



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

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CATHOLIC HIGH SCHOOL**

Minutes of the meeting of the Governing Body held at 6.00pm on Monday 16 December 2013.

PRESENT.

Rev. Dr. J D Cortis (Chair), Ms C Anchor, Canon J Aveyard, Mr M Collins, Mr N Dalzell, Mr K Higgins (Headteacher), Mr T Hinchcliffe, Mr A Quinn, Mrs F Wilson, Mrs H Zaman

In Attendance.

Mr I Macdonald (Minute Clerk)

1. WELCOME AND OPENING PRAYER.

The Chair welcomed Governors to the meeting and opened it with a prayer.

The Chair apologised for having to email some of the papers for tonight's meeting due to a problem with the LA posting.

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

Apologies for absence were received from Mr A Oldroyd (consent), Mrs B Blackham (consent) and Mr P Booth (consent).

There were no declarations of interest.

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

There were no items to discuss under Any Other Business.

4. REPRESENTATION.

a) Resignation.

13/42 RESOLVED: Governors acknowledged the resignation of Mrs S Walker as an LA Governor.

Both the Chair and Headteacher have written to Mrs Walker to thank her for her services to the Governing Body.

5. MINUTES OF THE ANNUAL MEETING HELD ON 16 SEPTEMBER 2013.

13/43 RESOLVED: That the minutes of the Annual Meeting held on 16 September 2013 be approved and signed by the Chair as a correct record of the meeting.

6. MATTERS ARISING FROM THE MINUTES OF THE ANNUAL MEETING HELD ON 16 SEPTEMBER 2013.

a) E-Safety Policy update (minute 13/18 refers).

The Chair reported that Chair's Action had been taken to approve and publish this policy on the School's website.

b) Policies approved at the last meeting update (Minute 13/21 refers).

The Chair reported that all approved policies had been published on the School website.

c) Governors' Declaration of Business Interest update (Minute 13/24 refers).

Mrs Zaman was given her Declarations of Business Interest Form to complete.

13/44 Resolved: that the Chair will send a form to Fr. Mungovin for him to complete.

d) Staff Declaration of Business Interest update (Minute 13/25 refers).

The Headteacher confirmed that these forms had been completed by staff.

e) EV1 Ardeche Trip update (Minute 13/39 refers).

The Chair reported that this item had been addressed and the details could be found in the Curriculum Committee meeting minutes for this term.

7. COMMITTEES' TERMS OF REFERENCE AND MEMBERSHIP 2013-14.

Governors had received copies of the Terms of Reference and Membership for the Governing Body Committees.

The Chair reported that all Committees had reviewed their Terms of Reference, and all have been deemed still to be fit for purpose.

The Chair asked Governors to consider if they could sit on the Staffing, Appointments and Dismissal Committee and /or the Curriculum Committee as both Committees could do with one more member.

13/45 RESOLVED: That the Chair is to email Governors to ask for volunteers to sit on the above Committees and published.

13/46 RESOLVED: That the Membership and Terms of References for the Governor's Committees for 2013 – 2014 be approved.

8. PENALTY NOTICES FOR SCHOOL ABSENCE.

Governors had been sent a paper by Clare Kernan, Assistant Headteacher, for consideration, prior to the meeting.

The Chair introduced the discussions that had taken place within the SEN / Pupil Welfare Committee.

The Head Teacher outlined how the system of Penalty Notices works; the effects it could have on the School attendance figures; and explained that the School was one of the few in the area that did not impose penalties.

QUESTION: Governors asked who would be responsible for imposing the penalties.

ANSWER: The Headteacher informed Governors that it would be his decision with support from the LA. He would make every effort not to be in the position of having to impose penalties, but was of the view that the School should have a policy of issuing Penalty Notices.

QUESTION: Governors asked where the money from fines would go, would the School have any of the income.

ANSWER: The Headteacher informed Governors that there would be no income to the School. The benefit should be in improved attendance figures.

QUESTION: Governors asked what would happen when and if the School became an Academy.

ANSWER: The Headteacher informed Governors that the situation would not change.

