

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

## **Minutes of the Meeting of the Board of Governors held on Thursday 29 November 2018 at 5.30pm**

### **Present:**

Mr T Barnard  
Mrs L Butler  
Mr C Cooper  
Ms T Clarke  
Mr G Cresswell  
Mrs D Dalton  
Mr M Dulson  
Mr C Ellis

### **In Attendance:**

Mr R James  
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

### **18.33 Opening Prayer**

The meeting opened with prayers led by Rev Weller.

### **18.34 Apologies**

Apologies were received from Mr Bickley. Directors consented to the absence and accepted apologies.

### **18.35 Introduction of New Governors**

Governors were introduced to Mrs Butler the new Governor nominated by St Peter's Church DCC and the new Parent Governor Mr James,

### **18.36 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.

A Governor advised that the auditors have picked up details of his directorships which were not listed in his declaration of business interests. These had not been included as per the instructions on the form as they were unrelated to the school. The Chair suggested that the Declaration form be revised and re-issued for completion. **Action TF**

### **18.37 Identification of Any Other Business**

Directors asked that Schools' Forum, Facebook and Skills Audits are included in any other business.

### **18.38 Safeguarding**

The Principal advised that there are currently a couple of issues but could not go into further detail as did not want to prejudice any Governors Committee that might be required. The Chair has been made aware of these.

### **18.39 Minutes of the Meeting Held 25 October 2018**

Governors agreed that the minutes of the meeting held on 25 October 2018 be approved as a true record and signed by the Chair.

#### **18.40 Matters Arising and Update on Action Points**

##### Matters arising

There were no matters arising.

##### Update on Action Points

1. The Associate Staff review to be discussed at the end of the meeting.
2. Details of Governors funds to be tabled with the budget information from S4S.
3. The Principal is still awaiting a reply from the Diocese re Terms of Reference for the Ethos Committee.
4. Vice Chair and Chair of Resources have been appointed.
5. Space in sixth form has been discussed.
6. Admissions Officer to be discussed with Admissions & Appeals update.
7. The Principal advised that a software package is being looked at which covers all aspects of GDPR including a DPO service.
8. Students' proposals re recycling etc were discussed at the last Resources meeting.

#### **18.41 Decisions of FGB reached by Email**

There were no decisions on which to report.

#### **18.42 Chair's Decisions and Correspondence**

There were no decisions or correspondence on which to report.

#### **18.43 Principal's Report**

The Principal referred directors to his report and during discussions the following was highlighted:

- P16 is a priority and the quality and robustness of assessments is being reviewed. A group of students, whose grades are not as high as expected, have been targeted and are receiving extra support. Those students not meeting their targets are not able to take advantage of home study.
- The initial SIAMS SEF should be completed by Christmas.
- There is insufficient time on a Monday morning to cover the new sex education framework and a rolling programme of 1 period a week at a different time is being considered.
- Google would like the school to be their reference site for the Midlands and lead Classroom developments in partnership with them.
- **A Governor asked why predicted grades for Y12 are lower using the ALPS system than actual grades attained at GCSE. The Associate Principal advised that the ALPS system is based on KS4 average outcomes and is a target grade only. The second assessment for Y12 has just been completed and will give a clearer picture of what most likely outcomes will be.**
- 2 students have been invited for interview at Oxbridge and/or Cambridge.
- CIF bids are being prepared and must be submitted by 8 December 2018.
- A meeting was held recently with the WWFC regarding parking for their Academy training as this is causing issues on the spine road.

#### **18.44 Chaplains Report**

The report was noted.

The Chaplain advised that remembrance day was a remarkable occasion and he was very proud to be a part of it. The Art Department's poppy display was excellent.

The recent talk to sixth form by Rev David O'Brien was very well received.

#### 18.45 **SIAMS**

The link Governor for Christian Ethos and SIAMS advised that a recent meeting with the Diocese was cancelled due to staff illness and is to be rearranged and SIAMS training for Governors with the Diocese has been arranged for 20 March 2019 2 – 5pm.

#### 18.46 **Attainment & Progress Committee**

1. Minutes of the Attainment & Progress Committee Meeting held on 8 November 2018  
The minutes were noted.

##### 2. Chair's Decisions

There were no decisions on which to report.

##### 3 Items for Approval

###### a) EAL Policy

Governors agreed that the EAL Policy be adopted.

###### b) Teaching & Learning Policy

Governors agreed that the Teaching & Learning Policy be adopted.

###### c) Pupil Premium Report

Governors agreed that the Pupil Premium Report be adopted.

###### d) Pupil Premium Policy

Governors agreed that the Pupil Premium Policy be adopted.

