

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

## **Meeting of the Board of Directors held on Thursday 29 June 2017 at 5.30pm**

### **Present:**

Mr T Barnard  
Mr A Bickley  
Mr J Chagger  
Mr G Cresswell – Chair  
Mrs D Dalton  
Mr D Lewis – Principal

Mr N Morgan  
Mrs D Polowyj  
Mrs K Preston  
Mr C Randles

### **In Attendance:**

Mr D Cooke – Associate Principal  
Mrs T Freemantle – Clerk

### **Opening Prayer**

The meeting opened with prayers led by the Principal.

### **16.153 Apologies**

Apologies were received together with reasons for absence from Ms Clarke and Rev Preb Wright. Directors consented to the absences, accepted apologies and welcomed back Mr Chagger.

### **16.154 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.

### **16.155 Identification of Any Other Business**

#### **1. School Day**

The Principal advised that from September, school buses will arrive at 8.30 and leave at 15.10 and suggested that times of the school day should remain unchanged next year.

Directors agreed unanimously.

#### **2. Elizabeth Charlesworth Feedback at Resources Meeting 13 July 2017**

The Principal advised that Elizabeth Charlesworth would be giving feedback from the two day health check at the Resources meeting and invited all Governors to attend. Mr Cresswell sent his apologies as he is unable to attend the meeting.

#### **3. Availability for interviews week commencing 3 July 2017**

The Chair asked that Directors advise the Clerk of their availability for interviews on Tuesday, Thursday or Friday next week.

#### **4. Exams Office Review (appendix A)**

Directors agreed that the review should be looked at in detail at the next Attainment & Progress meeting. **Action TF**

#### **5. Link Governor Safeguarding Report**

To be discussed under agenda item 13

#### **6. Dates for 2017 – 2018 (Appendix B)**

The dates were noted.

### 16.156 **Safeguarding**

The Principal advised that:

- Rev Preb Wright, Mr Cresswell and the AP- Achievement & Inclusion attended Safer Recruitment training on 26 June 2017.
- The LA Safeguarding Lead is to visit school next week to review the Single Central register. The Chair confirmed that he would also attend.

### 16.157 **Minutes of the Meeting Held 25 May 2017**

Directors agreed that the minutes of the meeting held on 25 May 2017 be approved as a true record and signed by the Chair.

### 16.158 **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 1: The Chair advised that this relates to a complaint made to OFSTED some time ago. He has looked at the procedures for dealing with such complaints and these appear to be appropriate. Both OFSTED and the LA have been positive about the school's responses and quality of evidence.

Action Point 2 The Chair advised that he has received no response from Directors regarding a process for dealing with any dispute between the Chair and the Principal and suggested that this is discussed further at the first Resources meeting next term.

#### **Action TF**

Action Point 3: Directors were referred to the update on the external audit tender and Directors agreed that the tender be issued after this year's audit.

Action Points 5 & 6: To be discussed later in the meeting.

Action Point 7: The Principal referred Directors to his report on proposals for funding bus passes (appendix C) and during discussion the following was highlighted:

- It is hoped that funding bus passes to those living more than 3 miles away, will help to increase the numbers of students coming from some of the traditional C of E primary schools where numbers of students coming to S Peters, has reduced.
- It would ensure that C of E children are not disadvantaged by having to travel a distance to school. Category C (other faith students) is more highly subscribed than Category A & B (C of E and other Christian denominations) and this would help to attract the traditional C of E families and help maintain the ethos of the school
- The Principal confirmed that the costs are affordable against projected funds, but following concerns from Directors about rising costs, agreed that funding could be reviewed each year or offered for a fixed period only.
- Directors suggested that further background information is prepared eg how many students name S Peter's as their first choice of school.

The Principal agreed to provide further information the Resources Committee on 13 July. **Action DL**

Action Point 8: No feedback on the Whole School Priorities has been received and SLT will proceed to look at these in more detail.

Action Point 9: Chaplaincy Report to be discussed under agenda item 15.

