

MINUTES OF THE MEETING OF THE WHITCHURCH HIGH SCHOOL

GOVERNING BODY HELD AT THE SCHOOL ON MONDAY 19TH MARCH 2018

Present	Joyce Slack	Foundation Governor (Chair)
	Ian McIlquham	Foundation
	Max Vine	Foundation
	David Collins	Foundation
	Dr Paul Bulpin	Community
	Denise Kelland	Community
	David Roylance	Community
	Maria Boffey	Parent
	Stephanie Hicks-John	Parent
	Kelly Vanstone	Parent
	David Greaves	Parent
	Prof Peter Killie	Parent
	Nicola Davies	Local Authority
	Dr Michael Newman	Local Authority
	Huw Jones-Williams	Headteacher
	Nick John	Teacher Representative
	Noreen Linforth	Teacher Representative
	Richard Burge	Non-Teaching Representative
	Scott Britt	Deputy Head (Observer)
	Andrew Hurley	Deputy Head (Observer)
	Menna Lewis	Business Director (Observer)
	Ellie McDonald	Associate Pupil
	Ed Roberts	Associate Pupil
	Kayleigh Roberts	Local Authority (Schools Information Service)

43 APOLOGIES

Sian Hopkins; Steve Williams; David Wikeley.

44 APPOINTMENT OF GOVERNOR

Kelly Vanstone had been appointed as a Parent Governor. The Chair welcomed Kelly to her first meeting.

45 MENNA LEWIS, BUSINESS DIRECTOR

It was noted that this would be Menna's last meeting as she would be retiring. The Chair, on behalf of the Governing Body and Headteacher paid tribute to Menna for her handling of the budget and her much valued input to the school, not least with regard to financial matters. Indeed Menna had saved the school a significant amount of money. It had been a pleasure to work with her.

46 GDPR (General Data Protection Regulations) – Kayleigh Roberts

A presentation was given by Kayleigh Roberts (Schools Information Service) which gave an update on regulations. It was noted that, on 25th May 2018, the Data Protection Act 1988 would be replaced by the General Data Protection Regulations (GDPR). The new regulations would result in the largest legal change to Data Protection Laws in over 20 years. There was a deadline for schools to respond to the proposed changes. The presentation was supplemented by a handout and the main points of the changes were outlined by Kayleigh.

The Headteacher wished to record his concern that there would be no additional funding provided by the LA for schools to implement the additional measures.

The Chair thanked Kayleigh for her presentation which was clear and very informative.

47 MINUTES

The minutes of the last meeting held on 29th January 2018 were confirmed as a correct record.

48 MATTERS ARISING

[REDACTED]

(ii) Minute 34: Additional Year 7 SRB Class – The Chair identified that the numbers coming into Year 7 were rising and that the school’s admission number was just about meeting the local demand through catchment schools. The Admissions Committee would look at this matter every year to see if the admission number needed to be altered. Numbers for the SRB are likely to be increased for September 2018 by at least 5 pupils, perhaps more. This would have a knock on effect for accommodation which has been highlighted to the Local Authority.

49 GOVERNOR MEMBERSHIP, COMMITTEE MEMBERSHIP AND TRAINING

The membership of the Governing Body together with membership expiry dates for each Governor was received and noted.

The Committee membership was also received and noted. The Chair asked Kelly Vanstone, newly appointed Parent Representative, to consider which Committee she would wish to sit on.

With regard to Governor training, Maria Boffey had undertaken training regarding school funding which had proved very informative and helpful. Noreen Linforth had also undertaken training in Recruitment and Selection and would be undertaking further training in the near future.

The Chair urged Governors to take advantage of Local Authority training programmes.

50 HEADTEACHER’S REPORT – Huw Jones-Williams

A full written report was received by Governors.

The Headteacher was pleased to inform Governors of the appointment of Lauren Sharpe as Assistant Headteacher for KS2 to KS3. Thanks were recorded to Alan Horgan who had covered this role since September 2017.

The Headteacher gave a presentation summarising the recommendations and conclusions of the Donaldson Report which was an independent review of curriculum and assessment in Wales. Governors were informed of the impact this report would have on the school. A copy of the powerpoint presentation would be sent to all Governors.

A further presentation was given on the Peer Review Report which had been presented to Governors at the last meeting in January 2018. This was supported by an updated document which focused on the 14 considerations raised in the report and bulleted responses by SLT. These were noted and discussed by Governors. Some of the considerations would be included in the School Improvement Plan. Feedback from pupils had been extremely positive following a visit to the school by the First Minister.

The Budget for 2018/19 would be considered as a separate item on the agenda. However, the Headteacher was pleased to report that the outturn for 2017/18 (-£180,000) was less than that set by Governors (-£240,000) but nevertheless it was still a deficit.

There had been a 100% support from parents for the Governors' uniform policy.

