

S. PETER'S COLLEGIATE SCHOOL GOVERNORS

Meeting of the AGM & Board of Directors held on Thursday 23 November 2017 at 5.00pm

Present:

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

Mr D Ellis
Mr D Lewis -
Principal
Mrs D Polowj
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
Mr A Morris – Dains Accountants

Opening Prayer

The meeting opened with prayers led by the Principal.

17.24 Apologies

Apologies were received together with reasons for absence from Ms Clark and Mr Chagger and Directors were advised that Mr Barnard and Mr Ellis would be leaving early.

Directors consented to the absences and accepted apologies

17.25 Report from Head Boy and Head Girl

The Head Boy and Head Girl advised Directors that the sixth form raised £1,695 last week for Children in Need. Further fundraising events are being planned and social evenings eg film nights for lower school. are being considered.

The Student Council are currently looking into the Investors in Pupil's Award. The Head Boy asked whether any Directors would be prepared to talk to the Y7 students regarding their roles and Mrs Preston and Mr Cresswell agreed to join one of the Y7 assemblies. Directors passed their thanks on to the sixth form for their charity work and the Head Boy and Girl left the meeting.

Rev Preb Wright entered the meeting.

17.26 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.

17.27 Presentation of Trustees Report (confidential Appendix a)

Directors welcomed Mr Morris from Dains Accountants who referred Directors to the Trustees Report and highlighted as follows:

- Two Management Points will be included in the Report:
 1. On one occasion during the holidays, the payroll was authorised by the Principal after the payment run as he was out of the country. It is therefore suggested that a second person also has the authority to agree the payroll.
 2. The fixed asset register should be updated each year. This was not done as the school currently has no Business Manager.

- The outcome for the year is positive with £27,863 of restricted funds and £146,732 of unrestricted funds carried forward.
- The pensions deficit has increased from £1,871,000 to £2,657,268. This is due to actuarial assumptions and the only implication for the school is to ensure that contributions are budgeted for.
- On the Balance sheet, fixed assets are shown as £5,229,504 and the bank balance at £431,047 has increased.

Mr Cooper entered the meeting.

Directors thanked Mr Morris for attending and he left the meeting.

17.28 Identification of Any Other Business

One item of other business was identified.

17.29 Safeguarding

The Principal advised that the LA's Safeguarding Lead has been into school recently and her review was very positive.

17.30 Minutes of the Meeting Held 19 October 2017

Directors agreed that the minutes of the meeting held on 19 October 2017 be approved as a true record and signed by the Chair.

17.31 Matters arising and Update on Action Points

Matters arising

There were no matters arising.

Update on Action Points

1. Done
2. The Principal advised that he has not yet spoken to the Associate staff regarding their review as he is awaiting confirmation of the 280 intake from September 2018. Directors asked that staff are updated as soon as possible even if there is currently no progress on which to report. **Action DL**
3. The Principal will look at the no faith admissions ratios of other C of E schools for the A & A meeting in January. At a meeting yesterday, the Director of Education from Lichfield Diocese was made aware that the admissions criteria for the 280 PAN in Sept 2019 will be reviewed at the A & A meeting. **Action DL**
4. Done
5. Done
6. Mrs Polowyj advised that she met with the Assistant Principal - 6th Form today and updated Directors as recorded under minute no 17.37.
7. The Principal confirmed that there is a school mobile phone number that can be given to parents if necessary.

17.32 Decisions of FGB reached by Email

There were no decisions on which to report.

17.33 Chair's Decisions & Correspondence

The Chair advised that he was asked to attend a meeting with the LA, along with the Principal and the AP – Safeguarding, Pastoral and Inclusion, as 3 Hard to Place (HTP)

students have recently been refused places at the school. All schools in the area are obliged to take 3 HTP students in each year group but each of these application was considered on its merits and places were refused with a full explanation.

However, following the meeting it has been agreed that two of the students will now be admitted to school, but it is felt that there are serious safeguarding implications if the third student is admitted.

The Associate Principal advised that a number of HTP students do have challenging behaviour but a lot of work is done with them and many do settle in and integrate well. There are also at least 5 students in school who have been taken in before they become HTP and therefore don't show in the LA statistics.

17.34 Resources Committee:

1. Minutes of the meeting held on 16 November 2017

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

2. Budget Monitoring

The Finance Report (confidential appendix c) was noted and the following was highlighted:

- Only 12.8% of the staff budget has been spent to date against the target of 16.5% for the first two months of the year.
- In response to a question from Directors querying the costs of Educational Consultancy at £133k, it was confirmed that this relates to a SEND SLA.
- The Friends of S Peter's are having a 6 month sabbatical and fundraising will be looked at when they reconvene.

3. Chair's decisions

There were no Chair's decisions on which to report.

4. Items for information/recommended for FGB approval

- a) The Chair advised that the Principal's appraisal has taken place and a one point move on the pay scale is recommended. Directors confirmed their agreement.
- b) Complaints Policy: Directors agreed unanimously that the policy be adopted.
- c) Pupil Premium Report: The report was noted.

5. Items for Discussion

There were no items for discussion.

17.35 Attainment & Progress Committee

1. Minutes of the Attainment & Progress Committee meeting held on 2 November 2017

The minutes were noted.

2. Chair's Decisions

There were no decisions on which to report.

3. Items for Information/Recommended for FGB Approval

- a) Code of Conduct: Directors agreed unanimously that the policy be adopted.
- b) Behaviour Policy: Directors agreed unanimously that the policy be adopted.
- c) Sex and Relationships Policy: Directors agreed unanimously that the policy be adopted.
- d) Accessibility Plan: Directors agreed unanimously that the policy be adopted.
- e) SEND Wolverhampton Local Offer: The report was noted.
- f) Safeguarding Policy: Directors agreed unanimously that the policy be adopted.