13/47 RESOLVED: That the Governing Body receive the paper and approve the use of Penalty Notice's for School Absence. This will be with immediate effect and the Headteacher will inform parents soon after the Christmas break.

9. STAFF RECRUITMENT AND SELECTION POLICY.

Governors were sent a copy of the Recruitment and Selection Policy (Staff) prior to the meeting.

The Chair reported that the policy has been considered by the Staffing Committee who made some changes to it and added the Reasonable Adjustment Statement as recommended by the Catholic Education Service.

13/48 RESOLVED: That the Recruitment and Selection Policy (Staff) be approved.

10. SAFE-GUARDING POLICY AND PROCEDURES.

Governors were sent a copy of the Safe-Guarding Policy and Procedures document prior to the meeting.

The Chair reported that the Policy has been reviewed by the SEN and Pupil Welfare Committee who recommended some minor changes

QUESTION: Governors noted that the Policy contained different refresher times and asked if this was correct.

ANSWER: The Headteacher informed Governors that Senior Staff had different refresher times than those for other staff.

13/49 RESOLVED: That the Safeguarding Policy and Procedures be approved.

11. SPECIAL EDUCATION NEEDS AND DISABILITY POLICY.

Governors were sent a copy of the Special Educational Needs and Disability Policy document prior to the meeting.

The Chair reported that the Policy has been reviewed by the SEN and Pupil Welfare Committee. No changes are being proposed but the Policy will need reviewing again following the publication of a Revised Code of Practice due out for September 2014.

13/50 RESOLVED: That the Special Education Needs and Disability Policy be approved.

12. HEALTHY FOOD AND NUTRITION POLICY.

Governors were sent a copy of the Healthy Food and Nutrition Policy document prior to the meeting.

The Chair reported that the Policy has been reviewed by the SEN and Pupil Welfare Committee with some minor changes.

13/51 RESOLVED: That the Healthy Food and Nutrition Policy be approved.

13. SCHOOL EMERGENCY MANAGEMENT PLANS INCLUDING CLOSURE.

Governors were sent a copy of the School Emergency Management Plans Including Closure prior to the meeting.

The Chair reported that this had been reviewed by the SEN and Pupil Welfare Committee, with some minor changes being made.

QUESTION: Governors asked where the Emergency Box was held in the School.

ANSWER: The Headteacher informed Governors that it could be found in the caretakers' room.

13/52 RESOLVED: That the School Emergency Management Plans (including closure) be approved.

14. SCHOOL ADMISSIONS POLICY 2015 – 2016.

Governors were sent a copy of the School Admissions Policy 2015 – 2016 document prior to the meeting.

The Chair reported that some minor changes have been made in order to conform to the Diocesan template.

13/53 RESOLVED: That the minor changes be approved so that the Policy could go forward to consultation with other admitting authorities and that final approval shall take place at the April 2014 meeting of the Full Governing Body.

13/54 RESOLVED: that the Head Teacher is to ask the LA to carry out the consultation as they had indicated that they could do so.

15. ADMISSION TO THE 6TH FORM POLICY.

Governors were sent a copy of the Admission to the 6th Form Policy document prior to the meeting.

The Chair reported that some minor changes are being recommended to conform to the Diocesan template, and asked Governors if they were happy with the section on page 5 that dealt with the question of siblings, with the change of wording to "statutory school age".

13/55 RESOLVED: That the wording within the section on siblings should be amended to "statutory school age".

QUESTION: Governors asked what the situation would be should the numbers wanting to attend the 6th Form fall would the cap of 30 pupils from out of area be retained.

ANSWER: The Headteacher informed Governors that the cap would remain in place under this Policy.

13/56 RESOLVED: That the minor changes be approved so that the consultation with other admitting authorities could commence; and that final approval shall take place at the April 2014 meeting of the Full Governing Body.

16. TRAVEL PLAN 2013 – 2014.

Governors were sent a copy of the School Travel Plan April 2013 to March 2014 prior to the meeting.

