

**MINUTES OF THE MEETING OF THE WHITCHURCH HIGH SCHOOL GOVERNING BODY
HELD AT THE SCHOOL ON 18TH JUNE 2018**

PRESENT	Joyce Slack	Foundation (Chair)
	Sian Hopkins	Foundation
	David Collins	Foundation
	David Roylance	Community
	Maria Boffey	Parent
	Nicole Kinnaird	Parent
	Kelly Vanstone	Parent
	Professor Peter Killie	Parent
	Nicola Davies	Local Authority
	Huw Jones-Williams	Head Teacher
	Nick John	Teacher Representative
	Noreen Linforth	Teacher Representative
	Richard Burge	Non-Teaching Representative
	Scott Britt	(Deputy Head) Observer
	Andrew Hurley	(Deputy Head) Observer
	Wayne Lilly	(Business Director) Observer
	Gareth Coombs	Clerk to the Governors

58 APOLOGIES

Michael Newman; Paul Bulpin; Steve Williams; Ian Mcilquham.

59 DECLARATION OF BUSINESS INTERESTS

Governors were reminded that the relevant form would need to be completed by all governors at the commencement of each new school year and updated every meeting as relevant.

60 RETIREMENT OF HUW JONES-WILLIAMS, HEADTEACHER

The Chair, on behalf of the governing body paid tribute to the Headteacher for his services to the school. Huw had worked tirelessly for the school and had significantly raised standards as well as guiding the school through a difficult period. Huw had also had an enormous impact upon staff development and had worked seamlessly with the governing body. Huw would be greatly missed and he was wished well on his retirement.

In response, the Headteacher thanked governors for their comments and wished to record that it had been a privilege to be the Headteacher of such a wonderful school and that he would always take an interest in the school following his retirement. Huw wished to thank all the staff of the school for their unwavering support and that it had been a pleasure to work with such a supportive governing body.

61 MINUTES OF MEETINGS

The governors received and approved as a correct record the minutes of the following meetings of the governing body:-

- (i) 19th March 2018: Full Governing Body Meeting
- (ii) 28th March 2018: Ratification of Headteacher Appointment.
- (iii) 2nd May 2018: Full Governing Body: Stage 3 Option 7
- (iv) 2nd May 2018: Determining Committee: Stage 4 Option 7

There were no matters arising.

INITIALS: 

62 GOVERNING BODY MEMBERSHIP AND SUB COMMITTEE MEMBERSHIP

This was noted.

63 GOVERNORS' TRAINING

Noreen Linforth informed the meeting that she had been on the "Self-improving School" training.

The Chair would be attending the "Briefing for Chairs of Governors" training.

64 HEADTEACHER'S REPORT: Huw Jones-Williams

A full written report was received by governors. A presentation was given by the Headteacher which covered the following areas:-

- Governors' meeting with parents
- Standards outcomes
- Update on 'Donaldson Readiness' toolkit
- Budget update
Governors approved the setting of a deficit budget of £500,000 for 2018/19
- Staffing: Leavers, joiners and changes
These were noted. Mark Powell would become the new Headteacher in September 2018.
- Response to Wellbeing – workload
A separate presentation was given by Andrew Hurley, Deputy Head.
- School Improvement Plan 2018 to 2019
A separate presentation was given by Andrew Hurley, Deputy Head.

Service Level Agreements (SLA's) were now on the LA Information Portal. The school would re-sign for these.

With regard to General Data Protection Regulations (GDPR), it was noted that the Headteacher had attended a Capital Law training session on 18th June 2018 and that SLT Representatives were to attend a Cardiff Council training session on 9th July 2018.

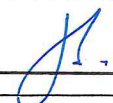
With regard to uniform requirements, governors re-affirmed the latest requirements which included rules regarding facial piercings applying to all students in each key stage.

The many successes of pupils and the school were listed in detail in the report and governors wished to record their congratulations to the school and pupils regarding their many achievements. Of particular note was the school involvement in the "Fairtrade Fortnight" which raised money for charity and the Children's Commissioner Visit whereby Professor Sally Holland, Children Commissioner for Wales, visited the Resource Base on 7th March to talk with students about life in Whitchurch High school.

