the school's web site.

d) Letter of thanks to Mr. Murphy (Minute 11/67 refers) – The Chair confirmed that the action was taken and that Mr. Murphy was pleased with the gesture.

e) to ratify the following business as meeting was no longer quorate at this stage (Minute 11/72 – 81, 83 and 88 refers) – Chair's action needed to be taken to approve the School Holidays for 2012–13 and these have been circulated to parents and published.

11/94 RESOLVED: To change minutes 11/72 to 11/81 and 11/88 into resolutions.

f) Update on the numbers of qualified first aiders at the school (Minute 11/82 refers) and the installation of a fire panel (Minute 11/83 refers) – It was noted that there were five qualified first aiders and a further six appointed persons. This is well above the legal requirement but the Head is trying to encourage more sports staff to become qualified first aiders. The new fire alarm panel has been fitted at a cost of £2,500

11/95 RESOLVED: to receive the headteacher's update and to refer consideration of the purchase of a defibrillator to the Health and Safety Committee.

- g) Pupil Achievement Assemblies (Minute 11/85 refers) – it was noted that not all assemblies had governor attendance, but thanks were extended to the Chair who was able to attend some.

7. NOTES FROM THE GOVERNORS' REVIEW 5 JANUARY 2012

- 11/96 RESOLVED: that the notes of the review held on the 5th. January 2012 be received and signed by the Chair.

8. MATTERS ARISING FROM THESE NOTES

a) Governors' Handbook

The draft Governor's Handbook had been circulated prior to the meeting. It would be a document for update and circulation on an annual basis (round about January). Governors in general thought the document very useful, particularly the sections on Terms of Reference and organisation charts. It was noted that an error appeared on page 11 with the links to the House System. Fr. Smith should be linked with Thomas More and Mrs. Walker with Thomas Beckett.

- 11/97 RESOLVED: to approve the Governors' Handbook and to review and re-issue at the beginning of each calendar year.

- 11/98 RESOLVED: for the Chair to reissue the template of the skills and experience in order to get a complete picture as possible.

9. REVISED SCHOOL'S SELF EVALUATION FORM (SEF) BASED ON NEW FRAMEWORK

The revised SEF produced under the new framework (69 pages) is too detailed for OFSTED's purposes and is being condensed. It will be presented to the Curriculum Committee on 1st May and will be reviewed at the next full Governing Body meeting

- 11/99 RESOLVED: to consider the School Self Evaluation Form based on new OFSTED framework at the next Full Governing Body meeting

10. REVIEW PROGRESS WITH SCHOOL DEVELOPMENT PLAN

The school development plan had been circulated as a RAG (red, amber, green) analysis as requested by governors. Following discussion, it was agreed that this was the format in which it should be presented in future. Each section was reviewed individually with items highlighted in red scrutinised, as well as noting those items completed (in green).

The Head noted that the plan was only entirely accurate on the date in which it was produced and that things have moved on further

- 11/100 RESOLVED: to note progress made against actions for 2011– 2012 as part of the three-year rolling School Development Plan

11. REPORT FROM MR. SHEPHERD'S (LA) VISITS THIS YEAR

The report provided by Mr. Shepherd covers 2 visits that he made to the school. It was felt the report was accurate, well presented and very readable.

11/101 RESOLVED: to receive the report from the LA officer and to receive a further report at the next meeting following on from a visit from Ms Metcalfe scheduled for 8th. May 2012.

12. NOTES FROM THE MEETINGS REGARDING PROPOSED MULTI- ACADEMY TRUSTS 16 JANUARY AND 13 MARCH 2012

It was noted that the subgroup looking at the mission statement met on the 20th. March and version 2 has been emailed out to schools this week. Every Governing Body is asked to meet and consider this Statement of Mission by the 11th May. A second group is to be set up to start work on the Business Plan. It was agreed that the Head would represent the school on this group

11/102 RESOLVED: to receive the notes from the meetings of the Proposed Multi-Academic Trust forum

11/103 RESOLVED: to meet on Wednesday 9th May at 6 pm to discuss the revised version of the Statement of Mission for the proposed Multi-Academy Trust

13. SCHOOL ADMISSION POLICIES 2013-14

School has consulted with other admitting authorities and received no comments. The Policy has been re-formatted in a template agreed by the Diocesan Council for Education conforming to the revised Code of Admission. We do not need to consult again.

11/104 RESOLVED: to approve the School Admission Policy for 2013-14

14. ADMISSION TO SIXTH FORM POLICY 2013 - 14

School has consulted with other admitting authorities and received no comment

11/105 RESOLVED: to approve the Sixth Form Admission Policy for 2013-14

11/06 RESOLVED: to place the admission policies on the web site and circulate a copy to the diocesan Council for Education and the Local Authority.

15. EXAMINATIONS POLICY FOR PARENTS AND STUDENTS

Curriculum Committee considered this policy and suggested some minor changes

11/107 RESOLVED: to approve the Examination Policy for Parents and Students.

