



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 Tuesday 19 March 2013 in the Library

PRESENT: Rev. Dr. J.D. Cortis (Chair), Mr. K. Higgins, Mrs. B. Blackham, Mr. P. Booth, Mr. M. Collins, Mr. N. Dalzell, Mgr. P. Fisher, Mr. T. Hinchcliffe, Fr. P. Mungovin, Mr. A. Quinn, Mr. A. Oldroyd, Mrs. F. Wilson and Mrs. H. Zaman.

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

1. **WELCOME AND OPENING PRAYER**

A quorum being present, the Chair declared the meeting open beginning with a prayer. Special mention was made for Pope Francis as he begins his petrine ministry.

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

Apologies were received from Fr. P. Smith, Mr. J. Higgins 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) Authorisation of two cheques

4. **REPRESENTATION**

The following matters of representation were reported

Appointment

<u>Name</u>	<u>Category</u>	<u>With Effect From</u>
Alan Oldroyd	Parent	18.02.13
Habiban Zaman	Parent	05.03.13

12/88 RESOLVED: To receive the report on representation and to welcome Mr. Oldroyd and Mrs. Zaman as new parent governors.

5. **MINUTES OF THE MEETING HELD ON 12th. DECEMBER 2012**

12/89 RESOLVED: that the minutes of the meeting held on the 12th December 2012 be approved and signed by the Chair as an accurate record,

6. **MATTERS ARISING**

- a) Governors Vacancies (Minute 12/46 refers) – Chair reported there are still one Foundation and one Parent Governor vacancy. The school will attempt a recruitment campaign for the Parent Governor after Easter. The clergy were asked to look to possible recruitment of a Foundation Governor within their parishes.
- b) Post Section 5 and 48 Inspections Action Plans (Minute 12/53-54 refers) – Chair confirmed that the successes of the outcomes from both the Section 48 and 5 Inspections were marked by an informal gathering with staff at Batley Nash on Friday 1st. February 2013. The Action Plans were considered and approved at a Curriculum Committee meeting held on the 21st. January and incorporated into the School Development Plan.
- c) Review of the TLR structure (Minute 12/56 refers) – Chair confirmed that the TLR structure remains as approved at the last governors' meeting
- d) Policies approved at the last meeting (Minute 12/58 - 64 refers) – all approved policies have been placed on the school web site.
- e) Admission Policies for 2014–15 (Minute 12/66–67 refers) – both policies are now published on the school web site.
- f) School Holidays for 2013–14 (Minute 12/70 refers) – Chair confirmed that these have been circulated to parents via the School Newsletter
- g) School targets for 2013–14 (Minute 12/71 refers) – Chair confirmed that a discussion took place with the LA on 12th February 2013 and the targets are as minuted.
- h) Calderdale and Kirklees Careers Quality Standards (Minute 12/75 refers) – The Chair has written to Mrs. A. Ballard, Head of PHSCE to congratulate her on this award.
- i) Minutes from the Admissions Panel held on 18 December 2012 (Minute 12/83 refers) – these were circulated to governors following the meeting which took place on 18 December. The Head informed governors that 198 places had been offered making the year group full and there were 8 appeals outstanding and 35 names on the waiting list.

12/90 RESOLVED: To receive the minutes of the Governors' Admissions panel meeting held on 18 December 2012

- j) Achievement Assemblies – update (Minute 12/84 refers) – the Chair thanked governors who were able to attend these. Every assembly had a Governor present.

7. CURRICULUM MODELS FOR 2013-14

The papers circulated via the school had been considered by the Curriculum Committee. The Key change was the movement from 5 x 1 hour teaching sessions to 6 x 50 minute teaching sessions per day.

There is an issue concerning PHSCE delivery in Key Stage 4, some of which will be delivered as part of RE and it was proposed to teach the rest by a series of drop down days. This has not been received too well and other options are being looked at and will be referred to Curriculum committee.

The introduction of 4 Option Blocks at Key Stage 4 has been positively received, but there are still 36 pupils who have been offered their reserve choice.

There is nothing new at Key Stage 5 but it was noted that a tough entry requirement for Psychology has been implemented, and the volume of applicants for biology means that a second class in a different option block will need to run.

12/91 RESOLVED: to approve the Curriculum models for 2013–14 for Key Stage 3-5.

12/92 RESOLVED: Curriculum committee to consider a resolution regarding PHSCE teaching at Key Stage 4 at their next meeting in April 2013.

8. SCHOOL DEVELOPMENT PLAN 2012–14 (RAG VERSION)

The distinct sections of the school development plan have been reviewed and considered by the appropriate committees this term. The Red, Amber, Green annotation demonstrates progress across all areas.

