

## MINUTES OF THE MEETING OF THE WHITCHURCH HIGH SCHOOL GOVERNING BODY

HELD AT THE SCHOOL ON 19<sup>TH</sup> MARCH 2015

<b>PRESENT</b>	Joyce Slack	-	Foundation Governor (Chair)
	Sian Hopkins	-	Foundation
	Ian McIlquham	-	Foundation
	Max Vine	-	Foundation
	Denise Kelland	-	Community
	David Roylance	-	Community
	T Clarke	-	Parent
	David Greaves	-	Parent
	Roger Haigh	-	Parent
	Cllr Jonathan Evans	-	Local Authority
	Dr Michael Newman	-	Local Authority
	Huw Jones-Williams	-	Headteacher
	Andrew Rooke	-	Teacher
	Richard Burge	-	Non-Teacher
	Gaynor Bell	-	Observer (Deputy H/T)
	Jennifer Ford	-	Observer (Deputy H/T)
	David Collins	-	Observer
	Gareth Coombs	-	Clerk to the Governing Body

<b>APOLOGIES</b>	Dr Paul Bulpin	-	Community
	Vicky Best	-	Parent
	Jill Packham	-	Parent
	Jacky Palmer	-	Parent
	Louise Pearce	-	Parent
	Nick John	-	Teacher
	Paul Fisher	-	Observer
	Menna Lewis	-	Observer (Business Manager)
	Talia Keskin	-	Observer (Associate Pupil)
	Fraser Mackie	-	Observer (Associate Pupil)

### 35 MINUTES

The minutes of the last meeting held on 19<sup>th</sup> January 2015 were confirmed as a correct record subject to the following amendment:-

Delete: "Denise Kellard"

Insert: "**Denise Kelland**"

### 36 MATTERS ARISING

(i) **Minute 33 (ii): Whitchurch Youth Centre** – The Chair reported that she had met with Councillor Julia McGill and the fact that Whitchurch would be the only area in Cardiff without a Youth Centre was realised. In view of this funding was committed for three years to maintain this facility with a view to it becoming fully sustainable after the three year period.

The Chair would meet with Simon Morris with a view to achieving this long term objective. The condition of the building would be raised at this meeting. The Chair wished to record her thanks to Councillor Jonathan Evans for his valuable help and support in this matter.

### **36 HEAD TEACHER'S REPORT – Huw Jones-Williams**

A written report was received by Governors.

The School had received an extension compliance warning letter dated 18<sup>th</sup> March 2015 running to 31<sup>st</sup> August 2015 from The Cardiff County Council Education and Lifelong Learning Service under the Schools Standards and Organisation (Wales) Act 2013 The letter was discussed by Governors and the main points explained by the Head Teacher. Governors were satisfied that the School was responding appropriately to the issues raised and improvements were already being achieved but the letter contained factual inaccuracies. The Headteacher stated that he would be writing to informally complain about the letter and after discussion it was

**AGREED** (i) That the Governors would formally record the Head teacher's professional concerns about the letter and his proposed personal action.  
(ii) That the Chair of Governors would write to the Director of Education and Lifelong Learning to complain about the factual inaccuracies in the letter.

With regard to School Policies it was agreed that these should be regularly reviewed and that this would be more easily achievable if the policies were shared between Committees where the area covered by a policy fell within the remit of that Committee. In cases where a policy did not clearly fall within the remit of a specific Committee, then they would be shared between Committees with a view to an even distribution of work and responsibility. Following further discussion it was

**AGREED** (i) That policies should be reviewed by a group of Governors rather than by individual Governors.  
(ii) That the Head Teacher would submit proposals for the allocation of Policies for review by Committees by the next full Governing Body Meeting.

It was with great sadness that the Head teacher reported on the funeral of Peter Baldwin, a year eight pupil from the school. The way that pupils and staff conducted themselves was commendable and the support from parents and the LEA was greatly appreciated. The provision of a bench at the school in memory of Peter was being considered along with other memorial.

The Head Teacher was pleased to report that pupils had shown a continued commitment to the 50+ Trained Breakfast Club Peers Mentors project.

Congratulations were recorded to Tom Auton, Year 11, who had been named as the winner of the National Singing Competition **Open Mic UK** at the NEC in Birmingham. This was one of the many achievements of Whitchurch High School pupils since the last Head Teacher's Report to Governors.

A written report and statistics were provided regarding the WHS Tracking Data (March 2015) v Targets (set September 2014). The statistics were explained in detail and reflected well upon the achievements and standards of Whitchurch High School. The school was improving in all areas. Strategies employed by the school to maintain and improve standards were noted and commended.

The Head Teacher informed Governors that the replacement of the terrapin huts was not on the Council's Capital Investment plans. The possible access to other funding was being investigated by the LEA without any guarantee.. Governors wishes to express their disappointment and concern on hearing this news. Following discussion it was

- AGREED**
- (i) That the school obtain a private survey of the terrapin huts to assess health and safety implications.**
  - (ii) That the LEA be requested to provide an explanation for not giving any priority to the refurbishment or preferable the replacement of such poor buildings.**
  - (iii) That a delegation of Governors which should include the Chair, seek a further meeting with the LEA to again discuss this matter.**

With regard to higher education success the Head Teacher was pleased to report that Whitchurch High School was effectively "bucking the current trend" as the number of students from the school winning places at Oxford and Cambridge was increasing whereas the trend in Wales showed a general decrease in numbers.

The rest of the report was received and the many school successes were commended by Governors.

