



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 12 December 2012 in the Library

PRESENT: Rev. Dr. J.D. Cortis (Chair), Mr. K. Higgins, Miss C. Anchor, Mrs. B. Blackham, Mr. N. Dalzell, Mgr. P. Fisher, Mr. T. Hinchcliffe, Mr. A. Quinn and Mrs. F. Wilson

In Attendance: Dr. P.K. Brooke (Minute Clerk), Fr. M. Hall (Deputy Head)

1. WELCOME AND OPENING PRAYER

A quorum being present, the Chair declared the meeting open asking Mgr. Fisher to begin the meeting with a prayer. Special mention was made of the late Mr. T Diskin, a former member of the Governing Body, whose funeral took place on the day of the meeting.

2. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST

Apologies were received from Mr. P. Booth, Mr. M. Collins, Mr. J. Higgins, Fr. P. Smith and Mrs. S. Walker (all with consent).

There were no declarations of interest

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

- a) Calderdale and Kirklees Careers Quality Standard Report and the pre-inspection report focusing on more able pupils through NACE– this will be taken under item 29 (Head Teacher's Report)
- b) Renewal of the ICT Maintenance Contract
- c) Approval of cheque for ski trip

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>
Mrs. G. Lowe	Parent	23.11.12

12/44 RESOLVED: to note the end of term of office of Mrs G Lowe as parent Government and to acknowledge that Chair has written to her to thank her for her contributions to the Governing Body

5. MINUTES OF THE MEETING HELD ON 17 SEPTEMBER 2012

12/45 RESOLVED: that the minutes of the meeting held on the 17th September 2012 be approved and signed by the Chair as a correct record

6. MATTERS ARISING

a) Governors Vacancies (Minute 12/05 – 12/06 refers) – the Chair reported that currently there were three parent and two foundation governor vacancies. This issue has been raised with Mgr Fisher as Dean and a further call for nominations to fill the parent governors' vacancies has been made with a closing date of 21st. December. The Head teacher has also raised the issue with a small group of parents who recently attended a joint meeting of the Parents' Council and the St John Fisher Association Fund Raising Group.

12/46 RESOLVED: that the Chair provides an update at the next meeting

b) 16–19 Bursary Scheme (Minute 12/14 refers) – the approved policy has been placed on the school's web site

c) Governors' Declaration of Business Interests (Minute 12/16 refers) – this exercise is now complete

d) Staff Declaration of Business Interests (Minute 12/7 refers) – the Head reported that replies from 3 (out of 74) teachers were awaited.

e) Policies based on CES templates (Minute 12/27 – 12/31 refers) – approved policies have been placed on the School's website and staff have been informed through the weekly bulletin. It is possible that CES may issue some revised versions and in this event policies will need to be revised at the March 2013 meeting.

f) Equality Policy update (Minute 12/32 refers) – the approved policy has been placed on the school web site

7. MINUTES OF MEETING HELD ON 15 OCTOBER 2012

12/47 RESOLVED: that the minutes of the meeting held on the 15th. October 2012 be approved and signed by the Chair as a correct record,

8. MATTERS ARISING

There were no matters arising but the Chair gave a verbal report on the current position in terms of the Diocesan Partnership Working and Academies initiative. He noted that 16 School's Governing Bodies covering Kirklees and Calderdale Local Authorities and St Francis School Morley have been asked to consider the issue as follows:

- 4 Schools support option 1: (Yes and wish to move to the next stage)
- 5 Schools support option 2: (Yes, in principle, but not yet)
- 1 School supports option 3: (Absolutely not)
- 4 Schools support no preference and provided a narrative which does not clearly reflect any of the options offered

The Chair and Head teacher have scheduled a meeting with Mrs. Angela Cox, Diocesan Principal Education Officer on the 17th December to consider the outcome.

12/48 RESOLVED: to receive Chair's update on the Partnership working and Academies initiative.

