

**MINUTES OF THE MEETING OF THE WHITCHURCH HIGH SCHOOL GOVERNING BODY HELD  
AT THE SCHOOL ON MONDAY 18<sup>TH</sup> NOVEMBER 2019**

<b>PRESENT</b>	Joyce Slack	Foundation (Chair)
	Sian Hopkins	Foundation
	Max Vine	Foundation
	David Collins	Foundation
	Dr Paul Bulpin	Community
	Denise Kelland	Community
	David Roylance	Community
	Hayley Jeans	Parent
	Ashley Collins	Parent
	Ceri Reed	Parent
	Lisa Williams	Parent
	Prof Peter Kille	Parent
	Nicola Davies	Local Authority
	Mark Powell	Headteacher
	Richard Burge	Staff
	Michael Triggs	Associate Pupil
	Kate Shephard	Associate Pupil
	Scot Britt	Deputy Head (Observer)
	Wayne Lilly	Business Manager (Observer)
	Steve Williams	Estates (Observer)
	Paul Morgan	Presenting
	Gareth Coombs	Clerk to the Governors

**15 APOLOGIES**

David Greaves; Kelly Vanstone; Mike Newman; Noreen Linforth.

**16 MINUTES**

The minutes of the last meeting held on 23<sup>rd</sup> October 2019 were confirmed as a correct record. There were no matters arising.

**17 APPOINTMENT OF GOVERNORS**

The election of the following Parent Governors was noted and the appointments approved by the governing body:-

Mr Ashley Collins; Mrs Hayley Jeans; Mrs Ceri Reed; Mrs Lisa Williams.

**18 COMMITTEE MEMBERSHIP**

This was circulated and noted. It was agreed that David Collins should Chair the Finance Committee.

The following Committees had vacancies which needed to be filled and it was agreed that the Clerk would circulate the updated list of Committee membership to governors before the next full governing body meeting:-

- (i) **Admissions Committee** – 2 vacancies
- (ii) **Admissions (Appeals) Committee** – 1 vacancy

- (iii) **Buildings and Estates Committee** – 1 vacancy
- (iv) **Grievance Appeals Committee** – 1 vacancy
- (v) **Complaints Committee** – 1 vacancy
- (vi) **Curriculum and Achievement Committee** – 2 vacancies
- (vii) **Head and Deputy Head Selection Committee** – 1 vacancy
- (viii) **Marketing Committee** – 1 vacancy
- (ix) **Staff Disciplinary & Dismissal Committee** – 1 vacancy
- (x) **Standards Committee** – 2 vacancies

## **19 GOVERNOR TRAINING**

The Chair encouraged governors to take advantage of local authority training programmes. Details of training programmes were sent out at regular intervals to all governors by the Local Authority's Governor Services Department. Some training was mandatory for new governors.

## **20 COMMITTEE MEETINGS AND FEEDBACK**

(i) **Finance : 18<sup>th</sup> November 2019** – After 7 months outturn the budget deficit had been reduced from £500,000 to £159,000. This was very encouraging and the input of Wayne Lilly was commended by the Headteacher and governors.

(ii) **Curriculum** – The Committee would be meeting on 3<sup>rd</sup> December 2019.

## **21 BUDGET**

The budget would need to be agreed by the governing body at some point. It was agreed that this would be included in the agenda for the next full governing body meeting.

## **22 PRESENTATION : SRB – Paul Morgan Assistant Headteacher**

A full presentation was given by Paul Morgan regarding the work and support provided by the school for SRB. The governors commended the school and staff for supporting this initiative and thanked Paul for his full and informative presentation.

## **23 POLICIES**

The following policies were received and adopted by the governing body:-

- (i) **Charging and Remissions policy**
- (ii) **Adverse Weather policy**
- (iii) **Performance Management Procedure School Support Staff**
- (iv) **Performance Management Policy 2019 – 2020**
- (v) **Support Staff Probationary Period Policy and Procedure**
- (vi) **Complaints Procedures Policy**

Following discussion it was

**AGREED** That the Behaviour and Achievements Policy be considered at the next full governing body meeting and that Ceri Reed, Parent Governor, would email a suggested “Rights Approach” form of words to the Headteacher and Chair for possible inclusion in the policy.

## **24 HEADTEACHER’S UPDATE : STANDARDS (All Wales Core Data Sets including 2019 – 2020 targets)**

The Headteacher went through the All Wales Core Data Sets which included verified data on SRB pupils. This compared the school to other schools in the family of schools in Wales which were similar in size and profile. This was supported by graphs, bar charts and it was noted that Whitchurch High School was the 4<sup>th</sup> highest school in its “family”. Data regarding gender differences was also provided and comparisons made. It was noted that gender differences was a national issue.

With regard to key indicators the school and pupils had achieved the best performance in A and A\* grades in 2019 in its family of schools. A Contextualised Overview of Results paper was provided by the Headteacher and circulated to governors.

Targets for 2019 – 2020 were not yet available as they were currently being worked upon.

The Headteacher undertook to email relevant documentation regarding the presentation to all governors.

The number of fixed term exclusions had been significantly reduced. More boys had been excluded than girls. Work undertaken by the in-house Alternative Compulsory Education (ACE) initiative had had a big impact upon the reduction of exclusions and was commended by governors.

The average attendance figure stood at 96%.

There had been an increase in the number of EFSM pupils from 12.4% to 14%. The reason for this increase was unclear and the situation would be closely monitored and governors would be kept informed.

In response to a question the Headteacher confirmed that sporting and academic achievements were equally celebrated by the school. This included holding an Academic Awards Evening.

## **25 CAPITAL INVESTMENT UPDATE**

As a foundation School the governing body was responsible for the school building and estate.

It was felt that there was a longstanding need for capital investment in the school by the Local Authority. The governing body was continuing to press the Local Authority

to provide much needed remedial building work on both the Lower and Upper school sites. This included the provision of SRB accommodation. The Headteacher and Steve Williams (Estates) had met with officers of the Local Authority to discuss the provision of extra classrooms on the Upper School site for art, science and SRB pupils. With regard to the Lower School site, a request was made for the replacement of terrapin buildings.

The governors wished to record support for the Headteacher in his request for capital investment in the school and expressed concern over the delay in such provision by the Local Authority. It was felt that the Local Authority needed to accept that the governing body had decided that it would not agree to moving the school onto a new site.

## **26 ANY OTHER BUSINESS**

- (i) TLR Structure : Additional Payments** – The proposed structure which allowed additional payments to staff with additional responsibilities was agreed by governors.
- (ii) School Uniform : Consultation Process** – The Headteacher’s proposed consultation process with pupils, staff and parents regarding changes to the school uniform was agreed by governors.
- (iii) Welsh Blood Service** – It was noted that the school would be host to the Welsh Blood Service.
- (iv) Chris Sharp Concert** – Governors wished to record their congratulations to the school for providing such a fantastic event.

## **27 CONFIDENTIAL ITEMS**

None.

## **28 DATES OF FUTURE MEETINGS**

The following dates of future meetings of the full governing body were noted:-

- Monday 27<sup>th</sup> January 2020
- Monday 16<sup>th</sup> March 2020
- Monday 22<sup>nd</sup> June 2020

Meeting Concluded

Signed:



Chair of Governors