



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 Wednesday, 6 April 2011.

Present

Reverend Dr J D Cortis (Chair), Mr. R Augustine, Mr. P Booth, Mr. M Collins, Mr. K Higgins (headteacher), Mr. T Hinchcliffe, Mrs. G Lowe, Fr A Wilson, Mr. B F Poulter, Mrs. F Wilson, Ms L Walsh, Mrs. S Walker.

In Attendance

Mr. D Williams (Minute Clerk)

1. **WELCOME AND OPENING PRAYERS**

The Chair welcomed governors to the meeting, in particular Ms Louise Walsh, parent governor.

Father Wilson opened the meeting with a prayer.

The Chair informed the meeting that the school had today been notified that it would undergo a section 8 OFSTED inspection on the 7th. April and the Head Teacher had met the lead inspector this afternoon. The Chair paid tribute to the hard work of staff since the last inspection and, on behalf of governors, extended his best wishes to staff and students for the inspection. The oral report would be made at 5.00 pm, with a subsequent written report/letter. The Head Teacher said that the inspection would focus upon how successful the school had been in making improvements since the last inspection and its capacity to continue further improvement.

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

Apologies for absence were received from Mr. N Dalzell, Reverend P Mungovin, Miss C Anchor, Ms A Clarke, Mr. J Higgins, and Reverend P Fisher and P Smith, (all with consent).

There were no declarations of interest.

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

The Chair gave notice of two matters:

- Travel Plan: to be taken under item 18, Health and Safety Committee
- RE as part of the English Baccalaureate: under the same agenda item but when addressing the minutes from the Curriculum Committee.

The Chair also said that 'Prize Giving' under matters arising, was already recorded in the minutes from the 14th. December 2010 meeting.

4. REPRESENTATION ON THE GOVERNING BODY

10/80 The following matter of representation was noted:

End of Term

<u>Name</u>	<u>Category</u>	<u>With Effect From</u>
Mrs M Day	Parent	7 th . March 2011

The Chair reported that a call for nominations to fill the vacancy had been undertaken with a closing date of 12.00 on the 1st. April 2011. No nominations were received by the closing date. Mrs. Day is willing to continue as parent governor but had not received the nominations papers. Chair's action has been taken to extend the nomination period by a few days.

10/81 RESOLVED: that the Chair's action in extending the nomination period be approved.

5. MINUTES OF THE MEETING HELD ON 23 MARCH 2010

10/82 RESOLVED: that the minutes of the meeting held on 14 December 2010 be approved and signed by the Chair as a correct record.

6. MATTERS ARISING NOT INCLUDED ON THE AGENDA

- a) SEF Judgement on 'Effectiveness of Leadership and Management in Sixth Form' (minute 10/44 refers). The Chair reported that the judgement for this category has been modified.
- b) Accessibility Action Plan 2011-2014 (minute 10/52 refers)
Governors had asked for this to be updated, and the plan had been circulated. A governor commented, that the alteration to the disabled toilet be included in next financial year's LCVAP proposed project list if possible.

10/83 RESOLVED: that the updated Accessibility Action Plan 2011-2014 be approved.

- c) Pupil Achievement Assemblies (minute 10/73 refers)
The Chair thanked all Governors who took part in these events.

7. SCHOOL DEVELOPMENT PLAN (INCLUDING SPECIALISM DEVELOPMENT PLAN)

The Chair referred to the plan attached to Head Teacher's Report for term 2, showing updates up to January 2011. The Head Teacher said that the plan

represented a progress report on the actions following the previous Ofsted inspection.

Chair noted that most of this Development Plan was being carefully monitored by the Curriculum Committee.

During questions and discussion the main points included:

- (Page 31) taking year 7 assemblies to feeder schools - an action plan is in place for the summer term
- (Page 35) decisions following November examination sitting – two groups are focusing on English language only
- (Page 6) very low enrolment for the careers academy– there are links to business and the health fields, but engaging employers can be difficult.
- The specialism development plan (tabled at the meeting) could only be drawn up recently following approved re-designation; this is the first update to April 2011

Governors also suggested additions to the Rolling School Development Plan as follows:

- there should be a specific reference to English Baccalaureate under section 2
- a broad reference should be made in terms of Sports Partnerships and Academies; and to the impact of the Wolf Report 2011
- Staff development will be incorporated in the subsequent action plans.

