

# **S. PETER'S COLLEGIATE SCHOOL GOVERNORS**

## **Meeting of the Board of Directors held on Thursday 25 May 2017 at 5.30pm**

### **Present:**

Mr A Bickley  
Ms T Clarke  
Mr G Cresswell - Chair  
Mr D Lewis – Principal

Mr N Morgan  
Mrs D Polowyj  
Mrs K Preston  
Mr C Randles  
Rev Preb Wright

### **In Attendance:**

Mr D Cooke – Associate Principal  
Mrs T Freemantle – Clerk  
Mrs A Howe – Business Manager  
Mr J Stait  
Miss B Uppal

### **Opening Prayer**

The meeting opened with prayers led by the Principal.

### **16.135 Apologies**

Apologies were received together with reasons for absence from Mrs Dalton, Mr Chagger and Mr Barnard. Rev Preb Wright advised that he would be leaving the meeting early.

Directors consented to the absences and accepted apologies.

### **16.136 Declaration of Business Interests and Confidentiality**

There were no declarations of interest. Directors were reminded to respect confidentiality of the business discussed during the meeting.

### **16.137 Report from Head Boy and Girl**

The Head Boy advised Directors of their suggestions and comments on the 5 year strategy plan as follows:

- A return to 6 periods of teaching for 6th form which is the intention from September.
- A house system within school which they feel would help to integrate the different year groups.
- A mocks week for Y13.
- A school library.

They confirmed that sixth form have met their charity target of £8,500.

Directors thanked the Head Boy and Girl for attending the meetings and wished them luck for their coming exams. They then left the meeting.

### **16.138 Safeguarding**

The Principal advised that investigations are continuing with regard to the member of staff who was suspended before half term.

### **16.139 Minutes of the Meeting Held 30 March 2017**

Directors agreed unanimously that the minutes of the meeting held on 30 March 2017 be approved as a true record and signed by the Chair. Rev Preb Wright asked that he be added as an attendee.

#### **16.140 Matters arising and Update on Action Points**

##### Matters arising

There were no matters arising.

##### Update on action points

Directors were referred to the Action Log and the following was highlighted:

Action point 2: The Chair confirmed that he would look at the Complaints Procedure.

##### **Action GC**

Action Point 3: The Chair advised that the previous Chair met with the Principal and it was agreed that a process be set up to cover the event of any disagreements between the Principal and the Chair of Governors. The Chair asked that all Directors consider what this might involve but suggested that a group perhaps comprising the Chair, Vice Chair, Chairs of the three committees, the Principal and Associate Principal, should meet if any problems arise. Any other suggestions will be discussed at the next meeting. **Action all**

Action point 5: The Business Manager confirmed that she has spoken to the bank who have advised that they will only speak to her about the account if she is a signatory. Directors confirmed that the Business Manager should remain as a signatory but should not make a practise of signing cheques.

Directors agreed that the newly appointed Chair be added to the CCLA, Nat West and Lloyds bank accounts as a signatory, alongside those agreed at the meeting on 30 March 2017.

Action point 6: The payroll reconciliation will be countersigned by SLT from this month.

#### **16.141 Minutes of the Meeting Held 2 May 2017**

Directors agreed unanimously that the minutes of the meeting held on 2 May 2017 be approved as a true record and signed by the Chair.

#### **16.142 Matters arising and Update on Action Points**

##### Matters arising

There were no matters arising.

##### Update on action points

Action Point 1: The Chair confirmed that he has written to the Director of Education at the Diocese to thank him for sourcing a candidate for Chair and to ask him to thank the candidate for his willingness to stand.

Action point 2: The Chair advised that he has written to the Diocese regarding the co-option of an ex-Governor onto the Admissions & Appeals Committee and is awaiting a reply.

#### **16.143 Decisions of FGB reached by Email**

##### 1. Agreement to Appeal to National Society re SIAMS Report

The Chair reported that a large majority of Directors agreed, by email, that an appeal should be made with against the SIAMS report. This has been done and Directors were referred to confidential appendix A setting out further details. Directors agreed that despite the appeal they recognised that there are lessons to learn and room for improvement, regardless of the outcome.