The Chair reported that this had been considered by the SEN and Pupil Welfare Committee.

QUESTION: Governors asked that in light of the decision by Leeds City Council to stop transport from Leeds, was it thought that Kirklees might take similar action.

ANSWER: The Head Teacher informed Governors that as far as was known Kirklees had no plans along that line.

QUESTION: Governors noted that since the bike shed was introduced more pupils were coming to School on bikes so that soon another shed would be required, and asked if this was a possibility.

ANSWER: The Head Teacher informed Governors that he did not think there would be further funding from the same source.

13/57 RESOLVED: That the Travel Plan for 2013-2014 be approved.

17. TEACHER'S APPRAISAL POLICY.

The Chair reported that this had been considered by the Staffing, Appointments and Dismissal Committee including guidance offered by the Catholic Education Service. It covered teaching staff only.

13/58 RESOLVED: That the Teachers' Appraisal Policy be approved and that staff should be informed.

18. REVISED CES EMPLOYMENT POLICIES / PROCEDURES.

Governors had been sent copies of the following policies and procedures prior to the meeting.

The Chair reported that all these policies and procedures had been reviewed by the Staffing, Appointments and Dismissal Committee.

13/59 RESOLVED: That the Sickness, Absence Policy and Procedures be approved.

13/60 RESOLVED: That the Disciplinary Policy and Procedures be approved.

13/61 RESOLVED: That the Capability Policy and Procedures be approved.

13/62 RESOLVED: That the Grievance Resolution Policy and Procedures be approved.

13/63 RESOLVED: That all School Staff are informed regarding the approval of the above policies and procedures which can be accessed through the School's web site.

19. CHARGING AND REMISSION POLICY.

Copies of the Charging and Remission Policy were sent to Governors prior to the meeting.

The Chair reported that the Policy had been considered by the Finance and Premises Committee, and some minor changes are being recommended.

13/64 RESOLVED: That the Charging and Remission Policy be approved.

13/65 RESOLVED: That all approved policies be published on the School's website

20. GOVERNORS' HANDBOOK 2013 – 2014.

Governors were sent a copy of the Governors' handbook 2013 – 2014 prior to the meeting.

The Chair reported that Governors were sent an email on the 30th. October with the DfE Handbook for Governors' attached. This document replaced the 'Guide to the Law'. The School's own Governors' Handbook had been updated.

The Chair asked Governors for a volunteer to become the Governor with Specific Responsibility for the Kirklees Employment and Skills Board.

The Head Teacher talked through the responsibilities and what would be required from this Governor

13/66 RESOLVED: That the Chair is to email Governors asking for a volunteer for this position.

The Chair asked for a volunteer to become the Link Governor with the House System for Thomas Beckett.

13/67 RESOLVED: That Mrs Zaman be appointed as Link Governor with Thomas Beckett House.

The Chair informed Governors that there were some Policies that required review.

13/68 RESOLVED: That the Managing Medical Conditions Policy should be reviewed by the SEN / Pupil Welfare Committee.

13/69 RESOLVED: That the Cohesion Policy should be reviewed by the Curriculum Committee.

13/70 RESOLVED: That the Controlled Assessment Policy should be reviewed by the Curriculum Committee.

13/71 RESOLVED: That the Complaints Policy should be reviewed by the Curriculum Committee.

13/72 RESOLVED: That the ICT Acceptable Use Policy should be removed from the list of policies as this was now within the E-safety policy.

13/73 RESOLVED: That the School's Governors' Handbook be approved.

21. GOVERNORS' REPORTS FROM VISITS AND TRAINING UNDERTAKEN.

The Chair reported that Governors had been asked to indicate what training has been undertaken. Responses had been received from 2 Governors, training undertaken covering induction, recruitment, and health and safety.

Mr Quinn had reported on a meeting with the School's Business manager in his role of Chair of the Health and Safety Committee

Governors were reminded that the LA runs many courses for Governors and that these should be accessed as much as needed.

Governors had been sent copies of the Professional Development Programme leaflet from the Diocese of Leeds.

