

# **S. PETER'S COLLEGIATE SCHOOL GOVERNORS**

## **Meeting of the Board of Directors held on Thursday 12 July 2018 at 5.30pm**

### **Present:**

Mr T Barnard  
Mr G Cresswell - Chair  
Mrs D Dalton  
Mr M Dulson  
Mr D Lewis - Principal

### **In Attendance:**

Mrs D Polowyj  
Mrs K Preston  
Rev Preb Wright  
Mr D Cooke - Associate Principal  
Mrs T Freemantle - Clerk  
Rev D Weller - Chaplain

Directors thanked the Chaplain for leading Eucharist prior to the meeting and was invited to stay for the duration. The Chair confirmed that the Diocese has been approached with a nomination for the Chaplain to stand as a Foundation Governor, but no reply has been received as yet.

The Chair advised that staff members would be asked to leave for the confidential items at the end of the meeting.

### **17.98 Apologies**

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

### **17.99 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.

### **17.100 Identification of Any Other Business**

There was no other business.

### **17.101 Safeguarding**

Safeguarding was discussed as recorded in confidential Appendix A.

### **17.102 Minutes of the Meeting Held 24 May 2018**

Directors agreed that the minutes of the meeting held on 24 May 2018 be approved as a true record and signed by the Chair.

### **17.103 Matters arising and Update on Action Points**

#### Matters arising

There were no matters arising.

### **17.104 Update on Action Points**

1. Critical Incident & Lockdown Policies – continuing. Mrs Dalton advised that she will provide the Lockdown Policy provided to her by the LA. **Action DD**
2. SLT structures and responsibilities will be discussed later in the meeting.

3. As the LA had indicated that the charges for admissions appeals were to increase the Business Manager agreed to look at alternative provision. However, the LA charges have since been reduced to the original costs.
4. Link Governor roles are to be reviewed once SLT roles are confirmed.
5. Interpreters for appeals are to be discussed at next A & A meeting.
6. Translation of admissions documents is to be discussed at next A & P meeting.
7. Done
8. Done
9. The Principal, Chair and Mrs Preston met on the 9 July regarding Governor Mark. Judgements were made as to where the Governing Body stand in the various categories and at the next meeting in October evidence will be looked at. Enquiries are being made with regard to the costs involved and if expensive, the process will be used as a self-assessment for the board.

**17.105 Confidential Minutes of the Extraordinary Meeting Held 21 June 2018 (appendix B)**

Directors agreed that the minutes of the meeting held on 21 June 2018 be approved as a true record and signed by the chair.

**Matters arising and Update on Action Points**

Matters arising

There were no matters arising.

Update on Action Points

1. Associate staff have been advised that the review has been abandoned.
2. Update of Annual Review of Associate Staff Policy - continuing

**17.106 Decisions of FGB reached by Email**

There were no decisions on which to report

**17.107 Chair's Decisions and Correspondence**

1. Hard to Place Student

The matter is currently with the Office of the Schools Adjudicator and the outcome of their investigations are awaited.

The Principal advised it has come to light that one of the year 6 students, to whom a place was offered for September, has not been in mainstream school for a year. The offer has been withdrawn as it is felt that mainstream education is still not the best place for the child to be and the school's SENDCO is currently working with the parents to find alternative provision.

**17.108 Principal's Report (confidential appendix c)**

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

P3

SIAMS training has been undertaken by the Principal, Chaplain and AP – RE & Christian Ethos. The SIAMS SEF will be completed in the Autumn term.

P7

Areas of development have been agreed with the Chaplain. These include prayer, worship, liturgy, Spiritual Council, development of the Chapel and morning prayer.

P8

Data tracking continues to confirm likely positive Progress 8 measure for summer 2018 and current Y10 are looking strong.

## P10

- 150 students have applied for Sixth Form.
- Plans are set in place for results day with a number of staff volunteering to interview students.
- Information to be posted on the website for results day is prepared.
- Letters to current and external students are to be sent out shortly and just prior to results day.
- Results will be posted onto social media.
- P16 meetings are held regularly and it appears that a number of local schools are reducing their A level subjects. There are around 12 students signed up to attend S Peter's for subjects they can't take at their host school at a cost of £900 per student.
- Space will be tight with an expanded sixth form at lunch and social times but home study helps and is popular with students. Classroom space isn't an issue as a number of classes have had small numbers of students.

## P11

- There has been no support from the Diocese regarding accessing funds for new buildings as part of the Government's proposals for new faith schools. Steve Raynor from the Diocese however supports a CIF bid for replacement of the mobile classrooms. This bid has to be in by November.
- There has been no progress with regards to the playing fields.

