



THE GOVERNING BODY OF ST. JOHN FISHER CATHOLIC HIGH SCHOOL.

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Minutes of the Annual General Meeting of the Governing Body held at 6.00 pm at the school on Monday 16 September 2013 in the Learning Resource Centre

PRESENT: Rev. Dr. J.D. Cortis (Chair), Mr. K. Higgins (Head), Ms C. Anchor, Rev. Canon J. Aveyard, Mrs. B. Blackham, Mr. P Booth, Mr. M. Collins, Mr. T. Hinchcliffe, Mr. A. Oldroyd, Mr. A. Quinn, Mrs. S.T Walker and Mrs. F. Wilson

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

1. WELCOME AND OPENING PRAYER

The Chair welcomed Canon Aveyard who opened the meeting with a prayer.

2. ELECTION OF CHAIR AND VICE CHAIR OF GOVERNORS

The Clerk took the Chair for this item. Only one nomination had been received for each post prior to the meeting and there was no need for an election for either post.

13/01 RESOLVED: that the term of office for both posts would be three years from the date of election

13/02 RESOLVED: to elect Rev Dr J D Cortis to the position of Chair of Governors until 16 September 2016

13/03 RESOLVED: to elect Mr P Booth to the position of Vice-Chair of governors until 16 September 2016

3. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST

Apologies for absence were received from Mr. N. Dalzell and Rev. Fr. P. Mungovin (consent given). There were no declarations of interest

13/04 RESOLVED: that consent for absence may only be granted to those who have sent apologies in advance. Apologies must be e-mailed to the chair of Governors or the headteacher's PA.

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

- a) Authorisation of payment for building and contents insurance invoice
- b) Proposed trip to the Ardeche
- c) Notice of proposed teacher's strike to take place 1 October 2013

5. REPRESENTATION

The following matters of representation were reported by the Chair:

<u>Name</u>	<u>Category</u>	<u>With Effect From</u>
<u>End of Term of Office</u>		
Mr. J. Higgins	Foundation	10.10.13
<u>Appointments</u>		
Ms C. Anchor	Staff	01.09.13
Fr. P. Mungovin	Foundation	01.09.13
Can. J. Aveyard	Foundation	01.09.13

13/05 RESOLVED: to acknowledge the appointment of Can J Aveyard and Fr P Mungovin as Foundation Governors and Ms C Anchor as Staff Governor as from 1st. September 2013

13/06 RESOLVED: to acknowledge the end of Term of Office of Mr J Higgins, as Foundation Governor from the 10th October 2013 and to thank him for his services.

6. MINUTES OF MEETING HELD ON 18 JUNE 2013

13/07 RESOLVED: that the minutes of the meeting held on 18 June 2013 be approved and signed by the Chair as a correct record of the meeting (Proposed P. Booth, Seconded A. Quinn).

7. MATTERS ARISING

- a) Minutes of the meeting of the schools applying for conversion status (Minute 12/125 refers) – The Chair updated governors by circulating a copy of the notes of the meeting which had taken place in June. Since that meeting the following has taken place:
- Application Forms were submitted to Department for Education (DfE) from the six Schools
 - Indication from the DfE early in the summer break was that ministers were happy with the case presented by Sacred Heart, All Saints Catholic College and St John Fisher but required a stronger case for school development and support from the other 3 schools
 - The Chair responded in general terms but could not offer specific details
 - At the beginning of the new School year we were informed that Academy Orders were ready for the three schools
 - The Chair was informed on the 5th. September that the Governing Body of All Saints Catholic College resolved to defer application for Academy Status for up to 12 months
 - The Headteachers held a meeting on the 6th. September to produce a School's Improvement Plan for Integrated Working between CMAT Group
 - A meeting was called by one of the primary headteachers for Thursday 12th. September which both the Head and Chair attended.
 - All 6 Schools were represented together with two further Calderdale primary schools and one South Kirklees primary school.
 - A good discussion took place which resulted in a fair amount of revisiting previous ground and issues
 - There was a reasonable amount of support for the ethos behind the setting up of CMAT 3 but also some concerns about forming new partnership working, geographical distance and the fact that there is now only one secondary school involved.
 - Agreed that a conversion date of 1st. December and lead-up time-line was now unrealistic.

