

**MINUTES OF THE MEETING OF THE WHITCHURCH HIGH SCHOOL GOVERNING BODY HELD
AT THE SCHOOL ON MONDAY 18TH SEPTEMBER 2017**

PRESENT	Joyce Slack	Foundation
	Sian Hopkins	Foundation
	Max Vine	Foundation
	David Collins	Foundation
	Dr Paul Bulpin	Community
	David Roylance	Community
	Maria Boffey	Parent
	Roger Haigh	Parent
	David Wikeley	Parent
	Professor Peter Killie	Parent
	Nicola Davies	Local Authority
	Huw Jones-Williams	Head Teacher
	Nick John	Teacher Representative
	Andrew Rooke	Teacher Representative
	Richard Burge	Non-Teaching Representative
	Scott Britt	Deputy Head (Observer)
	Andrew Hurley	Deputy Head (Observer)
	Menna Lewis	Business Director (Observer)
	Steve Williams	Estates (Observer)
	Max Rowlands	Associate Pupil
	Fran Pawar	Associate Pupil
	Gareth Coombs	Clerk to the Governing Body

(Gareth Coombs in the Chair)

1 APOLOGIES

Ian Mcilquham; Dr Michael Newman; David Greaves.

2 ELECTION OF CHAIR: 2017/18

Joyce Slack was elected Chair in her absence. There was only one nomination.

3 ELECTION OF VICE CHAIR: 2017/18

Sian Hopkins was elected Vice Chair. There was only one nomination.

(Sian Hopkins in the Chair)

4 DECLARATION OF BUSINESS INTERESTS

New forms were circulated to those present and duly completed. It was proposed to ask those governors who were not in attendance to complete a new form at the next governing body meeting in November 2017. Failing that, forms

would be sent out to any governor who had yet to complete a form for the 2017/18 school year.

5 RESIGNATION OF GOVERNOR

It was noted that Andrew Rooke would not be seeking re-election as a Teacher Governor when his term of office expired on 15th October 2017. On behalf of the governing body, the Chair thanked Andrew for his services to the school in his role as a Teacher Governor.

ACTION Election for a Teacher Governor required.

6 MINUTES

The minutes of the last governing body meeting held on 19th June 2017 were confirmed as a correct record.

7 MATTERS ARISING

(i) Minute 61 (i): Admissions Consultation: LA Proposal for Coordinated Admissions – Training on software had been provided and the scheme would proceed using Local Authority processes supported by official LA forms.

(ii) Minute 61 (ii): St David's College (SDC) Consultation on Return to Maintained Status – The college would return to maintained status.

(iii) Minute 61 (iii): CCYP Questionnaire: Timing of School Holidays and Term Times – This matter was still under consideration and debate. Governors would be kept informed of developments.

8 COMMITTEE MEMBERSHIP

The following Committee membership was agreed:-

- **Admissions (Quorate 4)**
Sian Hopkins (Chair); Dr Paul Bulpin; Andrew Hurley (Observer); David Greaves; Stephanie Hicks-John; Huw Jones Williams; Nic Kinnaird; Ian Mcilquham; Joyce Slack; Max Vine.
- **Appeals (Quorate 3)**
Joyce Slack (Chair); Dr Paul Bulpin; David Wikeley.
- **Buildings and Estates (Quorate 3)**
Steve Williams (Observer) (Chair); Richard Burge; Denise Kelland; Nic Kinnaird; Ian Mcilquham; Max Vine.
- **Capability (Quorate 3)**
Joyce Slack (Chair); other members to be appointed as required.

- **Capability Appeals (Quorate 3)**
Sian Hopkins (Chair); other members to be appointed as required.
- **Complaints (Quorate 3)**
Joyce Slack (Chair); Roger Haigh; Sian Hopkins.
- **Curriculum and Achievement (Quorate 3)**
Sian Hopkins (Chair); Scott Britt (Observer); Maria Boffey; Andrew Hurley (Observer); David Greaves; Nick John; Stephanie Hicks-John; Nic Kinnaird; David Roylance; Max Vine; Nicola Davies; Prof. Peter Killie.
- **Determining – Redundancy (Quorate 3)**
Denise Kelland (Chair); David Collins (Observer); Joyce Slack.
- **Finance (Quorate 4)**
Denise Kelland (Chair); Dr Paul Bulpin; Richard Burge; David Greaves; Sian Hopkins; Huw Jones-Williams; Menna Lewis (Observer); Joyce Slack; David Collins.
- **Grievance (Quorate 3)**
Sian Hopkins (Chair); Dr Paul Bulpin; Roger Haigh.
- **Grievance Appeals (Quorate 3)**
Joyce Slack (Chair); Denise Kelland; Stephanie Hicks-John.
- **Head and Deputy Head Selection (Quorate 3)**
Joyce Slack (Chair); Dr Paul Bulpin; Sian Hopkins; Denise Kelland; Nic Kinnaird.
- **Head Teacher Performance Management and Appraisers (Quorate 3)**
Dr Paul Bulpin (Chair); Roger Davies (CSC); Sian Hopkins; Huw Jones-Williams; Denise Kelland; Joyce Slack.
- **Head Teacher Performance Management and Appraisers Appeals (Quorate 3)**
To be appointed as required.
- **Marketing (Quorate 3)**
Joyce Slack (Chair); Maria Boffey; Jenny Ford (Observer); Sian Hopkins; Huw Jones-Williams; David Roylance; Steve Williams (Observer).
- **Pay Review (Quorate 3)**
Dr Paul Bulpin (Chair); Denise Kelland; Sian Hopkins; Joyce Slack.