9 COMMITTEES' TERMS OF REFERENCE AND MEMBERSHIP FOR 2012 - 13

Reference was made to the new edition of the Governors' Handbook (pages 3- 7). It was confirmed that each Committee had reviewed its terms of Reference and the content in italic font reflected the proposed changes to wording /additions.

12/49 RESOLVED: to approve the Committees' Terms of Reference for 2012-13.

10. REPORT FROM SECTION 5 OFSTED INSPECTION HELD ON 24-25TH.OCTOBER 2012

The Chair confirmed that he had e-mailed all staff to congratulate them on the outcome of the OFSTED inspection. Headteacher confirmed that the report was circulated to all parents. The Key issues arising from this positive report were:

- Measures of students' progress are not consistently strong
- Teaching does not always challenge students of all abilities to make possible progress
- Improve students' achievement further particularly in science
- Consistent application of literacy
- Achievement monitoring is not consistent
- Quality of written feedback in students' books varies
- Appropriate homework

12/50 RESOLVED: to receive the report and congratulate the school on a successful outcome following the Section 5 OfSTED inspection.

11. REPORT FROM SECTION 48 INSPECTION HELD ON 22-23RD. NOVEMBER 2012

The Chair confirmed that he had e-mailed all staff to congratulate them on the outcome of the Section 48 inspection. For completeness the Head teacher's report contained both the Section 48 SEF (pages 36 – 78) and the full SEF(pages 16 – 35).

Chair highlighted the fact that the School had been judged as 'outstanding' over the last three section 48 inspections.

The key issues arising from this positive report were

- Schemes of work and teaching styles in the RE Faculty need to be developed to ensure that the impending moves to linear examinations will not lead to drop in attainment
- To further develop existing links with interfaith groups
- Virtual Learning Environment needs to be used to ensure that pupils can be fully informed and involved in decision making.

It was noted that the Section 48 report was still to be circulated to parents and Deanery priests

12/51 RESOLVED: to receive the report and to congratulate the School on a successful outcome following a Section 48 Inspection

12/52 RESOLVED: for both section 5 and 48 reports to be placed on the school website

12/53 RESOLVED: for staff and governors to meet in the New Year for a social function to celebrate the successful outcome of both the Section 5 and 48 inspections. The Governors' Fund would be used to pay for this.

12. POST SECTION 5 AND 48 INSPECTION ACTION PLAN

The Action Plan following both inspections had been prepared and circulated to Governors. The Head noted that neither was completely new but based on the existing plans modified to take account of the different emphasis arising as a result of the inspections.

12/54 RESOLVED: for the Action Plan to be considered and approved by the Full Governing Body on the 21st January 2013 as part of the Curriculum Committee meeting.

13. INVESTORS IN PEOPLE REPORT

The Chair confirmed that he had congratulated and thanked the staff involved on achieving the Gold standard. The report had been considered by the Staffing Committee who was monitoring the areas for Development (page 14). It was noted that the Committee does not accept the recommendation of further review.

12/55 RESOLVED: to receive the Report from the Investors in People review and to congratulate the School on achieving the Gold Standard

14. REVIEW OF THE TEACHING AND LEARNING RESPONSIBILITIES (TLR) AND PASTORAL CARE STRUCTURE

Governors are committed to review the School's Teaching and Learning Responsibilities (TLRs) every three years which in this instance need to be done by the end of this calendar year. Staffing Committee has reviewed the existing TLR structure and is proposing to introduce a new TLR2A for Literacy. This is linked to the recent section 5 OFSTED inspection. This proposal was submitted to staff for consultation purposes.

There were no comments on this particular aspect of the proposal but a suggestion was made that now that the Assistant Head role no longer involves a Director of Specialism, the Head of PE post should now be a TLR 1B post. Following discussion it was agreed that the latter would be discussed further by both the Staffing and Finance Committees.

