

S. PETER'S COLLEGIATE SCHOOL GOVERNORS

Meeting of the Board of Directors held on Thursday 22 March 2018 at 5.30pm

Present:

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

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

In Attendance:

Mrs A Bill - Business Director
Mr D Cooke - Associate Principal
Mrs T Freemantle - Clerk
Mr J Crockett - Head Boy
Mr N Wright - Deputy Head Boy

Opening Prayer

The meeting opened with prayers led by the Principal.

17.59 Apologies

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

No apologies were received from Mr Chagger or Ms Clarke.

17.60 Report from Head Boy and Deputy Head Boy

Directors were advised that:

- 6th formers have been raising funds for Sports Relief this week with events including samosa and cake sales and soak a 6th former. There will also be an own clothes day tomorrow with funds split between Sports Relief and charities for the homeless for which staff and students have been asked to wear odd shoes.
- A survey has been sent out to Y7s to gather feedback regarding film nights and Directors agreed to participate, if possible, once dates are known.
- Organisation of the Y13 prom is under way
- Y7 elections for student council are complete and now there is full team, it is hoped that the Investors in Pupils' Award will be completed this year.

Directors asked their thanks and congratulations be passed on to the 6th form and the Head and Deputy Head Boy left the meeting.

17.61 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.

17.62 Identification of Any Other Business

The following items of any other business were identified:

- 1) Being Strategic Guide for Governors
- 2) £5000 donation
- 3) Feedback from Working Party
- 4) Chaplaincy

17.63 Safeguarding

There were no Safeguarding issues on which to report,

17.64 Minutes of the Meeting Held 15 March 2018

Directors agreed that subject to a minor amendment in the confidential appendix to remove the Chair from the Associate Staff Working Party, the minutes of the meeting held on 15 March 2018 be approved as a true record and signed by the Chair.

17.65 Matters arising and Update on Action Points

Matters arising

There were no matters arising.

Update on Action Points

1. Policy on wearing a Kirpan will be taken to the next Attainment & Progress meeting.
2. CIF bids to be discussed under agenda item 11.4a.
3. Skills audit to be discussed under agenda item 11.4b.
4. Chief Financial Officer to be discussed under agenda item 11.4e.
5. Critical Incident & Lock down policy – ongoing.
6. Link Governors to be discussed under agenda item 13.
7. SEF to be updated once validated ASP is published.
8. References checked and signed by Directors – HR Admin Officer advised.

17.66 Decisions of FGB reached by Email

The Privacy Notice for parents was emailed to Directors for approval and the decision was noted.

The Business Director advised that the ICO have prepared a template in readiness for the new GDPR regulations, to record what data is kept by the school, why and how it is kept etc. She suggested that this document is adopted and Directors confirmed their agreement.

17.67 Chair's Decisions & Correspondence

The Chair advised that:

- he has approved a trip to Italy during Enrichment Week 2019.
- Further correspondence has been received from the LA regarding the Hard to Place student discussed previously, but a place in school has still not been made available.
- Correspondence from a parent has been received regarding recent fundraising and this has been resolved.
- An enquiry was received from a parent regarding joining the Board of Governors as a Parent Governor.

17.68 Principal's Report (confidential appendix A)

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

P3

- Directors agreed that the Governor Mark should now be progressed. **Action DL/GC**
- The School Development Plan will be updated in accordance with the new SIAMS framework and once received, the validated ASP.
- Under the new SIAMS framework Governors will be more accountable. Instead of 4 questions there are 7 strands and theology has to be illustrated and not

implicit. A representative from the Diocese has agreed to come into school to train staff and Governors. **Action DL**

P4

- The SLT structure and responsibilities for September 2018 are to be reviewed and proposals taken to the next meeting of the Attainment & Progress Committee. **Action DL**

P5

- Homework and Teaching & Learning policies to be taken to the next meeting of the Attainment & Progress Committee. **Action DL**

P6

- Following discussions regarding the location of the Chapel, Directors agreed that as there is no other suitable area to which the Chapel could be relocated at the current time, that the original chapel is prepared accordingly. **Action DL**

P7

- The Associate Principal advised that progress 8 attainment data for Y11 is already matching the end of year result for last year's Y11. The ASP data for disadvantaged and lower ability groups also shows the current Y11 significantly higher than last year at this time.
- A representative from the Diocese was in school yesterday and advised that the use of data and focus on target groups is outstanding.

P8

- Over 270 applications have been received for next year's Y12 and it was agreed at the last Resources meeting that the budget for 2018-19 be based on 220 for 6th form although actual numbers may be higher. There will be minimal additional costs as many classes currently have low student numbers. Directors confirmed their agreement to calculation of the budget based on 220 students in 6th form.

P9

- The Principal advised that he has spoken to the EFSA regarding school buildings and 280 PAN. They are looking into the possibility of funding new or refurbished accommodation and have suggested that they may send a surveyor to look at the site. As the year groups increase to 220, it will be more difficult to provide teaching rooms and all available space will need to be used.
- Following a question from Directors, it was confirmed that in the meantime, CIF bids are to be looked at. Surveys will need to be done prior to this at a cost to the school, but if the EFSA do carry out their survey it will help financially.
- A discussion with the LA and the Diocese regarding paying fields, is scheduled for 29 2018 March. Directors stressed that any land provided must be fit for purpose immediately.