10/84 RESOLVED: that the updated School Development Plan be received.

10/85 RESOLVED: to approve the direction of travel for the School Development Plan 2011-14.

10/86 RESOLVED: to refer the specialism update to the Curriculum committee for further discussion at its next meeting.

10/87 RESOLVED: to approve the School Development Plan (including specialism) at the Governors' Annual General meeting in September 2011

8. CURRICULUM MODELS FOR 2011-12

Three papers had been circulated. The Chair reported that the models had been considered by the Curriculum Committee and the Full Governing Body had a discussion on KS4 curriculum as recorded under minute 10/66. Questions and discussion followed.

Key Stage 3: The KS3 paper was tabled again at the meeting as the circulated paper had missing information. The Head Teacher explained that the main change allowed the option of choosing Art, Latin, Music, or Personal Finance.

Key Stage 4: The Head Teacher explained the option blocks and referred to the EBacc. Budget planning included funding for the necessary staffing. Options for Y10 now include French and Spanish.

Key Stage 5: The Head Teacher reported that he anticipated that some students from outside the school might not be able to be offered places.

10/88 RESOLVED: that the Curriculum Models (Key Stage 3, 4 and 5) for 2011-12 be approved.

9. ADMISSION POLICY FOR 2012-13

The Head Teacher reported that there had been no objections to the circulated policy. Increasing numbers of applications to the 6th. Form means that the school may have to state the maximum number of students it will admit in its 2013-14 policy. The LA had made a minor change to the tie-break measurement. Discussion followed.

10/89 RESOLVED:

- a) That the School Admission Policy for 2012-13 be approved subject to including minor alterations requested by the LA
- b) That the question of stating a maximum number for admissions to the 6th. Form be referred to the admissions panel when it next meets in December 2011.

10. SAFEGUARDING IN SCHOOL POLICY

The Chair reported that the policy had been considered by the SEN and Pupil Welfare Committee with some minor changes made. A short discussion followed. It was noted that no alternative wording is available for the reference to the ISA (p4) as new arrangements are not yet known.

10/90 RESOLVED: that the Safe Guarding in School Policy be approved.

11. CHILD PROTECTION POLICY

The Chair reported that the circulated policy had been reviewed by the SEN and Pupil Welfare Committee with some minor changes made. Discussion followed.

10/91 RESOLVED: that the Child Protection Policy be approved.

12. MEDICINE MANAGEMENT POLICY

The Chair stated that the SEN and Pupil Welfare Committee, with substantial input from the Assistant Head Teacher (Pastoral), have done a lot of work on the circulated policy, which is based on a Local Authority template. During questions, the Head Teacher confirmed that parents' forms are sent out when a child enters school with subsequent requests for updates.

10/92 RESOLVED: that the Medicine Management Policy be approved.

13. HEALTH AND SAFETY POLICY

The Chair reported that the circulated policy had been reviewed by the Health and Safety Committee with considerable input from the school bursar. Discussion followed and the main points included:

- Correct layout to include the full tables
- Delete the reference to AEDAS and replace by *building consultants*
- Give the full terms for PAMP.

10/93 RESOLVED: that the Health and Safety Policy, subject to the above amendments (to be corrected by the Chair) be approved.

10/94 RESOLVED: that all policies approved at this meeting be placed on the school's website.

The Chair invited governors to send in comments to the headteacher on the present website as it was planned to review it in the near future.

14. ACADEMIES AND THE CATHOLIC SECTOR

The Chair reminded governors of the statement from the Catholic Education Service on Academies at the last meeting, recorded under minute 10/74 and also referred to the Head Teacher's report, page 14. This consists of a paper prepared by the Principal Education Officer for the Diocese which was discussed with Head Teachers at a meeting last month. The Chair referred to substantial changes to the functions and responsibilities of the Governing Body listed in the report. Subsequently the Diocesan Office for Education and Schools issued a statement highlighting that a working party of representative head teachers from both the primary and secondary sectors has been established and will have its first meeting on 4th. May. There will be further consultations with Governing Bodies and Head Teachers across the Diocese and the Council for Education will determine the future direction of travel. Trustees met on the 6th. April to discuss the various legal issues. The Head Teacher will discuss the matter with pyramid colleagues on Friday 8th. Questions and discussion followed.