Action Point 10: C of E education in Wolverhampton to be discussed under agenda item 14.

Action Point 11: Mr Colin Ellis has been appointed unopposed to the Board and will meet with the Chair in July. The Chair has asked that documents shared with Mr Ellis are also distributed to the Full Board to ensure that all have up to date information to hand.

The Chair advised that Mr Morgan is resigning from the board at the end of the school year due to work commitments and a further Staff Governor election will take place in September. Directors thanked Mr Morgan for his work during his time as Director.

Action Point: Link Governor reports to be discussed under agenda item 13.

Action Point 13: Costs for IT replacement are not yet available'

Action Point 14: The Principal agreed to prepare a report on external annual surveys for the next Resources meeting on 13 July 2017.

Action Point 15: Discussions with Aspens are ongoing.

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

There were no decisions on which to report.

#### **16.160 Chair's Decisions & Correspondence**

There were no decisions on which to report.

#### **16.161 Resources Committee:**

##### 1. Minutes of the meeting held on 22 June 2017

The minutes of the meeting were distributed and noted (confidential appendix D).

##### 2. Budget Monitoring

The Finance Report (confidential appendix E) was noted.

##### 3. 5 Year Forecasts

- With regard to the 5 year budget the Principal advised that the cumulative balance next year, forecast on estimate based funding, will be £147,740 and could increase to £3.2 million over the following 5 years. This figure includes an increase to teacher's salaries of 4% but doesn't include increased costs associated with increased intake and staffing.
- The Associate Principal advised that the school is in a strong position to grow the 6<sup>th</sup> form and bring additional income into the school. At a recent P16 meeting with local schools, it became clear that that some schools are unable to keep all of their subjects running and it was agreed that availability on any courses not fully subscribed would be shared. A live spreadsheet has been prepared and around 15 external students to date have shown an interest in taking courses at S Peter's. It was agreed at the meeting that schools taking external students, will receive £900 each year per student, per subject from the home school. All students in Y13 apart from 2 are being taught in school and 20 students from St Edmund's will be attending S Peter's.  
Most students in Y12 will take 3 A levels with only the high achievers taking 4. Those students with low grades will be offered BTECH courses.

##### 4. Schools Financial Efficiency: Top 10 Planning Checks

The planning checks were noted.

##### 5. Chair's Decisions

The Chair of the Resources Committee advised that the Music trip to Belgium was approved, subject to there being no cost to the school

## 6. 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) 2017 – 18 Budget

During discussions the following was highlighted:

- Directors were concerned that although there is a rise in student numbers to 220 in September, budgeted costs have reduced. The Principal advised that the budget next year is tight but funds will increase in the years after that. Funds can be drawn down from the following year if absolutely necessary.
- The Principal advised that ASCL have a target of 60% of budget spent on teaching staff, 20% on Associate Staff and 20% on non-staff costs. Associate Staffing costs are currently too high at 23% and S4S have provided a benchmarking analysis showing where roles are over or under paid. As more staff may be needed with higher student numbers, redundancies are not recommended but the Principal felt that a restructure be carried out to ensure that appropriate levels of pay are received. Directors agreed unanimously and felt that as the review has been ongoing for some time, it should be done quickly and properly.
- There was concern from Directors as to whether any buildings/refurbishment would be ready in time if the 280 PAN is agreed.

Following discussions Directors agreed the budget subject to assurances that the cuts made, compared to last year, are realistic and can be maintained.

### b) Additional Estates Work

The Principal referred to the Facilities Manager's report and recommended that funds for the following estates work be taken from the figure of £121,073 carried forward from this year's budget:

- Air Conditioning in 6<sup>th</sup> form block
- Disabled Ramp Access
- Fan for heat treatment room

Directors agreed to all recommendations with up to £12000 of funds for the ramp and £5000 for the air conditioning including electrical works.

### c) CCTV Policy

Directors agreed unanimously that the policy be adopted.

### d) Vehicle Users Policy

Directors agreed unanimously that the policy be adopted.