12/56 RESOLVED: To approve the new TLR2A post for Literacy and the remainder of the TLR structure as it is and for Staffing Committee to discuss the Head of PE post and report back to the Full Governing Body in March 2013

There was a further paper which had been out for consultation amongst staff concerning revised proposals for the Pastoral Care system to be implemented in September 2013. The Head reported back on the consultation and noted that 46 responses had been received (36 teachers and 10 non-teachers). The outcome was mixed with people favouring both options. Following discussion it was agreed that both SEN and Staffing committees would review the responses in detail before making a firm recommendation to the Full Governing Body meeting in March 2013.

12/57 RESOLVED: Copies of the Pastoral Care consultation responses will be made available to the SEN, Staffing and Finance committees for discussion prior to reporting back to the full Governing Body in March

15. ASSESSMENT POLICY

This has been considered by the Curriculum Committee and includes some minor changes. Dates are to be removed to an Appendix

12/58 RESOLVED: to approve the Assessment Policy

16. QUALITY ASSURANCE POLICY

This has been considered by the Curriculum Committee and includes some minor changes. Dates are to be removed to an Appendix

12/59 RESOLVED: to approve the Quality assurance Policy

17. TEACHING AND LEARNING POLICY

This has been considered by the Curriculum Committee and includes some minor changes

12/60 RESOLVED: to approve the Teaching and Learning Policy

18. DRUGS AND SUBSTANCE MISUSE POLICY

This has been considered by the SEN and Pupil Welfare Committee and includes some minor changes

12/61 RESOLVED: to approve the Drugs and Substance Misuse Policy

19. SPECIAL EDUCATIONAL NEEDS AND DISABILITY POLICY

This has been considered by the SEN and Pupil Welfare Committee and includes some minor changes

12/62 RESOLVED: to approve the Special Educational Needs and Disability Policy

20. FREEDOM OF INFORMATION POLICY

This has been considered by the Staffing, Appointments and Dismissal Committee and includes some minor changes

12/63 RESOLVED: to approve the Freedom of Information Policy

21. STAFF DEVELOPMENT POLICY

This has been considered by the Staffing, Appointments and Dismissal Committee and includes some minor changes

12/64 RESOLVED: to approve the Staff Development Policy

12/65 RESOLVED: to publish the approved policies on the school web site

22. ADMISSION POLICY FOR 2014-15

The Admissions Panel has not yet met to consider the policy. As the policy is substantially unchanged there is no need to consult (Admissions Code 2012 paragraph 1.42) but a courtesy copy will be sent to the LA and the Diocese

12/66 RESOLVED: to approve the Admission Policy for 2014-15 and publish after a short time has lapsed from submitting a copy to the Diocesan Council for Education and the Local Authority.

23 POST 16 ADMISSION POLICY 2014-15

The Admissions Panel has not yet met to consider the policy. As the policy is substantially unchanged there is no need to consult (Admissions Code 2012 paragraph 1.42) but a courtesy copy will be sent to the LA and the Diocese

12/67 RESOLVED: to approve the Post 16 Admission Policy for 2014-15 and publish after a short time has lapsed from submitting a copy to the Diocesan Council for Education and the Local Authority.

24. GOVERNORS' HANDBOOK

This has been updated. New additions include a resume of Governors' Declaration of Business interests (page 21) and a grid of School Policies highlighting date of approval and home Committee. It was noted that the Educational Visits Policy and the Child Protection Policy were due for review.

Following a request made by a governor, a discussion took place on availability of Governor's profiles. It was agreed that there should be a web based contact point for the Chair and a designated notice board in school with photographs of governors and a short resume of each to be prepared by the governors themselves.

12/68 RESOLVED: To receive and approve the Governors' Hand Book for 2012–13 and to note the need for preparing a pen-profile for a notice board.

25. GOVERNORS' REPORTS FROM VISITS

- a) Rev Dr. Cortis reported on accompanying a group of year 10 pupils and staff to France and Belgium to visit the key World War I battle fields. He noted it was a very meaningful and spiritual experience. The young people engaged very well with all the planned activities and were a real credit to the School. This seemed to be an excellent example of cross-curriculum learning.
- b) Mr. Hinchcliffe reported on his visit to the Humanities faculty where he met Mr. Dalzell and other staff. He discussed examination results and predictions and he observed a history class. He asked the staff be thanked
- c) Mr. Hinchcliffe also called in on the School Council, which was quite lively. In particular he was asked about what governors did and about the English Bacculaureate
- d) Mrs. Wilson reported that she had now successfully completed the Safer Recruitment Training
- e) Mr. Quinn reported that he had completed the Kirklees Governor Induction training and left a copy of the notes for Governor use.