Governors reviewed each area as follows:

a) PLAN AREA 1 (Mission)

It was noted that the mission week which took place in February had been successfully introduced and this has resulted in increased numbers for confirmation. The Section 48 inspection linked into this area.

b) PLAN AREA 2.1a (English)

It was noted that good progress is being made and the plan has been linked with the Section 5 inspection. The English faculty review has been completed and the report will be discussed with the Head of Faculty in due course. A TLR2 post in literacy has been appointed and a slight increase in teaching capacity has been approved. Governors were nonetheless advised to keep English staffing issues under review as stability is not assured at the current time and this is an area that could limit progress.

c) PLAN AREA 2.1b (Mathematics)

It was noted that good progress is being made and the plan has been linked with the Section 5 inspection. The report from the Maths faculty review will be discussed at Curriculum committee next month. It was noted that funding for the AST post ends in April 2013 and this situation will be monitored by Staffing and Curriculum committees

d) PLAN AREA 2.1c (Modern Foreign Languages)

Good Progress is being made

e) PLAN AREA 2.1d (Science)

The faculty review has been discussed by the Curriculum committee. It was noted that progress is being made and that a slight increase in teaching capacity and a pupil mentor have been approved. Again, staffing issues need to be monitored.

f) PLAN AREA 2 (Development of Learning Culture)

Some progress has been made but some had not yet progressed well. Mrs. Zaman agreed to become involved with the School Council and the anti-racism group. A transition mentor has been appointed and the technical installation of “Real Smart Cloud” is now making big differences.

g) PLAN AREA 2 (Literacy and Numeracy)

This is progressing well and is referred to as part of English and mathematics sections above.

h) PLAN AREA 2 (Access to enrichment activities and specialist status)

Some progress has been made but some are not progressing for justifiable reasons

i) PLAN AREA 2.5 (Data gathering, analysis and management)

Good progress has been made in this area but there is still more to be done.

j) PLAN AREA 2.6 (Engaging parents in the learning community)

Some areas have not progressed so far, particularly the e-mail provision, and the University visits for younger pupils. This is to be reviewed.

k) PLAN AREA 3.1 (Development of governors and leadership team)

Positive comments received in both Section 5 and 48 reports

l) PLAN AREA 3.2 (Improving the buildings and environment)

Two major projects have been completed

m) PLAN AREA 3.3 (Recruitment to Year 7 and 12)

Good progress has been made

12/93 RESOLVED: to receive after consideration the review of the School Development Plan

12/94 RESOLVED: to receive a further updated version of the School Development Plan in June 2013 in readiness for a refreshed plan for 2013-15 in September 2013.

9 WHISTLE BLOWING POLICY

This has been considered by the Staffing committee who made some very minor amendments

12/95 RESOLVED: to approve and publish the Whistle Blowing Policy on the school website.

10. CHAIR'S ACTION CONCERNING MINOR MODIFICATIONS TO TWO SCHOOL POLICIES

12/96 RESOLVED: to approve Chair's Action for minor modifications to the Curriculum Policy for 2012-14 and Policy for More Able Pupils

11. PASTORAL SYSTEM FROM SEPTEMBER 2013

This issue has been considered by both the SEN and Pupil Welfare and Staffing Committees following a consultation with Staff.

12/97 RESOLVED: to receive the document highlighting some minor changes to the existing pastoral system to be implemented in September 2013.

12. MINUTES FROM GOVERNORS' COMMITTEE MEETINGS THIS TERM

a) Curriculum Meetings held on 28 January and 26 February

Chair highlighted the following

- Examination Analysis for 2011-12
- Action Plans following Section 5 and 48 inspections
- Update on proposed changes to curriculum delivery
- Discussion with the Head of Science Faculty
- Proposed two-year programme for out-of-school activities
- Discussion concerning the future of Psychology teaching at Key Stage 5

12/98 RESOLVED: to receive the minutes from the meetings of the Governors' curriculum committee

b) SEN and Pupil Welfare Meeting held on 4 February

Mrs. Wilson highlighted the following

- PHSCE curriculum
- PE Kit –pending issues raised at this meeting
- Pastoral system
- Reports from SENCO, Acting Chaplain and School Council
- Attendance and Exclusion data
- SEN Pupil attainment at key stages 3-5

12/99 RESOLVED: to follow up issues concerning PE kit at the next Committee meeting

12/100 RESOLVED: to receive the minutes of the meeting of the Governors' SEN and Pupil Welfare committee held this term

c) Staffing, Appointments and Dismissals Meetings held on 11 February and 5 March

Chair highlighted the following

- Future of the Sports Partnership following the 31st. August 2013.
- AST Funding
- Pastoral System
- Vacancies, changes to individual staff contracts and appointments
- Staff welfare issues

12/101 RESOLVED: to receive the minutes from the meetings of the Governors' Staffing, Appointments and Dismissal Committee held this term.

d) Finance and Premises meetings held on 14 January and 12 March

Chair highlighted the following

- Admission numbers for September 2013
- Budget monitoring
- Monitoring of catering contract. Preparation for renewal of the catering contract from September 2013- 3 bids to be considered on 22 April at 1.15 pm
- Building of new Social Inclusion Unit
- Traded Service from the Local Authority for financial year 2013-14
- Projections for the 2013-14 budget

12/102 RESOLVED: to receive the minutes from the meetings of the Governors' Finance and Premises Committee held this term and the budget monitoring reports.