### e) Social Media Provider

During discussions the following was highlighted:

- In response to questions from Directors, the Principal confirmed that after 6 months the contract would be reviewed and running of the social media sites could be done in house after this.
- The provider will prepare monthly reports showing numbers of hits on the website, retweets etc.
- Costs are included in the budget.

Following discussions Directors confirmed their agreement subject to a review after 6

months.

f) Staffing

The staffing update (confidential appendix F) was discussed as recorded in confidential appendix G.

g) Reinvestment of Treasury Stock

The Chair of Resources advised that the Treasury stock is due to mature. The nature of this investment means that some of the capital is lost. He suggested that other investments are looked at eg CCLA Church of England investments. Directors confirmed their agreement.

In response to a question from Directors regarding school fund contributions from parents, it was agreed that further information will be supplied to the Resources Committee in September. **Action AH**

**16.162 Attainment & Progress Committee**

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

The minutes of the meeting were noted.

2. Whole School Priorities

The Principal advised that Whole School Priorities will now be looked at in more detail.

3. Items Requiring FGB Approval

There were no items requiring approval.

**16.163 Admissions & Appeals Committee**

1. Meeting to be Arranged for Early July

The Chair of the committee advised that the last meeting has been cancelled until a decision has been made regarding the increase to PAN.

2. Diocesan Approval of Co-opted Director

The Chair of Governors advised that the Diocese have given their agreement to Mrs D Williams becoming a co-opted Director on the sub-committee that reviews the new Y7 admission forms each year. More Directors are needed to join the committee to help with the admissions process and this will be looked at when further Directors have been sourced. Directors agreed that Mrs Williams be co-opted for a term of 4 years. The Chair agreed to contact Mrs Williams. **Action GC**

Mrs Polowyj advised that none of the recent admissions appeals were successful and Directors thanked her for acting as Presenting Officer on their behalf.

3. Items Requiring FGB Approval

There were no items requiring approval.

**16.164 Link Governor's Reports**

1. SEND Half Termly Meeting

Mr Cresswell advised that he met with the SENDCo as the Link Governor was unable to attend and he agreed that Pupil Premium would be included with SEND for future visits. He advised that the online SEN Support Questionnaire does not result in many responses and parents' evenings are to be used to capture responses in the future.

Statements of special needs have now been replaced with Educational Healthcare Plans, all of which have been completed in school.

## 2. Sixth Form

Mrs Polowyj advised that pastoral support is important in the sixth form. It is hoped that external agencies can be sourced to offer advice to students on mental health issues and drug abuse.

Directors suggested that a Link Governor board is set up in the staff room to show who has what responsibilities and allow staff to contact them directly. Directors agreed that their email addresses could be made available to staff only. **Action TF**

## 3. Safeguarding

A report from Mrs Dalton in her role as Link Governor for Safeguarding was (appendix H). She advised that the information provided to her was clear and comprehensive. Admin support would be of great assistance to the team who meet regularly to look at key objectives. A great strength of the school is that students will approach staff.

## 4. Christian Ethos

Mrs Preston advised that she has recently met with the Head of RE and will provide a report shortly. Eucharists for next year are to be planned and will include methods of worship practised by other faiths and will encourage student involvement. She has asked to attend a Spiritual Council meeting and will attend an assembly each half term and report back to Governors. In addition a SIAMS working group has been set up and will meet half termly next year.

## 5. Estates

Mr Bickley advised that he has recently met with the facilities Manager and his report will follow. Some of the items he raised have now been implemented.

Mrs Dalton left the meeting.

The Chair thanked Directors for their reports.

## Update on Review of Chaplaincy Role (appendix I)

The Chair referred to the report and highlighted as follows:

- The options of a full time and part time Chaplain are being looked at although there is no budget for the post at present
- An ordained Chaplain would be preferred.
- Thanks were made to Rev Phil Robertson for his recent help which included taking one of the school Eucharist's today.
- A meeting is to be arranged with Julie Jones at the Diocese to discuss the various options. **Action DL**
- Peninsula are now providing pastoral support to staff.

