



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

Minutes of the Annual General Meeting of the Governing Body held at 6.00pm on Thursday 11 September 2014.

PRESENT

Rev. Dr. J D Cortis (Chair), Ms C Anchor, Mrs S Collins, Mr K Higgins (Headteacher), Mr T Hinchcliffe, Mr A Oldroyd, Mr A Quinn, Mrs F Wilson, Mrs H Zaman

In Attendance

Mr G Dawkins (Minute Clerk)

1. WELCOME AND OPENING PRAYER

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

2. ELECTION OF CHAIR

No election was necessary as Rev Dr J D Cortis was elected Chair for 3 years at the meeting held on 16 September 2013.

3. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST

Apologies for absence were received from Can J Aveyard, Mrs B Blackham, Fr P Mungovin and Mr N Dalzell (all with consent)

The Chair welcomed Mrs Collins to the Governing Body as a Foundation Governor (subject to approval) and made introductions.

There were no declarations of interest.

(i) Governing Body Protocols on apologies and consent to Governor absence

The Governing Body considered three options:-

- Consent to apologies received (blanket consent)
- Grant no consent
- Decide on whether to grant consent on an individual basis depending on circumstances.

14/01 RESOLVED: That the Governing Body protocols on apologies and consent to Governor absence will be decided on an individual basis depending on circumstances.

(ii) Approve the Governors Code of Conduct

The Diocese of Leeds' Code of Conduct for School Governors had been circulated to the Governing Body.

14/02 RESOLVED: That the Diocese of Leeds Code of Conduct for School Governors be adopted.

The Chair asked that Governors sign the Governors Code of Conduct.

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

The following items are to be brought up under Any Other Business:-

- Fire in one of the Art rooms.
- Kirklees Council / Academy Information Sharing Agreement

Also it was agreed that the items on "Update on Academy Conversion" and "Minutes / Notes from Trust Board Meetings held on 5 June and 9 July 2014 be addressed together as they both link to Academy Conversion.

5. REPRESENTATION

14/03 RESOLVED: To acknowledge the following matters of representation:

End of Term of Office

<u>Name</u>	<u>Category</u>	<u>With Effect From</u>
Mr P Booth	Foundation – Catholic	31.08.2014
Rev Dr J D Cortis	Foundation – Catholic	31.08.2014
Mr M Collins	Foundation – Catholic	31.08.2014
Mrs F Wilson	Foundation – Catholic	31.08.2014

The Chair has written to Mr Collins thanking him for his services as a Governor as he did not wish to seek re-appointment for a further period.

14/04 RESOLVED: To note the following appointments:

Appointments

<u>Name</u>	<u>Category</u>	<u>With Effect From</u>
Mr P Booth	Foundation – Catholic	01.09.2014
Rev Dr J D Cortis	Foundation – Catholic	01.09.2014
Mrs F Wilson	Foundation – Catholic	01.09.2014
Mrs S Collins	Foundation – Catholic	TBC

The Governing Body reconfirmed the Rev Dr J D Cortis as Chair.

6. ELECTION OF VICE CHAIR

No election was necessary as Mr P Booth was elected Vice Chair for 3 years at the meeting held on 16 September 2013.

14/05 RESOLVED: the Governing Body reconfirmed Mr P Booth as Vice Chair.

7. UPDATE ON ACADEMY CONVERSION AND MINUTES / NOTES FROM TRUST BOARD MEETINGS HELD ON 5 JUNE, 9 JULY AND 2 SEPTEMBER 2014

(i) Minutes of the First Trust Board meeting held on 5 June 2014

The minutes had been presented to the Governing Body and Governors were asked for comments and questions.

There were no comments or questions.

(ii) Minutes of the Trust Board meeting held on 9 July 2014

The minutes had been presented to the Governing Body and Governors were asked for comments and questions.

Q: Has the issue regarding Staff Governors and voting rights been resolved?

A: The Chair reported that this was discussed and resolved at the Trust Board meeting held on 2 September 2014. As existing Staff Governors have the right to see through their term of office, each Academy Council must ensure that only the one, or two for St John Fisher, is able to vote. The Staff Governors will then need to nominate one of them as a Staff Director for the Trust Board. It was resolved that the Chair and Heads agree and implement the process for ensuring Staff representation at both Academy Council and Trust Board.

