

S. PETER'S COLLEGIATE SCHOOL GOVERNORS

Meeting of the Board of Directors held on Thursday 19 October 2017 at 5.30pm

Present:

Mr T Barnard
Mr A Bickley
Ms T Clark
Mr C Cooper
Mr G Cresswell - Chair
Mrs D Dalton
Mr M Dulson

Mr C Ellis
Mr D Lewis -
Principal
Mrs D Polowyj
Mrs K Preston
Mr C Randles
Rev Preb Wright

In Attendance:

Mr D Cooke - Associate Principal
Mrs T Freemantle - Clerk
Mr Jarred Crockett - Head Boy
Miss Manisha Wilson - Head Girl

Opening Prayer

The meeting opened with prayers led by the Rev Preb Wright.

17.1 Apologies

Apologies were received together with reasons for absence from Mr Chagger. Directors consented to the absences and accepted apologies

17.2 Introduction to Head Boy and Head Girl

The Chair introduced the Head Boy and Girl to the meeting. They advised that they have set a charity target of £15k being 5k higher than last year. Over £100 was raised from a samosa sale during Open Evening and planning for Children in Need charity week is underway.

Directors thanked the Head Boy and Girl for attending and they left the meeting.

17.3 Election of Chair

The Clerk advised that two nominations have been received for Mr Cresswell who confirmed his willingness to stand as Chair. Directors agreed to the appointment.

17.4 Election of Vice Chair

The Clerk advised that no nominations were received prior to the meeting. Mr Cresswell proposed and Mrs Preston seconded the suggestion that Mrs Dalton be appointed as Vice Chair. Mrs Dalton confirmed her willingness to stand and Directors agreed to the appointment.

17.5 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.

17.6 Introduction of new Governors

The Chair introduced the LDBE nominated Director - Mr Cooper and the two staff Directors - Mr Dulson and Mr Ellis.

17.7 Identification of Any Other Business

One item of other business was identified.

17.8 Safeguarding

There were no Safeguarding updates on which to report.

17.9 Scheme of Delegation

The proposed update was approved by Directors. The Principal advised that the Senior Business Officer is assisting until the new Business Manager takes up post at the beginning of December.

17.10 Membership of Committees

The Chair advised that Mr Cooper and Mr Ellis have indicated their willingness to join the Resources Committee with Mr Dulson joining the Attainment & Progress Committee. No other changes to Committee membership were requested. It was noted that there are still two St. Peter's Church Foundation Governor vacancies to be filled.

17.11 Minutes of the Meeting Held 20 June 2017

Directors agreed that the minutes of the meeting held on 20 June 2017 be approved as a true record and signed by the Chair.

17.12 Matters arising and Update on Action Points

Matters arising

There were no matters arising.

Update on Action Points

1. The Principal advised that creative ways to publicise the school are being considered. A recent advert in the Express and Star regarding the 6th form was distributed (appendix A).
The recently appointed social media company are regularly posting information on Twitter and Facebook. The school currently has 990 followers on Facebook and a recently shared job advert reached 15,000 people.
2. Directors were thanked for attending the recent public meeting.
3. The Chaplaincy working group have discussed the possibility of taking on a Chaplain. The job description, salary, pension arrangements etc are to be looked at. One Director advised that as these costs are not included in the budget for the year, costs will have to be cut elsewhere if a Chaplain is appointed.
4. A company to carry out annual surveys has been sourced at the cost of £750.
5. Exams review will be taken to the next A & P meeting.
6. Directors agreed the Dispute Resolution document.
7. Funding of bus passes is still under review.
8. Done
9. Done
10. Done
11. Done
12. Noted
13. Done

17.13 Decisions of FGB reached by Email

There were no decisions on which to report.

17.14 Chair's Decisions & Correspondence

1. Staffing

Staffing was discussed as recorded in confidential appendix B.

17.15 Resources Committee:

1. Minutes of the meeting held on 22 June 2017

The minutes of the meeting were noted (confidential appendix c).

2. Minutes of the Meeting held on 12 October 2017

The minutes of the meeting were noted (confidential appendix d).

3. Budget Monitoring

The Finance Report (confidential appendix e) was noted.

The Chair of Resources advised that the school's finances are looking reasonable at present although there are increasing costs in some areas eg staffing. The Associate staff review is still outstanding but the increase in student numbers will enable organisation of non-teaching staff. The Principal has agreed to update the staff affected.

Action DL

4. Chair's Decisions

Chair's decisions are recorded in confidential appendix B.

