



Kirklees Directorate for Children & Adults

DFE 4800

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

Minutes of the meeting of the Governing Body held at 6.00pm on Tuesday 10 June 2014

PRESENT

Rev. Dr. J D Cortis (Chair), Ms C Anchor, Canon J Aveyard, Mrs B Blackham, Mr P Booth, Mr M Collins, Mr K Higgins (Headteacher), Mr T Hinchcliffe, Mr A Oldroyd, Mr A Quinn

In Attendance

Mrs D J Calverley (Minute Clerk)

1. WELCOME AND OPENING PRAYER

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

2. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST

Apologies for absence were received from Mrs H Zaman, Mr N Dalzell and Mrs F Wilson (all with consent)

There were no declarations of interest.

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

- Dates for interviews which was taken under item Any Other Business

4. MINUTES OF THE MEETING HELD ON 1 APRIL 2014

13/179 RESOLVED: That the minutes of the meeting held on 1 April 2014 be approved and signed by the Chair as a correct record of the meeting.

5. MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON 1 APRIL 2014

(a) Clerk to the Governing Body (min 13/100 refers). Dr Philip Brook has been appointed to act as clerk for the governing body committees.

(b) Policies approved at the last meeting (min 13/116-13/121refer). Approved policies are now available through the school website.

6. MINUTES FROM THE FULL GOVERNING BODY MEETING HELD ON 5 JUNE 2014

The Chair tabled the minutes at the meeting and allowed governors time to read through and check for accuracy

13/180 RESOLVED: that the minutes of the meeting held on 5 June 2014 be approved and signed by the Chair as a correct record of the meeting, subject to the following amendment: Page 7, Minute 13/172: the words ‘...the Head Teacher was authorised to approve any minor amendments.....’ should read ‘...the Working Group is authorised to approve any minor amendments....’

7. MATTERS ARISING FROM THE MINUTES OF 5 JUNE 2014

a) The Lease (Minute 13/157 refers) and Transfer of Assets (Minute 13/159 refers)

A local authority officer visited school today and issues seem to be moving forward with regard to the lease and transfer of assets. The timescale is still the end of June, and hopefully this will mean conversion to Academy status can go ahead as planned on 1st August.

The Chair added that the Trust Board did meet on the 5th June. The pending issues were highlighted and relevant documents were signed. In order to go ahead with conversion in August, documents need to be signed and delivered to the DfE for 7 July. Applications for foundation directors are being processed.

13/181 RESOLVED: to receive the Chair’s verbal update from the first Trust Board meeting

8. MEMBERSHIP OF ACADEMY COUNCIL

Papers had been circulated with the meeting agenda. The Chair reminded governors that an academy council needs to be set up when the current governing body ceases to exist on conversion, and the following issues need to be addressed:

- In January it was resolved that the Academy Council would have 12 members, and in order for that to be achieved governors will have to discuss the situation with regard to the current foundation governors, currently 4, whose term of office expires at end of August. If these governors wish to be re-appointed in this category as member of the Academy Council then there will be an appropriate number of foundation Council Members. The Chair supplied nomination forms for the purpose of re-application, and asked that any governors not seeking re-appointment notify the Chair as soon as possible.

- There are currently 3 staff governors but there will only be 2 such positions on the Academy Council. The 3 existing governors all have different lengths of term of office. They are entitled to see their term of office through beyond conversation, but only 2 will have voting rights. The Chair asked governors for suggestions to manage this. The 3 governors in question will discuss and agree amongst themselves what the position will be, and then notify the Chair. Governors asked if voting rights were transferable in a situation where only two of the three governors were present and one of those was the non-voting member. The Chair thought not and that it needs to be a named person with full rights. He agreed to check this out and confirm.

- In the case of parent governors, the 2 existing governors can transfer to the Academy Council as their term is still current, assuming they are willing to continue.

- An Academy Council has no Local Authority category. However, the Chair recommended that Mr Hinchliffe be allowed to finish his term of office but without a vote on the Council.

