



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 18 June 2013 in the Library

PRESENT: Rev. Dr. J.D. Cortis (Chair), Mr. K. Higgins, Miss C. Anchor, Mrs. B. Blackham, Mr. P. Booth, Mr. M. Collins, Mr. N. Dalzell, Mgr. P. Fisher, Mr. J. Higgins (items 1 – 16 only), Mr. A. Oldroyd, Mr. A. Quinn and Mrs. F. Wilson

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.

2. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST

Apologies were received from Mr. T. Hinchcliffe, Fr. P. Mungovin, Fr. P. Smith, Mrs. S. Walker and Mrs. H. Zaman (all with consent).

There were no declarations of interest

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

There were none notified

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>
Fr. P. Smith	Foundation	31.08.13
Fr. P. Mungovin	Foundation	31.08.13
Ms C. Anchor	Staff	31.08.13

Resignation

<u>Name</u>	<u>Category</u>	<u>With Effect From</u>
Mgr. P. Fisher	Foundation	31.08.13

It was noted that Mgr. Fisher was leaving in September for a new parish in Leeds and Mr. John Higgins' term of office would end on 10 October 2013, leaving a total of 5 Foundation Governor vacancies along with 1 Parent Governor and 1 Staff Governor.

A call for nominations for Parent Governor will take place at the beginning of the new school year and a call for nominations for Staff Governor will be re-circulated

12/121 RESOLVED: To thank those Governors whose term of office will soon expire due to it coming to an end or resignation and to wish Mgr. Fisher well in his new parish in Leeds.

12/122 RESOLVED: To note Chair's update on Governor representation and for him to liaise with the various sectors in an effort to fill current vacancies

5. MINUTES OF THE MEETING HELD ON 19 MARCH 2013

12/123 RESOLVED: that the minutes of the meeting held on the 19th. March 2013, be approved and signed by the Chair as a correct record

6. MATTERS ARISING FROM THESE MINUTES

- a) Whistle Blowing Policy -Update (Minute 12/95 refers) – this has been placed on the School's website
- b) Issues related to proposed changes to PE kit-update (Minute 12/99 refers) – Chair's action has been taken and the issue involving the logo has been resolved
- c) Admission Policies for 2014–15 -update (Minute 12/108 refers) – both policies have been placed on the school website

7. MINUTES OF THE MEETING HELD ON 20 MAY 2013

12/124 RESOLVED: that the minutes of the meeting held on the 20th. May 2013, be approved and signed by the Chair as a correct record.

8. MATTERS ARISING FROM THESE MINUTES

- a) Submission of Academy Conversion Form (Minute 12/115 refers) – the form has been submitted by the due date of 24th. May 2013.

The Chair gave an oral report from the meeting held on 17 June. He noted:

- The meeting included representatives from each of the 6 schools mainly through Chairs of Governors and Head teachers, a representative from the DfE, representatives from Browne-Jacobson (firm of Solicitors with a lot of experience in academy conversion), and members of the HR/Finance subgroup.
- An Academy Converter Checklist for Schools was tabled
- Diocesan Council for Education to consider the six applications forms next week and communicate outcome to the individual head teacher
- Head teachers agreed to meet on the 27th of June to work on application forms to the DfE which apparently are not complex and then to submit to the DfE by the 30th. June subject to Diocesan approval.

- Remit and work of the HR/Finance subgroup will escalate but will be supported by Browne-Jacobson. A meeting is scheduled for next week. Notes from such meetings will continue to be circulated to the head teachers and Chair of this forum
- Guidance and set letters will be produced to facilitate the TUPE processes
- Two further key dates are the 14th. October and 13th. November in order to achieve a December 2013 conversion
- Agreed that a date to be agreed for each of the six Governing Bodies (a quorum will be essential) to meet at the same time at All Saints Catholic College to work through a set agenda and formally agree to the application for conversion. This meeting must be before the 13th. November.
- The Board of Trustees for the new CMAT will also meet on the same night
- Call for nominations as Foundation Governor on this board will be out soon via the parishes and appointments will be made by Mgr Wilson, Diocesan Administrator.

12/125 RESOLVED: to receive the Chair's oral feedback from the meeting of the 6 Schools who wish to convert to academies within the Catholic Multi-Academy Trust held on the 17th. June and for the notes from these meeting to be received by Governors at the Annual General Meeting in September 2013.