- **Pay Review Appeals (Quorate 3)**
Max Vine (Chair); David Collins; Dr Michael Newman.
- **Pupil Exclusion (Quorate 3)**
Dr Paul Bulpin (Chair); David Greaves; Sian Hopkins; Denise Kelland; Ian Mcilquham; Joyce Slack.
- **Staff Disciplinary and Dismissal (Quorate 3)**
Sian Hopkins (Chair); Roger Haigh; Denise Kelland; Nic Kinnaird; Ian Mcilquham.
- **Standards**
Joyce Slack (Chair); Scott Britt (Observer); Dr Paul Bulpin; Roger Davies (CSC); Andrew Hurley (Observer); Sian Hopkins; Nick John; Denise Kelland; Huw Jones-Williams; Dr Michael Newman; David Wikeley.

9 COMMITTEE MEETINGS' FEEDBACK

(i) Admissions

A verbal report was given. The Committee had considered appeals regarding applications for admission to the 6th Form. The Local authority Admissions procedure had also been discussed.

(ii) Standards

A verbal report was given. The Committee had met and had looked at results and the School Improvement Plan.

(iii) Governors' Meeting (Parental Communication)

A meeting with parents had been held at the end of the Summer Term. There had been a very positive response from parents. More information regarding the meeting was available on the school website.

[REDACTED]

[REDACTED]

[REDACTED]

10 POLICIES AND FINANCIAL REGULATIONS

The following policies had been reviewed appropriately and were approved for adoption by the governing body:-

- (i) **Performance Management Policy for Teachers 2017/2018**
- (ii) **Performance Management Policy for School Support Staff 2017/2018**
- (iii) **Special Leave Policy 2017/2018**
- (iv) **Staff Absence Cover 2017/2018**
- (v) **Work Related Education 2017/2018 (to be reviewed in January 2018)**

- (vi) **Whistleblowing 2017/2018** (to be reviewed in January 2018)
It was agreed that an “Ombudsman” from either governors or staff at the school should be appointed.
- (vii) **Adverse Weather 2017/2018**
Options for a possible change to the standard of uniform during extremes in weather conditions was discussed. This included the possibility of permission for boys and girls to wear shorts during hot weather in the summer term. There was no formal ruling in this matter, but the Head Teacher wished to raise the awareness of governors that such a practice was undertaken in some other schools in the authority.
- (viii) **Charging and Remissions Policy 2017/2018**
- (ix) **School Leave Policy and Procedure 2017/2018**
- (x) **School Support Staff Probationary Period Policy and Procedure 2017/2018**
- (xi) **Financial Regulations 2017/2018**
A verbal report was given by Menna Lewis (Business Director) to give an assurance that all required processes and procedures continued to be followed. It was intended that processes and procedures would be reviewed at the next Finance Committee meeting to be held in the near future.

The Head Teacher informed governors that there was a total of 88 policies which would be “refreshed” and that this would be undertaken in stages at successive governing body meetings. Governors were given an assurance that any policy presented for approval by governors would have been the subject of consultation with relevant trade unions prior to presentation.

(Joyce Slack in the Chair)

11 HEAD TEACHER’S REPORT AND PRESENTATION: RESULTS, SIP AND SER – Huw Jones-Williams

A full written report was received.

The Head Teacher and governors wished to record their thanks to those staff who had left the school at the end of the previous school year. The list of new staff who had joined the school was noted.

The Head Teacher wished to acknowledge the important work undertaken during the holiday period by Menna Lewis and colleagues on financial matters; Nick John on the timetable; Andrew, Ceri, Kim and Sian on the smooth processing of exam results; Andrew on admissions work and processing; Nick, Scott, Jonathan and Darryn and team on Sixth Form entry work; Steve Williams and team on Estates work and Richard and the ICT Support team.

