

**MINUTES OF THE MEETING OF THE WHITCHURCH HIGH SCHOOL GOVERNING BODY HELD AT THE
SCHOOL ON MONDAY 15TH JUNE 2015**

PRESENT	Joyce Slack	-	Foundation Governor (Chair)
	Sian Hopkins	-	Foundation
	Ian McIlquham	-	Foundation
	Max Vine	-	Foundation
	Dr Paul Bulpin	-	Community
	David Roylance	-	Community
	T Clarke	-	Parent
	Roger Haigh	-	Parent
	Jill Packham	-	Parent
	Louise Pearce	-	Parent
	Cllr Jonathan Evans	-	Local Authority
	Huw Jones-Williams	-	Headteacher
	Andrew Rooke	-	Teacher
	Richard Burge	-	Non-Teaching Representative
	Gaynor Bell	-	Observer (Deputy H/T)
	Jennifer Ford	-	Observer (Deputy H/T)
	Menna Lewis	-	Observer (Business Director)
	David Collins	-	Observer
	Gareth Coombs	-	Clerk to the Governing Body

APOLOGIES	Denise Kelland	-	Community
	David Greaves	-	Parent
	Nick John	-	Teacher
	Steve Williams	-	Observer (Estates)
	F Mackie	-	Observer (Head Boy)
	Talia Keskin	-	Observer (Head Girl)

47 DECLARATION OF GOVERNORS' BUSINESS INTERESTS

No changes.

48 MINUTES

The minutes of the last meeting held on 19th March 2015 were confirmed as a correct record. There were no matters arising that were not already covered by the agenda.

49 REVISED LEA EXTENDED COMPLIANCE WARNING LETTER TO SUNDAY 31ST AUGUST 2015

The Headteacher informed the Governors that he had been in contact with the Director of Education which had resulted in changes being agreed and made to the content of the letter and the version received by Governors was the amended version. The Chair felt that the changes made to the letter did show that the LEA was more supportive of the school and had a better understanding of the way the school operated and recognised the progress that had been achieved by the school. The chair further informed Governors that it was hoped to convene a meeting with parents before the end of term regarding the matter.

50 RESPONSE TO GOVERNORS' CONSULTATION ON PAY POLICY

The Headteacher went through the policy with Governors and reported that there had been no responses from the LEA. However some responses had been received from two Trade Unions which had advised members to oppose the policy. However one Union gave a further response to say that their objection to the policy was made in error.

The Headteacher informed governors that the policy was common throughout the consortium and county and that it was not proposed to make changes in the current policy but merely to give further clarification of the policy. A further report would be made to Governors at the next meeting in the Autumn Term.

51 YOUTH CENTRE UPDATE AND PROPOSED CITY WIDE DUKE OF EDINBURGH OPTIONS

The Chair gave an updated report. It was understood that the LEA was considering investing £18,000 in the service. The chair had emphasised to the LEA that it was essential that Governors had a role to play in any appointments process regarding recruiting a person to run the youth service in the Whitchurch area. A further meeting was planned and the Chair would keep Governors informed of developments.

52 HEADTEACHERS' REPORT AND PRESENTATIONS

The Head teacher verbally drew to the governors' attention the sad passing of Vic Steele, former department leader for RE, who sadly passed away during the early hours of the morning on Wednesday 10th June. Vic had been taken seriously ill the week before. Those 'newer' to the school will have know Vic for leading the annual Carol Service for some fifty years since starting it in 1962. Vic was a passionate and ardent supporter of the school and will be remembered for his great joy of life. Condolences have been passed on to Vic' family from the school which will be represented at his funeral.

A written report was received by Governors. In commending the Headteacher and staff for another impressive report it was agreed to highlight the following matters:-

The year 8 Football team had been crowned Cardiff and Vale Football Champions.

The School Senior Sports Dinner which was attended by Sam and Ben Warburton as joint guest speakers.

Higher education success, four for Oxbridge and many securing offers at first class universities in what was a fiercely competitive "market" with an average of 10 applicants for every university place available.

As part of their general election coverage BBC Radio 5 Live, with Nicky Campbell, visited the sixth form to speak to pupils in order to hear about the issues that are important to first time voters. The BBC team were particularly impressed with the responses of Whitchurch High School pupils and their debate was broadcast nationally on R5L Breakfast to great acclaim.