12/126 RESOLVED: That the head teacher, subject to Diocesan approval, is authorised to submit the application form to the DfE.

9. SCHOOL DEVELOPMENT PLAN 2012– 15 (RAGed version)

The Plan has now been updated and is current as at June 2013. It was noted that distinct sections had been reviewed by individual committees and this had worked well. It was also noted that the document demonstrates progress across all areas.

Plan Area 1 Mission (p 9- 17)

This links with the section 48 OFSTED inspection. Highlights include the successful mission week. Some issues are being rolled forward to next session

Plan Area 2.1a: English (p 18- 25)

This links with the Section 5 OFSTED Inspection. It was noted that good progress has been made, the outcome of the English Faculty Review is to be considered by the curriculum Committee on the 9th. July, and a TLR2 in literacy has been approved together with a slight increase in teaching capacity. It was agreed that staffing of this faculty needs careful monitoring in the future.

Plan Area 2.1b : Mathematics (p 26 -34)

This again links with the section 5 OFSTED inspection. It was noted that good progress has been made and the Maths Faculty Review was considered by the curriculum Committee this term

Plan Area 2.1c: Modern Foreign Languages (p 35 –37)

It was noted that good progress is being made and that the Curriculum Committee will consider the outcome of this faculty's review on the 9th. July.

Plan Area 2.1d: Science (p 38- 45)

It was noted that there has been a Science Faculty Review and the outcome considered by the Curriculum Committee last term. Progress is being made. It was also noted that a slight increase in teaching capacity and a pupil mentor have been appointed. It was agreed that staffing and pupil attainment of this faculty needs careful monitoring.

Plan Area 2: Development of Learning Culture (p 46-65)

Some progress has been made but there were some red areas (for good reason) and these will be rolled over to the next session. It was noted that a Transition Mentor has been confirmed and that technical installation of 'Real Smart Cloud' is complete

Plan Area 2. : Literacy and Numeracy (p 67-70)

Good progress has been made and it was noted that part of the reviews of both the English and Maths Faculties included this item. Some areas are to be rolled over to the next session.

Plan Area 2. : Access to enrichment activities and Specialist status (p71-76)

Good progress has been made but there were some red areas (for good reason) and these will be rolled over to the next session.

Plan Area 2.5: Data gathering, analysis and management (p 77- 80)

Very good progress has been made but fresh initiatives are to be included in the next development plan.

Plan Area 2.6: Engaging parents in learning community (p 81-82)

There are some red areas identified and these are to be rolled over to next session.

Plan Area 3.1: Development of Governors and Leadership team (p 83-88)

Governance has been positively commented on in reports following the Section 5 and 48 Inspections. Senior Leaders have also been positively commented on in both reports. Good progress has been made but some areas will roll over to next session.

Plan Area 3.2 Supporting Transformational Change by focusing on Improving the Buildings and Environment (p 89-90)

Very good progress has been made with two major projects completed i.e. traffic management and the social inclusion unit.

Plan Area 3.3 Recruitment to Year 7 and 12 (p 92-93)

Good progress has been made.

12/127 RESOLVED: to receive update of progress made across priorities and actions as recorded in the School's Development Plan and to thank Staff for their contributions over the year

10 EDUCATIONAL VISITS POLICY

This has been considered by the Curriculum Committee with only minor changes.

12/128 RESOLVED: to approve the Educational Visits Policy

11. HEALTH AND SAFETY POLICY

This has been considered by the Health and Safety Committee last week. Further work is needed on the revision of this policy

12/129 RESOLVED: to approve a revised version of this policy at the Governors' Annual General Meeting in September 2013

12. E – SAFETY POLICY

This has been considered by the SEN and Pupil Welfare Committee. There was discussion concerning the naming of officers (it was agreed to name them on the website but not in the policy itself) and whether Facebook should specifically be included. It was agreed that Paul Booth would further review this.

12/130 RESOLVED: to defer approval of the E-Safety Policy to the meeting in September 2013

13 SUPPORT STAFF PAY POLICY

This has been considered by the Staffing, Appointments and Dismissal committee

12/131 RESOLVED: to approve the Support Staff Pay Policy

12/132 RESOLVED: for all approved policies to be placed on the school's website.