(iii) Minutes of the Trust Board meeting held on 2 September 2014

The minutes had been presented to the Governing Body and Governors were asked for comments and questions.

There were no comments or questions.

(iv) Update on Academy Conversion

The Chair gave the following update on Academy Conversion:

- Six Foundation Directors have been appointed and the one vacancy is currently being pursued.
- The target date for conversion is 1 October 2014.
- TUPE – final issues are being resolved.
- Favourable solutions for pensions and Tax have been achieved.
- Service Level Agreements have been completed.
- All paperwork to the LA has been submitted on time.
- There are land issues which are progressing but pressure needs to be maintained on the LA. These include the transfer of the caretaker's house, services that may or may not run across school land, the all-weather pitch and its usage rights, and land transfers to move some old school playing field land, which has been built upon, from the LA to the Diocese. The cut-off date for land issues is 20 September 2014.

14/06 RESOLVED: That the Chair's update on the Academy Conversion and the Trust Board minutes of 5 June, 9 July and 2 September 2014 be received.

8. MINUTES OF THE MEETING HELD ON 10 JUNE 2014

The minutes of the Governing Body meeting held on 10 June 2014 were checked for accuracy. Mr Quinn proposed that the minutes be accepted as an accurate record and this was seconded by Ms Anchor.

14/07 RESOLVED: That the minutes of the meeting held on 10th. June 2014 be approved and signed by the Chair as a correct record of the meeting.

9. MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON 10 JUNE 2014

(a) Membership of Academy (Staff & Local Authority) (Minute 13/182-refers).

It was resolved at the Trust Board meeting on 2 September 2014 that the Academy Council should have two Staff members with voting rights approved earlier.

(b) Admissions Appeals for 2014-15 Session (Minute 13/184refers).

The Head Teacher reported that there had been a first session of 30 appeals and a second of 3. Six appeals were lost but not all pupils assigned places have come. There are currently 200 pupils in Year 7, oversubscribed by 2. The appeals were managed by the LA's independent Appeals Panel to which the school subscribed as the Diocese has insufficient capacity.

Two cases were forwarded to the Local Government Ombudsmen but it was concluded in both cases there was no case to answer.

Q: Does the school have enough space?

A: No, the PAN is 1060 and currently there are 1200 pupils.

Q: As an Academy how will appeals be managed?

A: The Academy will need to purchase the services of an independent panel as currently. The LA provides a good robust service and the Head Teacher would recommend using their services in the future if possible.

Q: Has there been any negative impact as regards the two appeals that were considered by the Local Government Ombudsmen?

A: The Head Teacher reported that there has not been any negative response and it should be remembered that appeals are against the process not the outcomes.

(c) Policies Approved at the Last Meeting (Minute 13/191 refers)

The Chair reported that all approved policies have been placed on the School's website.

(d) Achievement Assemblies (Minute 13/192 refers)

The Chair thanked those Governors who attended these events.

(e) Prize Giving Evening (Minute 13/201 refers)

Chair reported that Mgr John Wilson, Diocesan Administrator, has accepted an invitation to attend the Prize Giving on 4 December 2014.

10. TQI OFFICER REPORT

The Chair noted that Governors have considered this report before but need to focus on the entries following the visit in June 2014.

14/08 RESOLVED: To note the content of the TQI Officer Report.

11. PRELIMINARY EXAMINATION RESULTS ANALYSIS FOR 2013-14

The Chair noted that it is useful to refer to the TQI Officer Report particularly the section on predicted outcomes for the 2014 examinations. A deeper analysis will be considered by the Standards Committee early next calendar year.

The results need to be seen in context as follows:

- Potentially a more able cohort of students at KS4.
- First cohort of students (50% of year 11) to follow the Baccalaureate requirements.
- Single entry for most students at KS4.
- Revision of the English GCSE.
- Reduction in value of vocational qualifications.
- Removal of January entries at KS5

(a) Key Stage 3: Teacher Assessment

The Chair highlighted the following results:

	Level 5+	Level 6+	Level 7+
Maths:	87%	65%	47%
English:	94%	57%	14%
Science:	91%	53%	19%

The Head Teacher reported that this may be the the last year for KS3 assessment in this format as the current levels will disappear.