17.69 Resources Committee:

1. Minutes of the meeting held on 8 March 2018

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

2. Budget Monitoring (confidential appendix C)

Budget monitoring was discussed as recorded in confidential appendix D.

3. Chair's decisions

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

4 Items for information/recommended for FGB approval

a) CIF Bids

Mechanical and engineering surveys will be required for any CIF bids to be made next year and will cost in the region of 7-8k. If the EFSA do carry out a condition survey, this will reduce the cost to the school.

b) Associate Staff Skills Audit

Directors confirmed their agreement to the Skills Audit.

The Associate Staff Review was discussed as recorded in confidential appendix D.

c) SLAs with LA

The Business Director referred Directors to appendix E – Service Level Agreements and during discussions the following was highlighted:

- Having reviewed the SLA's it appears that 3 are no longer required but some appear to be good value for money
- Directors agreed that the music service, whilst expensive, is a valuable service and attracts students to the school. It was agreed that students should be asked to pay up front for lessons as this reduces costs to the school and increases attendance. **Action TB.**
- The increased costs of appeals was queried and the Business Director agreed to look at alternative provision. **Action AB**
- A Director queried whether there was any training for Governors available and it was confirmed that there is some free training supplied by the LA as distributed at the start of the year.

Following discussions all SLA's were agreed as recommended with the exception of the that for appeals.

d) Pay Committee and Terms of Reference

Directors agreed the changes to the Scheme of Delegation with a couple of amendments thus:

- P19 Appendix 2, point b – add 'and advise the Resources Committee accordingly'.
- P19 Appendix 2, Membership – amend wording to 'the Pay Committee shall comprise two non staff Directors taken from the Resources Committee plus the Chair of Directors and shall be fixed at the first meeting of the Full Board of Directors'.

Mrs Preston and Mr Bickley agreed to stand as the Pay Committee along with the Chair.

e) Chief Accounting Officer

Directors agreed that the Business Director's contract be amended to include the role of Chief Accounting Officer.

f) Settlement Agreement

Directors agreed the Settlement Agreement as recommended by the Resources Committee.

g) Recruitment & Selection Policy

Directors agreed that the Recruitment & Selection Policy be adopted.

h) Support Staff Performance Management Document

Directors agreed that the Support Staff Management Document be adopted.

i) Absence & Absence Monitoring Policy

Directors agreed that the Absence & Absence Monitoring Policy be adopted.

The Business Director advised that the policy will be reviewed in the near future to consider including the Bradford Factor to monitor absences.

5. Items for Discussion

a) Proposed NJC Payscales

Proposed NJC payscales were discussed as recorded in confidential appendix D.

17.70 Attainment & Progress Committee

1. Minutes of the Attainment & Progress Committee meeting held on 15 March 2018

The minutes (appendix F) were noted.

2. Chair's Decisions

There were no decisions on which to report.

3. Items for Information/Recommended for FGB Approval

a) Staffing Update

Staffing was discussed as recorded in confidential appendix D.

4. Items for Discussion

There were no items for discussion.

17.71 Admissions & Appeals Committee

Directors were advised that the Admissions & Appeals meeting scheduled for 26 March 2018 has been postponed until Thursday 26 April 2018 at 4pm.

17.72 Link Governor's Reports

There were no Link Governors reports on which to report. The Chair suggested that the Link Governor roles be reviewed in the summer term as some Directors are unable to visit school during the day. **Action GC**

17.73 Governance of Whole School

1. EFSA Update

The EFSA update was discussed with the Principal's report.

17.74 Any other Business

The Business Director advised that 9 incremental rises to support staff are due the cost of which has been included in the budget and Directors confirmed their agreement to these.

A National Governance Association document 'Being Strategic, A Guide for Governing Bodies' was distributed (appendix F).

The Chair advised that a £5000 donation has kindly been made to the school by an ex student. Following suggestions as to how the donation could be used, he advised that he would speak to the donor and report back to Directors. **Action GC**

17.75 Date and Time of Next Meeting

The next scheduled meeting will be held on Thursday 24 May at 5.30pm.

The Chair called an extraordinary meeting on 26 April 2018 at 5pm to ratify details of the Associate Staff Review following the Working Party meeting on 23 April 2018. Mr Cooper and Mr Bickley gave their apologies.

The meeting finished at 8.30pm with the Grace

Signed: _____
(Chair of The Board of Directors)

Date: _____

Action	By Whom
From 22 March 2018	
1. Critical Incident and Lock Down Policies to be written	AB
2. Governor Mark to be progressed	DL
3. MC from Diocese to run training on SIAMS for Governors and staff	DL
4. Homework and T & L policies to next A & P meeting	DL
5. SLT structure and responsibilities	DL
6. Chapel to be prepared for start of new term	DL
7. Music tuition fees to be paid up front	TB
8. Look at alternative provision for admission appeals	AB
9. Review Link Governor roles summer term	GC
10. Speak to donor of £5000	GC