#### 16.144 Chair's Decisions & Correspondence

There were no decisions on which to report.

#### 16.145 Resources Committee:

##### 1. Minutes of the meeting held on 18 May 2017

The minutes of the meeting were distributed (confidential appendix B). The Chair of the Resources committee asked Directors to note that in the absence of a Chair or Vice Chair of Directors, he signed the pension deficit payment.

##### 2. Budget Monitoring

The Finance Report was noted (confidential Appendix B).

##### 3. Updated Risk Register

The Business Manager advised that the register has been updated with the SLT and there is currently only one medium risk, with the remainder all low. The medium risk relates to numbers in sixth form but SLT are confident that there will be sufficient numbers applying.

##### 4. Staffing update in light of recent Appointments

To be discussed with the Principal's Report.

##### 5. Items requiring FGB approval

The Chair of the Resources Committee advised that the following items were discussed in detail at the last meeting and are recommended for approval:

###### a) IT Policy:

Directors agreed unanimously that the Policy be adopted

###### b) Lettings Policy:

Directors agreed unanimously that the Policy be adopted and that charges should not be increased.

###### c) Contract for External Auditor to go to tender:

Directors agreed unanimously that the external contract should go to tender and quotes be obtained for the internal audit. **Action AH**

###### d) Proposed changes to Scheme of Delegation:

Directors agreed unanimously with the Internal Auditor's suggestion that 3 quotes need not be obtained for items under £1000.

###### e) Bank Signatories (CCLA, Nat West and Lloyds):

Bank signatories were agreed as recorded under minute no 16.140.

###### f) EFA Deed of Variation:

The Principal advised that the document is with the school's solicitors who are awaiting confirmation of wording from the EFA.

###### g) Broadband Contract:

Directors were referred to the Broadband Paper issued prior to the meeting (appendix C). Directors agreed unanimously to the recommendations.

###### h) Music tuition Contract:

Directors were advised that the contract hasn't been to tender as there is a sole supplier. Directors agreed unanimously to the recommendations.

###### i) Funds from Governors' Restricted Accounts for air con in Prep Room:

The Business Manager advised that there are insufficient cash funds for the restricted account and further shares will have to be sold to fund the work. Directors agreed unanimously to the sale.

#### 14.146 Attainment & Progress Committee

##### 1. Minutes of the Attainment & Progress Committee meeting held on 27 April 2017

The minutes were noted. The Principal advised that an external review of the school was suggested by the CECET representative at the meeting and the Committee agreed that this would be beneficial. The current Diocesan Improvement Advisor doesn't have Secondary School experience and the Principal suggested that an external reviewer is sourced. In response to a question from Directors the Principal confirmed that the cost would be around £500 per day for two days. Directors agreed that a review would be beneficial in view of the fact that an OFSTED inspection has been imminent for some time, the last being in 2011. In response to a further question from Directors as to how staff would react, the Associate Principal confirmed that there wouldn't be any issues.

##### 2. Items Requiring FGB Approval

There were none.

#### 16.147 Admissions & Appeals Committee

##### 1. Minutes of the Admissions & Appeals Committee meeting held on 15 May 2017

The minutes were noted. The Chair highlighted a change to the wording on the Supporting Evidence Form (SEF) to state that a Baptism Certificate is welcomed as supporting evidence, to encourage applications from Catholic students who may be unable to get supporting evidence from their Priest. In addition Category E has been removed from the SEF following a query from the Admissions Appeals panel at the LA. Category E is used for administration purposes only for applications that do not meet the faith criteria from any other category.

##### 2. Items requiring FGB approval

The Chair of the Admissions & Appeals Committee advised that the following items were discussed in detail at the last meeting and are recommended for approval:

- a) PAN allocation for 280 intake: The Chair advised that the proposal is to increase Category B slightly more than the other categories to maintain the Christian Ethos of the school and that the numbers be reviewed after the first year. The recommendations are:
  - Category A Church of England – 125
  - Category B Other Christian Faiths – 85
  - Category C Other Faiths – 50
  - Category D Pastoral – 20

Directors agreed unanimously to the proposals.

- b) Ratify the addition of Ms Clarke to the Admissions & Appeals Committee:  
Directors agreed that to the addition of Ms Clarke to the Committee.