The results are very heartening with the KS3 results generally rising year on year and pupils making at least 2 levels progress. Gender difference is an important factor, typically girls do better in English and Humanities and boys do better in Maths and Science.

Going forward there will be robust assessment as it will be necessary to be able to demonstrate progress to students, parents, staff and OFSTED but all levels are to go. Currently there is ongoing discussion with other schools as regards a new system of assessment but in the short term the existing system will continue, though the new curriculum does not relate to levels.

School will put a session for Governors on assessment once a new scheme is implemented together with the role of governors during future OFSTED inspections.

(b) Key Stage 4

The Chair highlighted the following results:

5+ A*-C (including E & M)	- 62% (2% up on 2013)
5+ A*-C	- 68% (20% drop from 2013)
5+ A*-G	- 96% (2% drop from 2013)
A*-C English	- 68% (2% up on 2013)
A*-C Maths	- 79% (6% up on 2013)
A*-C Science Core	- 79% (24% up on 2013)
A*-C Science Additional	- 83% (47% up on 2013)
Science BTec	- 100% (same as 2013)
Average capped points score	- 303 (36 points drop from 2013)

The Head Teacher reported that it has been difficult to make comparisons with last year due to all the changes such as only the first entry result counting and the removal of speaking and listening from English. However the results have to be seen in context across Kirklees 56% achieved 5+ A*-C (including E & M) as against 63% in 2013.

There have been major problems this year with English papers. Not all papers sent for remarking have come back yet but 9 "D"s have been upgraded to "C"s.

The results in Religious Education at 78% A*-C are significant; conversely the results in languages are disappointing and pupils should have done better.

Textiles did well but Media Studies not so well.

Q: How have the results affected movement to 6th Form Studies?

A: It has been hard. If only one mark away then internal students have been allowed to start the A Level course until the remark is known. If an external course then usually this would mean a no. Internally it is always possible to choose from the menu of subjects in which the appropriate qualifications have been achieved. There are also options for resits to get the appropriate qualifications before moving forward but this has funding issues.

Q: Have many students who had planned to go elsewhere come back due to grades achieved?

A: Previously 40% of top 60 students have stayed here, this year 60% have stayed.

(c) Key Stage 5

The Chair highlighted the following results:

AS Results:

ALPS score – grade 4 (as 2013)

Overall pass rate – 88% (6% drop from 2013)

12% achieved A or B grades (less than 2013)

86% achieved A – E grades (less than 2013)

Average AS points per entry – 235 (significantly up on 2013)

Q: Are there any comparisons with other schools?

A: Not yet but there will be meetings with other schools and data will be forthcoming from various sources.

The Head Teacher noted that the results were quite mixed. Finance did well but not Law, Health & Social Care was poor but Maths did well.

Q: What happens at A2?

A: Students cannot progress to A2 if they have not reached the required standard at AS. Generally 4 courses are taken at AS and 1 is dropped at A2.

A2 Results

ALPS score – grade 7 (poor compared to 2013)

17% achieved A*/A grades (2% up on 2013)

34% achieved A*, A or B grades (4% up on 2013)

99% achieved A – E grades (same as 2013)

Average A2 points per entry 207 (1 point up on 2013)

Value added 87% (5% drop from 2013)

There will be deeper discussion in the future with Panda and LAT data.

Q: Governors asked if they could have the exam results when they first come out?

A: The Chair apologised for this omission this year. Headline figures will be sent out in future to all Governors soon after their release.

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

14/09 RESOLVED: To note the outcomes from the examinations taken during 2013-14 and the significant results achieved in Maths, Science and Religious Studies at KS4.

12. SCHOOL DEVELOPMENT PLAN 2014-17

All Governors have had the opportunity to comment on an earlier draft. The Chair thanked Governors for their comments which have now been incorporated and invited comments and questions.

There are three key areas Mission, Learning & Success and Leadership.

The Head Teacher reported that further work is needed on the Modern Foreign Languages section, Humanities and as a result of the new curriculum. Strategies for the Yr11 have been changed and upgraded to suit the current cohort in light of the summer results.

The document is a living document which will change.

Q: There is a lot about communication, what will be different as there needs to be specific strategies?

A: The Trust Board is looking at ways to improve communication with parents, parishes and other schools in the Trust.

