

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

## **Minutes of the Meeting of the Board of Governors held on Thursday 25 October 2018 at 5.30pm**

### **Present:**

Mr T Barnard  
Mr A Bickley  
Mr C Cooper  
Ms T Clarke  
Mr G Cresswell  
Mr M Dulson  
Mr C Ellis

### **In Attendance:**

Mr D Lewis  
Mrs D Polowyj  
Mrs K Preston  
Mr S Swinden  
Rev D Weller  
Rev Preb D Wright

Mr D Cooke - Associate Principal  
Mrs T Freemantle – Clerk  
Cameron Chin-See – Head Boy

### **18.04 Apologies**

There were no apologies. Governors were advised that Rev Weller would leave at 6.45pm.

### **18.05 Introduction to Head Boy and Head Girl**

Governors were introduced to the Head Boy who passed on apologies from the Head Girl who was unable to attend the meeting.

The Head Boy advised that:

- The year has started well. There is a concern however regarding space. With a larger Y12 this year, Y13 are finding it hard to find a quiet area to study. Following a meeting in September, sixth form students have been given access to the SSC again for quiet working. This is in conjunction with the SEND Department and not all students want to join them resulting in overcrowding in the two rooms in the sixth form block.
- Charity work is going well, with an own clothes day tomorrow for the Shoebox Appeal and fund raising for Children in Need coming up.

Governors thanked the Head Boy who left the meeting.

### **18.06 Introduction of New Governors**

Governors were introduced to Mr Swinden the new Governor nominated by St Peter's Church DCC and advised that a further DCC Governor Mrs Butler and new Parent Governor Mr James have also recently joined the Board.

Mr Cooke joined the meeting.

### **18.07 Election of Chair**

The Clerk advised that no nominations were received prior to the meeting. Mrs Preston proposed and Mr Cooper seconded the proposal that Mr Cresswell be appointed as Chair. Mr Cresswell confirmed his willingness to stand and Governors agreed to the appointment.

### **18.08 Election of Vice Chair**

The Clerk advised that two nominations have been received for Mrs Dalton who confirmed her willingness to stand as Vice Chair. Governors agreed to the appointment.

**18.09 Scheme of Delegation and Structure of Committees**

The Chair proposed that a separate Personnel is set up to separate Personnel issues/proposals from Finance and that an Ethos committee is set up to look at the SIAMS framework as well as Student Wellbeing and Safeguarding. These meetings would precede the Resources and Attainment & Progress meetings respectively. A Director suggested that the Diocese are approached for advice on terms of reference. **Action DL** Governors agreed to the establishment of the new committees and it was suggested that terms of reference be prepared at the first meetings and taken to the next FGB meeting for approval.

The Chair suggested that membership of committees be discussed under agenda item 25 with Link Governors.

The scheme of Delegation will be updated following agreement of terms of reference.

**18.10 Chair of Resources**

The Clerk advised that no nominations have been received. The Chair advised it is imperative that there is a Chair of Resources in place and suggested that this is discussed further at the next Resources meeting. **Action Resources Committee**

**18.11 Vice Chair of Resources**

To be discussed at the next Resources meeting following appointment of Chair of Resources.

**18.12 Declaration of Business Interests and Confidentiality**

There were no declarations of interest. Governors were reminded to respect confidentiality of the business discussed during the meeting.

**18.13 Identification of Any Other Business**

1. Mr Bickley asked to speak about a project that was presented to him by students today.
2. It was requested that space in the sixth form be discussed further. The Chair advised that currently the SSC is available and information regarding available classrooms is also now provided. It was suggested that further discussions take place at the next Resources meeting with an update at the next FGB meeting. **Action TF**

**18.14 Safeguarding**

1. LA Safeguarding Training

The Principal advised that a number of staff members are to take their level 3 safeguarding training and there will be a mop up session for level 1 training for those who were unable to attend the recent training session. Mrs Dalton confirmed that she has also attended level 3 training and that the NSPCC provide online safeguarding training for Governors at £20 per session.

2. Safeguarding Policy

Governors agreed that the Safeguarding Policy be adopted.

3. Keeping Children Safe in Education

The Principal advised that this document contains the latest safeguarding guidelines and teachers, by law, must now report any safeguarding concerns.

**18.15 Chaplains Report**

The report was noted.

The Chaplain advised that work on the new Chapel is now complete and a dedication ceremony, to which all Governors are welcome to attend, will take place on Thursday 8 November at 3.30pm.

**18.16 Minutes of the Meeting Held 12 July 2018**

Governors agreed that the minutes of the meeting held on 12 July 2018 be approved as a true record and signed by the Chair.

**18.17 Matters Arising and Update on Action Points**

Matters arising

There were no matters arising.