16. EXAMINATIONS POLICY FOR TEACHERS AND SUPPORT STAFF

Curriculum Committee considered this policy and suggested some minor changes

11/108 RESOLVED: to approve the Examination Policy for teachers and support staff

17. HOME WORK POLICY

Curriculum committee considered this policy

11/109 RESOLVED: to approve the Home Work Policy

18. POLICY FOR “MORE ABLE” PUPILS

The SEN and Pupil Welfare Committee considered this policy. The only change is in the use of the term ‘more able’ as opposed to ‘gifted and talented’

11/110 RESOLVED: to approve the Policy for ‘More Able’ Pupils

19. RELATIONSHIPS AND SEXUAL HEALTH POLICY

Governors approved this policy in December 2011 but some minor changes have been included to conform to latest guidance

11/111 RESOLVED: to approve the Relationships and Sexual Health Policy

11/112 RESOLVED: for the approved policies to be placed on the School’s web site

20. CURRICULUM MODEL FOR KEY STAGE 3 AND 4 FOR 2012 - 2013

This document has been considered by the Curriculum Committee over a number of meetings.

11/113 RESOLVED: to approve the Curriculum Model for Key stage 3 and 4 for 2012-13

21. CURRICULUM MODEL FOR KEY STAGE 5

This document has been considered by the Curriculum Committee over a number of meetings

11/114 RESOLVED: to approve the Curriculum Model for Key stage 5 for 2012-13

22. HEAD TEACHER’S REPORT FOR TERM TWO

The Head Teacher addressed his report that had been circulated to Governors prior to the meeting. Key issues discussed were:

- Recruitment into Year 7 and Sixth form for September 2012 – the school is one of only 7 in the LA oversubscribed for the Year 7 intake.
- Mission and Ethos of the school including Lenten training, the live crib at Christmas, end of term liturgies, Lourdes, CAFOD, Year Group Charities and Confirmation
- January GCSE results in Maths – 59% of all Year 11 students now have a Grade C or above with a further opportunity to improve this in March. Targets for English are also within reach.
- AS and A2 examination results following the January 2012 examinations.
- Teaching and Learning including mock interviews, work experience and departmental quality assurance reviews
- Attendance and Exclusions
- Performance Management
- Dewsbury Learning Partnership

11/115 RESOLVED: to receive and thank the Headteacher for his report for term two

11/116 RESOLVED: to congratulate the school on being awarded the YTS Gold Partner status

11/117 RESOLVED: to congratulate the Maths faculty on the outcomes of the KS4 results following the January 2012 examinations.

11/118 RESOLVED: for the Staffing, Appointments and Dismissal Committee to review the Performance Management Policy next term.

23. MINUTES FROM THE GOVERNORS' COMMITTEE MEETINGS THIS TERM

a) Finance and Premises held on 17 January and 20 March 2012

Highlights included

- LCVAP funded project for financial year 2012-13 to enhance traffic management at the school entrance
- Career planning and work experience for students
- Facility to carry-over up to 8% of the school budget into the following year
- Recruitment to the 6th. Form and implications on school budget
- Subsidy of transport by the local council
- ICT development plan
- Catering contract
- DFC form. An accurate one has been issued, signed and submitted by the due date

11/119 RESOLVED: to receive the minutes from the Finance and Premises Committee meetings and budget monitoring reports this term

11/120 RESOLVED: to thank the headteacher for the co-ordination and commitment to the campaign which led to a successful outcome in terms of subsidised transport

11/121 RESOLVED: to thank local politicians, deanery clergy and parishes for the support shown in our recent campaign regarding the proposed cessation of transport subsidy

b) Curriculum held on 24 January and 28 February 2012

Highlights included

- Number of students on the Baccalaureate programme in 2012-13
- Examination analysis for 2010-11 including RAISE on-line data
- Meeting with the head of the technology faculty and leader of learning for art
- Review of the specialism action plan for 2011-12
- National curriculum review

11/122 RESOLVED: to receive the minutes from the Curriculum Committee meetings this term

c) Special educational Needs held on 6 February 2012

Highlights included

- Inclusion of appropriate aspects of the COPE programme into the PSHCE schemes of work
- Pupil attendance and exclusions
- Report from the School Council
- SEN pupil performance for 2010 – 2011
- Review of the Pastoral system

11/123 RESOLVED: to receive the minutes from the SEN and Pupil Welfare Committee meeting this term

d) Staffing, Appointments and Dismissal held on 1 February and 14 March 2012

Highlights included:

- Resignations and Appointments
- Staff Welfare and Maternity Leave
- CES updated contracts for teaching staff
- AST posts
- Graduate Teacher Programme
- Additional payments

11/124 RESOLVED: to receive the minutes from the Staffing, Appointments and Dismissal Committee meetings this term.

24. GOVERNORS' REPORTS FROM VISITS.

No reports were recorded

25. ANY OTHER URGENT BUSINESS

There was no other urgent business

26. DATES OF FUTURE MEETINGS

11/125 RESOLVED: to hold meetings of the full governing body on:

- Wednesday 9th May 2012 at 6pm
- Wednesday 20th June 2012 at 6 pm.

27. AGENDA, MINUTES and RELATED PAPERS – SCHOOL COPY

11/126 RESOLVED: that no part of these minutes, agenda or related papers be excluded from the copy to be made available at school with the exception of the restricted item of the minutes from the SEN and Pupil Welfare Committee meeting held on the 6th. February 2012 and the Staffing, Appointments and Dismissal Committee meeting held on 14th. March 2012.

The Chair thanked all staff and governors for their work this term and wished everyone a holy and restful Easter