



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

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CATHOLIC HIGH SCHOOL**

Minutes of a meeting of the Governing Body held at 6.00 pm at the School on Monday 27 January 2014.

PRESENT:

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

In Attendance: Mrs A Hutchinson (Minute Clerk)

1 WELCOME AND OPENING PRAYER

Canon Aveyard opened the meeting with a prayer.

2 APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST

Apologies for absence were received from Ms C Anchor (consent). There were no declarations of interest.

The Chair advised that Dr Phil Brook had stepped down as the school's Minute Clerk. Governors expressed their appreciation for his excellent work and good advice.

13/100 RESOLVED: for the Chair to send a letter of thanks on behalf of the Governing Body.

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

No items were notified.

4 MINUTES OF MEETING HELD ON 16 DECEMBER 2013

13/101 RESOLVED: That minutes of the meeting held on 16 December 2013 be approved and signed by the Chair as a true record.

5 MATTERS ARISING

(a) Membership of Committees (Resolution 13/45 refers)

Chair informed that Mrs F Wilson agreed to join the Staffing, Appointments and Dismissal Committee.

(b) Penalty Notices for Unauthorised Absence (Resolution 13/47 refers)

The Head Teacher confirmed that a letter had gone out to all parents informing them of the decision to allow the use of penalty notices for unauthorised absence. Some parents had raised issues with holidays already booked and the Head Teacher had agreed not to issue penalty notices on this occasion only.

(c) Approved Policies (Resolution 13/65 refers)

It was confirmed that all the recently approved policies had been published on the school's website.

(d) Diocesan Scheme for Supporting Central Services (Resolution 13/88 refers)

Chair confirmed that £11,870 had been paid to the Diocese to support central services and receipt had been confirmed.

6 ACADEMY CONVERSION

The Chair gave feedback from a recent meeting of the Academy Group held at Sacred Heart School on the 20<sup>th</sup>. January 2014.

Discussions continued with the Department for Education (DfE) and problems with accuracy of data were outlined. It was hoped that further progress would be made in the near future but conversion on 1 April 2014 would not be possible. Calderdale Council advised that they would need 3 months to conclude TUPE arrangements for the Primary schools in their area.

Chair referred to the recently published league tables confirming the results for the summer 2013 to be 5 A\*-C including English and Maths to be 60%.

Most recent communication with the DfE suggests that the application is ready to move to the next stage with a recommended conversion date of 1<sup>st</sup>. July 2014. This however needs to be supported by the 3 primary schools.

The Academy Group would meet again on 4 March 2014. No other school had attended meetings to date and decisions would have to be made by the 4 schools currently in the Group. All schools originally invited to join discussions on the formation of an Academy Trust had been sent notes from the meetings.

13/102 RESOLVED: To receive Chair's update on academy conversion.

7 SCHEME OF DELEGATION DOCUMENT

A draft Scheme of Delegation Document had been sent out from the school prior to the meeting. The wording of this draft had been negotiated between the Catholic Education Service (CES) and the DfE. The Diocese was making minor amendments to suit the needs of the Diocese.

Chair confirmed that the Scheme of Delegation sets out what would happen at Academy level and how aspects would be overseen by the Trust Board. The Trust Board would oversee all schools within the Academy and Academy Councils would replace Governing Bodies at school level.

Q What is the process regarding the make-up of the Academy Council?

A Current Governors could move over to the Council until the end of their term of office. The exact make-up of the new body was a separate agenda item.

Governors were asked to retain the Scheme of Delegation Document for future information.

13/103 RESOLVED: to receive the Scheme of Delegation Document.

## 8 ACADEMY COUNCIL MEMBERSHIP

A draft paper on Academy Council membership had been circulated to Governors.

The Chair advised that Academy Council membership could be 8, 10 or 12. It was suggested that a school the size of St John Fisher would require 12 Council members.

Q Is 12 enough with all the Committee work?

A The Academy Council needs to reflect the Trust Board, who would have some of the responsibilities currently undertaken at school level. There should be less committees.

Q How much flexibility do we have in the size of Council?

A Based on the Diocesan models it can only be 8, 10 or 12 members.

Q Will the Council be able to co-opt extra members with specific skills or expertise?

A Yes, but they would not have voting rights.

Q Are there staff and parent places on the Trust Board?

A Chair responded that nominations for both categories would come from existing members of the Academy Councils.

13/104 RESOLVED: That on conversion to Academy status, the Academy Council will 12 members i.e. 7 Foundation Governors, 2 Staff, 2 parents, 1 head-teacher and title of Academy included in the School's current name e.g. St John Fisher Catholic Academy.

## 9 PROPOSED ARRANGEMENTS FOR STRUCTURES, DELEGATION AND RESPONSIBILITIES

The Chair tabled an updated version of the Scheme of Delegation Work Planner previously circulated. The updates were as a result of discussions held at the recent Academy Group meeting.

The Head Teacher advised that an issue had been raised regarding how Academies were held accountable. This will necessitate the setting up of an Audit Committee at Trust Board level.

The detailed levels of responsibility were scrutinised and the Head Teacher advised that these had been discussed in great detail, line by line, by the Academy Group.

Chair confirmed that standards of teaching and learning would be overseen at Trust level. Schools in the Trust would be in a position to support each other where needed with great potential to strengthen Catholic provision.

Q How is the Trust Board created?

A Some seats are reserved, for Head Teachers for example. Foundation places will be filled after expressions of interest are received from all parishes. Mgr. Wilson would appoint the Foundation Governors.

Q Can individuals be on both the Academy Council and the Trust Board?

A Chair affirmed that this is the case and that it is important that this happens but a degree of distance between the two entities is also needed.

All Academy Councils would share the same Vision for Education but individual academies would not lose their identity.

13/105 RESOLVED: to note the proposed arrangements for structures, delegation and responsibilities for the CMAT 3

10 PUPIL ACHIEVEMENT ASSEMBLIES

There was discussion about the participation of Governors in Pupil Achievement Assemblies to be held in February.

13/106 RESOLVED: The following representation was agreed:

Mon 17 February 2014,	10am Year 8	Mr Hinchcliffe
Tues 18 February 2014,	10am Year 9	Rev Dr Cortis
	1pm Year 13	Rev Dr Cortis
Wed 19 February 2014	10am Year 7	Mr Quinn
Thurs 20 February 2014	10am Year 11	Rev Dr Cortis
	1pm Year 12	Mr Quinn
Fri 21 February 2014	9.15am Year 10	Mrs Wilson

11 ANY OTHER BUSINESS

There was no other business.

12 DATES OF FUTURE MEETINGS AND POSSIBLE AGENDA ITEMS

Governors were reminded that there may be need to call 2 additional meetings once the academy conversion time-line was finalised.

13/107 RESOLVED: That future meetings of the Governing Body be held at the school as follows:

- Tuesday 1 April 2014 at 6.00 pm
- Tuesday 10 June 2014 at 6.00 pm

13 AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY

13/108 RESOLVED: That no part of these minutes, agenda or related papers be excluded from the copy to be made available at the school, in accordance with the Freedom of Information Act.