

**MINUTES OF THE MEETING OF THE WHITCHURCH HIGH SCHOOL GOVERNING BODY
HELD AT THE SCHOOL ON MONDAY 14TH NOVEMBER 2016**

PRESENT	Joyce Slack	Foundation	Chair
	Ian Mcilquham	Foundation	
	Max Vine	Foundation	
	Dr Paul Bulpin	Foundation	
	Denise Kelland	Foundation	
	David Roylance	Community	
	Maria Boffey	Parent	
	Roger Haigh	Parent	
	Professor Peter Killie	Parent	
	Nicola Davies	Parent	
	Dr Michael Newman	Local Authority	
	Huw Jones-Williams	Headteacher	
	Nick John	Teacher Governor	
	Andrew Rooke	Teacher Governor	
	Richard Burge	Staff Governor	
	David Greaves	Observer	
	Scott Britt	Observer	
	Andrew Hurley	Observer	
	Menna Lewis	Observer	
	Steve Williams	Observer	
	Angus Robeertson	Head Boy	
	Catrin McCarthy	Head Girl	
	Darryn Havard	SLT	
	Alun Horgan	SLT	
	Claire Hollings	SLT	
	Janine Davies	SLT	
	Noreen Linforth	SLT	
	Gareth Coombs	Clerk to the Governing Body	

15 APOLOGIES

David Wikeley; Sian Hopkins; Nicole Kinnaird; Stephanie Hicks-John.

16 APPOINTMENT OF GOVERNORS

The election and appointment of Nicola Davies and Professor Peter Killie as Parent Governors was noted.

17 SLT SECONDEES: PRESENTATION

A presentation was given regarding the “More Able and Talented” (“MAT”) initiative scheme which was supported by a short film and a print out of the presentation itself. The SLT brief involved:-

- Evaluating current MAT provision at Whitchurch High School
- Publicising current provision already in place
- Suggesting possible improvements to the provision

Governors were informed that the advantages of being a “MAT” pupil could be summarised as follows:-

- The building of confidence
- Extends learning
- Highest test results and ultimately, higher GCSE and A level results
- Teachers differentiate with the level of challenge given

The presentation went on to explain what was happening at the time to extend “MAT” learners; the design and issue of a Young Evaluators questionnaire; how staff identify their “MAT” learner; strategies which could be employed to move the scheme forward.

In response to a question from the governing body the SLT presenters reported that many of the young evaluators were part of the “MAT” programme, but not all. That once a pupil was identified as a “MAT” then that pupil usually wanted to provide more support to teaching staff wherever possible to help improve other pupils’ achievements. It was confirmed that parents were informed if their child was identified as a “MAT” pupil. The governing body and SLT’s were in agreement that it was important that pupils were not “labelled” in any way.

The Chair thanked the SLT’s for attending the meeting and for a very interesting and informative presentation.

18 MINUTES

The minutes of the last meeting held on 19th September 2016 were confirmed as a correct record subject to the following addition:-

Minute 1: Apologies –

Add David Collins to the apologies given.

There were no matters arising that would not be addressed by the agenda.

19 GOVERNORS’ BUSINESS INTERESTS, COMMITTEE REPRESENTATION AND TRAINING

Governors were informed that they would need to complete a Register of Business Interests form for the new school year. Forms were tabled and those present completed a form which was returned to the Clerk.

It was agreed that a list of Committee membership be circulated to all governors for information. This would give governors an opportunity to change Committees or request an interest in joining Committees.

The importance of completing mandatory governor training within the first year of appointment was emphasised by the Chair. The Clerk undertook to inform any governor who needed to undertake training.

20 UPDATE ON CAPITAL INVESTMENT PROGRAMME

It was noted that the possible relocation of the school to a new school building and site had not proved to be feasible. The Local Authority was now fully committed to the maintenance and refurbishment of the current school building and site and Steve Williams gave a full report on progress to date and what was planned in this matter. It was reported that future plans included “new build”.

21 HEADTEACHER’S REPORT – Huw Jones-Williams

A full written report was received. It was with much sadness that the Headteacher informed governors of the deaths of Tom Davies and Zoe Morgan, who had both been pupils at the school. The governors joined the Headteacher in recording their deepest condolences to the families and friends of both Tom and Zoe at this time.

With regard to standards the Headteacher informed governors that a report had been submitted to ESTYN as required by the ESTYN Monitoring process.

The school had recently gone through the Categorisation process for the academic year which had resulted in a 2C “Amber Support Category”. It was hoped that improved outcomes in 2017 would see a progression to Yellow support next November.

Proposals for changes and review of policies were highlighted and would again be addressed as an agenda item later in the meeting.

Under Teaching and Learning it was noted that a JPD Day INSET day would be held on 18th November 2016. Plans were in hand for this important professional training day with significant staff input.

Governors paid tribute to Eric Phillips (DL Music) and Terry Owens (SRB teacher) who would both be retiring at the end of December 2016. The Headteacher also wished to record his thanks to Eric and Terry for their enormous contribution to the school.

Consultation of the school’s admissions policy for 2018/19 would be addressed as a separate agenda item later in the meeting under the Admissions Committee report.