5. Items for information

The Chair advised that:

- a) Deed of Variation: The Deed of Variation has been returned to the EFA who will now provide estimate based funding to the school.
- b) Internal Audit Report: The Internal Auditor was very impressed by improvements made by the school. Directors asked that their thanks are passed on to the Business team. **Action TF**

6. Items recommended for FGB approval

- a) Addition to Pay Policy -Threshold Assessment Application Form: Directors confirmed their agreement.
- b) Addition of No Faith Places in Admissions Policy: The Principal advised that as part of the conditional consent given to the expansion by the Diocese, the school is required to undertake a review of the Admissions Policy in accordance with the Church of England Foundation and Open place model Policy. He recommended that the Admissions & Appeals Committee look at an additional category in the Admissions Policy to include no faith places. During discussions the following was highlighted:
 - Directors back the expansion, but not at the expense of the school's faith principles. The overriding message from the public meeting was to maintain and enhance the Christian Ethos of the school.
 - Any students applying under this category would be required to fully support the school's faith principles.
 - The criteria for over subscription in the non-faith section would have to be agreed and shown clearly in the policy.
 - It would be interesting to compare the Admissions criteria of other faith schools with regard to numbers of other faith and no faith places. **Action DL**

Following discussions Directors agreed that the Admissions Policy for 2019 be reviewed at the January 2018 meeting of the Admissions & Appeals meeting, with all Directors welcome to attend the meeting to discuss the criteria. **Action TF**

7. Items for Discussion

a) Staffing: Staffing was discussed as recorded in confidential appendix B.

17.16 Attainment & Progress Committee

1. Minutes of the Attainment & Progress Committee meeting held on 21 September 2017

The meeting of the 21 September was cancelled.

2. Analysis of Summer 2017 Results

The Associate Principal updated Directors and the following was highlighted:

- Progress information only is available at present as Progress 8 figures aren't received until January but Heads of Department can measure the relative progress of key groups eg high ability, disadvantaged.
- The Attainment 8 score on page 1 is calculated as an average point score given over 8 subjects.
- In relative terms attainment has gone up from last year. Maths has increased but English is slightly down.
- As students enter the school at sig plus attainment should be higher than the national average.
- Originally the Government intended to translate an old grade C as a new level 5. However, 5 would compare to a high C meaning that A* - C percentage figures will be lower than in previous years. It has now been decided that a strong pass will be level 5 or above and an above standard pass level 4.
- The number of disadvantaged students entered for the Baccalaureate has increased to 50%. This figure is 35% nationally.
- 5 or more standard passes including English and Maths at GCSE has increased from 67% 2 years ago to 74% this year. The figure showing strong passes equates to 48% of students.
- In response to a question from Directors as to whether an increase in numbers of students will affect these figures, it was confirmed that students coming into school in year 7 do tend to have high prior attainment.
- Setting and targets are now more appropriate. Teachers are accountable in their appraisals for target setting.
- 67% of Students achieved a strong GCSE pass in English with 86% achieving a standard pass. The latter figure has increase from 71% two years ago. The figures for Maths are 60% and 80% respectively.
- Page 6 shows the difference in the school's GCSE results compared to national figures. Figures in Science are low as historically the Science department have had had insufficient time to complete the curriculum. In addition, there has been a problem in languages as in the past all students were entered for a language. These issues have now been resolved.
- There has been a transformation in the use of data and settings. Y7 have just been put into sets based on CATS tests and behavioural issues with the two halves balanced in ability, ethnic mix and SEND.

Directors thanked the Associate Principal.

3. Chair's Decisions

There were no decisions on which to report.

4. Items for Information/Recommended for Approval

There were no items on which to report.

5. Items for Discussion

There were no items for discussion.

17.17 Admissions & Appeals Committee

1. Minutes of the meeting held on 22 June 2017

The minutes of the meeting were noted. Directors were advised that Mrs Polowyj has agreed to stand again as Presenting Officer for Admissions appeals and Directors passed on their thanks.

2. Chair's Decisions

There were no items on which to report.

3. Items Requiring FGB Approval

There were no items requiring approval.

4. Items for information/Recommended for Approval

There were no items on which to report

5. Items for Discussion

a) Feedback from open Evening: During discussions the following was highlighted:

- The talk was too long and should be shorter next year.
- SEND and Pastoral staff could be available to talk to individually rather than sit on stage.
- There should be more emphasis on admissions procedures.
- Tours to be looked at
- Some schools have several events at which parents can look around school including a Saturday.
- A guide for Faith leaders on completing the form could be included in the admissions pack.
- It may need to be highlighted that Baptism certificates as proof of Worship can be used only in the event that the Faith leader won't complete the necessary forms

It was agreed that any suggestions are emailed to the Principal. **Action All**

Directors passed on their thanks to the 6th form and staff.

17.18 Link Governor's Reports

RE, Christian Ethos & SIAMS

Directors noted the minutes of the SIAMS Group meeting 9 October 2017. Mrs Preston advised that the group will attempt to meet each half term and she will join some worship/assemblies and spiritual council meetings.

