

**MINUTES OF THE MEETING OF THE WHITCHURCH HIGH SCHOOL GOVERNING BODY HELD
AT THE SCHOOL ON 18TH SEPTEMBER 2023**

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|----------------|-----------------|------------------------|
| PRESENT | Sian Hopkins | Partnership Governor |
| | Joyce Slack | Partnership Governor |
| | Ian Mcilquham | Partnership Governor |
| | David Roylance | Community Governor |
| | Ashley Collins | Parent Governor |
| | Lisa Williams | Parent Governor |
| | Maria Boffey | Parent Governor |
| | Andrew Davies | Local Authority |
| | Nick John | Headteacher |
| | Jonathan Davies | Teacher |
| | Noreen Linforth | Teacher |
| | Richard Burge | Staff |
| | Scott Britt | Deputy Head (observer) |
| | Ceri Garland | Deputy Head (observer) |
| | Steve Williams | Estates (observer) |
| | Claire Hollings | Teacher |
| | Gareth Coombs | Clerk to the Governors |

(Gareth Coombs in the Chair)

1 APOLOGIES

David Collins; Ceri Reed; Paul Bulpin; David Greaves; Hayley Jeans; Wayne Lilly; Chloe Counter; Diego Fasano.

2 ELECTION OF CHAIR 2023-2024

Sian Hopkins was the only nomination and was duly appointed as Chair for the school year 2023-2024.

(Sian Hopkins in the Chair)

3 ELECTION OF VICE CHAIR 2023-2024

Joyce Slack was the only nomination and was duly appointed as vice Chair.

4 SUCCESSION PLANNING

It was suggested by the Vice Chair, Joyce Slack, that it would be good for succession planning if the Governing Body could appoint 2 Vice Chairs. It was agreed that advice be taken from Governor Services regarding this possibility and that it be considered at the next full Governing Body meeting.

5 REVIEW OF GOVERNING BODY MEMBERSHIP

(i) Parent Governors

It was noted that the following Parent Governors' term of office would end on 14th November 2023:- Hayley Jeans; Ashley Collins; Ceri Reed; Lisa Williams and David Greaves. There was also a current vacancy and the resignation of Maria Boffey as a Parent Governor would mean that the school would need to hold elections for all 7 Parent Governor positions.

(ii) Appointment of a Community Governor

Maria Boffey was appointed as a Community Governor.

6 COMMITTEE MEMBERSHIP

It was agreed that the current Committee Membership List be sent out to all Governors and would be reviewed at the next meeting.

7 SAFEGUARDING PROCEDURES AT WHITCHURCH HIGH SCHOOL – Claire Hollings

A very full report was provided by Claire regarding Safeguarding provision and procedures at the school which were in compliance with Welsh Government guidelines. This was supported by a powerpoint presentation and it was agreed that the presentation be emailed to all Governors. The following areas were covered in the presentation:-

- Level 1 Training
- Child Protection

All Wales Child Protection Procedures identify 5 categories of abuse, namely Neglect; Physical Injury; Sexual Abuse; Emotional Abuse; Financial Abuse.

- Contextualised Safeguarding
- Prevent
- Hot Topics
- My Concern website : How to log in
- Reporting a concern
- Professional concerns
- Dealing with Disclosures
- When might you be vulnerable and why?
- Maintaining a supportive and professional approach at all times

The Governors felt assured that the school was following all Welsh Government guidelines, processes and procedures.

The Chair and Headteacher thanked Claire for her full and informative presentation and also wished to record their appreciation to all school staff for their continued support and hard work in this area.

8 MINUTES

The minutes of the last meeting held on 19th June 2023 were confirmed as a correct record.

9 MATTERS ARISING

- (i) Minute 36: School Uniform** – The Headteacher informed Governors that 6th Formers would be required to wear lanyards.

10 HEADTEACHER’S REPORT – Nick John

Before starting his report Nick John wished to record his appreciation and thanks to the previous Headteacher, Mark Powell, for getting the school into its current excellent condition and standing.

