

**MINUTES OF THE MEETING OF THE WHITCHURCH HIGH SCHOOL GOVERNING BODY
HELD AT THE SCHOOL ON 15TH SEPTEMBER 2014**

PRESENT Mrs J Slack (Chair); Mr H Jones-Williams (Headteacher); Mrs A Parker; Mrs D Kelland; Mrs V Best; Mr R Burge; Mr A Rolfe; Mr M Vine; Mr D Greaves; Ms J Palmer; Mr D Roylance; Mr I Mcilquham; Mrs J Packham; Mrs S Hopkins; Mrs P Lake; Cllr J Evans; Mrs T Clarke; Dr P Bulpin; Mr R Haigh; Mrs J Ford (Observer); Mrs G Bell (Observer); Mrs M Laurie (Observer); Mr S Williams (Observer); Mr G Coombs (Clerk to the Governors).

1 APOLOGIES

Mrs L Pearce.

2 MINUTES

The minutes of the last meeting held on 16th June 2014 were confirmed as a correct record subject to the addition of Mrs A Parker under members present.

There were no matters arising.

3 GOVERNOR MEMBERSHIP OF COMMITTEES

(i) Curriculum and Achievement

Mrs S Hopkins (Chair); Mrs V Best; Mrs A Parker; Mr M Vine; Mrs T Clarke; Mrs J Packham; Cllr J Evans; Mr D Greaves; Mrs J Ford; Mr D Roylance; Mrs G Bell (Observer); Mr R Collins (Observer).

(ii) Finance Committee

Mrs D Kelland (Chair); Mrs V Best; Dr P Bulpin; Mr R Burge; Mrs S Hopkins; Mr H Jones-Williams; Mrs J Slack; Mr D Greaves; Mrs M Lewis (Observer).

(iii) Buildings and Estates Committee

Mr R Burge; Mrs D Kelland; Mr I Mcilquham; Mrs A Parker; Mr M Vine; Mr A Rooke; Mr S Williams (Observer).

(iv) Marketing Committee

Mrs S Hopkins; Mrs J Ford; Mr H Jones-Williams; Mrs J Slack; Mr D Greaves; Mr S Williams (Observer).

(v) Pupil Exclusion Committee

Dr P Bulpin (Chair); Mrs V Best; Mrs S Hopkins; Mrs D Kelland; Mr I Mcilquham; Mrs P Lake; Mrs J Packham; Mrs J Slack; Mr D Greaves.
(This Committee would need to be serviced by the Clerk to the Governors).

(vi) Pay Committee

Dr P Bulpin; Mrs D Kelland; Mrs S Hopkins; Mrs J Slack.

(vii) Complaints Committee

Mrs J Slack (Chair); Mr R Haigh.

(viii) Determining – Redundancy Committee

Mrs D Kelland (Chair); Members appointed as necessary.

(ix) Grievance – Disciplinary Committee

Mrs S Hopkins (Chair); Mr I Mcilquham.

(This Committee would need to be serviced by the Clerk to the Governors).

(x) Appeals Committee

Mrs J Slack (Chair); Mr I Mcilquham.

(xi) Admissions Committee

Mrs S Hopkins (Chair); Mr M Vine; Dr P Bulpin; Mrs V Best; Mr I Mcilquham; Mrs P Lake; Mrs J Slack; Mrs J Palmer; Mr D Greaves.

4 DECLARATION OF BUSINESS INTERESTS

All Governors were required to complete a “Register of Business Interests” form. These would be sent to all governors by email following the meeting. Governors were asked to complete the forms and bring them to the next meeting.

5 HEADTEACHER’S REPORT

A copy of the report had been circulated to governors. The Headteacher went through the report with governors and highlighted the main points.

The examination results for summer 2014 were noted. The Headteacher took governors through the results in detail and was pleased to report that results at A and AS level were the best that the school had achieved with 5 pupils being offered places at “Oxbridge”.

At KS4 L2+ slipped slightly but results were in the main as expected but patchy. There were individual and departmental successes. The highest L2 Maths results in the school’s history were noteworthy and bucked local and national trends.