- c) Admissions above PAN:

Following discussions, Directors agreed that the admissions papers should be amended to note that any application received that will take the school above PAN, will be considered in exceptional circumstances and judged against the school's capacity to accommodate additional students and the admissions criteria.

##### **Action HA.**

Directors also felt that in case any category can't be filled, a note be added to the effect that where categories A – D have not been filled, we retain discretion to offer places to students who do not meet the criteria for these categories.

#### **16.148 LA Proposals for Increase in PAN to 280 wef September 2018**

Subject to the outcome of a cabinet meeting at the LA on 14 June, admission numbers are set to increase and the Principal suggested that:

- The school has a publicity push in local churches and in the press.
- A public meeting is held to advise on the increased numbers and obtain feedback from stakeholders.

Rev Preb Wright left the meeting.

- The possibility of paying the transport costs of students living outside a 3 mile radius of the school is considered as a national issue for faith schools is their wide catchment areas and the cost involved in student travel. There are approximately 150 students in school who live outside a 3 mile radius and. initial estimates show the cost to be in the region of £45/47k per year. Directors agreed that a report, with costings, should be prepared for the next Resources meeting. **Action DL**

The Principal advised that 5 schools have been approached by the LA with regard to taking additional numbers and some details were distributed (confidential appendix D. In response to a question from Directors as to whether the LA are clear that any consent to increase numbers is subject to them ensuring that additional buildings are provided, the Principal advised that he suggested and they provisionally agreed, that funding will be passed to the Diocese who will manage the work.

#### **16.149 Whole School Priorities**

A paper was distributed (appendix E). The Principal advised that the priorities have been put together by SLT who looked at the SEF and the outcome of the last Strategic Planning meeting. He suggested that as Directors had not had sufficient time to view the document, he would ask SLT to work on providing more detail for the A & P Committee to review at their next meeting. **Action DL**

#### **16.150 Principal's Report**

The Principal distributed his report (confidential appendix F) and during discussion the following was highlighted:

##### Additional teaching Staff P10:

- The Associate Principal advised that staffing has been affected by internal promotions and some additional staff are needed to replace those moving into new posts.
- Students have now chosen their options and the curriculum is very tight in some subjects, eg PE where teachers have large mixed classes in some years and in addition, large numbers of students have opted for the subject. 8 teaching groups in each year instead of 6 would solve the issues but a further PE teacher is needed.
- Some staff are on fixed term contracts and the positions need to be made permanent.
- The additional staff will ensure that staff are only teaching their own subject; last year's number of staff were teaching another subject as well.
- Additional income of £20/£30k will be received as 6<sup>th</sup> form students from other schools will be attending some lessons at S Peter's. All S Peter's students, bar 1, will be educated in school.

- Directors expressed concern that as the paper has only been received today there has been insufficient time to consider the requests and they asked for reassurance that the funding is available. The Principal advised that the total cost of the proposed replacements is approximately 63,586 and this amount has been allocated into the budget.

Directors unanimously agreed to the proposals, but with caution, as the proposals did not meet the criteria of being issued to Directors 7 days before the meeting and they did not have sufficient time to consider the proposals in full.

Associate Staffing P7:

- S4S are currently working on the Associate Staff review but this may be affected by the increase in PAN to 280 and the proposals from the Diocese.

Buildings and resources P14:

IT companies are looking at ICT replacement solutions including a team from Google whose products are used extensively in school. A report will be prepared for the next Resources meeting. **Action CL**

Directors thanked the Principal for his work in compiling the report.

**16.151 Governance or Whole School**

1. Christian Ethos

- a) Update on SIAMS Appeal: Discussed as recorded under Minute no 16.143.
- b) Review Chaplaincy Role: It was agreed that a working group be set up and it was agreed that Mrs Preston, Rev Preb Wright, Mr Cresswell and the Principal should report on the role. Directors asked that costs are looked at and reported to the Resources Committee. **Action DL**

Directors were advised that in the interim, a local incumbent has been approached with a view to providing assistance.

2. Notes from Members' Meeting 6 April 2017

The notes from the Members' meeting were noted (confidential appendix G).

