

S. PETER'S COLLEGIATE SCHOOL GOVERNORS

Meeting of the Board of Directors held on Thursday 15 February 2018 at 5.30pm

Present:

Mr A Bickley
Ms T Clarke
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:

Mrs A Bill - Business Director
Mrs T Freemantle - Clerk
Miss M Wilson - Head Girl
Mr N Wright - Deputy Head Boy

Opening Prayer

The meeting opened with prayers led by the Principal.

17.43 Apologies

Apologies were received together with reasons for absence from Mr Barnard and Mr Cooke. Ms Clarke advised that she would be leaving at 7.15pm.

Directors consented to the absences and accepted apologies.

No apologies were received from Mr Chagger.

17.44 Report from Head Girl and Deputy Head Boy

The Deputy Head Boy advised that the 6th form is organising some charity events for Sports Relief during the week commencing 18 March 2018 to include an own clothes day, sponsored run, tug of war and soak a sixth former.

The Head Girl provided some feedback from students with regard to the canteen, including concerns regarding length of queues, prices, shortage of vegetarian options during third lunch and lack of gluten free options and allergy information.

In addition, some students had asked about being able to use their phones in school particularly in homework club if they needed to access homework from their phones.

The Chair advised that their comments would be considered and that catering was to be discussed later in the meeting.

Rev Preb Wright entered the meeting.

Directors thanked the Head Girl and Deputy Head Boy who left the meeting.

17.45 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.

17.46 Identification of Any Other Business

The Principal tabled the school's Self Evaluation Summary (SEF) and the LA's Secondary Performance Tables, for discussion later in the meeting.

17.47 Safeguarding

1. Discussion on wearing of a Kirpan

Directors were advised that Sikhs are required to carry a blade as an article of their faith. Students are allowed to carry a Kirpan if of a suitable size and kept out of sight, however if produced, it ceases to be a religious symbol and becomes a weapon.

Mrs Dalton entered the meeting.

Directors agreed that Sikh students should continue to be allowed to carry a Kirpan and that a policy should be written to cover this. Any misuse of the Kirpan would be dealt with under normal disciplinary procedures. **Action DL**

17.47 Minutes of the Meeting Held 23 November 2017

Agenda Item 17.24: Mr Chagger was missed from the apologies

Agenda Item 17.41: should read 'a Christian group called The Message are coming to the Black Country in March with a project called The Higher Tour'

Directors agreed that, subject to the amendments as above, the minutes of the meeting held on 23 November be approved as a true record and signed by the Chair.

17.48 Matters arising and Update on Action Points

Matters arising

There were no matters arising.

Update on Action Points

1. The Principal advised that the non-teaching staff have not been updated with regard to the staffing review but this will be discussed under agenda item 10.4.i.
2. Done
3. Done
4. Done
5. To be discussed under agenda item 16.1

17.49 Decisions of FGB reached by Email

There were no decisions on which to report.

17.50 Chair's Decisions & Correspondence

1. School Trips

The school trips approved by the Chair were noted.

2. Hard to Place Student

The Chair updated Directors with regards to recent correspondence as recorded in confidential appendix A.

The Chair also advised that following a further meeting with the LA and Diocese last week regarding the expansion, it has been confirmed that there is not funding available for an expansion of the school and student numbers will therefore remain at 220 per year group.

It was agreed that a joint statement, wording to be confirmed, will be issued.

It was confirmed that the playing fields were also discussed at the meeting as the Wolverhampton Wanderers Football Club would like sole use of the football pitches and alternatives are being looked at. (Rev Preb Wright declared an interest as the Chaplain

for the football club). Directors agreed that the condition, maintenance costs and security costs of any alternatives must be looked at.

The possibility of the school providing education for the Wolves Academy was also discussed.