Provisional pupil numbers were given and comparisons were made to 2013.

There had been a marked reduction in the number of permanent and fixed term exclusions. Attendance had also improved last year. These were a tribute to the work of both teaching and non-teaching staff. Following discussion it was

AGREED that the Chair write to all school staff congratulating them for achieving the reduction in permanent and fixed term exclusions and attendance.

The School Improvement Plan: Key Priorities for 2014/15 was provided.

At the invitation of the Headteacher, Gaynor Bell gave a brief overview of the proposed curriculum review at stages 3, 4 and 5. This would be undertaken and be mindful of the collaborative local area curriculum with Llanishen, Radyr and Bishop of Llandaff schools. Jenny Ford then gave a brief report on progress regarding the provision of the recently introduced bespoke school's SIMS "tracking" system. We have joined PiXL as a raising standards engagement strategy and it was intended to look at PIXL 6 in the near future. The Chair and Headteacher thanked both Gaynor and Jenny for their reports.

The Headteacher informed governors that the school is scheduled to have an ESTYN inspection in the near future, probably this academic year. Inspections are now not so predictable as in the past. The school was last inspected in March 2009. It was noted that ESTYN would still give the school 20 days (4 working weeks) notice of the date of the inspection. There may need to be an additional governors meeting dependent on notification timings.

A written report regarding the governors' visit the school on 16th July 2014 was circulated and presented by David Roylance. The visit had been very informative and it had been extremely encouraging for governors to see at first hand the progress the school was making and for the opportunity to debate current practice. The Chair thanked David for his report and following discussion it was

AGREED that further governors' visits to the school could be held in "review weeks" and that governors should be informed of the dates when those "weeks" were to be held.

The Headteacher gave a report on the many successes achieved by the school in the field of sport.

Governors were also pleased to note the many successful school visits and events that had had been held.

Governors wished to record their congratulations to the school on the successful part that the school played during the recent NATO Conference involving Cardiff and Newport.

It was with great sadness that governors learned that Helen Radford, school Pastoral Adviser had passed away after a period of illness borne with such dignity.

The Headteacher was also sad to report that Dillwyn Yardley, former cleaner who had recently retired in April had passed away.

6 COMMITTEE REPORTS

a. Finance Committee

A verbal report was given. There had been 80 staffing changes. The budget was not very healthy but would need to be signed off soon. The school was in deficit and it was felt that this had been caused by changes in funding by the LEA. The Chair had sent a letter to Councillor Julia Magill, Cabinet Member Education and Lifelong Learning in which concern was expressed and a meeting was requested. The Chair would keep governors informed of developments in this matter.

b. Admissions Committee

The Chair would be writing to the LEA with the draft admissions policy 2016/17 which will include an increase in admission number to 370.

The Headteacher wished to record his thanks to the LEA for completing the lifts on time so that a wheelchair pupil could use them on the first day of term. However the school still needed to use a number of terrapin huts which required replacing. It was

AGREED that the Chair write to the LEA expressing concern that the school still needed to use terrapin huts and requesting that they be replaced.

7 ANY OTHER BUSINESS

(i) Data Training - The Chair reminded governors that this was compulsory and that training was available on-line. E-Learning training opportunity was available under "Family Fischer Trust".

(ii) Appointment of Observers - It was agreed that the following be appointed as observers to sit on the Governing body:-

David Collins - a member of FIFA.
Paul Fisher - a former pupil and now a barrister.

(iii) End of Term of Office - It was noted that this was the last meeting for Anthea Parker and Pam Lake. Both were thanked for their services to the governing body and their work and support for the school.

8 CONFIDENTIAL ITEMS

None

9 FUTURE MEETING DATES

a. Full Governing Body

All meetings would be held in the Board Room Upper School commencing at 7:00pm on the following dates:-

Monday 17th November 2014

Monday 19th January 2015

Monday 16th March 2015

Monday 15th June 2015

b. Curriculum Committee

Thursday 6th November 2014 commencing at 5:30pm.

The meeting concluded at 8:30 pm

SIGNED:



CHAIR OF GOVERNORS