Chair referred to the section from the Headteacher's Report regarding current position in terms of teachers' pay policy. He reported that no specific guidance or model has been offered by the Catholic Education Service, however, Kirklees LA has issued a Model Pay Policy which had been negotiated with the relevant Unions. The School does need to have an approved Policy for the beginning of the next school year.

12/133 RESOLVED: for the Staffing, Dismissal and Appointments Committee to meet on the 9th. July at 6.00 to consider the LA Model policy and for decision to be ratified by the Full Governing Body on the 16th September 2013. Mr P Booth to also attend this meeting

14. HEAD TEACHER'S REPORT FOR TERM 3 AND GOVERNORS' QUESTIONS

The Head teacher had circulated the report prior to the meeting. Issues raised included are:

- School's population and recruitment for September – currently 199 pupils for Year 7 are expected following the main appeals process but there is a further appeal for a looked after child and some in year appeals including 2 for the sixth form.
- Special needs
- Arrangements in place for a substantive improvement in science results from 2014
- Successful Mission week
- Pupil Achievement – this is looking very encouraging. Of particular note was the Entice project and the appointment of a pupil as an apprentice
- Sports presentation evening – a celebration of excellence, attitude and endeavour across all key stages
- Use of Pupil Premium – Funding of Safer Place to be Programme, investing in Catholic Care and provision of extra support for the core subjects

- Staff Development and Staffing issues.
- Pupil behaviour, attendance and exclusions
- Summary from the March 2013 Kirkland Rowell survey of pupils and parents. A question concerning how feedback would be given to both parents and pupils was raised. Outcomes are considered by the different Committees at School level and summary shared with parents

12/134 RESOLVED: to receive and to thank the headteacher for his report for term 3

12/135 RESOLVED: to receive the summary of the 2013 Kirkland Rowell Parent and Pupil Surveys and to note that the School has reason to be happy with most of its activities and for relevant issues to be included in the School Development Plan for 2013-15.

12/136 RESOLVED: for summary to be circulated to parent for information and when appropriate to highlight what has changed as a result of students and parents views/comments

12/137 RESOLVED: for the SEN Committee to further consider outcomes of these surveys at their next meeting

15. REPORT FROM TQI OFFICER

A copy was circulated prior to the meeting. Chair tabled an updated version which included the visit made on 14 May 2013 (updated report received electronically on the 14th. June) .

The Chair noted that it was a pleasing report and indicated that the direction of travel is healthy. Highlights included:

- Changing of student profile at Key Stage 3 with more students eligible for free school meals and increase in minority ethnic students
- Much improved progress tracking systems, data collection, analysis and monitoring leading to more robust and bespoke interventions. Impact is evident in pupil rates of progress
- Attainment is broadly average and improving
- School is looking to sustain the level of progress this year in English and Maths
- Improved picture for SEN Pupils at 5A*-C (English and Maths)
- There is a strong trend of improvement over recent years
- Science faculty has improved pupil progress tracking and provision overall, ensuring students are on the best possible course to match their needs with particular reference to progression
- Attendance is in line with national and recent improvements have continued into the school year
- School's monitoring records reflect 80% of teaching is now good or better

12/138 RESOLVED: to receive the report from the TQI allocated to the School and to note the general positive tone of the report

16. MINUTES FROM GOVERNORS' COMMITTEE MEETINGS THIS TERM

a) Complaints Committee Meeting held on 17 April 2013

12/139 RESOLVED: to receive the minutes from the Complaints Committee

b) Curriculum Meeting held on 25 April 2013

The Chair summarised the following highlights:

- Discussion with the AST to consider the outcome of the Maths Faculty Review and the subsequent action plan
- LA survey of Post-16 Education in north Kirklees
- Approval of Two-year School Trips Programme for 2013-15
- Proposed Curriculum Enhancement Project for 2014-15
- English Baccalaureate Policy – following the referral from the Complaints Committee, the current policy was confirmed
- Proposed changes to examination analysis – the Head tabled a paper outlining “best 8” analysis, English Baccalaureate and 5 A* - C analysis.