In the field of sport, there had also been many successes. Of particular note was that the school had won the football Cardiff Cup Final in quite dramatic fashion as the game was decided on penalties. The Year 9 Girls team had also won their cup.

In concluding his fiftieth school report, Huw Jones-Williams wished to record his thanks to governors both past and present, for his appointment and the support he had received over the years. Indeed it had been a privilege to have led the school for the past ten years. He wished all governors and Mark Powell, his successor, all the very best, safe in the knowledge that Whitchurch High School would continue to develop and flourish for the benefit of each student and for all.

The Chair responded on behalf of the governing body thanking Huw for his significant services to the school and his leadership and wished him well on his retirement.

INITIALS : 

65 COMMITTEE MEETINGS' FEEDBACK

(i) Standards Committee: 18th June 2018

The Committee had met to consider Staff Wellbeing and Workload. A full written document was received which was the response to Wellbeing and Workload and was linked to the School Improvement Plan 2017-2020. The main points of the report were highlighted which covered five key priorities.

(ii) Admissions Committee – A verbal update was given by Andrew Hurley. The school was full in most years. All appeals had been turned down.

(iii) Curriculum Committee – Sian Hopkins gave a verbal report which included “golden time” and school trips requests approval processes.

66 BUDGET AND MTP CORRESPONDENCE – 2018/19 DEFICIT BUDGET RATIFICATION

Following much discussion it was

AGREED That a deficit budget of £500,000 (five hundred thousand) be ratified for the 2018/19 school year.

67 POLICY RATIFICATION FOR 18TH JUNE 2018 CONSIDERATION

The following policies were considered and duly ratified by the Governing Body:-

- Additional Learning Needs
- Whole School Assessment & Feedback
- School Attendance and Wellbeing Policy (HR)
- Bilingualism
- School Carers Policy
- Disclosure and Barring Service Policy (DBS)
- Domestic Abuse, Violence against Women and Sexual Violence Policy
- Educational Visits and FAQ's
- Examinations – *This Policy was to have a minor amendment which it was agreed could be signed off by the Chair on behalf of the governing body.*
- Golden Time and Study Leave Policy
- Health and Safety
- Keeping Schools Safe from Abuse, Threats and Violence (part of Code of Conduct Policy) (replacing Parental Behaviour)
- Paternity/Adoption/Maternity Support Leave Policy and Procedure
- Religious and Non- Religious Belief in the Workplace
- Sexual Orientation in the Workplace
- Cluster /Transition Plan 2018 to 2019
- Violence at Work (Personal Safety at Work)
- GDPR: A Practical Guide Policy
- GDPR: WHS Schools Data Protection Incidents Policy
- GDPR: School Privacy Policy
- Staff Privacy Notice
- GDPR: Combined Posters for Policy
- Uniform Policy (Including end of term letter) – *This would require re-ratifying. Further investigations to be made to ensure suppliers provide good quality products.*

The Chair on behalf of the Governing Body wished to record thanks to all staff for their efforts in this matter. The Headteacher recorded his thanks to all three deputies for the comprehensive review in updating school policies. This had been a massive undertaking, all achieved in one year.

68 CAPITAL INVESTMENT AND TERRAPIN REPLACEMENT CORRESPONDENCE

The Chair reported that there were ongoing discussions with the Local Authority regarding this matter. The Director of Education had been requested to provide an update on the school "new build" project and the matter of investment provision. The Chair read to governors a letter from the Director of Education which confirmed that high level discussions were continuing with the Health Authority and the Health Minister. There would need to be more discussions regarding the size of a potential new school and what it would cost.

The Headteacher expressed concern over the current building problems on the upper school site. The Local Authority had confirmed that it would provide temporary accommodation to replace the terrapins which had been condemned.

The Chair would keep governors informed of developments.


69 MATTERS DEEMED CONFIDENTIAL

None.

70 DATE OF NEXT MEETING

Monday 17th September 2018

Meeting concluded.

SIGNED : 
(CHAIR)