14/10 RESOLVED: That the following objectives for the School Development Plan 2014-17 be approved:

1. **Mission**

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

- 1.1 Establish the newly formed CMAT for Kirklees and Calderdale whilst also developing partnership working across the Catholic schools within those locations and further afield. This to include the further development of a collaborative approach to quality assurance with other schools.
- 1.2 Develop opportunities for the spiritual, moral and cultural formation of students and staff in line with the school Spiritual Development Policy.
- 1.3 Formally review the levels of student attainment and progress and the quality of teaching and learning, in RE and plan to ensure that the Faculty is performing well.
- 1.4 Further promote equality and the dignity of all.

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 or better.
- 2.2 Pursue improvements in student progress through the further development of a learning culture.
- 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.

- 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 good progress.
- 2.6 Further involve parents in the aims, ethos and aspiration of the School.

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.
- 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.

14/11 RESOLVED: for Committees to share out the monitoring of the School Development Plan as identified in the Committees' Action Plan for 2014-15.

13. SCHOOL PROSPECTUS 2015-16

The Chair reported that two versions of the School Prospectus have been produced due to the proposed conversion. Governors have made comment on the earlier draft and the exam results are to be included.

14/12 RESOLVED: That the School Prospectus for 2015-16 be approved with a covering letter inside explaining the proposed conversion to Academy.

14. GOVERNORS' DECLARATION OF BUSINESS INTEREST

The Chair asked that Governors complete the Governors' Declaration of Business Interest forms and return them to him.

14/13 RESOLVED: That any missing forms are to be returned to the Head Teacher's PA.

15. GOVERNORS' COMMITTEES FOR 2014-15

The Chair reported that there are to be 3 main committees:

- Finance, Pay and Personnel
- Mission
- Standards in Learning and Teaching

and the Head Teacher's Performance committee made up 3 Foundation members.

The Chair circulated a sheet of paper for Governors to indicate which committees they would be interested in serving on. The Chair will compile the membership of each committee and circulate to all Governors.

Copies of the draft Terms of Reference were circulated to all Governors.

14/14 RESOLVED: That the Terms of Reference for the three new Committees be approved.

14/15 RESOLVED: That the dates for the first meetings of the Committees be as follows:

- Standards in Learning and Teaching – Thursday 25 September 2014 at 6pm
- Finance, Pay and Personnel – Thursday 9 October 2014 at 6pm
- Full Academy Council (to approve Budget) – Tuesday 21 October 2014 at 6pm
- Mission – Tuesday 9 December 2014 at 6pm

Q: Can Governors have a calendar for each term?

A: Yes this will be sent out with the minutes but may be subject to change.

16. DRAFT ACTION PLAN FOR GOVERNORS' COMMITTEES 2014-15

The Action Plan for Governors' Committees had been circulated to all Governors.

The Chair reported that he is to discuss with the Trust Board the Policies which are the responsibility of the Trust and those of the Academy.

14/16 RESOLVED: That the Draft Action Plan for Committees be received and each committee will approve its distinct action plan at its first meeting.

17. TO APPROVE GOVERNORS WITH SPECIAL RESPONSIBILITIES

14/17 RESOLVED: That the following appointments of Governors with Special Responsibilities are approved:

- Governor Training Contact: Mr Booth
- Governor for Looked After Children: Mr Hinchliffe and Mr Oldroyd
- Child Protection Governor: Mr Hinchliffe and Mr Oldroyd
- Child Protection Governor: Mr Hinchliffe and Mr Oldroyd
- Special Educational Needs Governor: Mrs Wilson
- Health and Safety: Mr Quinn
- Equality Governor (Optional): Rev Dr Cortis
- RE Governor: Can Aveyard – Chair to confirm
- Literacy Governor: Mr Booth
- Numeracy Governor: Mrs Collins
- E-safety Governor: Ms Anchor
- Kirklees Employment and Skills Board: Mr Quinn– To confirm
- PHSCE - tbc

18. CHAIR'S DELEGATED POWERS.

The Governing Body reviewed the Chair's delegated powers and approved the following:

14/18 RESOLVED: that the Chair be given the following delegated powers:

- (i) Change of date of a scheduled meeting, for good reason.
- (ii) 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.
- (iii) 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.