### **17.109 Chaplain's Report**

The Chaplain's report was noted. He advised that progress on repair to the water damage in the Chapel has been slow. Directors asked that the Chapel be completed by the start of the new term and agreed that, if necessary, monies could be taken from the Governors' Chapel Fund. **Action RC**

The Principal advised that the Chaplain will be moving offices in September and will be located in A block opposite the print room.

### **17.110 SIAMS**

#### **1. Training Notes for New Framework**

The Principal advised that the training by Lichfield Diocese has now been completed.

#### **2. SIAMS SEF**

The Principal advised that the new SEF will be completed by the end of the Autumn term. SIAMS meetings with the Link Governor Mrs Preston have been set for next year. Directors expressed an interest in receiving Diocesan training on the new SIAMS framework.

Directors thanked Miss Rai for her notes.

The Head of Sixth Form advised that he met recently with Alex Wolvers from the Diocese regarding P16 collective worship and during discussions the following was highlighted:

- There is an expectation by SIAMS that P16 worship should take place although there is no legal requirement.
- SIAMS looks at the quality of worship in a way which enables students to develop spiritually
- Home study leave has made P16 collective worship everyday difficult but there is no legal requirement for this. It was suggested that worship could take place at lunchtime rather than first thing in the morning.

- PHSE on a Monday morning could be made compulsory and be rooted in theological values.
- Weekly briefings could involve the Chaplain and include student led prayer.
- A monthly, high quality worship for half an hour could be held. It was also suggested that a weekly worship be held giving students the resources to worship at home. It was recognised that in a multi faith school, a number of students may already worship daily.
- Form tutors are under-utilised now that home study leave is in force. There has been one to one mentoring this year which was valued by students and parents and form tutors could be involved more with this. 24 students a week could be seen on a four-week cycle.
- The Diocese understand the risks of forcing P16 students to worship.

It was agreed that the Head of Sixth form and the Chaplain prepare a model for P16 worship and suggested that other schools may have a working model that could help.

### 17.111 **Attainment & Progress Committee**

#### 1. Minutes of the Attainment & Progress Committee meeting held on 21 June 2018

The minutes were noted and the actions confirmed as follows:

1. SLT structures to be discussed later in the meeting.
2. A resume of the School Development Plan has been issued to Governors.
3. A report on correlation between exclusions and ability will be prepared for September.
4. No further comments on the policies were received by the clerk.

Directors asked whether there is now a set procedure for the signing of references before or after interviews as one Director recently attended an interview and no references have been seen or signed by them. Directors asked that a procedure be set up to ensure that all members of an interview panel sign references either prior to or post interview and a record kept. **Action EN**

#### 2. Chair's Decisions

There were no decisions on which to report.

#### 3. Items for Information/Recommended for FGB Approval

##### a) Exam Contingency Policy

Directors agreed that the Exam Contingency Policy be adopted.

##### b) Exam Policy

Directors agreed that the Exam Policy be adopted.

##### c) Non Exam Assessment Policy

Directors agreed that the Exam Policy be adopted.

#### 4. Items for Discussion

There were no items for discussion.

### 17.112 **Admissions & Appeals Committee**

1. There were no meetings on which to report.

#### 2. Chair's Decisions

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

### 3. Items for Information/Recommended for FGB Approval

#### a) Further Appeals Update

The Admissions Appeals Officer advised that of 26 appeals heard in May 5 were successful. However as 5 places had become available, the year group has not gone over PAN.

A further appeal was heard last week (two months after the deadline but allowed by the LA) and this was unsuccessful.

The next meeting of the Admissions & Appeals Committee on 17 September 2018 is open to all Directors as the proposal of non faith places will be discussed.

The Chair of the committee asked that thanks to the Appeals Officer be noted. It was felt that ongoing the role is not appropriate for a Director and her replacement will be discussed at the next meeting. **Action DL**

## 17.113 Resources Committee:

The Chair of Governors agreed to stand in for the Chair of Resources who was absent from the meeting.

### 1. Minutes of the meeting held on 28 June 2018

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

### 2. Budget Monitoring (confidential appendix E)

The Principal advised that as the Business Manager is still absent from work, S4S have been asked to look at the budget. Their initial investigations found the statement of financial information to be in order although no bottom line figure is available as yet.

The Business Director has confirmed that the necessary returns were sent off in May and the budget agreed by Directors in May will be sent to the EFSA with a note that figures will change once final student numbers are known. In addition, two members of staff now have access to the financial information.

### 3. Chair's decisions

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

### 4 Items for information/recommended for FGB approval

#### a) Staffing Update

The Chair thanked the Directors that met with some of the Associate Staff earlier today. A whole range of questions were answered and staff have asked that they are kept updated. It was agreed that an informal meeting will take place once a year and it was suggested that the Principal doesn't attend to allow staff to feel that they can speak freely.

The Principal confirmed that job descriptions have been reviewed and passed to S4S for evaluation.