- Agreed that each of the six Governing Bodies need to review its position in terms of academy status and to respond to the Chair by Friday 27th. September at the latest.
- Mrs A Cox was to liaise with the Department for Education.
- Browne-Jacobson was instructed by the Chair to suspend any further work until the situation is clearer.

Following discussion it was agreed that the school should proceed with caution and continue a few more steps along the pathway to see what transpires. As far as the school is concerned the position is still the same, albeit there would have to be some changing to the timing.

13/08 RESOLVED: to receive the notes from the Proposed CMAT Forum held on 17th. June 2013.

13/09 RESOLVED: to receive Chair's update in Academy Conversion within a Catholic Multi-Academy Trust model.

13/10 RESOLVED: to proceed with caution and continue, albeit with some necessary changes to the timing.

b) Approved Policies at the last meeting (Minute 121/132 refers) – Chair confirmed that the approved versions have been placed on the school website

c) Communicating outcomes from the 2013 Kirkland Rowell Survey (Minute 12/136 refers) – the Chair confirmed that the summary of the key findings from both parent and pupil surveys were circulated to parents via the summer 2013 Newsletter

d) Latest report from the TQIQ (Minute 121/138 refers) – the report was circulated to governors prior to the meeting. The Chair referred especially to the entries for July 2013. The Head commented on the positive support he had received from the LA last year.

13/11 RESOLVED: to receive the latest TQIQ report and to note the overall positive tone

e) Achievement Assemblies (Minute 120/147 refers) – Governors who were able to attend were thanked by the Chair

f) Supporting Diocesan Central Services (Minute 12/145 refers) – the Chair has written to Mrs. Cox at the Diocese but has not yet received a reply. He noted the entry on page 2 of the Diocesan Newsletter (Sept 2013) which anticipates the kind of activities /issues the money would be used for.

13/12 RESOLVED: for the Finance and Premises Committee to pursue the issue further

g) Prize Giving Evening (Minute 12/148 refers) – The Chair confirmed that the guest of honour will be Ms Francesca Gardner, a barrister and former pupil of the school. Prize giving will take place on the 5 December

8. PRELIMINARY EXAMINATION RESULTS ANALYSIS FOR 2012 - 13

The preliminary examination results (KS4 and KS5) and teacher assessment (KS3) had been circulated with the agenda. The following highlights were noted

Key Stage 3: teacher assessment:

Maths:	Level 5+ 88%,	Level 6+ 74%,	Level 7+ 38%
English:	97%,	72%,	12%
Science:	93%,	58%,	18%

Figures compare favourably with national averages and show upward trends over the last 4 academic years

Key Stage 4:

5+ A*-C (including English and Maths)	60% (target was 59% after adjustment in Dec 2012). (Slight drop from last year)
5+ A*-C	88% (Slight increase from last year)
5+ A*-G	98% (Slight increase from last year)
Average capped points score	339
A* - C English	66%
A* - C Maths	73%
A* - C Science Core	55%
A* - C Science Additional	36%
Science B Tec	100%

Three levels progress – Maths 70% and English 69%

Governors were pleased with most results and paid tribute to staff for all their hard work in achieving them.

Key Stage 5 AS results:

ALPS score classified as 4 (very good)
23% of entrants achieved A or B grades (lower than previous year)
94% of entrants achieved A-E grades (slightly lower than previous year)
Average AS points per entry 92

Key Stage 5 A2 results:

ALPS score classified as 4 (very good)
15% of entrants achieved A* or A grades (lower than last year)
30% of entrants achieved A*, A or B grades (lower than last year)
99% of entrants achieved A-E grades
Average A2 points per entry 206

B Tec

ALPS score classified as 4 (very good)

A Level Provider Grade 3 (Excellent)
A Level Progression Grade 2 (Outstanding)

13/13 RESOLVED: to congratulate the School and to thank all the School staff for achieving such a good performance in 2013 across the different levels.