12/69 RESOLVED: To receive and thank Governors for their oral reports

26 SCHOOL HOLIDAYS 2013-14

It was noted that as Easter was late this year, school would need to return for the summer term before Easter. This was necessary to prepare for the examinations.

12/70 RESOLVED: to approve and publish the school holidays for 2013-14

27. TARGETS FOR 2013-14

It was noted that the 5 A*-C including English and Maths FFT D prediction for the current year 11 is now 59% not 56% as had originally been agreed.

It was noted that, although it was no longer a statutory requirement, Curriculum committee had determined that the school should consider setting targets. The proposed targets were set out on page 5 of the Head teacher's report and compared with expected performance in 2013 and actual performance in 2012.

The targets for 2014 are:

- 5 A*-C (INCLUDING English and Maths: 67%
- 3 Level Progress English: 75%
- 3 Level Progress Maths: 66%
- 4 Level Progress English: 37%
- 4 Level Progress Maths: 30%
- Science 1 A*-C 83%
- Science 2 A*-C 80%
- English Baccalaureate: 40%
- Post 16 Level 3: 99%
- Absence: 5.8%
- Persistent Absence: 6.8%

12/71 RESOLVED: to approve the school targets for 2013-14

28 SCHOOLS FINANCIAL VALUE STANDARDS (SFVS)

The Finance and Premises Committee held an additional meeting in July 2012 and considered and collated evidence against each of the separate standards. The outcome was considered at their November 2012 meeting with a recommendation to sign and submit the grid

12/72: RESOLVED: for the Chair to sign the grid supporting meeting the Schools Financial Value Standards (SFVS)

29. HEAD TEACHER'S REPORT FOR TERM ONE

The Head Teacher addressed his report that had been referred to under other agenda items for this meeting and circulated to Governors prior to the meeting. Key issues discussed were:

- Ability of September's intake
- School Context and Ethos
- Sixth Form Recruitment
- Promoting Cohesion
- RAISE on line/External moderation of exam results for 2012
- Use of Pupil Premium to Raise Attainment
- Support for Year 11
- Year 11 progress to October half term
- Headteacher's objectives for 2012-13

- Review of the National Curriculum
- Work to rule
- School Mission – February 2 to 9 2013 to be delivered by the Sion Community
- Work Experience for sixth formers
- Extended schools provision
- Recruitment of IT network manager
- Buildings and Premises – particularly the synthetic pitch and the building of a new social inclusion unit
- Initial pre inspection report on More Able Pupils from NACE
- Consideration of outcome of inspection against the Kirklees and Calderdale Careers Quality Standard

12/73 RESOLVED: To receive and thank the Head teacher for his Term 1 report

12/74 RESOLVED: To receive the pre-inspection report focusing on More Able Pupils and to note the school is in a good position for the formal assessment in the spring term

12/75 RESOLVED: To receive the report and congratulate the school for meeting the Calderdale and Kirklees Careers Quality Standards, and for the Chair to write a letter of thanks to Mrs. A. Ballard, head of PHSCE

30 MINUTES FROM THE CLUSTER MEETING HELD ON 10 OCTOBER 2012

12/76 RESOLVED: to receive the minutes of the Kirklees Catholic Schools Cluster meeting held on 10 October 2012

31. MINUTES FROM THE GOVERNORS' COMMITTEE MEETINGS THIS TERM

a) Finance and Premises held on 4 October and 26 November 2012

Rev Dr. Cortis noted the highlights which included:

- Discussion with Langtry Langton
- LCVAP funded project during financial year 2011-12
- Committee's Action Plan for 2012-13
- Changes to funding formula
- Revised three year financial plan
- Admission numbers for September 2013 in main school and sixth form
- Building of the Social Inclusion Unit

12/77 RESOLVED: to receive the minutes and budget monitoring reports from the Finance and Premises Committee meetings this term.

b) Curriculum held on 9 October and 12 November 2012

Rev Dr. Cortis noted the highlights which included:

- Discussions with the Heads of Faculty of English and Maths
- Committee's Action Plan for 2012-13.
- Proposed Curriculum changes

12/78 RESOLVED: to receive the minutes from the Curriculum Committee meetings this term.

c) Special Educational Needs and Pupil Welfare held on 6 November 2012

Mrs. Wilson noted the highlights which included:

- Working towards the Kirklees Inclusion and Quality Standards
- Committee's Action Plan for 2012-13
- Reports from School Council meeting and SENCo
- Review of sections from the School Development Plan for 2012-13
- Monitoring of attendance and exclusion

12/79 RESOLVED: to receive the minutes from the SEN and Pupil Welfare Committee meeting this term

d) Staffing, Appointments and Dismissal held on 20 November 2012

Rev Dr. Cortis noted the highlights which included:

- Net work manager post
- Committee's Action Plan for 2012-13
- Report on staff sickness /absence data for 2011-12
- Vacancies/appointments and alteration to contracts
- Issue raised under item 4 (e) Science Faculty staffing

12/80 RESOLVED: to receive the minutes from the Staffing, Appointments and Dismissal Committee meeting this term

e) Pay and Performance Management held on 25 October and 3 December 2012

The minutes of the 3 December meeting were tabled and discussed

12/81 RESOLVED: to receive the minutes from the Pay and Performance Management meetings this term

f) Health and Safety held on 15 October 2012

Mr. Hinchcliffe noted the highlights which included

- Review of new Traffic Management system
- Review of assembly points
- Committee's action plan for 2012-13
- Report on fire drills
- Report on recorded/reported incidents to staff and pupils
- Report from School's Health and Safety Forum

12/82 RESOLVED: to receive the minutes from the Health and Safety Committee meeting this term.

g) Admissions Panel

This meeting was not able to take place as the LA had not provided details of applicants for September 2013

12/83 RESOLVED: Mr. Quinn and Mrs. Wilson to attend an Admissions Panel meeting at 4pm on 18th December and for the minutes to be considered by the full Governing Body in March 2013

32. PUPIL ACHIEVEMENT ASSEMBLIES

12/84 RESOLVED: for the Head Teacher's PA to circulate details of the Achievement Assemblies to be held during the week beginning 11 February 2013

33. ANY OTHER URGENT BUSINESS

- a) Renewal of ICT Maintenance Contract - The current provider (Leading Technologies) has extended the contract for one month to end of December 2012 to enable a decision to be taken. There were three bids – Leading Technologies £13,500, Virtue £15,050 and Topological £15,600.

As the school is happy with the existing service provider and it was the only bidder meeting the specification in its entirety and offered the best value for money, it was agreed to offer the contract to Leading Technologies

12/85 RESOLVED: To award the contract to Leading Technologies for £13,500 for 1 year from 1 January 2013

- b) Cheque for skiing trip in February 2013 – a cheque for £34,019 (fares already collected) was approved for signature
- c) Governors were reminded of the Carol Service at St. Thomas More, Chickenley on 17 December at 7.30 pm

34. DATES OF FUTURE MEETINGS

12/86 RESOLVED: to hold meetings of the Full Governing Body on:

- Tuesday 19 March 2013 at 6pm
- Tuesday 18 June 2013 at 6 pm.

27. AGENDA, MINUTES and RELATED PAPERS – SCHOOL COPY

12/87 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 items of the minutes from the Pay and Performance Management Committee meetings and the paper being consulted on for Pastoral structure.

28. CLOSING PRAYER

The Chair thanked all staff and governors for their work this term and wished everyone a Blessed and Holy Christmas season and a productive 2013.