



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

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Minutes of the meeting of the Governing Body held at 6.00pm on Tuesday 1 April 2014

PRESENT

Rev. Dr. J D Cortis (Chair), Ms C Anchor, Canon J Aveyard, Mrs B Blackham, Mr N Dalzell, Mr K Higgins (Headteacher), Mr T Hinchcliffe, Mr A Oldroyd, Mr A Quinn, Mrs H Zaman (part)

In Attendance

Ms C Lodge (Minute Clerk)

1. WELCOME AND OPENING PRAYER

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

2. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST

Apologies for absence were received from Mr P Booth (consent), Mr M Collins (consent), Fr P Mungovin (consent) and Mrs F Wilson (consent).

There were no declarations of interest.

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

Translation of school documents

4. MINUTES OF THE MEETING HELD ON 27 JANUARY 2014

13/109 RESOLVED: that the minutes of the meeting held on 27 January 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 27 JANUARY 2014

(a) Clerk to the Governing Body (min 13/100 refers)

The Chair had written to Dr Brooke thanking him for his services to the governing body. A process is currently in hand to appoint him, as minute taker for committees, being directly employed by the school, for which DBS clearance will be required.

(b) Schemes of Delegation Document (min 13/105 refers)

Slight modification had been agreed by the Academies forum – amendments to be noted with an \*. The latest version was tabled. Governors were asked to keep the document safe for future reference.

13/110 RESOLVED: That the updated Schemes of Delegation document be received.

(c) Pupil Achievement Assemblies (min 13/106 refers)

Governors were thanked for their attendance and most achievement assemblies had had a governor present.

6. SCHOOL DEVELOPMENT PLAN

Chair reported that Governors' Committees had had the opportunity to monitor distinct sections of this plan and had had discussions with Senior Leaders in addition to meetings following faculty reviews. The Full Governing Body needed to review progress across all sections of the Plan and this was therefore considered, section by section. The following points were highlighted:-

a. Plan Area 1 – Mission – very good progress in that the majority of action points are graded green, there being only one red area, with good reason

b. Plan Area 2 – Learning and Success

**English** - good progress overall with some amber areas, good rationale for red areas, the Headteacher reporting that the SLT are keeping on top of the situation to ensure that there is enough evidence in folders.

**Mathematics** – very good progress with a minority of amber areas.

**Modern Foreign Languages** – very good progress with a minority of amber areas, with more numbers now in EBacc.

**Science** – balanced achievements, many year 11 students now studying BTEC. Discussion took place on UCAS points for A/AS and L3 BTEC.

Further improvement in **quality of teaching** – most being graded green. 250–260 lesson observations had taken place, the COLDS review suggested that up to 2000 'learning events' could be observed and graded however, the last Ofsted report praised the School's observation of learning experiences. Learning walks will continue to take place.

**Positive attitudes in students** - very good progress. The House system is working well. This will be evaluated next year.

**Attendance** – good progress. This is the best ever, now running at 95.1% for the year to date.

**Purposeful activity** at all times including breaks – the volume of children and the layout of the school cause concerns. The Astroturf is fantastic, the gym has table tennis sessions and some staff open up their areas, when it is safe to do so, so it is a half way house.

**Differentiation** of learning – most areas graded green, red sections having a sound rationale.

**Use of VLE** – balanced achievement between green and amber. There is some good practice, but more would reflect the high quality learning that is taking place. The front page of the website was agreed to need updating. All Faculties had a representative on the

ICTAC group which meets 6–8 times annually and information is then cascaded to colleagues.

Chair suggested that VLE should be a focus of faculty reviews rather than just ICT as at present.

**Sixth Form Progress** – good progress overall but attention needed to increase attainment.

Governors noted that there had been two strikes since September and the Chair thanked the staff for their support.

c. Plan Area 3 – Leadership – most actions are graded as green with a sound rationale for the red area. Governors were reminded however that the next Ofsted will be measured on the new framework criteria.

Governors requested that the next SDP be highlighted in lighter, more user friendly colours for ease of reference.

This document had generated a valuable and worthwhile discussion with governors.

13/111 RESOLVED: that the RAGed School Development Plan with specific focus on 2013-2014 be received and that the Senior Leadership Team and staff be thanked for their efforts.

## 7. TQI OFFICER REPORT

The following points were highlighted:-

- 5 year trends of improvement for most indicators
- Subjects under scrutiny
- Significant investment in learning mentors
- Performance of SEN pupils (School Action and School Action +)
- Performance against variables of gender/free school meals (fsm)
- 3 and 4 levels progress
- Literacy across the curriculum
- Improving picture of exclusion over a 4 year period

RAISE online figures had been published that day

Q – Would it be possible to drill down further for boy/girl figures?