13/14 RESOLVED: for the Curriculum Committee to undertake a more comprehensive review of performance at its January 2014 meeting together with the outcomes from the Raise-online

9. SCHOOL DEVELOPMENT PLAN 2013 - 16

The revised plan had been circulated and governors were thanked for their responses to the Head teacher. The Key areas of the plan are as follows:

Mission

Development of the mission, ethos and distinctive Character of the school.

1.1 Develop partnership working across the Catholic schools within the

Kirklees and Calderdale areas and further afield, investigate the creation of a CMAT and a collaborative approach to quality assurance with other secondary schools.

1.2 Develop opportunities for the spiritual, moral and cultural formation of students and staff in line with the school Spiritual Development Policy.

- a) Build on the school mission of Feb 2013 and the year of Faith in order to promote the values of the school effectively to pupils and parents including in such a way that the mission and ethos of the school is deepened, and events impact positively on student learning and behaviour.
- b) In partnership with our parishes, to promote social cohesion and the common good of the people of the Heavy Woollen Deanery and parish of St William of York.
- c) Further promote the vision of the school to all staff, and through support and development enable them to contribute to fulfilling it

1.3 Implement the action plan arising from the RE Faculty Review as amended following the Section 48 inspection of December 2012.

1.4 Further promote equality and the dignity of all

- a) Focus on improving the provision for and outcomes achieved by students with Special Needs and particularly those at School Action Plus.
- b) Improve consultation with disabled students and other social groups.
- c) Build upon the achievement of the NACE Challenge Award to ensure that more able students are fully Challenged.

2. Learning and Success

Raising student attainment and achievement by building an effective Learning Community that includes students, staff and parents.

2.1 Ensure that the standard of teaching and learning in key curriculum areas is consistently good:

- a) To further raise standards in English by improving teaching and learning so that students in all year groups make at least their expected progress and a greater proportion make better than expected progress.
- b) To further raise standards in Mathematics by improving teaching and learning so that students in all year groups make at least their expected progress and a greater proportion make better than expected progress.

- c) To further raise standards in MFL (Modern Foreign Languages) by improving teaching and learning so that students in all year groups make at least their expected progress.
- d) To raise standards in Science by improving teaching and learning so that students in all year groups make at least their expected progress.
- e) To lead and manage further improvements in the quality of teaching in all subjects not just a-d above, through ensuring that:
 - pupils of all abilities experience a suitable level of challenge in lessons
 - the school's policy for promoting pupils' literacy is applied consistently by all subject teachers
 - more of the written feedback that teachers provide in pupils' books matches the quality of the best practice in the school
 - teachers monitor pupils' responses to written feedback more carefully

2.2 Pursue outstanding student progress through the further development of a learning culture

- a) Ensure that students take more responsibility in securing progress towards the realisation of the school vision.
- b) Embed leadership pathways for all students across the school
- c) Develop a positive attitude in all students which encompasses a desire to learn, a respect for others and pride in their school
- d) Further develop student leadership to ensure that the school continues to deal well with instances of racism and bullying
- e) Implement agreed improvements in Pastoral care and behaviour management in order to maximise achievement and the growth of the whole child
- f) Improve attendance
- g) Offer students purposeful activity at all times, including breaks
- h) Pursue outstanding student progress through further improving the quality of teaching and learning. Ensure differentiation through appropriate challenge and support for all pupils including effective marking and feedback strategies (inc (i) Further develop and embed the creative use of AFL to deliver "Achievement for All".)
- j) Further develop the role of "Student Voice" to shape the learning culture

k) Further establish the use of the new VLE

2.3 Ensure that the curriculum at KS3 and KS4 both develops further our commitment to the personalization of learning, including vocational pathways, and is a coherent response to Department for Education initiatives.

a) Ensure that literacy and numeracy are embedded in all aspects of the curriculum

b) Ensure access by all to the Enhanced Curriculum (see 2.1h)

c) To further develop the identity of the School's Sports (and ICT) Specialism ensuring the promotion of school ethos and impact across all key areas of school life as well as in the specialist subjects.