13. HEAD TEACHER'S REPORT FOR TERM 2 and GOVERNORS' QUESTIONS

The Head Teacher addressed his report that had been circulated to Governors prior to the meeting.

Key issues discussed were:

- School population
- Recruitment for September 2013
- Pupils with statements and changes to future funding arrangements
- Mission Week and Ethos Training Day
- New OFSTED Data Dashboard –there was some concern about Science and attendance will need to be monitored
- [January Key Stage 4 and 5 results](#)
- Monitoring of students performance at key stage 4 and 5
- Extended Schools
- NACE Challenge Award – The Chair had written a thank you letter to both Mrs. Goodfellow and Mrs. Gavaghan
- Quality Assurance Review
- Work experience for 18 students
- Kirkland Rowell pupil and parent surveys
- Leavers destination report for 2012 and superb NEET data.

12/103 RESOLVED: to thank the headteacher and receive his report for term 2.

12/104 RESOLVED: to congratulate the School in securing the prestigious NACE national award.

14. MINUTES FROM THE ACADEMIES FORUM MEETINGS HELD ON 29 JANUARY 2013 AND 27 FEBRUARY 2013.

The forum has met twice since the beginning of January. Chair gave an oral update as follows:

- Number of Schools deciding on option 1 has now increased to 8 (2 high and 6 primary schools)
- Setting up of three sub-groups
- Mission Group to consider early drafts of application forms for conversion from the 8 Schools on Friday 22nd. March
- HR and Finance Group had a subsequent meeting on the 11th. March. A number of issues were discussed such as legal advisers, banking, funding agreements, auditors, financial soft ware etc
- Consultation Group: approved draft letters for the consultation. Agreed to adopt a soft and a formal approach to consultation. Period of consultation to be between the 15th. April till 17th. May 2013. Meeting held on the 18th. March at which letter to parents was agreed (modified to suit each school) and it was agreed that all schools send out information at the same time (15th April) and arrange an information meeting as part of the consultation.
- The School's consultation evening is likely to be on Monday 29th. April 2013
- Application to the Diocese to occur by the 24th. May 2013

12/105 RESOLVED: to receive the minutes from the Academies Form meetings this term.

12/106 RESOLVED: to receive Chair's further oral update

12/107 RESOLVED: to hold a Full Governing Body Meeting on Thursday 23rd. May 2013 starting at 7.00 pm to receive outcome of formal consultation, to approve the application for conversion, and to approve the School Budget for financial year 2013-14.

15. ANNUAL CONSULTATION REGARDING ADMISSION ARRANGEMENTS INCLUDING SCHOOL'S PUBLISHED ADMISSION NUMBER (PAN) FOR 2014-2015

12/108 RESOLVED: the PAN for 2014-15 will remain at 198 and that the Admission Policy for 2014–15 will be submitted to the LA and the Diocese.

16. GOVERNORS' REPORTS FROM VISITS

There were no visits other than for the Achievement Assemblies

17. LETTER FROM NASUWT

The Head gave an update concerning obtaining services of the union, particularly for schools that no longer receive funding from the LA.

12/109 RESOLVED: to receive and note the union letter and the Headteacher's further update. The Finance and Premises committee will monitor progress and update governors at the next meeting.

18. ANY OTHER BUSINESS

12/110 RESOLVED: Governors approved the release of cheques as follows:

- Langtry Langton for £21,966.74 for architects fees
- M. High Ltd for £175,734.00 for the building works

19. DATES OF FUTURE MEETINGS

12/111 RESOLVED: to hold the next meetings of the full governing body on;

- (i) Thursday 23 May 2013 at 7pm
- (ii) Tuesday 18 June 2013 at 6 pm.

20. AGENDA, MINUTES and RELATED PAPERS – SCHOOL COPY

12/112 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 Staffing, Appointments and Dismissal Committee meetings of the 11th. February and 5th. March 2013

21. CLOSING PRAYER

The Chair thanked all staff and Governors for their work this term and wished everyone a Blessed and Holy Easter season.