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

The Principal advised that the LA is supporting the proposal for an increase in PAN and funds have been allocated for some new build and some refurbishment. The funding agreement has been set at 1150 students and the LA may only take the increase of 60 students per year group (from 220 – 280 students), equalling 300 students plus an additional 200 in the 6<sup>th</sup> form. Funding for buildings may therefore be

less than originally anticipated.

Each of the 5 schools asked to take additional students will now enter into a 3 week consultation process. As preparations have to be made for September admissions, the Principal suggested that 280 places, subject to approval, are advertised.

It is proposed that the Diocese will manage the building works and the cost of a clerk of works, or similar, would be paid for from the budget. Directors agreed that proposals will need to be prepared showing what work can be carried out with the amount of money on offer from the LA.

The Diocese currently have Kings School to consider and have sent suggestions for the Board to consider. Directors unanimously agreed that S. Peter's is not currently in a strong enough position to become involved at the current time. The Diocese have been asked to meet with the Board for discussions.

**16.166 Update on Review of Chaplaincy Role**

Discussed under agenda item 16.164.

**16.167 Principal's Report (confidential appendix K)**

The Principal's Report was noted. Directors asked that where staff roles are referred to that names are also shown. **Action DL**

**16.168 Governance or Whole School**

1. Christian Ethos

The SIAMS Review was discussed as recorded in Confidential Appendix G.

2. P16 Partnership Agreement

Directors unanimously agreed to adopt the P16 Partnership Agreement subject to a notice period being included.

3. Skills Audit

The Chair confirmed that there is a wide range of experience shown in the audit and there are still 5 vacancies on the Board.

4. Review of Principal's Appraisal Arrangements

The Chair confirmed that the Principal now has a contract. Three Directors are required to consider his objectives and appraisal and it was agreed that Mr Cresswell, Mr Chagger and Mrs Preston would look at this early next term. Normal practice is to invite an external reviewer and it was agreed that the Diocese would be approached in this regard. **Action GC**

5. Update on Designated Teacher for Looked after Children

The update was noted.

6. PE Trip

Directors approved the PE trip.

7. Management Family Tree

The Family Tree was noted.

**16.169 Any other Business**

**Exams Review**

As discussed the report will be looked at in detail at the next A & P meeting. Directors passed on their thanks to staff for the revision sessions provided.

Mrs Polowyj advised that students appreciated SLT being in the hall to start off the exams. A couple of points to look at in the future are mobile phones as 3 went off during exams and back-up arrangements to cover the Exams Officer.

The Principal advised that all policies are being reviewed with dates set for them to be brought to Directors.

Directors thanked Mr Morgan for standing as Director and the Principal thanked Directors for their work and time given throughout the year.

**16.170 Date and Time of Next Meeting**

The next meeting will be held on Thursday 19 October at 5.30pm.

The meeting ended at 8.45pm

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

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

Action	By Whom
From 25 May 2017	
1. Publicity in churches and press	<b>DL</b>
2. Public meeting to discuss increase in admissions	<b>DL</b>
3. Report from Chaplaincy working group to Resources	<b>DL</b>
4. Report on annual surveys to Resources	<b>DL</b>
From 29 June 17	
5. Exams Office Review on agenda for next A & P Meeting	<b>TF</b>
6. Resources to discuss process for disputes between Chair and Principal	<b>TF/GC</b>
7. Further information to Resources 13/7 re funding travel for students outside 3 mile radius	<b>DL</b>
8. Details of school fund/building fund contributions to Resources in 9. September	<b>AH</b>
10. Write to Mrs Williams re A & A Working Party	<b>GC</b>
11. Link Governors Board in staff room	<b>TF</b>
12. Write to Diocese re SIAMS review	<b>DL</b>
13. Names and roles to be shown in staffing reports/proposals	<b>DL</b>
14. Source external reviewer for DL objectives meeting	<b>GC</b>