2.4 Throughout the school, use the rigorous analysis of data, which now effectively identifies under-achievement, to plan appropriate responses and thus improve student progress towards their targets.

2.5 Improve results in the Sixth Form by making sure ALL students make at least average or better progress

2.6 Further involve parents in the aims, ethos and aspiration of the school

a) Engage parents in the learning community

b) Raise the aspirations of parents for their children

3. Leadership

Ensuring that tradition is valued and that Change is welcomed

3.1 Ensure that leadership structures at all levels allow well-planned strategic and operational Change to be implemented effectively and efficiently

a) Plan for the further development of Governors, to enhance their effectiveness in leadership

b) Plan for the further development of Senior Leaders, to enhance their effectiveness in leadership

c) Plan for the further development of Middle Leadership, in particular enhancing their role in proactive distributed leadership

d) Further Improve quality of Self – Evaluation in Faculties and Pastoral Teams, and embed Quality Assurance Procedures across the school.

- 3.2 Support transformational Change in learning by focusing on Improving the buildings and environment.**
- 3.3 Ensuring the highest possible take up of places at 11 years and 16 years of age.**
- a) Ensuring the highest possible take up of places at 11 years of age by developing a marketing plan to raise further the profile and reputation of the school in the Heavy Woollen Deanery.
 - b) Ensuring the highest possible take up of places at 16 years of age by developing a marketing plan to raise further the profile and reputation of the school in the Heavy Woollen Deanery.

13/15 RESOLVED: for the School Development Plan for 2013-16 be approved and for Governors' Committees to monitor progress as identified in the Action Plan for Governors' Committees for 2013-14

10. 16 – 19 BURSARY SCHEME POLICY

A revised version with minor changes was tabled at the meeting. This would enable a small amount of money to be made available up front at the beginning of term to category B and C applicants. The amount will depend on the number of applicants who qualify under Category A

13/16 RESOLVED: to approve the revised 16-19 Bursary Policy subject to the inclusion of the minor changes tabled at the meeting.

11. HEALTH AND SAFETY POLICY

This was considered at the last Health and Safety committee meeting.

13/17 RESOLVED: to approve the Health and Safety Policy subject to updating the Risk Assessment Action Plan.

12. E-SAFETY POLICY

This was deferred at the June meeting to clarify the position concerning social media networks.

13/18 RESOLVED: to defer approval until reviewed by the Vice-Chair, who will then bring it to the first SEN Committee for approval prior to it being received by the full Governing Body in December 2013.

13. TEACHING STAFF PAY POLICY

It was necessary to have an updated policy by 1 September 2013. The Staffing Committee reviewed the draft policy at its July meeting. As it was deemed there were no substantive changes other than those agreed with Unions locally, there was no need to consult with members of teaching staff.

13/19 RESOLVED: to approve the Teaching Staff Pay Policy

14. ATTENDANCE POLICY

The SEN and Pupil Welfare Committee were unable to consider this last term and a new version was circulated prior to this meeting for approval. A revised Appendix 2 was tabled at the meeting

13/20 RESOLVED: to approve the Attendance Policy with the new tabled Appendix 2

13/21 RESOLVED: the policies approved at this meeting will be published on the school website

15. SCHOOL PROSPECTUS FOR 2014 - 15

The Chair thanked those governors that had commented on the previous draft.