4. Items for Discussion

There were no items for discussion.

17.36 Admissions & Appeals Committee

1. There were no minutes on which to report.

2. Chair's Decisions

There were no decisions 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 for information or approval.

5. Items for Discussion

Directors were advised that 713 families have named S Peter's on the Common Application Form of which 227 are as first choice. 307 applications have been received of which 5 are Looked After Children.

A member of the Admissions Working Party advised that a number of applications haven't been fully completed. It was suggested that both the paperwork and information provided at Open Evening are reviewed for next year to make it as easy as possible for parents complete the forms. **Action TF**

17.37 Link Governor's Reports

Mr Bickley advised that he has been unable to meet with the Facilities Manager due to absence and it was agreed that he would meet with the Estates Supervisor in the meantime. **Action AB/CE**

Mrs Dalton advised that she is meeting with the Safeguarding Lead on 5 December and Mr Cresswell advised that he will be meeting with the Heads of Maths, Engineering and Science before the end of term.

Mrs Polowyj updated Directors following her meeting with the Assistant Principal 6th Form as follows:

- There is a very positive feel to the 6th form and behaviour is good.
- There has been a change in management style giving emphasis to the self-motivation of students.
- 6th Form Open Evening was successful with 55 external students attending.
- Promotional literature is good and social media is also being used.
- The ALPS system is being used to monitor assessments. Teachers can look at Value Added 4 times a year. This also helps to ensure that students are on the right courses.
- The bursary fund of £15k is being used to help disadvantaged students.
- Sessions are being held on drug use and mental health.
- Students have access to interview experience and information from universities. There may be a need to have a dedicated member of staff to look at work experience, careers advice etc for Sixth Form.

The Principal advised that numbers in 6th form are down slightly this year. However, steps have been made to ensure that students are taking courses that are right for them. At the beginning of the year, students in year 12 were given an average score based on their GCSE results and for those with a level 6 (an old B) or below, a mix of

A levels and BTEC's was suggested. Based on the recent assessments, Y12 results are predicted to be in the top 25% in the country. It is anticipated that numbers in 6th form from September 2018.

22 guest students attend S Peter's 6th Form this year for which the school receives £900 each, only 1 S Peter's student attends another school as a guest.

17.38 Expansion Proposals

The documentation was noted.

The Principal advised that:

- A meeting took place with the Diocese, LA, architects and Chair of Governors today. It transpires that the funding does not meet the cost of the new building as set out by AHR Building Consultants whose costings are based on the LA's First Planner document. It was agreed that the architects, LA and representatives from First Planner will meet on Tuesday 28 November 2017 and the LA, Diocese and the school will meet further on Wednesday 29 November.
- It was also mentioned at the meeting that the WWFC would like to buy the lease of the playing fields (Rev Preb Wright declared an interest at this point as Chaplain for the football club).
- At the end of the meeting, all parties, including the Diocese, confirmed their intent to proceed with the proposals, subject to funding.

During discussions Directors suggested that consideration is given to how the school will look if PAN is not increased to 280. In addition, if places for students with no faith are to be considered, perhaps the Wolves Academy could be approached with a view to offering places to their students.

It was agreed that an emergency meeting may be called to discuss further proposals following the meetings next week.

17.39 Principal's Report (confidential appendix d)

The Principal's report was noted and during discussions the following was highlighted:

- A training plan is being prepared following teacher's appraisals.
- The Homework Policy is currently under review.
- As second assessments are carried out, data to demonstrate progress is being collated.
- The Worship Rota has been revised to include SLT
- Training on Prayer Boards has been carried out
- Both the Diocese and Bishop of Lichfield have confirmed their agreement to the new Chaplain role which will now be advertised on both the school and Diocesan websites.
- Mr Randles advised that as the EfA have commented on the Chaplain role in the past, he has obtained confirmation from the Church of England National Society that this role can be paid for from school funds.
- The curriculum plan for next year is being looked at by Heads of Department.
- Historically, progress has been an issue for the school. To start to address this an assessment calendar has been put into place, data is being analysed after each of the assessments for both key groups and individuals and as progress is tracked, intervention put into place as required.
- The Parents App is about to be launched, this will provide parents with information regarding attendance, behaviour points and achievement points. In response to a question from Directors regarding parents unable to access the app, the Principal confirmed that paper reports will still be issued at present.

17.40 Governance or Whole School

1. Governor's Year Planner

The Chair advised that a year planner has been sourced and will be personalised for the next meeting. **Action GC**

17.41 Any other Business

Mrs Preston advised that a Christian group called The Message are coming to the Black Country in March with a project called The Higher Tour and are hoping to visit schools in the area. Details have been passed on to the AP – SMSC.

17.42 Date and Time of Next Meeting

The next scheduled meeting will be held on Thursday 15 February 2018 at 5.30pm.

The meeting finished at 7.20pm with the Grace

Signed: _____
(Chair of The Board of Directors)

Date: _____

Action	By Whom
From 19 October 2017	
1. Update non-teaching staff re review	DL
2. Compare no faith /other faith places of other faith schools for A & meeting in Jan	DL
From 23 November 2017	
3. AB Link Governors meeting with AB/CE	AB/CE
4. Admissions Forms and info provided at Open Eve to be reviewed by A & A committee	TF
5. Updated year planner to next meeting	GC