13/182 RESOLVED: To take the following actions with regard to Academy Council membership:

- Existing foundation governors be re-appointed if willing to stand.

- Staff governors to agree which two will be the 'voting' members.
- Two parent governors to transfer to the Academy Council
- The local authority governor to serve his current term of office but without voting rights on the Council.

9. PROPOSED COMMITTEE STRUCTURE FOR THE ACADEMY

Papers had been circulated with the meeting agenda. The Chair reminded governors they had previously looked at areas of responsibility of the Academy Board, sub groups, Academy Council and sub groups of the Academy Council. The paper sets out the different areas of responsibility and governors have to rationalise the current committee structure, whilst ensuring all business continues to be carried out as the school converts to Academy status.

The Chair made the following proposals regarding committee structure:

- The main committees appear to fit well into the 3 proposed Academy sub-groups of finance/pay/personnel, learning and teaching standards and mission. Other committees then need to be integrated into these three sections. Chair proposed that Health and Safety could fit under Finance; Admissions could fit under Mission. Others committees without an obvious category are Complaints, Appeals and Headteacher performance. As an Academy complaints handling processes have to include an independent panel member, governors suggested that this could be a reciprocal arrangement with a neighbouring academy. Headteacher performance would be dealt with by delegating three Foundation members from the Trust Board to work with the Headteacher, and would be overseen by the standards committee of the Trust.

Governors asked the following questions:

Q: As an Academy Council, would there only be 3 sub-groups?

A: Generally yes, as the structure would have to mirror that of the Trust Board to ensure lines of communication and reporting. However, it is possible to create smaller committees to deal with specific issues.

Q: If staffing and finance issues are all dealt with by the Finance Committee, does that mean it will be one meeting?

A: Yes and during the first year the effectiveness of the committee structure will be monitored and evaluated.

Q: At the beginning of the year will governors all be part of each committee?

A: No, because it will be a smaller body, and will continue to run with a full council meeting and separate committees. The main difference is that the governing body will be called the Academy Council and the committees will have new titles.

The Trust will agree a work plan and the 3 academies will then coordinate dates to feed into the Trust meeting dates, so dates for annual meeting of Academy Council cannot yet be given.

13/183 RESOLVED: to adopt the proposal presented in the paper regarding the structure of the Academy Council

10. HEAD TEACHERS REPORT TO GOVERNORS AND QUESTIONS

The Headteachers report was circulated with agenda. The Chair and Head highlighted following key points:

- 29 admissions appeals have been heard so far with more to come. There are already 203 pupils coming into Year 7. Appeals panels are independent and decisions binding.
- The Sylvia Wright foundation collections were applauded.
- The retreat next year is only for Year 7. The Head explained that this was because there is not enough support and it is expensive for a short period of time, with up-front payments which are non-returnable.
- As a governing body it is important to support pupils at KS4 and hopefully predicted outcomes will come to fruition. Some of the predictions are aspirational. 4 levels progress in English is not a strong prediction at present.
- The Head and Head of Science will be attending an Ofsted seminar on science soon.
- 3 levels progress in English and Maths – figures are very strong.
- ALPS results for AS are fluctuating. Small cohorts contribute to this but overall ALPS grading is very good. When exam analysis is complete, the significance of trends will be seen more clearly.
- Efforts put in this year in terms of science will show results next year.
- The report gives a clear warning in terms of current Y10 achievement. This cohort is very different in the number of children and levels of ability from last year. Any necessary interventions are taking place.
- KS3 teacher assessment results are now on the system.
- Helen Metcalfe (TQIO) came to school last week and it was a very positive visit looking at data and the judgements were good.