13/22 RESOLVED: to approve the Prospectus for 2014–15 in readiness for the Open Evening scheduled for 18 September 2013

13/23 RESOLVED: to publish the Prospectus for 2014-15 on the school's website

16. GOVERNORS' DECLARATION OF BUSINESS INTEREST

13/24 RESOLVED: for governors to fill the form in as soon as possible and submit to the Headteacher's PA

13/25 RESOLVED: for the Headteacher to organise the completion of the Declaration of Business Interest form from the school staff

17 GOVERNORS' COMMITTEES FOR 2013 - 14.

A paper was circulated for governors to preference the committees they wished to be members of. A list of each committee's Terms of Reference was circulated and governors reminded to bring paper to their first meeting.

13/26 RESOLVED: to have the following Governors Committees for 2013-14:

- (i) Finance and Premises
- (ii) Complaints
- (iii) Curriculum
- (iv) Health and Safety
- (v) Staffing, Appointments and Dismissal
- (vi) Head Teacher's objectives and Performance
- (vii) Special Educational Needs and Pupil Welfare
- (viii) Pupil Discipline
- (ix) Appeals
- (x) Admissions
- (xi) Pay and Performance Management

13/27 RESOLVED: subject to legal clarification, to appoint Mr. B. Roberts as the adviser to the Governors Headteacher's Performance Panel

18. DRAFT ACTION PLAN FOR GOVERNORS' COMMITTEES 2013 - 14

A proposed Action Plan was circulated for discussion at the first meeting of each committee

13/28 RESOLVED: to receive the proposed Action Plan for Governors' Committees for 2013-14 and for each committee to determine specific actions for the year at their first meeting.

19. CODE OF CONDUCT FOR SCHOOL GOVERNORS

13/29 RESOLVED: for each governor to adopt the Diocesan Code of Conduct for School Governors and submit to the Headteacher's PA

20. TO APPOINT GOVERNORS WITH SPECIAL RESPONSIBILITIES

13/30 RESOLVED: to approve the following appointments for 2013-14:

- ◆ Governor Training Contact- Mr Booth
- ◆ Governors for Looked After Children- Mr Hinchcliffe and Mr Oldroyd
- ◆ Child Protection Governor- Mr Hinchcliffe and Mr Oldroyd
- ◆ Special Educational Needs Governor- Mrs Wilson
- ◆ Health and Safety- Mr Quinn
- ◆ Equality Governor (Optional) – Mrs Walker
- ◆ RE Governor – Canon Aveyard
- ◆ Literacy Governor – Mr Booth
- ◆ Numeracy Governor- Mrs Blackham
- ◆ E-Safety Governor – Ms Anchor
- ◆ Kirklees Employment & Skills Board deferred -
- ◆ PSHCE and Careers Governor – deferred
- ◆ Academies Forum – Rev Dr Cortis and Mr Booth

21. CHAIR'S DELEGATED POWERS

13/31 RESOLVED: that the Chair's delegated powers will cover the following:

- (i) Change of date of a scheduled meeting, for good reason.
- (ii) Approval of EV1A/EV1 form(s) on behalf of the Governing Body for all journeys.
- (iii) Chair's powers to grant retrospective consent to absence in the event that a governor would have become disqualified if the matter had to wait for the next governors' meeting.
- (iv) To determine in advance of a meeting whether any items of the agenda should be deleted from the copy to be made available at the School.

22. DELEGATION OF FINANCIAL POWERS TO THE HEAD TEACHER

13/32 RESOLVED: that the Head Teacher is given the power to carry out on its behalf the following delegated duties:

- (i) Planning and conducting the affairs of the school to remain solvent.
- (ii) Establishing proper financial management arrangements and accounting procedures, which comply with the Local Authority's financial regulations and standing orders, and maintaining a sound system of internal controls.
- (iii) Ensuring that funding from the LA and any other sources is used only in accordance with the conditions attached to that funding.
- (iv) Providing such information as the Diocesan Council for Education and LA may reasonably require to satisfy the LA that the financial management and organisation of the Governing Body are such as to enable it to fulfil the obligations specified for it.