17.51 **Resources Committee:**

1. Minutes of the meeting held on 1 February 2018

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

2. Budget Monitoring

The Business Director (BD) referred Directors to the Finance Report & revised budget (confidential appendix B) and advised that on reviewing the original budget, it became apparent that there would be an in year deficit for a number of reasons; fewer numbers than anticipated in sixth form being one. However, there have been some savings to date including no Business Director salary for a couple of months and some savings on pension contributions. The revised budget, which needs Directors approval, is now realistic and will carry forward £47k to next year.

Following discussions, as recorded in confidential appendix C, Directors agreed the revised budget and that spending in red line areas be frozen unless further approval is given by them.

It was agreed that if any urgent matters arise regarding the budget, these will be looked at by the Principal, the Chair of Governors and the Chair of the Resources Committee who will report back to the Full Board.

3. Chair's decisions

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

4. Items for information/recommended for FGB approval

a) CIF Bid

The BD advised that going forward, as many CIF bids as possible should be made. Currently there are two awaiting decisions in March, to fund repairs to roofing and a new fire alarm system.

She also advised that a bid could be made next year for the replacement of Ginever block and the temporary classrooms. She has a contact who works at risk and has a very high success rate. Surveys would have to be carried out at the expense of the school in the interim, but the costs would be funded by the bid

Directors agreed that the further CIF bid be considered at the next meeting of the Resources committee. **Action AB**

b) Petty cash limit changes

Currently £100 petty cash is held with payments of £10 and under being made in cash and over £10 by cheque. Directors agreed that these be increased to £200 and £30 respectively.

c) Catering contract to go to tender

Directors were advised that:

The Catering contract is due for renewal in January 2019 and the new contract will be put out to tender.

The HR contract with Peninsula is due for renewal in July 2019, and notice has been given to them. This contract will also be put out to tender.

d) Data Protection Officer

Mr Randles confirmed that he has agreed to act as the school's Data Protection Officer in the short term.

e) School Workforce Planning Document

In response to a question from Directors, the BD confirmed that this document has been agreed by unions. Directors agreed that the policy be adopted but asked that the skills audit be revised to relate to non-teaching staff. **Action AB**

f) Changes to Scheme of delegation

Directors agreed proposed changes to the Scheme of Delegation.

The BD advised that currently the school has no company secretary or chief accounting officer. These would normally be her role and it was agreed that this be reviewed at the next Resources meeting. A Director asked whether it was a requirement for the school to have these roles. **Action TF**

g) P16 Agreement

Directors agreed that the P16 agreement be adopted

h) Revised budget

The revised budget was agreed as recorded above.

The Principal advised that a draft budget for 2018-19 has been prepared based on an additional 21 students in 6th form. Due to increasing numbers moving through the school, an additional 5 teaching staff (English, Maths, Science and Humanities x2) are required for September. The budget currently shows a deficit of £84k but two areas of savings in staffing costs were discussed as recorded in confidential appendix C.

Following discussions, Directors confirmed their agreement to the additional posts.

i) Associate Staff Review

The Associate Staff review was discussed as recorded in confidential appendix A.

Following discussions Directors agreed that the review should commence as soon as possible and the Chair and Principal advised that they would meet with staff after half term.

5. Items for Discussion

There were no other items for discussion.

17.52 Attainment & Progress Committee

1. Minutes of the Attainment & Progress Committee meeting held on 18 January 2018

The minutes were noted. The Chair of the Committee advised that the Head of Languages has been asked to join the next A & P to talk about plans for the future.

2. Chair's Decisions

There were no decisions on which to report.

3. Items for Information/Recommended for FGB Approval

- a) Offsite Educational Visits Policy: Directors asked that an addition be made to state that an appropriate and effective risk assessment be completed and any governing body or organisational Risk Assessments from the proposed venue, must also be obtained.

Directors agreed that the policy be adopted subject to this addition.

- b) Race, Equality and Cultural Diversity Policy: Directors agreed that the policy be adopted.
- c) Review of Marking Policy: Directors agreed that the policy be adopted.