### **37 NATIONAL CATEGORISATION AND SUPPORT CATEGORY**

The Head Teacher reported on the feedback on CSC Performance Monitoring Meeting held on 12<sup>th</sup> February and the visit to the school by Sean Wyarrrt on 4<sup>th</sup> March. The Head Teacher was disappointed that limited support had been provided, despite requests, and that the LEA report on the school was inaccurate. It was therefore

- AGREED**      **That the Chair write a formal letter of complaint to the LEA regarding the "warning" letter that the school had received.**

Following further discussion it was

- AGREED**      **That the Governors should hold a meeting with parents to discuss any issues of concern that may have arisen following the issue of the LEA letter and that an invitation to parents from "feeder" schools to such a meeting be considered.**

### **38 ESTYN INSPECTION "SELF EVALUATION OF LEARNING GUIDANCE "**

Deputy Head Teachers Jenny Ford and Gaynor went through the diagram highlighting the main points with a particular focus on how the school was performing.

### **39 FEEDBACK ON GOVERNORS' KS4 REVIEW FORTNIGHT VISIT: 12<sup>TH</sup> MARCH 2015**

Governors who had visited the School gave their report. They had been impressed with the vibrant activity of pupils and were particularly impressed with the Pupil Year Council, the Breakfast Club and the School Assembly for year 11 which was conducted by Year 10 Pupils.

#### **40 REVIEW SUSTAINABILITY**

##### **(i) 2015 to 2016 Revenue Budget: 11 to 16 & Post 16**

A full report was given by the Head Teacher. There were no real issues of concern though it had been necessary to exceed expenditure in some areas and cuts in expenditure could not continue indefinitely.

##### **(ii) Admissions: Possible Pupil Numbers for September 2015 Entry**

It was noted that the September 2015 entry would be over- subscribed.

##### **(iii) Impact upon Medium Term Plan**

There were sustainability issues and it was hoped that if any redundancies were necessary that voluntary severance would help avoid any compulsory redundancies.

#### **41 WHS ADMISSIONS CONSULTATION 2016 TO 2017: ENDED FRIDAY 27<sup>TH</sup> FEBRUARY – FEEDBACK**

The School was required to publish its admissions policy. The Chair reported that a response to the draft policy from the Diocesan Authority had been received and the policy amended accordingly to incorporate this response which referred to the “looked after child”.

Following some discussion the Schools Admissions Policy was approved by Governors.

#### **42 PUBLICATION OF MINUTES OF FULL GOVERNING BODY MEETINGS**

Following a request from a parent it was

**AGREED That all agenda and minutes of full Governing Body meetings be published providing that matters regarded as confidential were removed prior to publication.**

#### **43 COMMITTEE MEETINGS: FEEDBACK AND FUTURE DATES**

##### **(i) Standards Committee**

The minutes had already been received.

##### **(ii) Pay Committee**

The Chair gave a report on the current situation regarding staff who had applied for Voluntary Severance. The LEA would need to approve the school’s business case for voluntary severance. Following this a meeting of the Committee would be necessary.

##### **(iii) Curriculum Committee**

The next meeting of the Committee would be on Thursday 26<sup>th</sup> March 2015. It was agreed that power to make any decisions necessary be delegated to the Committee.

##### **(iv) Admissions Committee**

The Committee had already met. A new date for the next meeting would be required, but was not agreed by Governors.

##### **(v) Buildings Committee**

A decision for a date for the Committee to meet was deferred to the next full Governing Body meeting.

##### **(vi) Finance Committee: 12<sup>th</sup> March 2015**

The minutes of the meeting were received by Governors. There had been an overspend of £8,000 on oil and it was hoped to claim this back from the LEA.

Following discussion it was

**AGREED** That the deficit of £300,000 be carried forward to the next financial year and to apply to the LEA to set a “deficit budget”.

**44 POLICIES FOR RATIFICATION: NEW OR UPDATED**

The Governors received and approved the following policies:-

- Admissions Policy 2016/17
- Capability Policy and Procedure
- Controlled Assessment
- Continuing Professional Development Policy
- Curriculum
- Curriculum Cymreig
- Grievance and Procedure Policy
- Initial Teacher and Graduate Teacher Training Policy
- Learning Resource Areas (Libraries)
- Learning Teaching and Assessment
- Mobile Phones/Electrical Device: Acceptable Usage
- Model Whole School Pay Policy
- Performance Management Policy (Teaching Staff)
- Publication Scheme Policy
- Redeployment/Redundancy Policy and Procedure
- Restraining Policy
- Special Leave
- Staff Absence Cover
- Staff Discipline Procedure
- Policy on Taping/Recording of Meetings and Phone Calls – Guidance
- Traffic Management
- Violence at Work (Personal Safety at Work)
- Home Learning and Independent Skills
- Moral and Spiritual Wellbeing Through Student Led Assembly/Form Time
- Partnership Cluster Assessment Process For KS3 Standardisation and Modernisation
- Report Writing
- Whole School Food, Health, Fitness and Wellbeing
- Whole School Self Evaluation and Development Policy

**45a ANY OTHER BUSINESS**

**(i) Next Meeting: Agenda Items**

To be emailed to the Chair.

**(ii) Governor Training**

The Chair reminded Governors that there was a legal requirement for Governors to receive certain training such as Health & Safety training. The Chair would make enquiries and report further on this matter at the next meeting.

**45b CONFIDENTIAL ITEMS**

None

**SIGNED:**

**46 DATE OF NEXT MEETING**

Monday 15<sup>th</sup> June 2015

**Meeting concluded.**



**CHAIR OF GOVERNORS**