The Head Teacher reminded Governors that they were most welcome to visit School and would be welcomed by staff.

13/74 RESOLVED: That an update on Governors' training and visits be noted.

13/75 RESOLVED: That Governors noted the Diocesan Professional Development Programme for 2013-14.

22. SCHOOL HOLIDAYS 2014 – 2015.

The Headteacher informed Governors that it looked like they had been sent the wrong document for this item.

QUESTION: The Chair asked if there was any agreement with the feeder schools for these dates.

ANSWER: The Headteacher informed Governors that there had been consultation with the School's feeder schools.

13/76 RESOLVED: That in order not to delay the publication of dates to parents, Chair's Action should be taken to approve the dates.

23. TARGETS FOR 2014 – 2015.

The Chair referred Governors to the Headteacher's report where the targets were detailed on pages 5 and 6, and which had been discussed with the LA on 2nd December 2013.

The targets for 2014-15 are:

- 5 A*-C (including English and Maths): 61-66 %
- 3 Level Progress English: 67%
- 3 Level Progress Maths: 66%
- 4 Level Progress English: 31%
- 4 Level Progress Maths: 28%
- Science 1 A*-C: 85%
- Science 2 A*-C: 80%
- English Baccalaureate: 40%
- Post 16 Level 3: 99%
- Absence: 6.00
- Persistent Absence: 6.00 at 15%

QUESTION: Governors asked why there was such a range of target for 5 A* - C (including English and Maths).

ANSWER: The Headteacher informed Governors that the average points score on entry for pupils in Year 11 and Year 10 were similar but that the cohorts varied widely, which made comparisons difficult. The Y10 cohort had less able students within it but nonetheless, the school would be hopeful of achieving the higher estimate, The changes to the examination process that have been introduced have introduced an extra degree of uncertainty. It is expected that this target will be refined as the year progresses.

QUESTION: Noting the large gap in targets between 3LP Maths and 4LP Maths, Governors asked if there were specific reasons for this gap.

ANSWER: The Headteacher informed Governors that this is due to the level children are at when they enter the School. A student entering with a level 4 would be expected to achieve a grade C which represented 3LP. 4LP for the child would be a grade B. Therefore the targets for pupils making better than expected progress (4LP) are going to be significantly lower than for those making expected progress(3LP).

A discussion took place on the future of testing at KS2, possible testing at KS3 and the way Ofsted assess and reports.

13/77 RESOLVED: That the School based targets for 2014-15 be approved.

24. CURRICULUM MODELS FOR 2014 – 2015 (UPDATED CURRICULUM POLICY).

Governors were sent a copy of the updated Curriculum Policy prior to the meeting, and were handed copies of the KS3, KS4 and Audit Capability for Year 12 Offer 2014 Report.

The Chair asked Governors to refer to the minutes from the Curriculum Committee meetings this term and page 12 of the Head Teacher's Report.

The Headteacher talked Governors through the current situation surrounding the E. Baccalaureate; the need to protect Modern Foreign Languages in the School; and the introduction and implications to the School and pupils of the "bucket" approach to subjects to study.

Governors commented that it was important to keep pupils at the School in the 6th Form, and that to do this the right subjects must be available to the pupils.

QUESTION: Governors asked if there would need to be compulsory studying of subjects apart from English, Maths and a science for students.

ANSWER: The Headteacher informed Governors that advice and information would be given to pupils but apart from compulsory national curriculum subjects and RE, subjects studied will be up to the pupils.

13/78 RESOLVED: That the Curriculum Policy for 2013 – 2015 be approved and should be published.

The Chair asked Governors to consider the following Curriculum Models for 2014-15.

a) Key Stage 3.

The Chair informed Governors of the continuance of a 6-period day plus first year of enhancement.

QUESTION: Governors commented that following previous discussion it had been possible to accommodate PHSCE in the main timetable rather than time being taken from other timetabled subjects.

ANSWER: The Headteacher informed Governors that pupils would get 1 lesson per week.

13/79 RESOLVED: That the Curriculum Model for KS3 be approved.

b) Key Stage 4.