The budget for 2017 to 2018 was discussed and it was noted that WG Post 16 funding was under pressure and there could be revenue cuts of 5% each year for the next 5 years. The Headteacher and Chair both sat on the “Budget Forum” and consultations were continuing. Governors would be kept informed of developments.

The very many continued successes of the school and individual pupils on both the academic and sporting front were reported in detail by the Headteacher and commended by governors. There had been numerous school activities including the Norwegian Exchange Programme and a very successful Year 6 Open Evening.

The school had remembered the Aberfan disaster of 1966 which resulted in the tragic loss of life of 116 primary school children and 28 adults following an avalanche of coal waste. The level of engagement and interest shown by pupils had been phenomenal, provoking huge amounts of discussion, deep thinking and moments of reflection. Fund raising events were organised by pupils and so far £200 had been raised for the Aberfan Scout group.

The Chair thanked the Headteacher for a very full and informative report and commended the school and staff on their continued high standard of support for pupils and their professionalism in maintaining high standards of achievement.

22 STRATEGIC DOCUMENTATION

The following documentation was received and approved where required:-

- (i) WHS Summary Self-Evaluation Report 2016**
- (ii) WHS School Improvement Plan 2015 to 2018**
- (iii) WHS ESTYN Monitoring Progress Update**
- (iv) LA ESTYN Monitoring Progress Update**

It was noted that the LA response was consistent with the school's response which was welcome. It was felt that this was a positive development of benchmarking of agreed standards of evaluation. The Headteacher believed that an added bonus of this process was that the LA now had a far more informed practical understanding of the school. The school now awaits Estyn's response to these submissions. The earliest the school could come out of ESTYN monitoring is likely to be November 2017. In response to a query from a governor, the Headteacher gave assurances regarding Welsh education provision which had been one of the ESTYN recommendations.

23 COMMITTEE MEETINGS FEEDBACK

(i) Admissions Committee

The Chair gave a verbal report. The Committee had looked at the draft Admissions Policy for 2017/18 and would undertake any necessary consultations with the LA and other required parties when finalising the policy which would then be brought to the governing body for full approval.

(ii) Buildings Committee

Steve Williams gave an updated verbal report regarding refurbishments being undertaken to the buildings and campus which included work on the lifts. The contractors had been extremely cooperative in working around the school in order that the school could keep running. Governors would be kept fully informed of future work and developments.

(iii) Finance Committee

A verbal report was given. A decision regarding the extension of the contract with Cardiff Catering would need to be made in the near future.

Close monitoring of the budget was continuing and it was reported that the school was in a “budget deficit” position. However with the implementation of budget economies, progress was being made in this matter. At present the budget was on course which was a tribute to the financial management skills of Menna Lewis. The updated MTP would be submitted to the LA.

The Finance Committee felt that there should be a separate budget allocated for “SRB”. The Chair would make representations to the LA regarding the possible provision of a separate budget.

The Governing Body ratified the school’s Financial Regulations, copies of which were available upon request from Menna Lewis.

(v) Standards Committee

A verbal report was given. Tracking had been discussed with particular focus upon Mathematics and English. Generally the school’s tracking had improved by approximately 2%. The situation would be clearer in January 2017. The issues regarding the tracking of Mathematics and English was a national issue and not specific to the school.

(vi) Minutes of Governors’/ Parents Meetings : 13th July 2016 and 28th September 2016

These were received. The Headteacher reported that the initiative of holding a Governors’/Parents meeting at the start and end of the school year had seemed to be well received by parents and would continue.

[REDACTED]

24 POLICIES FOR ADOPTION

(i) Attendance Policy

This was adopted.

(ii) Performance Management Policy

The Headteacher informed governors that the policy had been the subject of consultation and agreement with trade unions. The policy was adopted.

25 LA PROPOSAL FOR COORDINATED ADMISSIONS

The LA had proposed a coordinated admissions process which would include all categories of schools including church schools and Welsh medium schools. At present parents could apply for their child to be admitted to all 5 categories of school. However it was not clear whether parents would want to take part in a coordinated admissions process. The LA intended to consult on the matter.

The Headteacher felt that there were certain advantages in the introduction of a coordinated admissions system. It would mean that applications for places could be

tracked which would reduce uncertainty regarding the offer and uptake of places at schools. Indeed such systems were already in operation in England with alleged success. None at present operated in Wales; Cardiff would be the first.

Governors were informed that the LA believed that such a coordinated admissions system would result in a potential reduction in financial costs through less appeals. The LA had given assurances that introduction of the new system would not result in any redundancies of administrative staff who currently process admissions.

It was noted that the introduction of this system would not affect the school's admissions policy.

In supporting the introduction of a coordinated admissions system, Mike Newman, LA governor, wished to record his concern over the use of Capita as the computer system to support the process.

Following further discussion, it was

AGREED **That the "Pilot Document" regarding the new system, which would be available shortly be referred to the Admissions Committee for consideration. The Committee should then give a report to the next full governing body regarding the document.**

26 MATTERS DEEMED CONFIDENTIAL

Minute 23 (vii) Pupil Exclusion Committee.

27 FUTURE MEETING DATES: FULL GOVERNING BODY MEETINGS

- Monday 16th January 2017
- Monday 20th March 2017
- Monday 19th June 2017

Meeting concluded

Signed:



Chair of Governors