A – The Curriculum Committee would look at the validated data, noting pages with 'G' for governors' attention

The Headteacher informed governors of the forthcoming 'Best 8' results measure. Guidance and encouragement was offered to students now, rather than insisting on choices meeting the E. Bacc. criteria. The Year 11 parents' engagement session in English went well.

The TQIO was working well with the school, offering a good balance of support and challenge which was appreciated.

13/112 RESOLVED: that the updated TQIO report following the visit on 29 January 2014 be received and noted

## 8. HEAD TEACHER'S REPORT AND GOVERNORS' QUESTIONS

This had been circulated from the school prior to the meeting. The following points were raised for discussion:-

- Three days of appeals will be held. Although there are 198 on roll, the school has to admit students if their appeal is successful
- Year 11 progress including targeted interventions
- Curriculum Enhancement opportunities
- COLDS review to support quality assurance and staff development
- Parents' Forum

Q – Had this been well attended?

A – Thirteen, a vast improvement on last time. An interesting spread of views had been given. The group will meet once termly.

In addition, the following points were highlighted:-

- Recruitment for September 2014 including post 16 provision
- School transport
- Funding for SEN
- Supporting the mission and ethos of the school
- Vindication of school's position for KS4 performance 2012/2013
- Year 11 progress to February half term – EBacc was 15% last year, now at 38%
- Year 10 progress
- Sixth form progress – ALPs scores and grades noted by subject

Mrs Zaman left the meeting

- Enhancement Project

Q Is there any way in which this can be linked to the Duke of Edinburgh Award?

A This is for KS3 at the moment, but should this move to KS4, it could be considered. Pupils are however directed to Duke of Edinburgh Award opportunities within the community.

Q – Is there anything the governors can be working on?

A – The Senior Management Team had hoped for mock Ofsted interviews as part of the COLDS review but had not had the opportunity to do so, although it was an excellent opportunity to increase external appraisal of the work of the school. The team had also met with some of our challenging students!

The following were also noted:-

- Educational Visits
- Attendance and Exclusion
- Transport Campaign

13/113 RESOLVED: to receive and to thank the Headteacher for his Term 2 Report to Governors

13/114 RESOLVED: that the Curriculum Committee meet to consider the outcomes /recommendations from the COLDS review at a future meeting, before the end of the current session.

9. ACCESIBILITY PLAN 2014 – 2017

This had been considered at the Governors' SEN and Pupil Welfare Committee.

13/115 RESOLVED: that the Accessibility Plan 2014-2017 be approved.

10. APPENDIX TO THE ICT ACCEPTABLE USE POLICY

This had been considered at the Governors' SEN and Pupil Welfare Committee.

13/116 RESOLVED: that the ICT Acceptable Use Policy be approved and appended to the E-Safety Policy.

#### 11. RELATIONSHIPS AND SEXUAL HEALTH EDUCATION POLICY

This had been considered at the Governors' SEN and Pupil Welfare Committee. Minor amendments had been made.

13/117 RESOLVED: that the Relationships and Sexual Health Education Policy be approved.

#### 12. CONTROLLED ASSESSMENT POLICY

Chair's action had been taken to bring this policy to governors and comments were invited.

13/118 RESOLVED: That the Controlled Assessment Policy be approved.

13/119 RESOLVED: That the approved policies be published on the school website.

#### 13. SCHOOLS FINANCIAL VALUE STANDARD

The Finance Committee had considered and approved this at their January 2014 meeting.

13/120 RESOLVED: That the signed SFVS be received.

Q – Does this need to be published on the school website?

A – It can be published on the website in the Policies Section but with conversion to Academy status looming, this may not be that worthwhile.

#### 14. ADMISSIONS POLICY 2015-2016

Chair informed that these policies were considered by the full Governing Body at the December 2013 meeting. There had been no comments from the LA or other Admissions Authorities.

13/121 RESOLVED: That the Admissions Policy 2015-2016 be approved and published.

#### 15. NOTES FROM THE ACADEMIES FORUM MEETINGS

Meetings had been held on 20 January 2014, 4 March 2014 and 25 March 2014. The forum had been very busy this term. Chair had already given an oral report from this meeting on the 27<sup>th</sup> January

13/122 RESOLVED: That the notes from the Academies Forum Meeting on 20 January 2014 be received.

13/123 RESOLVED: That the notes from the Academies Forum Meeting on 4 March 2014 be received.

The notes from the meeting held on 25 March 2014 were tabled. There were a number of actions for Governors to take:-

Governor categories – if specific numbers in categories are no longer there, e.g. three staff members reduced to two, ten Foundation governors reduced to seven, governors can be invited to see through their term of office and have designated observer status. The last meeting of this Governing Body will be 10 June 2014. The status will change on 1 July 2014  
The September AGM will be the first meeting of the Academy Council (another name for the

governing body)

Q – Will a new uniform be needed?