The Chair informed Governors of the 6-period day to cover core subjects of RE, English, Maths, Science (different modes), PE plus options (4 blocks).

A discussion took place on how this model would benefit both the School in meeting latest DfE requirements and the pupils.

13/80 RESOLVED: That the Curriculum Model for KS4 be approved.

c) Post 16.

The Chair informed Governors that there were no major changes and that Psychology would be retained for a further year

QUESTION: Governors asked if there were any particular reasons why pupils would not stay at the School to enter the 6th Form because of the subjects that could be studied.

ANSWER: The Headteacher informed Governors that the subjects available did not cause any problems as subjects such as Law, Further Maths and Psychology were on offer. The funding for 6th Form students was being cut drastically, so there is pressure on the curriculum that can be offered. If the School could accommodate more pupils then the curriculum could contain an increased number of subjects.

13/81 RESOLVED: That the Curriculum Models for 2014-15 to Post 16 provision be approved.

25. SCHOOL'S SELF-EVALUATION (SEF).

The Chair referred Governors to the Headteacher's report pages 17-29, and highlighted that this was a good reflection of the school's current position. He also referred to the following grades:

- Current Grade for Overall Effectiveness: Good
- Student Achievement : Good
- Teaching: Good
- Behaviour and Safety: Good
- Leadership: Good

The Headteacher informed Governors that these assessments had been discussed with the LA Inspector and she considered the School to be "solidly good". There are some areas that need to be looked at and some to be aware of. It is important that the School data can backup these grades.

13/82 RESOLVED: That the revised School's Self-evaluation Form as of November 2013 is received and that Governors support the grades awarded.

26. HEADTEACHER'S REPORT FOR TERM 1.

The Headteacher's Report for December 2013 had been sent to Governors prior to the meeting, and included:

- School Context and Ethos.
- Pupil Achievement.
- Teaching and Learning.
- Safeguarding and Behaviour.
- Leadership
- Summary of Self Evaluation November 2013.
- PE and Sports Report.
- NQT Induction.
- School's ethnic mix
- External moderation of exam results for academic year 2012-13
- Use of pupil premium
- Comparison of use of resources between school and LA Secondary median for 2012-13

The Chair highlighted issues raised not covered under other items discussed on the agenda:

Prior attainment of current year 7 children.

QUESTION: How secure is the data that the pupils bring with them when they enter the School.

ANSWER: The Headteacher informed Governors that the data that comes is the data that has to be worked with. The School does its own assessments soon after the pupils enter the School. Staff are aware that the Junior schools work very hard to make sure the pupils do well in the SATs, and then the pupils seem to come to a learning stop until they leave the Junior School, and after the summer holiday staff have to recap parts of subjects to get the pupils going forward with their learning. The quality of data varies from school to school.

Charities.

Question: Governors asked what had prompted the change in how charities are supported in the School.

ANSWER: The Headteacher informed Governors that the decision had been taken so that the chosen School charities could get better support.

Raisonline.

QUESTION: Governors asked how the process of getting the data together was going.

ANSWER: The Headteacher informed Governors that the situation was still confusing as there were still some results that did not appear in the data and some that were out of date. The validated data is due to be published in league tables at the end of January, and until then the School can get no more information. It is hoped that by then the correct data will have been used.

School Council.

QUESTION: Governors noted that the School Council had discussed school meals and asked if the caterers had had any discussions with the Council or other pupils.

ANSWER: The Headteacher informed Governors that there had been some interaction, possibly not enough, but they are listening.

Year 11 Progress.

Governors noted the encouraging Year 11 progress.

The Headteacher said Governors should be aware of a possible threat to results due to the changes in the examination structure.

The Headteacher asked Governors if his report was as they required or if it went into too much detail.

Governors expressed the view that the report format and contents were good, but when put together with all the other papers for the meeting it can lead to a bit of overload.

13/83 RESOLVED: That the Head Teacher's Report be received and thanks expressed to the Head Teacher for his Term 1 report.

The Chair drew Governors attention to the TQI Visit Report attached to the Headteacher's Report.