19. DELEGATION OF FINANCIAL POWERS TO THE HEAD TEACHER

14/19 RESOLVED: That the Governing Body delegates to the Head Teacher 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/DfE (EFA) financial regulations and standing orders, and maintaining a sound system of internal controls.
- (iii) Ensuring that funding from the Local Authority's/DfE (EFA) 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 Local Authority's/DfE (EFA) that the financial management and organisation of the Governing Body/Academy Council are such as to enable it to fulfil the obligations specified for it.

14/20 RESOLVED: That the Governing Body delegates to the Head Teacher and the Finance, Pay and Personnel 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 £20,000 per budget heading from a major area of spend to another without reference to the Finance, Pay and Personnel Committee and that the said Committee may transfer a sum of up to £30,000 without first referring to the full Governing Body/Academy Council.
- (ii) That the responsibilities for monitoring spend against budget and decisions about corrective action is delegated to the Finance, Pay and Personnel Committee.
- (iii) The responsibility for compliance with financial regulations is delegated to the Finance, Pay and Personnel Committee.

14/21 RESOLVED: that the delegation of financial powers to the Head Teacher will need reviewing at the next meeting of the Full Council meeting once Academy status within the Blessed Peter Snow Academy Trust is confirmed. .

20. MINUTES OF THE CURRICULUM COMMITTEE MEETING HELD ON 26 JUNE 2014.

The Chair highlighted the following:

- Outcome of discussion with the head of the Technology Faculty following a recent review
- Further evaluation of the 6-period day
- Final progress regarding the implementation of the Enhancement Project from September 2014
- 'Progress-8' School performance measure in 2016
- Year 8 Trip to Paris in June 2014-has there been any other issues?

14/22 RESOLVED: That the minutes from the Curriculum Committee meeting held on 26 June 2014 be received.

21. SCHOOL TRANSPORT

The Chair explained that this was an item that was considered by the Finance & Premises Committee last term.

The Head Teacher reported that the LA has now published documents regarding cost savings across the Authority which have the effect of removing school transport as all free transport is being targeted. Wakefield and Leeds Authorities have already done this.

Governors feel that the School and the Community need to fight this and need to engage with parents, parishes, the local MPs and other schools such as All Saints Catholic College in order to have a coordinated approach.

The Local Authority's consultation process has started this week.

14/23 RESOLVED: that School Transport should be an item on the agenda for the Finance, Pay and Personnel Committee meeting to be held on 9 October 2014.

22. ANY OTHER URGENT NOTIFIED BUSINESS

(a) Fire in one of the Art rooms

The Head Teacher reported that the fire occurred the weekend of 14 June 2014. The fire was contained by the fire doors but there was considerable damage to the one art room and pupils' art work was lost. KS4 moderation had already taken place and consideration of this incident has been given by the examining board.

The fire investigators have identified an extension lead as the likely source. This is an insured loss but loss adjusters are involved. PAT testing had been done only weeks before by Kirklees Council and the insurers may look for some redress.

A porta cabin has been provided for 12 weeks whilst the repair works to the art room are being undertaken with costs covered by the insurers.

Governors felt they should have been informed of this incident rather than through the press.

The Head Teacher informed the Chair immediately and then spent the weekend ensuring the school could open the Monday as this was the priority. All parents were informed of the fire on the day it occurred.

The Chair apologised to those Governors who felt they had not been adequately informed however he kept close contact with the headteacher over the incident and the incident was reported and considered during the Curriculum Committee meeting which took place on the 26th. June.

14/24 RESOLVED: That the Head Teacher's update on the fire in one of the art rooms be noted.

(b) Kirklees Council / Academy Information Sharing Agreement

The Chair reported that five members of the Governing Body has had sight of the document as Trust Board members and nothing contentious has been identified.

14/25 RESOLVED: To note that the Head Teacher has signed the Kirklees Council/ Academy Information Sharing Agreement on behalf of the Governing Body.

23. DATES OF FUTURE MEETINGS

14/26 RESOLVED: That future Full Academy Council meetings are to be held at 6pm as follows:

- Tuesday 21 October 2014 to approve the Academy budget.
- Monday 12 January 2015

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

14/27 RESOLVED: that no part of these minutes, agenda or related papers be excluded from the copy to be made available at the school.