The report was supported by a powerpoint presentation which would be sent to all Governors following the meeting. The main matters reported on were as follows with the detail contained in the presentation to be sent to Governors:-

- Direction and Vision
- Consistency/Key Focus areas
- Progression for Alex
The school model was intended to ensure progression. It ties in to the new curriculum.
- Student Understanding
- Learning Life for Alex
- Respect, Behaviour and Rewards: Ready to Learn
- Self-Improvement Groups
- Professional Development
- Developments over the Summer
 - (i) Estates:-
MUGA completed.
Science Lab classroom conversions- upper school quads.
Tower Block covered walkway groundworks and preparation.
Drainage work lower school quads.
Windows – DT and 2nd floor quads in lower school.
Gas mains work on upper school site.
PAT testing.
DDA works sports hall and north block.
Behind the scenes work in preparation for the new year.
Infrastructure development in preparation for the new catering contract.
Gym extension.
RAAC.
 - (ii) ICT:-
Digital screens installed in upper school.
Computer and network upgrades.
Network developments for Science Lab conversions.
CCTV installation.
New cashless catering system.
 - (iii) Catering:-

Preparations over the summer for new catering providers, ARAMARK, who formerly started on 1st August 2023. Feedback had been positive. Costa Coffee introduced in the 6th form catering area.

- Parental Engagement – Website
There was a new website to replace the school newsletter. This was intended to be a “one stop shop”.
- Current School Population
It was noted that total numbers were increasing. Also the drop out rate had fallen in Y13.
- Sixth Form Student Numbers
- Y13 Student Numbers
- Y12 Subject Totals
- Y10 Subject Totals
- Y10 Student Numbers
- New Colleagues
- Current Structure : New Roles
It was noted that there was a shortage of IT teachers and Welsh teachers.
- SLT Structure
- Estyn Guide
The Headteacher informed governors that the school was preparing for an inspection.
- Outcomes : University
Ceri Garland gave a full report on student destinations. This was supported by a printed handout regarding standards, ALPs and the Quality Indicator. An analysis of outcomes by grade in 2019, 2022 and 2023 was provided. This avoided the Covid years. Outcomes in 2023 in Grade C were above those in 2019. However disadvantaged learners had not done as well in some indicators.
- Exclusions
The situation was closely monitored and the Headteacher would continue to update Governors regarding pupil exclusions.
- Standards : Summary Results Years 10 to 13
- Analysis of Outcomes
- AS/A2 : ALPs Detail
- A2 Gender Comparison
- AS Gender Comparison
The fact that girls were outperforming boys was the subject of discussion. The Headteacher informed Governors that the school was identifying areas of concern and would be working to try to redress the situation.
- Analysis of Outcomes : GCSE/A Level
- Disadvantaged Learners
- Gender Comparison (% Mainstream)
- Standards : Highlights
- Standards : Lowlights

- Main Subject Areas of Concern
- ALPs Grade 6 or Below (other subject areas)
- Y10 Unit Results

As already mentioned, the powerpoint presentation would be sent to Governors by email following the meeting.

11 POLICIES

All policies to be considered by the Governing Body had been circulated with the agenda or were currently on the school website.

The following policies were adopted by the Governing Body:-

- Healthcare Needs Policy
- Achievement and Behaviour Policy
- Complaints Policy

The following policies were re-adopted:-

- Uniform Requirements Y7-11
- Uniform Requirements 6th Form
- Vexatious Complaints Policy
- Data Protection Policy
- Performance Management Policy

12 ANY OTHER BUSINESS

- (i) **Governor Skills Audit Questionnaire** – Joyce Slack thanked Governors for completing the questionnaire. Some Governors wanted more information on quality and diversity. Some Governors felt that it would be a good idea for new Governors to have a mentor when they joined the Governing Body
- (ii) **DARPL Event : 11th October 2023** – This had been organised by the LEA. However the Chair could not attend the event and asked Governors to let her know if they wished to attend.
- (iii) **Teams and School Email** – The Headteacher reported that the transfer to a school email address for Governors and the access to documentation via Teams seemed to be working well.

13 CONFIDENTIAL MATTERS

None.

14 DATE OF NEXT MEETING

Monday 27th November 2023 commencing at 6pm.

Dates of all full Governing Body meetings for the school year had already been sent out.

Meeting concluded.

Siward!

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SR Hopkins
CHAIR