A discussion took place on several areas contained in the report.

QUESTION: Governors asked if the number of pupils coming into the School where English was the second language was causing any challenges.

ANSWER: The Headteacher informed Governors that there were two groups of pupils that in the main had English as a second language. There were those with an Asian background, and those with an Eastern European background. Both groups came to the school with in the main a good work ethic and the School was monitoring progress. The more challenging group to the school was those with an Eastern European background.

13/84 RESOLVED: That the report from the TQI officer's visit this term be received.

27. MINUTES FROM THE CLUSTER GROUP MEETING HELD ON 22 OCTOBER 2013.

Governors were sent a copy of the minutes of the Cluster Group meeting prior to the meeting.

The Chair highlighted:

i. Links between academy status and eligibility to LCVAP funds.

The Chair informed Governors that should the School become an Academy then membership of the cluster would cease.

ii. Project approved to be considered for financial year 2014-15.

The School's reroofing project is number 2 on the priority.

13/85 RESOLVED: That the minutes from the Kirklees Catholic Schools Cluster meeting be received.

28. NOTES FROM ACADEMIES MEETINGS.

a) 24 October 2013.

The minutes of the meeting were sent out to Governors prior to the meeting.

b) 12 November 2013.

The minutes of the meeting were sent out to Governors prior to the meeting.

c) 25 November 2013.

The minutes of the meeting were sent out to Governors prior to the meeting.

The Chair reported that the Forum had met three times this year and noted the following issues from these notes:

- There are three primary and one secondary school.
- Still waiting the issuing of academy orders.
- Time-line for academy conversion on 1st. April 2014 is no longer viable.
- Progress is being made regarding land audits.
- Progress is being made regarding completing MAT Questionnaire for use by Browne-Jacobson.
- Discussions had started on the membership of Trust Board and Academy Councils.
- Identifying structures for CMAT had begun.

13/86 RESOLVED: That the minutes from the meetings of the Academies Forum be received.

QUESTION: Governors asked if the slippage in the timetable would cause any financial problems.

ANSWER: The Headteacher informed Governors that some of the funding would be reduced, but that there were other funds that could be accessed. Governors will need to be aware of the income and expenses when the time comes for conversion to make sure that the School does not spend money it has not got.

13/87 RESOLVED: That this Governing Body shall meet on Monday 27th. January at 6.00-7.00, to consider issues relating to Academy conversion and setting up of the Catholic Multi-Academy Trust 3.

29. MINUTES FROM COMMITTEES.

a) Finance and Premises Committee meeting – 24 September 2013 and 3 December 2013.

The minutes of these meetings had been sent to Governors prior to the meeting. The Chair highlighted the following points from the meetings:

- There had been a useful meeting with Langtry-Langton.
- Replacement of one of the lifts would be complete this week.
- The Action Plan for the year had been completed.
- The additional lunch-time supervisor had been approved.
- The Diocesan proposed scheme to support Central Services.
- The review of three-year financial plan.
- The monitoring of relevant sections from the School Development Plan for 2013-14.
- Governors are asked to note the later start time for the meeting scheduled for 14th January i.e. 6.30.

The Chair informed Governors that after much pushing, a “request to pay” invoice had been received from the Diocese to support central services. The amount due was £11, 870. This amount was not included in the budget and approval to pay was now sought.

13/88 RESOLVED: That the sum of £11,870 be paid to the Diocese for the Central Services support scheme.

13/89 RESOLVED: That the minutes from the Governors’ Finance and Premises Committee meetings held this term and the budget monitoring reports be received.

b) Curriculum Committee – 30 September 2013 and 18 November 2013.

The Minutes of the meetings were sent to Governors prior to the meeting. The Chair highlighted the following areas:

- The survey of post 16 education in North Kirklees.
- The Action Plan for 2013-14.
- The evaluation of the first trip to Krakow.
- The School trip to Ardeche which will now go ahead.
- The Key Stage 4 November examinations.
- The Enhancement Project.
- Discussion with the Head of the Humanities Faculty.
- The strategy for evaluating the 6-period day which commenced in September 2013.
- The monitoring of relevant sections from the School Development Plan for 2013-16.