**18.18 Update on Action Points**

1. The Principal advised that policies are now being reviewed each Tuesday.
2. SLT structure and responsibilities to be discussed under agenda item 24.
3. Link Governor roles to be discussed under agenda item 26.
4. Annual Review of Associate Staff Policy to be reviewed with other policies. The Principal advised that a meeting with S4S will take place on 6 November to move the Associate Staff Review forward
5. Lockdown Policy to be reviewed with other policies.
6. Repairs to the Chapel are now complete.
7. Procedures for signing of interview references by Governors are now in place.
8. Admissions Officer to be discussed under agenda item 22.
9. Details of Governors funds to go to Resources when available.
10. Data Protection Policy is under review.
11. Survey responses have been taken to A & P and Resources committees.
12. Some actions for the Business Manager are being looked at by S4S and others looked at elsewhere.

**18.19 Minutes of the Meeting Held 18 September 2018 (Confidential appendix A)**

Governors agreed that the minutes of the meeting held on 18 September 2018 be approved as a true record and signed by the Chair.

**18.20 Matters Arising and Update on Action Points**

There were no matters arising or action points from the meeting.

**18.21 Decisions of FGB reached by Email**

There were no decisions on which to report

**18.22 Chair's Decisions and Correspondence**

The Chair advised that recent guidelines recommend that an Academy Trust should now have 5 Members and following recent departures from the Diocese the Members now comprise the Chair of Governors, the Incumbent of St Peter's Church, Michael Revell, Rev Alison Morris and Sir Geoff Hampton who has agreed to be Chair for the next 12 months. The Members are to hold their AGM at 4.45pm prior to the Governors meeting and presentation from the auditor on 29 November 2018.

### 18.23 Principal's Report (confidential appendix B)

The report was noted and during discussion the following was highlighted:

- The GCSE Progress 8 score is now positive at +0.2. This is a significant increase from -0.1 last year and indicates that on average, each student attained half a grade higher this year. This figure compares well with other schools in the area. Data tracking and intervention for disadvantaged students has helped to increase the Progress 8 score to +0.37 this year. The target for next year is for Progress 8 to be above average.
- Post 16 outcomes have not improved and remain at ALPS grade 7, leaving the school vulnerable to a post 16 OFSTED inspection. A new data team is meeting to look at raising standards and staff have asked that pre 16 practises are put into place for post 16.
- **In response to a question from a Governor the Principal advised that Y13 students achieved their target destinations despite the ALPS grade not having improved.**

Mr Ellis joined the meeting.

- It is hoped that there will be 160 students in Y12 again next year, subject to space in school.
- A number of 6<sup>th</sup> form students are doing an EPQ (Extended Project Qualification). This is valued by universities and helps to enhance personal statements.
- The new Behaviour Policy has had an impact on behaviour in the classroom and has resulted in fewer exclusions.
- There is a meeting with the Diocese re SIAMS after half term.
- In conjunction with the Diocese, CIF bids are being prepared to replace the mobile classrooms.
- A meeting has been called by the Local Authority planning department to discuss the college playing fields. Currently the school's pitches are on a 110 year lease to the school with 3 years expired.

Rev Weller left the meeting.

### 18.24 SIAMS

#### 1. Training from Diocese.

The Principal advised that there is SIAMS training available from the Diocese in Stafford on 15 February. However, they have been approached to ascertain whether training can be made available to cover Governors' responsibilities.

The Principal, Chaplain and Assistant Principal – RE and Christian Ethos are meeting each week to look at one of the 7 strands in the new framework and the SIAMS SEF should be prepared by the end of term.

#### 2. Venue for Eucharist

The Principal advised that the larger end of term Eucharists in church at Christmas and Easter are becoming an issue with the increase in student numbers. In order to avoid the need for 3 services, he proposed that the Christmas Eucharist this year be held over 2 services in school. Some Governors felt strongly that the relationship with St Peter's Church should be maintained with Eucharist held in Church whilst others felt that there should also be large collaborative worship in school. The Principal confirmed that the services with smaller student numbers eg end of summer term, Y7 dedication Service and Leavers' Eucharists would still be held in church. Following discussions, it was agreed that the Christmas Eucharist be held in school and a report made to Governors in the new year. A Governor suggested that as many Governors as possible attend one of the services to provide feedback.

The Principal confirmed that the intention is not to move all services away from the church.

### **18.25 Attainment & Progress Committee**

1. Minutes of the Attainment & Progress Committee Meeting held on 20 September 2018

The minutes were noted.

2. Chair's Decisions

There were no decisions on which to report.

3. Items for Information

Governors noted the Isolation Report, Attendance report, Exclusions Report, base 25 Report and analysis of 2018 results.

### **18.26 Admissions & Appeals Committee**

1. Minutes of the Admissions & Appeals Committee Meeting held on 17 September 2018

The minutes were noted.

2. Chair's Decisions

There were no decisions on which to report.