13/33 RESOLVED: that the Governing Body delegates to the Head Teacher and the Finance and Premises Committee the power to carry out on its behalf the following delegated duties:

- (i) That the Head Teacher be allowed to transfer an amount of up to £10,000 per budget heading from a major area of spend to another without reference to the Finance and Premises Committee and that the Finance and Premises Committee may transfer a larger sum of up to £30,000 without first referring to the full Governing Body.
- (ii) That the responsibilities for monitoring spend against budget and decisions about corrective action is delegated to the Governors' Finance and Premises Committee and that this should be done each term for the bank side of the budget.
- (iii) That maximum amounts that a) the Head Teacher and b) the Governors' Finance and Premises Committee can spend on the bank side of the budget without reference to, in the case of (a) the Governors' Finance and Premises Committee and (b) the Full Governing body are as stated in i). The exception to this will be the payment of examination invoices.
- (iv) The responsibility for compliance with financial regulations is delegated to the Governors' Finance and Premises Committee.

23. MINUTES FROM THE CURRICULUM COMMITTEE MEETING HELD ON 9 JULY 2013

The Chair noted the highlights which included discussions with the Heads of English and Modern Foreign Languages following recent reviews, and progress with the Enhancement Project.

13/34 RESOLVED: to receive the minutes from the Curriculum meeting held on the 9 July 2013.

13/35 RESOLVED: to change the date of the next curriculum meeting to Monday 30 September at 6.00 pm.

24. MINUTES FROM THE STAFFING, APPOINTMENTS AND DISMISSAL COMMITTEE MEETING HELD ON 9 JULY 2013

The Chair noted the highlights which included Teacher's pay policy, appointments, resignations, temporary contract and long term absences. Also discussed progress with the appointment of an IT Network manager and the Examination and Assessment Officer.

13/36 RESOLVED: to receive the minutes from the Governors' Staffing, Appointments and Dismissal Committee meeting held in July 2013

25. GOVERNORS VISITS

The Chair had been with a small group of sixth form students to a short visit to (Poland) visiting the concentration camps at Auschwitz and Berkennau, Krakow and the surrounding area. The pupils were a credit to the School. As this was the first such trip the Curriculum Committee did request an evaluation to take place before considering for further years.

Mrs Wilson noted that she had been to visit the Zion Community in London as a follow-up to the Mission week which took place earlier in the year.

13/37 RESOLVED: to receive the oral reports on visits by Governors

26. ANY OTHER URGENT BUSINESS

a) Insurance Renewal Invoice from the Catholic Church Insurance Association

13/38 RESOLVED: to approve the payment of £22,199.89 to cover both buildings and contents

b) EV1 for Ardeche trip

The Head noted that the proposed dates for next year's trip to Ardeche falls more in school time than out of time and as a result there would need to be a subsidy for those students whose parents were unable to fully fund this and this could be up to £600 per head. He noted that the physical risks for the trip were no different than in previous years but there was a considerable financial risk.

13/39 RESOLVED: that the Head should try and change the dates so it is more out of term time and to try and call upon staff volunteers to show good will in giving up their holiday. If this could not be achieved the trip will not be able to run this year.

c) Possible Strike Action

The Head informed governors that up to 65 members of staff had been instructed by their unions to strike on 1 October 2013. It would not be possible to run the school with this level of staff absences and it would have to close. Parents would be informed as the situation becomes clearer.

27. DATES OF FUTURE MEETINGS

13/40 RESOLVED: to hold future meetings as follows:

- (i) Tuesday 17th. December 2013 at 6.00 pm
- (ii) Tuesday 1 April 2014 at 6.00 pm
- (iii) Tuesday 10th. June 2014 at 6.00 pm

28. AGENDA, MINUTES and RELATED PAPERS – SCHOOL COPY

13/41 RESOLVED: that no part of these minutes, agenda or related papers be excluded from the copy to be made available at school.