13/90 RESOLVED: That the minutes from the Curriculum Committee meetings held this term be received.

13/91 RESOLVED: That all Governors be sent details of the next Curriculum Committee meeting scheduled for Tuesday 21st. January 2013, when it will be carrying out an Examination Analysis.

c) SEN and Pupil Welfare Committee – 5 November 2013.

The Minutes of the meeting were sent to Governors prior to the meeting. Mrs Wilson highlighted:

- The visit to Sion Community.
- The Input from the Luke and Marcus Trust.
- The reports from the School's (acting) Chaplain.
- The Kirkland Rowell Parent and Pupil Survey for 2013.
- The reports from School Council meetings.
- The SENCO Report.
- Discussion on Penalty Notices.

13/92 RESOLVED: That the minutes from the SEN and Pupil Welfare Committee meeting this term be received.

d) Staffing, Appointments and Dismissal Committee – 16 October 2013 and 27 November

The Minutes of the meetings were sent to Governors prior to the meeting. The Chair highlighted:

- The Net-work manager post.
- The Action Plan for 2013-14.
- Staff welfare issues.
- The monitoring of relevant sections from the School Development Plan for 2013-16.
- The next scheduled meeting on Monday 27th. January 2014 to start at 7.00 pm.
- The restricted business.

13/93 RESOLVED: That the minutes from the meetings of the Staffing, Appointments and Dismissal Committee meetings held this term be received.

e) Pay and Performance Management Committee –22 October and 9 December 2013.

The Minutes of the meeting on 22 October 2013 were sent to Governors prior to the meeting, and the minutes of the meeting held on 9 December 2013 were tabled at the meeting. The Chair highlighted:

- That Governors are content with the arrangements and implementation of the approved policy.
- That details of Headteacher's Objectives for 2013-14 can be found on page 13-14 of the Head Teacher's Report for Term 1.
- The Restricted Information.

The Head Teacher informed Governors that they may need to review the ISRs for the senior Leadership Group in the near future.

13/94 RESOLVED: That the minutes from the meetings of the Pay Committee held this term be received.

f) Health and Safety Committee – 13 November 2013.

The Minutes of the meeting were sent to Governors prior to the meeting. Mr Quinn highlighted:

- The identification of 6th. Form students.
- The work following the last health and safety inspection.
- The Action Plan for 2013-14.
- The report from the School's Health and Safety Forum.
- The outcomes from fire drill.
- The report on incidents to pupils/staff.

13/95 RESOLVED: That the minutes from the Health and Safety Committee meeting held this term be received.

g) Admission Panel – 9 December 2013.

The Chair reported that the Panel had yet to meet, but that so far there are 433 applications which are 80 more than for this time last year.

13/96 RESOLVED: That the Admissions Panel is to meet at 5.30 on the 14th. January 2014 and for the minutes to be received at the next Full Governing Body meeting

30. PUPIL ACHIEVEMENT ASSEMBLIES.

13/97 RESOLVED: That the Head Teacher's PA is to inform Governors once details have been confirmed

31. ANY OTHER BUSINESS.

There was no further business to discuss.

32. DATES OF FUTURE MEETINGS AND POSSIBLE AGENDA ITEMS.

13/98 RESOLVED: That the Full Governing Body shall meet on:

- i. Monday 27th January 2014 at 6.00 pm
- ii. Tuesday 1st. April 2014 at 6.00 pm
- iii. Tuesday 10th. June 2014 at 6.00 pm

32. AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY.

13/99 RESOLVED: That the Restricted Information contained in the minutes of the Staffing, Appointments and Dismissal Committee meetings and in the minutes of the Pay and performance Management Committee be omitted from the School Copy of these minutes in accordance with the Freedom of Information Act.

The Chair closed the meeting by thanking Governors and school staff for all the work undertaken during this challenging term and wished all a Blessed Christmas season and a successful 2014.