10/95 RESOLVED: that the Diocesan briefing and Chair's update about Academies and the Catholic sector, be noted.

15. SPORTS PARTNERSHIPS

The Chair pointed to the references to this matter in the minutes of the Staffing Committee meetings this term; and the Head Teacher's report, page 6, which gives a financial update. The LA has been asked for further finance. The Head Teacher said the scheme would need re-naming to reflect the very different structure. During discussion the governors expressed their support for exploring alternative partnership models.

10/96 RESOLVED:

- a) that the update on Sports Partnership is received
- b) that the Governing Body is supportive of exploring alternative models, and to discussing proposals with other schools/partners.

16. SCHOOL IMPROVEMENT PARTNER'S REPORT FROM LAST VISIT

The Chair reminded colleagues of the discussion with the School Improvement Partner (SIP) at the December 2010 meeting as recorded under minute 10/36. The circulated report included entries following the 8th March visit. Discussion followed, with reference to the value of the SIP for the school, including involvement in performance management. The Head Teacher explained how the LA might reconfigure the service in the future, under 'buy-back' arrangements and DfE reference to school-to-school support.

10/97 RESOLVED:

- a) that the SIP Report following the Spring Visit be received
- b) that the Staffing Committee reviews the performance management policy
- c) that more guidance on future expectations and arrangements be sought to support Governors and School Leadership
- d) that the positive remarks by the SIP on the school be noted.

17. HEAD TEACHER'S REPORT AND GOVERNORS' QUESTIONS

The Chair referred to the circulated written report. He invited questions and comments to the Head Teacher on issues not already discussed. The main issues highlighted included:

- It is expected that the government will accept most of the recommendations of the Wolf Report (2011)
- Work experience is most relevant for 16+ students
- Recruitment for September 2011 includes 157 out of 198 baptised Catholics, with very few Catholic children in year 6 not currently coming to St John Fisher
- Healthy predicted recruitment to the 6th Form
- Mission and Ethos of the School
- Improving attendance rates across all year groups compared to previous two years; together with slightly lower exclusion rates
- Outcomes of post-16 education January examination; the Head Teacher reported considerable costs to the school because of the high number of summer re-sits
- Dewsbury Learning Partnership update
- Out of school hours learning

10/98 RESOLVED: that the head teacher be thanked for his term two report, which is noted.

18. REPORTS FROM COMMITTEE MEETINGS THIS TERM

- a) Finance and Premises Committee meetings held on 12th January and 22nd March 2011

The Chair highlighted the following points:

- ICT maintenance contract for 12 months
- Monitoring of catering contract
- Future funding for schools
- Re-surfacing of the tennis court: a number of issues have arisen as part of this project; the work is now complete but a handover meeting is still to take place
- Future Professional Advisors for the School and an initial meeting with Langtry-Langton is scheduled to take place on Monday 11th April
- ICT development plan: the committee approved a substantial amount of investment subject to confirmation of the 2011-12 school budget
- LCVAP funded projects for financial year 2011-12; no further news is available

- Service Level Agreements for financial year 2011-12 to be concluded at the next budget monitoring meeting scheduled for the 24th May 2011.
Discussion followed.

10/99 RESOLVED: that the minutes from the Finance and Premises Committee meetings this term, and the budget monitoring reports, be received.

10/100 RESOLVED: that Langtry-Langton be approved as the Professional Advisors for the school with immediate effect.

a) Curriculum Committee meetings held on 18th January and 8th March 2011

Mr. Poulter reported, including the following points:

- Post OFSTED Action Plan monitoring
- 6th Form entry requirements; and progress since the last OFSTED inspection
- Reviews of the English, Science and Maths Faculties; action plans are now being prepared
- All proposed school trips for the next couple of years are being reviewed.