Rev Weller left the meeting.

#### 18.47 **Admissions & Appeals Committee**

##### 1. Update on 2019 Admissions

An update from the Admissions Officer was tabled (appendix A). There was concern that the number of applications in category A is low at the moment and Governors felt that there needs to be more interaction with local Church of England schools and churches. A Governor advised that many secondary schools do primary school presentations to years 5 & 6 often taking in their past students. The Principal advised that the Head of Year 7 is working with primary schools and staff are being asked to sign up for year 5 taster sessions.

It was suggested that both marketing of the school and the planning of Open Evening be discussed at the next A & A Meeting in January. **Action TF**

##### 2. Chair's Decisions

There were no decisions on which to report.

##### 3. Items for Discussion

###### a) Admissions Appeals Officer

Governors were advised that the dates for the appeals hearings have been set for the 8 & 9 May 2019. The Principal advised that a replacement appeals officer is being looked at.

#### 18.48 **Resources Committee**

##### 1. Minutes of the meeting held on 15 November 2018

The minutes were noted.

##### Chair's decisions

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

### 3 Items for information

There were no Items for information.

### 4. Items Recommended for Approval

The Chair of Resources recommended approval of pay increases for teaching staff and progressions within threshold which have been looked at in detail and are recommended by, the Pay Committee.

Governors confirmed their agreement to the increases.

## **18.49 Budget Update**

A Governor noted that looking at page 22 of the draft trustees report there is a deficit to be addressed.

The Principal tabled the draft budget prepared by S4S (confidential appendix C) and the following was highlighted:

- As estimate based funding has been agreed by the EFSA for this year, the school will receive an additional £304,460. A request for estimate based funding for the next two years has been submitted. Page 1 of the draft budget shows figures based on estimate based funding and page 2 on lagged funding
- A first draft curriculum plan has been prepared for 2019 – 20 and staffing can now be looked at.
- A 5-year budget has been prepared. A Governor noted that no pay rises have been included in future years' budget and that all costs are fixed. He suggested that 4% be added to teachers' salaries, 2.5% to support staff salaries and 2% to utilities to cover increased costs.
- At the end of 2018 – 19 a surplus of £7328 is expected. However, an additional £50k is expected from the government following the last budget, there is £88k of Governors funds available and some funds in the school funds account.
- S4S are to amend the figures to show increased IT costs and further figures will be prepared for the next meeting. A director suggested that £100k pa should be set aside for these.

## **18.50 S4S Health & Safety Officer**

The Principal advised that S4S are providing contacts to be considered for the Health & Safety Officer role.

## **18.51 Principal's Appraisal**

The Chair advised that the appraisal will take place on the 13 December with the 3 appointed Governors and the external advisor from the Diocese, in attendance.

## **18.52 GDPR Update**

Updates were discussed under minute no 18.4.

**A Governor asked whether there are any Safeguarding issues with using Google Docs and the Principal confirmed that it is a secure site.**

**18.53 Link Governors**

**1. Completion of Roles**

It was agreed that Mrs Butler would take over as Link Governor for SEND, Looked After Children, Young Offenders, Pupil Premium, Mr Raphael for Governor Training and Mr Swinden for the School of Arts.

**18.54 Governance of Whole School**

**1. Completion of Committees**

It was agreed that Mr Raphael would join the Attainment & Progress and Resources Committees. A Governor suggested that Rev Weller be invited to join the Ethos & Pastoral Development Committee. **Action TF**

**18.55 Any Other Business**

Mrs Preston advised that she and the Principal have been elected to join the Schools' Forum. This is a statutory body and enables representatives from schools and the LA to meet and discuss a number of issues such as funding. As there is a meeting scheduled for the 17 January 2019 clashing with the Ethos and Attainment & Progress meetings she asked that the latter be re-arranged. **Action TF**

A Governor advised that they had received complaints from parents who felt it to be inappropriate that there was a happy Hallowe'en message posted onto the school's Facebook page and asked who the site is monitored by. Governors were advised that an external company runs the page but it is felt that this should be brought back in house. **Action DL**

Another Governor advised that texts and letters with spelling mistakes have been received recently and felt that this also affects the image of the school. It was suggested that these be checked before issue. **Action DL**

Governors were asked to return any outstanding skills audit forms to the Clerk as soon as possible. **Action All**

**18.56 Date and Time of Next Meeting**

The next meeting will be held on Thursday 14 February 2019 at the earlier time of 5.00pm.

Staff members were asked to leave for discussions regarding the Associate Staff Review as recorded in confidential appendix B

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

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

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