The new responsibilities of existing staff from September 2017 were reported and noted.

SLT secondments were noted.

A report was given, supported by statistics, on provisional school numbers. There would be more pupils joining the school than leaving.

The numerous academic and sporting successes of the school and individual pupils were listed in the report and noted with pride by governors. Of particular note was the invitation for the Music Department to perform at Cardiff's Welsh Language Festival in Llandaff Fields on 1st July 2017.

There had been a number of school trips, including a very successful trip by pupils to Florence on a Design and Technology Work Related Education Visit. Pupils visited the Hyper car Pagani factory and were given a tour of the Ferrari Museum. Pupils were also shown how Ducati bikes were designed and made.

With regard to academic achievement and experience, the Head Teacher wished to highlight the school's involvement in the UKMT individual Mathematics Challenge whereby 120 of year 7 and 8 pupils sat the Challenge. Overall there were 34 pupils who achieved a Bronze award, and 11 who received a Silver award. A Gold award was achieved by 6 pupils, namely Jonathan Garfield, Duncan Macdonald, Owen Davies, Simon Ruddock, Tom Holmes and Shash Pranoy year 8 and Dylan Griffin in year 7.

Congratulations were recorded to twin brothers Rob and John Davies, Year 12, who gained their first Welsh rowing cap in July 2017 in this year's Home International Regatta held at Strathclyde Country Park, North Lanarkshire. The twins came second in the junior men's coxless pair and third in the junior men's 8. This was one of the many successes and achievements of pupils at the school which were included in the Head Teacher's report which was noted and commended by the governing body.

Included in the report were statistics regarding Key Performance Indicators. A presentation was given to governors by Andrew Hurley which was supplemented by the Head Teacher. The presentation included comparisons with previous years and showed that the general trend in achievement and performance was an upward one. EFSM pupil achievement continued to present challenges which the school continued to address. It was noted that the school was likely to be placed in the top 25% of schools in Wales with regard to EFSM standards and achievement.

The School Improvement Plan 2017 to 2020 had been circulated with the agenda and was received and approved by governors. The Chair, on behalf of the governing body, wished to record her thanks to all who had contributed to the production of the plan.

The School Self Evaluation Report had also been circulated with the agenda and this was also received and approved by the governing body. Thanks were again recorded to those who had contributed to the report.

12 CORRESPONDENCE: LA RESPONSE TO WHS CAPITAL INVESTMENT PROGRAMME

Governors received and noted the contents of a letter to the Chair of governors from the Director of Education and Lifelong Learning. The letter stated that there had been a stall in progress with regard to the WHS planning permission submission due to the current lack of available funding. It was hoped that funding would be available for the planning process to restart in April 2018. In his letter the Director further stated that he would be tendering for the replacement of the Art terrapins and the Welsh huts which he felt may be of equal priority. The Chair would have further meetings with the Director as and when required.

The Head Teacher had sought clarification in an email to the Director regarding the possible replacement of terrapin huts and the current position with regard to possibilities given by the Local Authority. A printed copy of the email was circulated to governors for information. Although the LA gave several temporary options to help resolve problems with the terrapins, unfortunately no timeline for the delivery of solutions to current problems could be given.

Governors expressed their concern over the delay in the planning process and felt that the proposal to replace the terrapin huts should not be at the expense of other necessary maintenance and improvement work. It was expected by governors that all previously agreed maintenance work would still go ahead and should commence as soon as possible. Following further discussion it was

AGREED that the Chair would write to Local Councillors to register the concern of the school and governing body over the LA proposals and the possible delay in provision of previously agreed building work at WHS. A meeting with Councillors should also be requested by the Chair.

13 ANY OTHER BUSINESS

(i) Looked After Children

It was agreed that Maria Boffey be appointed as the named governor.

(ii) Lower School Kitchen

Because of the condition of the kitchen following building work undertaken by the Local Authority, the Health & Safety rating of the canteen had dropped from 5 to 1. Following swift action by Steve Williams and fellow members of staff, improvements were made to the canteen and it was felt that there was no longer cause for concern. Testing by Environmental Health was awaited and should happen in the very near future. Governors wished to record their appreciation to Steve Williams and colleagues in this matter and also wished to record their disappointment at the way in which the situation was handled by the LA.

14 CONFIDENTIAL ITEMS

Minute 9 (iv).

15 DATE OF NEXT MEETING

Monday 20th November 2017 commencing at 7.00pm.

Meeting concluded.

Signed:



Chair of Governors