Staff at Whitchurch Fire Station were proactively engaging with the local community to discuss the causation factors of such road traffic collisions and the effect it had on those involved and the wider effect upon friends and relatives. Year 11 pupils attended a presentation given by the Fire service which sought to highlight causation factors and how these could be avoided. The presentation had a significant effect upon those pupils who attended and was seen to be of great value and relevance.

The Headteacher gave a presentation with reference to the following documents:-

- FFT Governor Dashboard 2014 – This was received by Governors. The Headteacher was disappointed that the data was so late in being made available.
- Draft LEA Behaviour Review: May 2015; City wide exclusions to date – There had been a significant reduction in the number of fixed term exclusions which meant that the school had the second lowest number of exclusions in the authority and had been commended on its progress.
- Draft SER Overview June 2015 – this was tabled and received by Governors. The Headteacher introduced the item and then a full presentation was delivered. It was recognised that this was very much “work in progress” and a further reports would be made to the Governing Body as and when required.

In concluding the consideration of the report and presentations, the Chair, on behalf of the governing Body, wished to record her thanks to the Headteacher and staff of the school for the highly valued work and support provided to the school and local community.

53 FEEDBACK ON SHOWCASE MORNING WEDNESDAY 3RD JUNE AND PRE-BRIEFING ON SCRUTINY VISIT THURSDAY 8TH JULY 2015

A full presentation was delivered by the Headteacher and Gaynor Bell. Statistics were provided which compared where the school was last year and where it stood at the same point in the current school year which had shown improvement.

Other matters covered in the presentation were:-

- Balancing curriculum, budget and staffing.
- Recent leadership developments.
- Staff changes.
- Lesson characteristics.
- Direction of travel intent.
- School Improvement Plan Priorities 2014/15.
- The impact of education and learning strategies and processes which had shown a quantum shift of improvement as compared to last year.
- Whitchurch High School : Key Priorities 2015/16. A paper regarding this matter was also received.
- Learning for life: Including care and the community.
- Raising standards and improving learner outcomes.
- Key Performance indicators (KPI's).
- Sports day 2015.
- The possibility of an ESTYN Inspection in September 2015.

54 COMMITTEE MEETINGS FEEDBACK AND FUTURE DATES

- (i) **Admissions Committee** – this Committee had met and a verbal report was given. There would be 372 pupils coming into year 7 this year. The LEA’s post 16 admissions process was raised and it was felt that the Whitchurch High School Governing Body should be involved in discussions with the LEA regarding any proposed changes to the process as the school had one of the biggest 6th forms in the county. The Chair undertook to keep Governors informed of any developments in this matter.
- (ii) **Finance Committee** – A verbal report was given by Menna Lewis on the current financial situation of the school and financial projections which included the budget for 2015/16 and the audit of expenditure. Following discussion it was
- AGREED** **That there would be a deficit budget of £300,000 for 2015/16.**
That a letter be written by the Chair on behalf of the Governors to the LEA expressing concern over the current financial situation and requesting a review of the formula funding calculation for the school as it was felt that the current process regarding funding provision for the school was not equitable.

55 POLICIES FOR RATIFICATION: NEW OR UPDATED

The following policies were received, approved and adopted:-

- Adverse Weather Policy
- Complaints Procedure Policy
- Data Protection Policy
- Golden Time and Study Leave Policy
- Managing Violent and Abusive School Visitors Policy
- Guidance Notes on Managing Violent and Abusive School Visitors Policy
- Pupil Information – Record Keeping Policy
- Educational Visits Policy

It was recognised that Policies would need to be reviewed on a regular basis and should it be felt necessary, further updates would be presented to the Governing Body by the Headteacher as required.

56 ANY OTHER BUSINESS

- (i) **Term of Office**
The re-appointment of Denise Kelland as a Community Governor and Sian Hopkins as a Foundation Governor was noted.
- (ii) **Data Training**
It was hoped that the school would host a data training session for Governors in the Autumn term.

(iii) Careers Wales Letter

A letter from Julie James AM had been received regarding proposals affecting work experience and consequential health and safety. It was agreed that this should be referred to the Curriculum Committee for consideration and that the Committee should report its findings and proposals at the next Governing Body meeting.

57 CONFIDENTIAL ITEMS

None.

58 DATES OF FUTURE MEETINGS

The following dates of future meetings was approved:-

- Monday 7th September 2015
- *Provisional* Monday 30th November 2015
- *Provisional* Monday 1st February 2016
- *Provisional* Monday 7th March 2016
- *Provisional* Monday 4th July 2016

Meeting concluded.



SIGNED:

CHAIR OF GOVERNORS