12/140 RESOLVED: to receive the minutes from the curriculum Committee meeting this term

12/141 RESOLVED: Curriculum Committee to meet on Tuesday 9th. July for a discussion with the Head of the English Faculty and the Head of Modern Foreign Languages following recent reviews.

c) SEN and Pupil Welfare Meeting held on 13 May 2013

Mrs. Wilson summarised the following highlights:

- SENCO report
- Input from the Luke and Marcus Trust
- Chaplain’s Report
- Report from Catholic Care Social Worker
- Attendance and Exclusions
- Report from School Council
- RAGed Travel Plan

12/142 RESOLVED: to receive the minutes from the Special Education Needs and Pupil Welfare Committee meeting this term

d) Staffing, Appointments and Dismissals Meeting held on 8 May 2013

The Chair summarised the highlights:

- AST Funding
- Vacancies and appointments
- Teaching Staff Pay Review
- Annual Report from Teacher Tutor
- Staff welfare issues

12/143 RESOLVED: to receive the minutes from the Staffing, Appointments and Dismissal Committee meeting this term

e) Health and Safety Meeting held on 10 June 2013

The Chair tabled the minutes and summarised the following highlights:

- Requirement of sixth form students to wear identity badge

- Report from the School's Health and Safety Forum
- Report on Fire Drills
- Report on reported /recorded incidents to staff and pupils
- Progress following last Unions' Health and Safety Inspection

12/144 RESOLVED: to receive the minutes from the Health and Safety meeting held this term

f) Finance and Premises Meetings held on 1 May 2013 and 10 June 2013

The Chair tabled 10 June minutes and summarised the following highlights:

- Renewal of Catering Contract from August 2013
- Replacement of lift in the Beverley Block
- Diocesan proposed scheme to support central services. Further discussion and Chair's action required
- ICT Strategy Development Plan
- ICT Staffing Strategy
- Benchmarks across major cost headings compared with LA and National data
- Departmental spend against capitation for 2012-13

12/145 RESOLVED: to receive the minutes from the Finance and Premises Committee meetings this term and the budget monitoring report

12/146 RESOLVED: for Committee members to hold a budget monitoring meeting at 09.15 on Monday 10th. September 2013

17. ACHIEVEMENT ASSEMBLIES

12/147 RESOLVED: for the Headteacher's PA to circulate details to Governors when confirmed

18. PRIZE GIVING EVENING.

12/148 RESOLVED: Prize Giving Evening to be held at Dewsbury Town Hall on Thursday 5th. December at 7.00 for 7.30 pm. Guest of Honour has not yet been secured

19. ELECTION OF CHAIR AND VICE CHAIR OF GOVERNORS

The term of office of both the Chair and Vice-Chair of Governors expires at the end of August

12/149 RESOLVED: to call for nominations via e-mail

20. PROPOSED SCHEDULE OF MEETINGS FOR 2013-14

12/150 RESOLVED: to confirm the draft schedule as a final schedule

12/151 RESOLVED: to provide Governors with School Planner for 2013-14 once finalised

21. PLANS FOR APPROVING SCHOOL DEVELOPMENT PLAN FOR 2013-16

Chair reminded that an electronic draft copy has been sent to all governors.

12/152 RESOLVED: Comments to be returned to Head teacher by Friday 12 July 2013

22. GOVERNOR'S REPORTS FROM VISITS

None were reported

23. SCHOOL PROSPECTUS FOR 2014-15

12/153 RESOLVED: for Rev. Dr. Cortis, Mr. Booth and Mrs. Wilson to review the School Prospectus and to offer comments back to the Head teacher by 12 July 2013

24. ANY OTHER BUSINESS

There was no other business

25. KIRKLEES EMPLOYMENT AND SKILLS BOARD UPDATE

12/154 RESOLVED: to receive the update and to nominate a named governor at the AGM to take responsibility for working with the school to take forward actions coming from the Increase Collaboration group.

26. DATES FOR NEXT MEETINGS

12/155 RESOLVED: to hold Full Governing Body meetings on:

- Monday 16th September 2013 at 6.00
- Tuesday 17th December 2013 at 6.00
- Tuesday 1st April 2014 at 6.00
- Tuesday 10th June 2014 at 6.00

27. AGENDA, MINUTES and RELATED PAPERS – SCHOOL COPY

12/156 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 Complaints Committee meeting of the 17th. April 2013.

28. CLOSING COMMENTS

The Chair thanked all staff and governors for their work this term and wished all a good summer break in readiness for another exciting and challenging year.