There were no requests from Directors to change the area for which they are Link Governors. Mr Cooper agreed to cover English, Film studies etc, Rev Preb Wright History, Geography etc and Mr Randles Governor Training.

The Chair asked that Directors attempt to meet with their staff counterparts termly with a meeting next half term. All departments have action sheets for future development which may be a discussion point. **Action All**

17.19 **Expansion Proposals**

1. **Building Consultancy Plans**

During discussions the following was highlighted:

- Directors were reminded that the Governing Body is responsible for the building work.
- The Principal advised that AHR provide a no cost, no risk contract using guidelines set out by the NHS. Their fee is 10% of the total cost paid by the LA. One Director was concerned that tenders would normally be invited for a contract of this amount and suggested that other firms are invited to quote.
- Directors asked how close the school is to fulfilling the conditions set out by the Diocese. The Chair advised that in a recent meeting with their representative Mr Raynor, all points in Diocese correspondence were discussed and the school is in line with their requirements.
- It was suggested that enquiries are made with the Diocese as to whether they have any suggestions as to any other consultants who might carry out the work
- Directors were conscious that timescales are tight as work would need to commence this year.
- One Director suggested that work is placed with local contractors to benefit the local economy. The Principal advised that under the scheme used by AHR, proven contractors are used, but it's not known at this point where they are based.
- It was suggested that Mr Raynor is asked to meet with the Board as soon as possible next term to discuss the way forward in more detail. **Action TF**
- In response to a question regarding the school's requirements, it was confirmed that AHR have responded to the school's curriculum analysis and calculated the number of classrooms etc that are needed.
- Directors felt that spiritual spaces should also be mentioned eg Chapel and office for the Chaplain.
- The Principal advised that the Diocese has asked for a Business Plan from the school which is due by the 20 October and now that the consultation period is finished, the LA have requested a proposal for the Regional Schools Commissioner (RSC) by the 1 November. The RSC have to agree the increase in student numbers before anything can proceed. He has spoken to the EFA who have suggested that a Fast Track application be made to the RSC but this can still take 3-4 months to be agreed. As admissions offers are issued 1 March, timings are tight.

Following discussions, the Principal proposed that

- 1) An application to expand the school is made to the RSC and Directors agreed unanimously.
- 2) That Mr Raynor is asked to meet with Directors to prepare a Business case to present to the Diocese. Directors agreed unanimously. **Action TF**

In response to a question from the Principal as to whether discussions with AHR should proceed, Directors suggested that this is discussed with Mr Raynor first.

17.20 **Principal's Report (appendix G)**

The Principal's report was noted.

17.21 Governance or Whole School

1. Christian Ethos

Christian Ethos was discussed with the Link Governors Reports.

2. OFSTED & SIAMS Action Plan

The Principal advised that this will be included in the Whole School Improvement plan.

3. Use of School Email Address.

The IT Department intend to forward any email sent to Director's school email addresses to their private email address but will need to change passwords to do so. Directors confirmed their agreement.

4. Governors' Availability for Trips

Directors were asked to advise the Clerk of any availability to assist with school trips.

17.22 Policies

Directors were asked to let the Clerk know of any comments regarding the policies which will then be reviewed by the relevant committees.

Code of Conduct Policy for the Board of Directors

Directors agreed that the policy be adopted with the line 'it may, therefore, be felt inappropriate to establish anything additional' deleted.

Behaviour Policy

It was suggested that Point 30 - last bullet point be amended to read 'A pupil's possessions will only be searched by a member of the safeguarding or pastoral team who is of the same sex as the pupil, in the presence of a witness.'

Any other Business

The Principal advised that following the Computing GCSE's there was an allegation of plagiarism made by the exam board. Following investigations, no proof of plagiarism was found but work was re-marked by the exam board and these marks were accredited to students in place of the school's marks.

One Director advised that during a recent exclusion hearing it came to light that a parent had been asked to contact the school but they were unable to call during the day and there was no out of hours' number available for them. It was suggested that perhaps a mobile number could be provided and it was agreed that this will be looked into. **Action DL**

17.23

Date and Time of Next Meeting

The next meeting will be held on Thursday 23 November at 5.00pm.

The meeting ended at 8.15pm

Signed: _____
(Chair of The Board of Directors)

Date: _____

Action	By Whom
From 19 October 2017	
1. Pass thanks on to Business office following into auditor report	TF
2. Update non-teaching staff re review	DL
3. Compare no faith /other faith places of other faith schools	DL
4. Add item to A & A agenda – review of admissions criteria 2019	TF
5. Suggestions for Open Evening to Principal/clerk	All
6. Link Governors to meet with area of responsibility next half term	All
7. Out of hours number for parents to be looked into	DL