

**MINUTES OF THE MEETING OF THE WHITCHURCH HIGH SCHOOL GOVERNING BODY HELD AT THE  
SCHOOL ON 19<sup>TH</sup> JANUARY 2015**

**PRESENT** Joyce Slack (Chair); Denise Kellard; David Roylance; Sian Hopkins; Max Vine; Ian Mcillquham; Jonathan Evans; Michael Newman; Menna Lewis; Gaynor Bell; Jennifer Ford; Steve Williams; Louise Pearce; David Greaves; Roger Haigh; Jill Packham; Richard Burge; Andrew Rooke; Nick John; David Collins; Huw Jones-Williams (Headteacher); Paul Fisher; Fraser Mackie (Head Boy); Talia Keskin (Head Girl). ); and Gareth Coombs (Clerk)

**25 WELCOME AND APOLOGIES**

The Chair welcomed Paul Fisher (former pupil and now barrister practising in London) and Fraser Mackie and Talia Keskin to the meeting. Apologies were received from Paul Bulpin.

**26 MINUTES**

The minutes of the last meeting held on 25<sup>th</sup> November 2014 were confirmed as a correct record subject to the following amendment:-

Minute 12: Curriculum and Achievement Committee –

Delete: “Mr D Collins”

Insert: “**Mr R Collins**”

There were no matters arising

**27 CARRIED OVER AGENDA ITEM FROM LAST MEETING : GOVERNOR REVIEW FEEDBACK**

The Governor Review schedule of visits was circulated to all members. There were 5 reviews scheduled over the course of the year. There had already been three visits which had resulted in positive feedback. The next visit was scheduled for 15<sup>th</sup> February 2015 and all Governors were invited to attend. All Governors felt that this practice was really valuable.

**28 HEAD TEACHER’S REPORT – Huw Jones-Williams**

The written report was received. Governors were saddened to hear of the death of Peter Baldwin, a year 8 pupil aged 13 years. The Head Teacher, Staff and Governors paid tribute to Peter who was a valued and mature pupil who had contributed greatly to the school. The funeral would be held on 22<sup>nd</sup> January 2015 and would be attended by pupils and staff from the school together with staff from Peter’s Primary Schools’ Pen-Y-Bryn and Whitchurch.

Tribute was also paid to Mike Wadsworth, a former Department Leader for PE who had passed away on 30<sup>th</sup> December 2014, aged 65, after a couple of years of illness which he had borne with great dignity.

The thoughts and prayers of the school and Governors were with both Peter’s and Mike’s families at this time.

With regard to Key Issues the Head Teacher reported that the school was expecting to be contacted by ESTYN this term giving twenty days’ notice of an inspection. Documentation had been prepared in expectation of this visit and was ongoing.

The Self Evaluation (SER) Report for 2014 to 2015 was received by Governors and the main points would be highlighted and explained in a presentation to Governors later in the meeting. This was a working document which would be constantly updated as progress was made.

Under Leadership and Management, the Head Teacher informed Governors that plans would be put in place to undertake this review through the Governors Pay Committee.

A JPDD Training Day would be held on 20<sup>th</sup> January 2015 and would focus on closing the gap strategies, particularly addressing the achievement of boys and extending writing opportunities.

The Head Teacher informed Governors that the school was currently experiencing high levels of all forms of staff absence. The tightness of the staffing provision compounded the problem but the school was doing all it could to minimise disruption to pupils. Other schools were recording similar levels of absence.

The Budget would be covered under the meetings section of the agenda.

Congratulations were recorded to Leila Navibi, an 11R pupil, for winning the Chris Sharp Memorial Award at the outstanding Music Department concert on 13<sup>th</sup> November 2014. Chris Sharpe passed away some years ago and the Head Teacher met Mrs Helen Sharp recently in the Upper School remembrance garden. Helen wished to pass on her thanks to everyone at the school for the continuation of the concert, the award and the support she had received by the school over the years.

The many achievements of pupils from the school were noted by Governors who wishes to pass on their congratulations to those pupils.

Christmas Assemblies had been held and on 29<sup>th</sup> December 2014 the sixth form and years 11 and 10 had completed the Autumn term with their hour long Christmas Assembly in the Upper School Hall.

With regard to Welsh Translation, the spelling of the word "Rhyngwladol" which appeared on all documentation was being checked in order to ensure whether or not the "H" should be included in the word.

The Head teacher reported that Abigail Roberts, art teacher and former pupil, had left the school at the end of the Autumn term. The Head Teacher and Governors wished to record their thanks to Abigail for all she had contributed to the school.

## 29 ELT SCHOOL PRESENTATION AND DISCUSSION

### (i) **Standards Position Statements and Highlighted Strategies to Close the Gap : SER Document 2014 to 2015**

A report on Self Evaluation for 2014 to 2015 was received and the Head Teacher gave a presentation which covered standards and targets; Self Evaluation; Curriculum Review and ESTYN Guidance. Key Performance Indicators would be looked at and would include English and Maths.

Jenny Ford, Deputy Head Teacher, took Governors through the School's current Standards' Position Statement which looked at pupil achievement and expected achievement and concentrated on standards and what pupils should aim for. Achievement by gender was looked at and Governors were informed and reassured that the school would be concentrating upon a continual improvement to close the gap in achievement between boys and girls and the difference between those on free school meals (fsm) versus those not and ensuring aspirational targets were met. These two aspects had been identified in the recent LEA warning letter for last year.