Also circulated was the Kirkland Rowell Parents and Pupil surveys which governors were asked to note. Comments and questions from governors were as follows:

- Pupil Survey – although some students have awarded low scores for computer access, developing confidence and pupil happiness, the Head directed governors to percentages on these where 70.8% of pupils felt they were happy. All the results from the pupil survey would be judged good or outstanding by OFSTED. There were no major concerns from the pupil survey, which was generally positive.
- Parents Survey – the response rate was poor and down on previous years. One issue highlighted was the number of sports club cancellations after school which were notified on the day. Management/Leadership was also criticised for the option choices offered and for following the government lead in ending early entry for most students.
- Computer Access – governors wanted to know whether there was anything that could be done about the poor ratings in this area. The school now has more computers than ever available for children but there is a perception for some reason that access to IT is not as it could be.

Mr Oldroyd left the meeting at this point.

- There used to be a thriving group of parent fundraisers and this has dwindled lately, making parental engagement challenging.
- 'You said, we did' is an important and effective approach to get across the message that surveys do translate into action.

13/184 RESOLVED: to thank the headteacher for his term three report to Governors.

13/185 RESOLVED: to note the outcomes from the Parent and Pupil Kirkland Rowell survey for 2014.

11. SCHOOL BUDGET FOR 2014/15

Mrs Blackham tabled an updated SB3 at the meeting and the Head gave headline points:

- A good carry forward at year end which was within tolerances made a positive contribution to the three year plan.
- The carry forward is added to the money from the LA making the total £6,649,761 distributed across all the different headings with guidance from the finance committee.
- The end of year contingency figure is predicted at £333,908.

By six weeks into conversion the Academy budget has to be set, therefore approved by mid-September and all three schools will need to follow the same process and deadline. The Head said that this budget will be a re-working of the budget that has just been approved by governors, with the addition of the academies money. The school is given up to 4 months after to conversion to finalise budgets.

Governors asked the following question:

Q: Should the forecast be considered carefully, because if there is an ever-decreasing carry-over figure then eventually there will be nothing to carry forward, particularly taking into account the expense of conversion?

A: Mrs Blackham assured governors that the budget is generously calculated and required savings have been made. If the budget looks tight, adjustments can be made, as tight control is maintained over the three year plan.

13/186 RESOLVED: for the Chair and the Headteachers to sign the budget for financial year 2014-15

13/187 RESOLVED: To thank Mrs Blackham for her hard work on the budget.

12. BEHAVIOUR POLICY

This policy was considered by the SEN committee at their last meeting and has been brought up to date, with no major amendments or changes.

Governors asked the following question:

Q: Why has the reference to NEXUS been crossed out?

A: NEXUS is more limited than it used to be and no longer a relevant tool for attendance management.

13/188 RESOLVED: To approve the Behaviour Policy.

13. COMPLAINTS POLICY

The local authority has issued some revised guidance and the policy incorporates this but on conversion to Academy status this policy will be void. Chair made reference to a policy which is currently used by the Nottingham Diocese which the Trust may adopt in the future.

13/189 RESOLVED: To approve the Complaints Policy.

14. MANAGING MEDICAL CONDITIONS POLICY

This policy was considered by the SEN committee at their last meeting. The supplementary materials (guidance from the DfE) will be contained in the staff handbook. The Head confirmed an amendment about Fraser competencies applying to children administering their own medicine. Governors noted additional paperwork.

13/190 RESOLVED: to approve the Managing Medical Conditions Policy

13/191 RESOLVED: for all approved policies to be placed on the School's website

15. ACHIEVEMENT ASSEMBLIES

13/192 RESOLVED: details will be communicated to Governors when finalized.

16. MINUTES FROM GOVERNORS' COMMITTEE MEETINGS THIS TERM

Minutes from Committees had been circulated prior to the meeting unless otherwise stated.

(a) Finance and Premises Committee held on the 19th. May

The following items were highlighted:

- Re-roofing of Beverley Block is almost complete.
- ICT development plan spending approved.
- Telephone hacking
- Departmental spend against capitation for financial year 2013-14

13/193 RESOLVED: minutes received and budget monitoring report noted.

(b) Curriculum Committee held on 6th. May

The following items were highlighted:

- a very positive discussion with Head of PHSCE and Head of ICT.
- Discussion relating to the RAISE on-line validated data for academic year 2012-13.
- Outcomes from the Diocesan COLDS Review
- The committee is meeting again on 26 June to receive the outcome of the review of technology faculty.

