

S. PETER'S COLLEGIATE SCHOOL GOVERNORS

Meeting of the Board of Directors held on Thursday 24 May 2018 at 5.30pm

Present:

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

Mr M Dulson
Mr D Lewis -
Principal
Mrs D Polowyj
Mrs K Preston
Rev Preb Wright

In Attendance:

Mr D Cooke - Associate Principal
Mrs T Freemantle - Clerk
Rev D Weller - Chaplain

Opening Prayer

The meeting opened with prayers led by the Principal.

17.77 Apologies

Apologies were received together with reasons for absence from Mrs Bill, Ms Clarke and Mr Randles. Directors consented to the absences and accepted apologies.

No apologies were received from Mr Chagger.

17.78 Report from Head Boy and Deputy Head Boy

Directors were advised that the Head Boy and Girl would not be attending the meeting.

17.79 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.

17.80 Identification of Any Other Business

The following items of any other business were identified:

1. Admissions appeals update – to be discussed under agenda item 15.

17.81 Safeguarding

There were no Safeguarding issues on which to report.

17.82 Chaplain's Report

The Chair welcomed the Chaplain to the meeting.

The Chaplain referred Directors to his report and advised that one of his priorities is to have the new Chapel up and running as soon as possible. Quotes are being obtained for the damage caused by damp. He also advised that he has been invited to work with the Safeguarding team and will be taking level 3 Safeguarding training.

17.83 Minutes of the Meeting Held 22 March 2018

Directors agreed that the minutes of the meeting held on 15 March 2018 be approved as a true record and signed by the Chair.

17.84 Matters arising and Update on Action Points

Matters arising

There were no matters arising.

Update on Action Points

1. Critical Incident & Lock down policy – ongoing.
2. Governor Mark to be discussed under agenda item 19.1
3. SIAMS training will take place in June
4. T&L Policy to be discussed under agenda item 14.3 e
5. SLT structures and responsibilities will be reviewed after 31 May 2018.
6. Chapel – discussed under agenda item 17.82
7. Music tuition fees to be paid up front 2018-19 – letters issued
8. Look at alternative provision for admissions appeals - ongoing
9. Review link governors' roles to be discussed under agenda item 18.2
10. The Chair advised that he has been in contact with the ex-student who kindly donated £5000 to the school. It was agreed that the money would be used for presentation evening prizes, possibly for Y11 students for whom there are no prizes currently. Directors agreed that one of these should be for overcoming adversity or dealing with difficulties.

17.85 Minutes of the Extraordinary Meeting Held 26 April 2018

Directors agreed that the minutes of the meeting held on 26 April be approved as a true record and signed by the chair.

17.86 Matters arising and Update on Action Points

Matters arising

There were no matters arising.

Update on Action Points

1. Prepare final consultation for review – Complete
2. NJC payscales to be adopted from 1 April 2018 – Complete

17.87 Decisions of FGB reached by Email

There were no decisions on which to report

17.88 Chair's Decisions and Correspondence

1. History/RE Trip to Krakow/Auschwitz

The decision was noted. The Chair advised that all trips are reviewed to ensure that cover for staff attending these during the week, is not an issue.

Directors raised queries regarding the Ecuador trip with regard to fundraising and in particular the destination of funds raised if students don't go on the trip. Mr Barnard agreed to speak to the trip organiser and report back to the Board. **Action TB**

2. HTP Student

The Chair advised that as the school has, for safeguarding reasons, continued to refuse a place in school for this student, the LA has referred the matter to the EFSA to whom a reply has been sent accordingly.

The LA are currently undergoing a review of their alternative provision for students and all schools have been asked for their comments.

3. School Term Dates

The dates were noted.

4. Staffing Update

The Chair updated Directors as recorded in confidential Appendix A

17.89 **Principal's Report (confidential appendix B)**

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

P7

- Following the second Y11 mock exams, indications are that attainment figures are ahead of those from last year and it is hoped that Progress 8 will be positive. Y11 are taking full advantage of revision workshops and behaviour in exams has been good.
- Y13 progress following the last review was showing as similar to last year. Progress has been an issue with this year group and staff are working with the students accordingly.
- 50 external students are signed up for the upcoming Y12 induction day with many more indicating that whilst they are unable to attend the induction, they do intend to attend sixth form.

P10

- The Government has published new guidelines regarding proposals for new faith schools. The Diocese have confirmed that there is no funding available for new buildings as part of these guidelines.
- The Principal attended a further meeting regarding playing fields. An application has been made to have green belt restrictions lifted from the land owned by the college and there will be no further action whilst this is pending. The Diocese have indicated that any new playing fields should be like for like and that the school will still require access to the current running track.

Rev Weller left the meeting.

- There are no proposals for the Wolverhampton Wanderers to use the school for the students attending their academy, they are likely to stay at Thomas Telford School as their links with Telford United are strong.
- Mr Raynor at the Diocese has suggested that a CIF bid is made for replacement of the huts and has agreed to assist with the bid.

17.90 **Attainment & Progress Committee**

1. Minutes of the Attainment & Progress Committee meeting held on 26 April 2018

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) Anti-Bullying Policy

Directors agreed that the Anti-Bullying Policy be adopted.

b) Medical Needs Policy

Directors agreed that the Medical Needs Policy be adopted.

c) Sikh Articles of Faith

Directors agreed that subject to changes to a couple of typographical errors, the Sikh Articles of Faith be adopted as an addition to the Uniform Policy.

d) Sixth Form Attendance Policy

Directors agreed that the Sixth Form Attendance Policy be adopted.

e) Teaching & Learning Policy

Directors agreed that the Teaching & Learning Policy be adopted.

4. Items for Discussion

There were no items for discussion.