Significant work was being done with regard to planning and tracking and there were positives to note and acknowledge.

### (ii) **ESTYN : Guidance for the Inspection of Secondary Schools from September 2014**

This document was received by Governors and the Head Teacher briefly went through the document with Governors. Under standards the school was expected to give an evaluation of how it judged itself, for example did it regard itself as "adequate" or "good". The Head Teacher felt that there had been significant progress in standards since April 2014 and that there would be better outcomes in the summer 2015 and beyond, particularly at GCSE.

Gaynor Bell then took Governors through Stages 3, 4 and 5 Curriculum Achievement and gave curriculum updates on progress.

At the end of the presentation the Chair, on behalf of Governors wished to record thanks to all staff for the amount of support given and work done to contribute to the school in preparation for the forthcoming ESTYN Inspection. This was echoed by the Head Teacher. It was recognised that under the 20 day notification rule and the recalibration of inspections schedules by Estyn that "inspection" may or may not be this academic year.

## 30 RECENT CENTRAL SOUTH CONSORTIUM (CSC) AND LEA MEETINGS

### (i) **CSC School Performance Monitoring: 28<sup>th</sup> November 2014 –**

The Head Teacher and Chair had met with CSC and the LEA on 28<sup>th</sup> November 2014 to consider Performance Monitoring. A request was made for some form of financial support as it was considered that there were insufficient funds available for the school. However, the Head Teacher reported that he had been informed that no additional funds were forthcoming. Governors wished to record their disappointment and concern in this matter.

- (ii) **LEA Finance and Self-Evaluation Tool Kit: 16<sup>th</sup> December 2014 –**  
Menna Lewis informed Governors that this had been completed and sent as required. Thanks were recorded to all involved in this exercise. The school now awaits scheduled follow up from Internal Audit as part of this process.
- (iii) **LEA Proposed Capital Investment Site Visit: 12<sup>th</sup> January 2015 –**  
Janine Nightingale (Head of S.O.A.P) from the LEA visited the school and recommended that there were areas of the school buildings which required capital investment as they were sub standard and condemned. Governors had previously agreed to the overall site plan for Capital Investment, Asset Renewal and DDA investment to secure best value for money. However the Head Teacher was subsequently contacted by the LEA (immediately prior to this meeting by phone) informing him that there were no additional funds available at present for this purpose, but it was hoped to create some additional funding in the future if possible. The Head Teacher informed the LEA that the terrapins were condemned buildings which were in urgent need of replacement. Following discussion it was

**AGREED**            **That the Chair write to the LEA expressing Governors' concern over the condition of the terrapins and requesting that these buildings be replaced as soon as possible.**

Steve Williams and Councillor Jonathan Evans were thanked for their work in this area.

### **31 COMMITTEE MEETINGS FEEDBACK, MEMBERSHIP AND FUTURE DATES**

There were no meetings to report.

Mike Newman would be a member of the Standards Committee.

### **32 POLICIES FOR RATIFICATION: NEW OR UPDATED DOCUMENTS**

The following policies were received and adopted by Governors:-

- **Behaviour and Achievement Policy**
- **Bullying**
- **Health and Safety**
- **Link with Parents**
- **SEN Policy**
- **Child Protection Policy** (tabled)
- **Twitter Policy**

The twitter policy was fully explained and it was agreed that there was a need to work closely with parents in this matter. Police would need to be involved when required.

The **Admission Policy 2016 to 2017** was still out for consultation.

**33a ANY OTHER BUSINESS**

**(i) Appointment of Governor**

Paul Bulpin's term of office expired in February 2015. It was unanimously agreed that he be re-appointed as a Community Governor.

**(ii) Whitchurch Youth Centre**

The Chair had been to a meeting with the Council following the announcement that it was proposed to close the Youth Centre. It was acknowledged by the Governing Body that this was an important facility for young people in Whitchurch and it would be greatly missed. The Chair reported that the Council was prepared to give some funding which would enable the Youth Centre to remain open for two evenings a week based in the school.

There was strong support for maintaining some form of youth provision in the Whitchurch area and the possibility of setting up a sub-committee to look into the use of the school for this purpose was suggested. Some Governors wished to know exactly what involvement the youth service would have in delivering provision by using the school buildings. Following much discussion it was

**AGREED That the Chair should proceed with consultations with the Youth Service with a view to maintaining youth provision in the Whitchurch area and report back to Governors with details of how the School would be used for this purpose.**

**(iii) School Uniform**

Sian Hopkins informed Governors that she had been approached by a member of the public who informed her that they had seen a marked improvement in pupil behaviour when pupils wore school uniform.

**(iv) Health and Safety: Bicycle Helmets**

Concern was expressed by some Governors who had been informed that a number of pupils were riding to and from school without wearing bicycle helmets. The Head Teacher undertook to have the matter discussed at the next Inclusion and Wellbeing Focus Team (IWFT).

**33b CONFIDENTIAL ITEMS**

None

**33c DATE OF NEXT MEETING**

Monday 16<sup>th</sup> March 2015 commencing at 7:00pm.

Meeting concluded.

SIGNED:



CHAIR OF GOVERNORS