Religious Education (RE) and the English Baccalaureate: The Chair reported that the Catholic Education Service for England and Wales, the Bishops and those involved in Catholic Education are very concerned at the omission of RE from the English Baccalaureate. Numerous representations with the Department for Education have been made with little success so far. Dr Stannard, Chief Executive and Director of CESEW is advising Governors, staff and parents to write to local MPs asking him/her to sign an 'Early Day' motion 1375 which supports the inclusion of RE in the English Baccalaureate. Sample letters have been provided for governors. The Head Teacher has also sent out a letter to parents regarding this important issue, which it was hoped would be promoted by the deanery clergy. The Chair recommended that governors write collectively to our local MPs and for individual Governors to do the same (a sample letter was tabled). A short discussion followed.

10/101 RESOLVED: that the minutes from the Curriculum Committee meetings this term be received.

10/102 RESOLVED: that the Chair of Governors liaises with non-Governors Parish Priests over this issue.

10/103 RESOLVED: that the Chair of Governors writes to both local MPs over this issue and to Mr. E Balls, MP for Morley, as one of our feeder schools is within his constituency

b) Staffing, Appointments and Dismissal Committee meetings held on 26th January and 16th March 2011

In his report the Chair highlighted:

- CES contract of employment/Pay and Rewards update
- Winding down of the Sports Partnership as of the end of August 2011

- Staff absence
- Vacancies
- Increase in cover supervision (approved by Finance Committee)
- Management of Geography – the advert is still pending.

Discussion followed.

10/104 RESOLVED: that the minutes from the Staffing, Appointments and Dismissal Committee meetings held this term be received.

c) Special Education Needs and Pupil Welfare Committee meeting held on 31st January 2011

Mrs. Wilson reported, the main points including:

- The 'Drop-in' service run by the school nurse
- Healthy Food/Nutrition policy is under development
- Attendance / Exclusion data updated
- Reports from the SENCo and the School Chaplain
- Performance of SEN pupils in 2009-10 session
- Review of the pastoral system: the Head Teacher provided brief details; the current horizontal system works well but the aim is to build on the advantages of a vertical house system
- Changes regarding the school ties.

Discussion followed.

10/105 RESOLVED: that the minutes from the Special Education Needs and Pupil Welfare Committee meeting this term be received.

10/106 RESOLVED: that governors support the proposed House System to be implemented in September 2011.

d) Health and Safety Committee meeting held on 3rd March 2011

Mr. Hinchcliffe reported, the main points including:

- Training in the use of recently purchased evacuation chairs
- Dust in the Technology department
- SEN Committee asked to review the Acceptable Use of Internet Policy
- Reports on Risk Assessments undertaken recently
- Report from fire evacuations
- Report from Health and Safety Inspection
- Positive report following the Fire Service Inspection and Fire Risk Assessment work
- Report from School Health and Safety Forum
- Reports on recorded incidents to staff and pupils
- The lack of a first aider in the sports faculty: this is to be addressed but does not restrict current activities.

The Head Teacher referred to the need to identify funding in order to improve traffic management on the site. The Chair referred to the revised School Travel Plan circulated via the school.

Discussion followed.

10/107 RESOLVED: that the minutes from the Health and Safety Committee meeting this term be received.

10/108 RESOLVED: that the updated School Travel Plan be received.

19. GOVERNOR TRAINING AND GOVERNOR VISITS

- a) Mr. Hinchcliffe has visited to look at PHSCE
- b) The Chair will contact the Head of Technology Faculty to arrange a visit prior to the next Full Governing Body meeting in June
- c) The Chair encouraged governors to undertake school visits this coming term.

10/109 RESOLVED: that the reports be received.

20. ANY OTHER BUSINESS

Mrs. Wilson reported on the deanery confirmation programme and issued an open invite to staff.

21. DATES OF FUTURE MEETINGS AND POSSIBLE AGENDA ITEMS

10/110 RESOLVED: that the next Full Governing Body meeting takes place at the school on Thursday, 16 June 2011 at 6.00 pm.

22. AGENDA, MINUTES AND RELATED PAPERS – COLLEGE COPY

10/111 RESOLVED: that no part of the agenda, minutes or related papers be excluded from the copy available at the School.

10/112 RESOLVED: that the information included on the agenda regarding the Equality Act 2010, Future of School Sport Partnerships, Reorganisation of Specialist Provision, Kirklees Governors' Association (KGA), be noted.

The Chair thanked Governors and staff for their efforts this term and wished all a blessed and holy Easter season.