17.91 **Admissions & Appeals Committee**

1. There were no meetings on which to report.

The Chair of the Committee advised that non faith places will be discussed at the first committee meeting of the academic year and will be open for all Directors to attend.

The Admissions Appeals Officer advised that that during 3 days of hearings 26 cases were heard, of which 9 were heard in the absence of the families. During discussions the following was highlighted:

- 3 families needed an interpreter, the cost of which is borne by the school. It was suggested that staff may be able to help with interpreting in future years. **Action HA**
- The panel raised the issue of discrepancies between endorsements by faith leaders and parents' statements on some forms. They were pleased that the school intends to work with faith leaders to address this.
- Key documents translated into other languages would assist as for a number of parents, English is not their first language. **Action HA**
- Result of the appeals will be issued next week.
- Support for the Admissions Appeals Officer was discussed and it was agreed that plans would be discussed at the next Admissions & Appeals meeting.

Directors thanked Mrs Polowyj for standing as Appeals Officer.

2. Chair's Decisions

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

3. Items for Information/Recommended for FGB Approval

a) Admissions Policy

Directors agreed that the Admissions Policy be adopted.

17.92 **Resources Committee:**

Rev Preb Wright agreed to stand in for the Chair of Resources who was absent from the meeting.

1. Minutes of the meeting held on 10 May 2018

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

2. Budget Monitoring (confidential appendix D)

Budget monitoring was discussed as recorded in confidential appendix A.

3. Chair's decisions

Directors were advised that the Chair approved renewal of the Microsoft Licence as this was required as a matter of urgency. However, concern was expressed that the information had not been made available prior to the meeting and therefore there had been insufficient time to consider the matter fully.

4 Items for information/recommended for FGB approval

a) Proposed Budget 2018-19 confidential Appendix E)

The budget was approved as recommended by the Resources Committee.

One Director suggested that the budgets for the future are calculated with the largest items looked at first with risk assessments carried out for the remaining items with comparison to the last year's budget. A small group, acting as a critical friend could assist with this.

b) Staffing Update (confidential Appendix F)

The Principal advised that:

- The post of Sociology teacher is not now needed as three of the humanities teachers in post are able to cover the subject. This provides a saving of £30k.
- An assistant Head of Year (either for the incoming Y7 or current Y7 into Y8) is required due to the number of students, at a cost of £2500 plus on-costs.

Directors confirmed their agreement.

c) Prospectus Folders

Directors confirmed their agreement to the Prospectus folders subject to the adverts being appropriate to the ethos of the school.

d) Lettings Policy

It was suggested that the Risk Assessment for the tennis courts be included in the Policy and issued to anyone intending to hire these. **Action MD**

Directors agreed that the Lettings Policy be adopted subject to additions of the Risk Assessment.

e) Approval of Microsoft Licence

Discussed as above.

f) Associate Staff Review Update

The Principal advised that he has had a meeting with union leaders who in turn have met with their members. In the absence of the Business Director who is currently off sick, staff have been advised that meetings can be held with him or his PA. In view of the delays caused by the absence the Principal suggested that the consultation period be extended by a week and Directors confirmed their agreement. Staff to be updated. **Action DL**

Further discussions were held as recorded in confidential appendix A.

Mr Ellis left the meeting.

5. Items for Discussion

There were no items for discussion.

17.93 GDPR Update

1. Staff Device Agreement

Directors agreed that the Staff Device Agreement be adopted.

2. Governors' Emails

Directors were advised that a school email address has been created for each of them in order that confidential items can be sent to them securely. Individual passwords were distributed.

17.94 Link Governor's Reports

1. There were no Link Governors reports on which to report.

2. Review of Roles

It was agreed that new Link Governor roles would be reviewed once the new SLT structure has been confirmed.

The Chair expressed concern that some Directors had not arranged any meetings during the school year

17.95 Governance of Whole School

1. Governor Mark

The Principal advised that Mrs Preston would be assisting with the Governors Mark and a meeting is to be arranged. **Action DL/KP**

2. Governor Training

The Chair advised that the majority of Governors have been involved in a number of training sessions.

3. Governor Vacancies

The Chair advised that:

- There is currently one Diocesan vacancy and suggested that the Diocese are asked to consider the new Chaplain for this role. The Chaplain has indicated that he is interested and Directors confirmed their agreement.
- One Governor has missed the majority of meetings this year (some without apologies) and has not been involved with training or Link Governors' meetings. The Chair will be in contact to discuss options for the future.
- Subject to the outcome of this discussion there may be the need for a Parent Governor election and it was suggested that any strong unsuccessful applicants may be considered for the 2 St Peter's Church vacancies. Rev Preb Wright confirmed his agreement in principle but advised that consideration would only be given to Anglicans, he would need to speak to their local incumbent and final approval would be required by the DCC. Directors confirmed their agreement.

Confidential ?

17.96 Any other Business

The updated Post 16 Partnership Funding Agreement and Protocols (appendix H) was distributed and approved by Directors.

17.97 Date and Time of Next Meeting

The next scheduled meeting will be held on Thursday 12 July at 5.30pm following Eucharist in the Chapel at 5pm.

The meeting finished at 8.00pm 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. SLT structure and responsibilities	DL
3. Look at alternative provision for admission appeals	AB
4. Review Link Governor roles when SLT roles reviewed	GC
From 24 May 2018	
5. Look at possibility of staff helping with interpretation for appeals hearings	HA
6. Key Admissions docs to be translated into most commonly used languages with note in pack in these languages stating they are available	HA
7. Risk Assessment for tennis courts to TF	MD
8. Associate Staff to be advised that consultation period extended By a week	DL
9. Meeting to be arranged re Governor Mark	DL/KP