3. Discussion Paper on Church of England Secondary Education in Wolverhampton

Directors were referred to the paper (confidential appendix H) and agreed that a separate meeting to discuss the paper should be arranged and asked that Mr Hopkins is invited to the discussion. **Action DL**

4. Review of OFSTED questions from SENDCO:

Directors agreed that the questions were very useful and asked that their thanks be passed on to the SENDCO. A couple of minor changes were agreed.

5. Vacancies on Board:

There are currently 5 vacancies on the Board. The Chair advised that the Diocese have been contacted with regard to filling their vacancies. In addition, Rev Preb Wright reported to the Resources meeting that St. Peter's Church have given their approval to members of other churches joining the Board as their representatives, if they have significant numbers of students at the school. Other incumbents will be contacted. **Action DW**

There is also a vacancy for a staff Governor and Directors agreed that the process of electing another should commence. **Action TF**

6. Link Governors' Reports and Future Actions:

The Chair reminded Directors of the importance of Link Governors' roles and requested that visits are made as reports are important proof of Directors' involvement for OFSTED and SIAMS. Wherever possible all link Governors should make a visit before the end of the summer term. **Action All**

7. Items requiring FGB Approval:

a) Battlefields Trip July 2018:

In response to a question from Directors, it was confirmed that Directors were advised that there are no costs for cover as the trip will take place during Enrichment Week. Directors unanimously agreed to the trip.

b) Iceland Trip 2018:

Directors asked for further information to enable them to give the trip their consideration.

8. Staff Appointments:

Directors asked that they are given as much advance notice of interviews as possible and that application forms are sent to them in advance if requested. The Principal confirmed his agreement.

9. Development of Plans for Annual Surveys:

The Principal proposed that an external company is used to look at annual surveys and confirmed that a report will be taken to the next Resources meeting. **Action DL**

10. Dates for Next Academic Year

- The Chair asked that calendar dates for Directors, staff and students are adhered to once in the calendar for next year, as there have been a lot of last minute changes this year, for various reasons.
- The Principal suggested that each Committee meets every half term next year – Attainment & Progress, Resources and FGB to enable proposals to be made and costs looked at before each FGB meeting. In response to a question by Directors the Principal confirmed that the Finance report would still be issued to SLT and Directors monthly. **Action AH**

**16.152 Any other Business**

Directors were advised that:

- Leavers' Eucharists will be held on 26 May at St Peter's Church at 10am for Y13 and 1.30pm for Y11.
- Sports Day is to be held on 19 June.
- Open Evening has been moved to 5 October. Directors asked that a check is made to ensure that clashes with other local schools are kept to a minimum. **Action TF**
- Subject to final approval by National Express, with effect from September school buses will arrive at school at 8.30am and leave at 3.05pm in the afternoon.

A Director advised that there have been reports that students are not happy with the catering. The Principal agreed to review the contract next term. **Action DL**

Signed: \_\_\_\_\_  
(Chair of The Board of Directors)

Date: \_\_\_\_\_

Action	By Whom
From 25 May 2017	
1. Follow up item from 16 Jan re use of Complaints Procedure	<b>GC</b>
2. Consider process for Chair/Principal	<b>All</b>
3. External audit to tender and quotes for internal	<b>AH</b>
4. Amend wording & PAN allocation in admissions papers	<b>HA</b>
5. Publicity in churches and press	<b>DL</b>
6. Public meeting to discuss increase in admissions	<b>DL</b>
7. Paper to Resources re costs of funding travel for students outside 3 mile radius	<b>DL</b>
8. Whole School Priorities to next A & P	<b>DL</b>
9. Report from Chaplaincy working group to Resources	<b>DL</b>
10. Invite CH to discussions on C of E education in W/ton	<b>DL</b>
11. Start Staff Governor election process	<b>TF</b>
12. Visits by link Governors be end of term (if not already done)	<b>All</b>
13. Report on IT replacement to next Resources meeting	<b>CL</b>
14. Report on annual surveys to Resources	<b>DL</b>
15. Finance report to SLT and Directors each month 217 - 2018	<b>AH</b>
16. Check local schools open days	<b>TF</b>
17. Review catering contract next term	<b>DL</b>