The many successes of the school were noted and commended by Governors. The Headteacher gave particular mention to the following:-

The Schools Against Racism Calendar Competition which was won by Mia Sklavounos, a year 8 pupil.

The Year 11 Study Skills session which involved year 11 pupils.

OBE Approval for Velindre Fundraisers. Congratulations were recorded to Tom Gibson, Ewan Reed and Jaden Skeggs who were recently appointed Velindre Young Ambassadors. Some of the events organised were attended by Sam Warburton, a former pupil at the school and a Velindre Patron.

The following events and activities were noted and commended by Governors:-

- English and Numeracy GCSE Results Day.
- WHS Bilingual Programme.
- WHS at Aston Martin.
- Storey arms Outdoor Educational Centre visit.

In the field of sport, WHS gymnasts competed in the Cardiff and Vale Tumble and Vault Championships with great success across all age groups.

Welsh Gymnastics announced their Commonwealth Games squads for the Gold Coast with three WHS pupils qualifying for the games namely Latalia Bevan Year 12, Abi Hanford year 11 and Rebecca Moore an ex pupil.

The Chair thanked the Headteacher for a very full and informative report.

51 COMMITTEE MEETINGS

(i) Admissions Committee – Although there had not been a meeting of the Committee, Governors were assured that an update regarding admissions would be given when all parent choices for year 7 admissions in September 2018 were confirmed.

(ii) Buildings Committee - A meeting would be arranged in the near future.

(iii) Curriculum and Development Committee – The Chair gave a verbal report. At some time in the future a decision would need to be made regarding the future of the Rugby Academy. Training and coaching provision and costs would be a factor in making any decision. Governors would be kept informed. The Headteacher paid tribute to Steve Williams who had been integral in setting up the Academy.

52 SERVICE LEVEL AGREEMENTS: UPDATE

Chartwells have been appointed as the new catering supplier. This is a change from Cardiff Catering, the previous suppliers.

The Headteacher was considering undertaking a procurement process for energy. Governors would be kept informed of developments in this matter.

The required 5 year testing of appliances had been completed by Knox and Wells. The school would be reimbursed for expenditure in this matter by the Local Authority.

53 POLICY RATIFICATION AND FORTHCOMING POLICIES POSSIBLY FOR CONSIDERATION IN JUNE 2018

The following Policies were received and approved by Governors:-

- Admissions 2019/20
- Bullying
- Curriculum
- Curriculum Cymreig
- Data Protection (Ratified January 2018)
- Discipline procedures (Staff)
- Home Learning and independent Skills
- Job Share (HR)
- Learning Pathways
- Learning Resource Areas
- Mental Health
- Moral and Spiritual Wellbeing through student led assembly/form time
- Parental Leave (HR)
- Partnership Cluster Assessment
- Standardisation and Moderation
- Publication Scheme (Ratified January 2018)
- Professional Development (CPD merged with ITT and GTT)
- Record Keeping (Ratified January 2018)
- Secondment (HR)
- Substance Misuse
- Taping/Recording of meetings and phone calls
- Time Off for Dependents
- Admissions Policy

Policies for consideration on Monday 18th June:-

- Attendance and Wellbeing of Staff (HR)
- Bilingual
- Carers
- Disability Action Plan (2018)
- Disclosures and Barring Services (HR)
- Domestic Abuse, Violence against women and sexual violence (HR)
- Educational Visits and FAQ
- Examinations and Examinations Contingency Plan
- Golden Time Study Leave Policy and Request for Exception to Golden Time Form
- Health and Safety
- Keeping Schools Safe from abuse, violence and threats (part of Code of Conduct Policy) – (replacing Parental Behaviour)
- Non-Examination Assessment
- Paternity, Adoption, Maternal support leave
- Religion and Belief
- Special Educational Needs
- Sexual Orientation
- Transition
- Violence at Work

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55 ANY OTHER BUSINESS

(i) Special Meeting of the Governing Body – It was agreed that a meeting of the Governing Body be held on 28th March 2018 at 7.00pm following interviews for the post of Headteacher.

(ii) Appointment of an Independent Governor – It was agreed that Catrin Lewis, currently Chair of Governors at Pontpennau Primary School, be appointed to serve on the Complaints Panel to hear the complaint of a parent.

56 CONFIDENTIAL ITEMS

The following items to be regarded as confidential for the purposes of the publication of the minutes:-

(i) Minute 54: School Budget 2018/19.

(ii) Minute 48(i): Minute 33: Capital Investment Update.

57 FUTURE MEETING DATES

(i) Thursday 7th June 2018 – Governors' meeting with parents – 5:30pm to 6:30pm.

(ii) Monday 18th June 2018 – Full Governing Body Meeting – 7.00pm.

Meeting concluded.

Signed: 

Chair of Governors