4. Items for Discussion

The Principal referred Directors to the Secondary Performance Tables for Wolverhampton Schools (appendix D) and during discussions the following was highlighted:

- The school's Progress 8 score is average at -0.12 but this should be a plus next year. Whilst this score is lower than hoped for, it is only one comparable score as shown below.
- The Attainment 8 score is 50.2%, the 5th highest in the area.
- Grade 5 or above in English and Maths GCSEs - the school is 4th at 48%, behind the Wolverhampton Girls High School (WGHS), the Royal School and equal to Highfields.
- Achieving EBacc, entering EBacc and staying in education or entering employment - the school is second, behind the WGHS.

17.53 Admissions & Appeals Committee

1. Minutes of the Admissions & Appeals Committee meeting held on 9 January 2018

The minutes were noted.

The Chair of the committee advised that category C was massively oversubscribed and there was not a full quota of good quality category A's. Directors thanked the Admissions Working Party for the enormous amount of work undertaken in scoring the applications and offering places accordingly.

Mrs Polowyj advised that the LA have provisionally booked 3 days in May for appeals to be heard.

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

The Chair advised that at the last meeting to which all Directors were invited, a Complaints Committee was agreed comprising the Chair, Mr Bickley, Mrs Polowyj, Mrs Preston and Rev Preb Wright. It was suggested that the Chair of Governors should not form part of the committee and Mrs Dalton agreed to join in his place.

5. Items for Discussion

There were no items for discussion.

17.54 Link Governor's Reports

The Chair thanked those Directors who had submitted reports. A couple of items from the reports were highlighted:

- The Fire Risk Assessment highlighted a number of issues which are being looked at
- Critical Incident and Lock Down policies need to be prepared. **Action AB**
- The English Department are interested in introducing Accelerated Reading programmes with costs centrally funded.
- The Chapel is currently being used as a reading room, but this will have to be reviewed as the new Chaplain takes up post in April.

Directors who have not yet submitted reports were asked to make contact with their link departments. **Action all**

17.55 Expansion Proposals

Discussed under agenda item 17.51.

17.56 Principal's Report (confidential appendix E)

The Principal's report was distributed and noted. Directors asked that future reports are distributed prior to the meeting.

17.57 Governance of Whole School

1. Governor's Year Planner

The year planner was noted.

2. Draft SIAMS Improvement Plan

The Principal advised that new framework changes have not yet been published and the improvement plan will be updated once these are available.

3. Staff Holidays 2109 - 2021

Details will be available at the next meeting.

17.58 Any other Business

The BD suggested that the date on which staff are paid be changed to the 28th of each month and Directors confirmed their agreement.

With regard to staff interviews, it was suggested that a Director from the relevant interview panel should check references and sign them as confirmation of checking.
Action EN

The Chair advised that he attended a recent meeting of the Friends of S Peter's where it was agreed that the group would disband and any funds be donated to the school on the basis that the school council would make a decision on how these are spent.

It was agreed that the SEF (appendix F) would be looked at in detail at the next Attainment & Progress meeting. **Action TF**

Date and Time of Next Meeting

The next scheduled meeting will be held on Thursday 22 March 2018 at 5.30pm.

The meeting finished at 8.30pm with the Grace

Signed: _____
(Chair of The Board of Directors)

Date: _____

Action	By Whom
From 15 February 2018	
1. Policy to be written on the wearing of a Kirpan	DL
2. Proposals for CIF bid to replace Ginever to Resources meeting	AB
3. Revise skills audit in School Workforce doc to relate to non-teaching staff	AB
4. Business Directors JD to be reviewed at Resources to include company secretary/chief financial officer – check Articles to ensure roles are required	AB/TF
5. Critical Incident and Lock Down Policies to be written	AB
6. All Directors to make contact with their link departments	All
7. SEF to next A & P Meeting	TF
8. references to be checked and signed by Directors as part of interview process	EN