3. Items for Discussion

a) Officer for Admissions Appeals

The Chair of Admissions & Appeals Committee passed on thanks to Mrs Polowyj for standing as Admissions Appeals Officer for the last 3 years. She advised that the Committee recommend that the role should now be taken on by a member of the school's staff with a partner to attend the hearings for support. The replacement will need to have received training by May for the next round of appeals. Directors agreed that the role should be included as part of the broader staffing structure and asked the Principal to look at the options. **Action DL**

### **18.27 Policies**

1. Behaviour Policy

Governors agreed that the Behaviour Policy be adopted.

2. Health & Safety Policy

Governors agreed that the Health & Safety Policy be adopted

### **18.28 Resources Committee**

1. Minutes of the meeting held on 11 October 2018

The minutes were noted.

2. Budget Monitoring

The Principal advised that S4S are currently looking at figures to prepare an updated budget in the absence of a Business Manager. It is anticipated that their services will be required for 4 months until a replacement is found and some interim figures will hopefully be available for the next Resources meeting on 15 November 2018.

3. Chair's decisions

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

4. Items for information

1. Playing Fields were discussed as recorded under minute no 18.23.

5. Items Recommended for Approval

a) Staffing Proposals (confidential appendix C)

**A Governor asked whether the process to recruit a new Business Manager is under way.** The Principal advised that he is meeting on 6 November with S4S who

will provide a Job Description after which the role will be advertised. Directors agreed that the new role should combine the Business and Facilities Managers duties.

**A Director queried the proposed role of Deputy Principal and asked what skills/resources the additional costs would bring.** The Chair advised that the correct structures need to be in place for a growing school and the proposed structures will be looked at in the first instance with costings then considered. Directors asked that a thorough review of the SLT structure is carried out with a long term plan, not just one additional role in isolation. A Governor suggested that a succession plan should also be in place

Governors agreed that there should be no unnecessary spending or decisions made until accurate information regarding the current financial situation is available and they asked that proposals other than the Business/Facilities Manager be put on hold until this time.

b) Teachers Appraisals

Teachers Appraisals have now been completed. Teachers' employers' pension contributions are to increase from 16.48% to 23.5% from September 2019 at a cost of approximately £150k pa. The Government has currently agreed to fund the cost for 1 year.

c) Data Protection Officer

The Principal advised that as the Data Protection Officer has resigned from the Board of Directors a replacement is required and quotes to provide the service are being sourced. **A Governor asked whether the school has a designated officer in the meantime.** The Principal advised that the Director of learning Technologies is assisting although generally speaking this should not be a role taken on by a member of staff. Mrs Dalton advised that her Academy Trust has a named officer and will make enquiries as to whether they could be of assistance. **Action DD**

**18.29**      **GDPR Update**

There were no further updates.

**18.30**      **Link Governors/Committees**  
**Committees**

Directors agreed to continue with their current committee membership with the following additions:

1. Principal's Appraisal

Mrs Dalton agreed to join the Committee who, with an external advisor, will meet with the Principal before the end of term and again half way through the year for a mid-year review.

2. Ethos Committee

Mr Cresswell, Mr Swinden, Mrs Preston and Mr Barnard agreed to join the committee and it was suggested that Rev Weller also be invited to join.

3. Personnel Committee

Mrs Polowyj, Mrs Dalton, Mrs Preston and Mr Bickley agreed to join the committee.

4. Mr Swinden also agreed to join the Admissions & Appeals and Attainment & Progress Committees.

Link Governors

Directors agreed to continue with their link Governor roles and Mr Swinden agreed to take on the SEND role.

**18.31 Any Other Business**

Mr Bickley advised that a presentation was made to him today by students, as part of their Business course, on the subject of recycling and pollution. The school currently does little in the way of recycling and the students have a number of ideas that they would like to take forward in conjunction with the Student Council eg ensuring that plastic is recycled, prompting staff to switch off computers, lights and projectors whilst not in use. They would like to bring the nature garden back up to scratch and proposed that if they could help to make savings on bills perhaps some of the savings could be made available to enhance the garden. Directors agreed that this be discussed further at the Resources Committee.

**Action TF**

**18.32 Date and Time of Next Meeting**

The next meeting will be held on Thursday 29 November 2018 at 5.30pm following AGM at 4.45pm.

The meeting closed at 5.35pm with the Grace.

Staff members were asked to leave whilst the confidential appendices from the last meeting were ratified.

Mr Barnard, Mr Cooke, Mr Dulson and Mr Ellis left the meeting.

Governors agreed that confidential appendices A and G to the minutes of the meeting held on 12 July 2018 be approved as a true record and signed by the Chair.

The meeting finished at 8.10 with the Grace.

Signed: \_\_\_\_\_  
(Chair of The Board of Governors)

Date: \_\_\_\_\_