13/194 RESOLVED: To receive the minutes of the Curriculum Committee.

(d) SEN and Pupil Welfare Committee held on the 3rd. June

The minutes were tabled at the meeting by the Chair. The following were highlighted:

- Effectiveness of the Directors' of Studies data meetings
- Reports from the Acting Chaplain, SENCo and the Catholic Care social worker
- Reports were received from the latest school council and parents forum.

13/195 RESOLVED: to receive the minutes of the SEN and Pupil Welfare Committee.

Cannon Aveyard left the meeting at this point.

(e) Staffing, Appointments and Dismissal Committee held on the 14th. May

The following points were highlighted:

- IT Manager vacancy to be re-advertised early in the new school year.
- Chaplain's post also to be re-advertised
- TUPE transfers for conversion
- Decision taken to have an Investors In People review in two weeks' time.
- Second in science has agreed to step-up when Head of Science goes on maternity leave

Governors asked the following question:

Q: When will the Acting Chaplain be made a permanent appointment?

A: The issue is that she is already a substantive employee of the school on the same grade, but it is agreed that this cannot continue to be an 'Acting' position. The matter is in hand and being dealt with.

13/196 RESOLVED: to receive the minutes of the Staffing, Appointments and Dismissals Committee.

13/197 RESOLVED: that the Pay Policies (Teachers and Support Staff) are still fit for purpose

(f) Health and Safety Committee held on the 14th. May

The following were highlighted:

- Work following last health and safety inspection
- Implementation of the School Travel Plan
- Reports from the School's Health and Safety Forum
- Report on fire drills carried out since last meeting. People evacuated the building in exceptionally good times.
- No major incidents to report.

Governors asked the following question:

Q: What is EVOLVE?

A: An online version of EV1. Staff will be trained.

13/198 RESOLVED: to receive the minutes of the Health and Safety Committee.

17. PLANS FOR APPROVING THE SCHOOL DEVELOPMENT PLAN FOR 2014-17

13/199 RESOLVED: The school development plan will be circulated to governors, and comments are to be submitted to the Head by 14 August. It will now be called the academy development plan.

18. GOVERNORS' REPORTS FROM VISITS

Governors have attended the school council and this has been reported on in the SEN Minutes.

Mr Hinchliffe, Mr Collins and Mr Quinn attended the sports presentation.

19. SCHOOL PROSPECTUS FOR 2015-16

The Head reported that this is a difficult document to write at the moment due to the proposed conversion which means that there are more changes than usual.

13/200 RESOLVED: Mr Quinn, Mrs Wilson to review it with the Chair. Comments to the Head by 14 August.

20. PRIZE GIVING EVENING

13/201 RESOLVED: the event will be held on Thursday 4 December 2014 at Dewsbury Town Hall. The Chair asked for suggestions from governors for a guest of honour.

21. ANY OTHER URGENT NOTIFIED BUSINESS

The Head informed governors of the following vacant posts and interview dates:

- Director of Studies, interview date 25 June - candidates will be asked to do a presentation followed by an interview. The Chair will be on the interview panel and asked for another governor to also be involved due to the seniority of the post.
- PE post, interview date 3 July.
- Maths post, interview date 7 July.

Mr Hinchliffe asked if he was still able to be part of interview panels. The Chair and Head confirmed that he could be part of interview panels.

19. DATES OF FUTURE MEETINGS AND POSSIBLE AGENDA ITEMS

13/202 RESOLVED: that further meeting dates be arranged after a Trust Planner is agreed.

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

13/203 RESOLVED: that no part of these minutes, agenda or related papers be excluded from the copy to be made available at the school **with the exception** of the restricted business recorded in the minutes from the Staffing, Appointments and Dismissal Committee meeting of the 14th. May 2014. .

The Chair closed the meeting by thanking the Governors, Headteacher, Senior Leadership Team and the staff for their hard work in this very busy term.