A – There will be no need to rebadge ourselves through the uniform.

The stationary will change but the uniform will still have our motto and badge.

It was agreed that quick action now takes place, as time is tight to have fair and equitable access to the process.

Q – In the short term there is a lot to be undertaken, can the additional workload be managed by the Business Manager?

A – Yes, in the short term.

A number of resolutions followed:-

13/124 RESOLVED: That a Working Group of the Governing Body (consisting of Rev Dr Cortis, Mr Booth, Mr Higgins and Mrs Blackman) is authorised to oversee the process of conversion to academy status.

13/125 RESOLVED: That the Working Group meet on Tuesday 29 April 2014 at 6.00pm to review and approve the draft documents to be prepared by Browne-Jacobson BUT all governors to be invited.

13/126 RESOLVED: That on conversion the name of the school will be St John Fisher Catholic Voluntary Academy.

13/127 RESOLVED: That the Chair inform resolutions 13/124 to 13/126 to Browne-Jacobson.

13/128 RESOLVED: That the Council membership for the said Academy will be as minuted under resolution 13/104 full Governing Body Meeting held on 27 January 2014.

13/129 RESOLVED: That the Governing Body meets on Thursday 5 June 2014 at 7.00 pm to consider the financial statement on conversion and approve the final documents.

13/130 RESOLVED: That the notes from the Academies Forum meeting held on 25 March 2014 be received.

13/131 RESOLVED: That the three Governing Bodies meet in this school, in separate rooms, at 7.00 pm on Thursday 5 June 2014.

13/132 RESOLVED: That the first Trust Board meeting then follow this at 8.00 pm.

## 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

The Committee had met on 14 January 2014 and 26 March 2014.

Highlights included:-

- Lift replacement
- Post 16 education funding 2014/2015
- ICT maintenance contract
- Internet banking

- Preparing the 2014/2015 budget
- Telephone hacking

13/133 RESOLVED: That the minutes and budget monitoring reports be received.

(b) Staffing, Appointments and Dismissal Committee

This committee had met on 27 January 2014 and 19 March 2014.

The following points were highlighted:-

- Network Manager post
- School Chaplain post
- Administrative post appointments
- Science Faculty appointments

13/134 RESOLVED: That the minutes be received.

(c) Curriculum Committee

This committee had met on 21 January 2014.

The following points had been raised:-

- Detailed examination analysis under three Key Stages for 2012-2013
- RAISE on-line
- Evaluation of the 6-period day
- Enhancement Project to commence in September 2014

13/135 RESOLVED: That the minutes be received

(d) Admissions Panel

The panel had met on 14 January 2014.

The following points were noted:-

- the school remains oversubscribed
- the Catholic nature of the school

A point raised with Primary Heads was the need for a supporting letter from ministers of religion confirming worship. It may be that consideration needs to be given to amending the supplementary form however it needs to comply with the Diocesan approved template.

13/136 RESOLVED: that the Planned Admissions Number (PAN) remains at 198 year 7 entry.

13/137 RESOLVED: That the minutes be received.

(e) SEN and Pupil Welfare Committee

The Committee had met on 3 February 2014.

- The following points were highlighted:-  
Chaplain's report
- SENCO's report  
SEN pupil attainment at KS4 and KS5
- Pupil attendance and exclusion

- Effectiveness of Directors of Study Data meetings
- Reports from School Council meetings
- Review of relevant sections of the School Development Plan

13/138 RESOLVED: That the minutes be received.

17. GOVERNORS' REPORTS FROM VISITS AND TRAINING UNDERTAKEN

Mr Quinn had attended a LA course on health and safety which he found very helpful. He also attended a course on 'Being A Governor In A Catholic School' led by the Diocesan Principal Education Officer and her power-point presentation was given to the Chair for circulation to governors. The Governor Bulletin was a useful source for forthcoming courses and the link to the FFT data was highlighted.

Mr Hinchliffe had attended a School Council meeting last week.

13/139 RESOLVED: to thank governors for their oral reports following visits to the school

18. ANY OTHER BUSINESS

Translation of School Documents

Q - Did the school have facilities for the translation of school documentation if English was not the first language of families?

A – No, but hard copies could be made available for the families to seek help with reading and translation.

19. DATES OF FUTURE MEETINGS AND POSSIBLE AGENDA ITEMS

13/140 RESOLVED: That the next meetings of the full Governing Body be on:

- (i) Thursday 5 June 2014 at 7.00 pm
- (ii) Tuesday 10 June 2014 at 6.00 pm

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

13/141 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 **with the exception** of the item recorded as 'restricted business' from the minutes of the Staffing, Appointments and Dismissal Committee meeting held on the 19<sup>th</sup>. March 2014.