#### b) Unifrog & Accelerated Reading

The Resources Committee discussed whether the costs of the two systems could be taken from Governors funds. There is only £28k in the funds currently and it was felt that it wouldn't be responsible to use these whilst the position regarding the finances is unconfirmed. It was therefore agreed that both systems would be considered in a year's time.

Directors requested that Governor's funds be reviewed at the next Resources meeting to ascertain the amounts available and which are restricted. **Action DL**

#### 5. Items for Discussion

There were no items for discussion.

#### 17.114 GDPR Update

The Principal advised that the school's Data Protection Policy is currently awaiting review. Mrs Dalton agreed to forward the draft policy from her Academy Trust. **Action DD**

Directors noted that there are a number of outstanding actions for the Business Director who is on sick leave and asked that these be picked up elsewhere. **Action DL**

#### 17.115 Link Governor's Reports

The Chair advised that he has had informal meetings with the Heads of English and Science following his last meeting.

The sixth form Link Governors report was tabled (appendix F). Mrs Polowyj advised that the visit was very positive with a number of areas being discussed and the following was highlighted:

- The Principal advised that apprenticeships may affect retention figures in the sixth form. 7 students have left Y12 this year; 2 for health reasons and 5 going to an apprenticeship which was the right path for them. However, retention rates are good compared to the national average.
- The ALPS score is looking likely to increase this year.
- Home study has not had a negative impact on attendance.
- Next year, Y12 exams should be held before external exams.
- The role of form tutors and mentoring was discussed.
- Home study has brought up one issue with references for students as Form Tutors spend less time with them than they have done in the past. Mrs Griffiths has offered to help with statements and she will spend some time with them prior to this.

#### 17.116 Governance of Whole School

##### 1. WGHS Selective School Expansion

The Principal referred Directors to the letter from the Wolverhampton Girls High School. As the proposals are unlikely to affect the school and in order to work with them as neighbours, it was agreed that no response would be made.

##### 2. School Surveys

The Principal advised that survey results are in. Responses have been limited with only 47 parents, 223 students and 60 staff responding. In sixth form 15 Y13 but 74 Y12 students responded.

Governors asked that the results of the surveys be made available at the next A & P and Resources committee meetings and that timings for the future are looked at for the future as this may have an impact on the number of responses. **Action DL**

### 3. Whole School Priorities

The priorities were noted and agreed. The Principal confirmed that staff input was included and that the priorities will form the basis of the SEF.

### 4. Disqualification of Parent Governor

The Chair advised that following the last meeting, correspondence was sent to the Parent Governor who has attended no FGB meetings and only 2 committee meetings this year asking if he wished to resign. As no response was received, a further letter has been sent advising that, with regret, he has been disqualified from the Board. The Diocese have been advised.

### 5. Parent Governor Vacancy

There will be an election in September to appoint a new Director. Directors were asked for comments on the proposed letter to be sent out to parents. It was suggested that the term Governors is used rather than Directors and Directors agreed to take this forward from September.

### 6. School Calendar

The calendar was noted.

### 7. Start of Year Arrangements

Start of year arrangements were noted.

## **17.117 Any other Business**

The Chair advised that trips are being looked at for next year especially during enrichment week as there are currently 3 trips involving Y 10 students.

With regard to the Ecuador trip, Mr Barnard advised that there are 12 students signed up. The cost is £4000 and an agreement is made between parents and the company facilitating, the school is not involved. The company have advised that they work with parents and it is rare that insufficient funds are raised.

Staffing was discussed as recorded in confidential appendix A.

## **17.118 Date and Time of Next Meeting**

The next scheduled meeting will be held on Thursday 25 October at 5.30pm following Eucharist in the new Chapel at 5pm.

## **17.119 Confidential Items**

Directors said the Grace and Mr Barnard and Mr Dulson left the meeting for the confidential items which were discussed as recorded under confidential appendix G. The Associate Principal remained in the meeting for the first confidential item and then left the meeting.

The meeting finished at 9.45pm.

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	<b>AB</b>
2. SLT structure and responsibilities	<b>DL</b>
3. Review Link Governor roles when SLT roles reviewed	<b>GC</b>
From 12 July 2018	
4. Update Policy for Annual Review of Associate Staff	<b>DL</b>
5. Provide lockdown Policy to Clerk	<b>DD</b>
6. Repairs to the Chapel to be completed by the start of term	<b>RC</b>
7. Procedure to be set up to ensure that references are signed by Directors prior to or post interview and a record kept.	<b>EN</b>
8. New admissions officer to be sourced	<b>DL</b>
9. Details of Governors' funds to be taken to next resources – amounts and whether restricted	<b>DL</b>
10. DD to send draft Data Protection Policy to Clerk	<b>DD</b>
11. All survey responses to be taken to A & P and Resources	<b>DL</b>
12. Resources actions for AB to be picked up elsewhere	<b>DL</b>