

**MINUTES OF THE MEETING OF THE WHITCHURCH HIGH SCHOOL GOVERNING BODY HELD
AT THE SCHOOL ON 1ST FEBRUARY 2016**

PRESENT	Joyce slack (Chair)	-	Foundation
	Sian Hopkins	-	Foundation
	Ian Mcilquham	-	Foundation
	Max Vine	-	Foundation
	Dr Paul Bulpin	-	Community
	Denise Kelland	-	Community
	David Roylance	-	Community
	Maria Boffey	-	Parent
	Stephanie Hicks-John	-	Parent
	Nicole Kinnaird	-	Parent
	Roger Haigh	-	Parent
	David Greaves	-	Parent
	Louise Pearce	-	Parent
	Cllr Jonathan Evans	-	Local Authority
	Huw Jones-Williams	-	Head teacher
	Nick John	-	Teacher Governor (Deputy Head)
	Andrew Rooke	-	Teacher Governor
	Richard Burge	-	Non-Teaching Governor
	Gaynor Bell	-	Observer (Deputy Head)
	Jennifer Ford	-	Observer (Deputy Head)
	Menna Lewis	-	Observer (Business Manager)
	David Collins	-	Observer
	Roger Davies	-	Adviser CSC
	Gareth Coombs	-	Clerk to the Governing Body

APOLOGIES Steve Williams (Estates Director); Dr Michael Newman (Local Authority).

32 DECLARATION OF BUSINESS INTERESTS

None.

33 MINUTES

The minutes of the last meeting held on 30th November 2015 were confirmed as a correct record.

34 MATTERS ARISING

- (i) **Minute 27(i) : Committee Meetings : Buildings Committee** – The Chair would be writing to the LEA regarding the swimming pool.

COMMITTEE MEMBERSHIP

Membership of the following committees was noted and approved:-

Admissions (Quorate 4)

Sian Hopkins (Chair)
 Dr Paul Bulpin
 Jenny Ford (Observer)
 David Greaves
 Stephanie Hicks-John
 Huw Jones-Williams
 Nicole Kinnaird
 Ian Mcilquham
 Joyce Slack
 Max Vine

Appeals (Quorate 3)

Joyce Slack (Chair)
 Dr Paul Bulpin
 David Wikeley

Buildings & Estates (Quorate 3)

Steve Williams (Observer) (Chair)
 Richard Burge
 Denise Kelland
 Nicole Kinnaird
 Ian Mcilquham
 Andrew Rooke
 Max Vine

Capability (Quorate 3)

Joyce Slack (Chair)
 A N Other
 A N Other

Capability Appeals (Quorate 3)

Sian Hopkins (Chair)
 A N Other
 A N Other

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 & DHT Selection (Quorate 3)

Joyce Slack (Chair)
 Dr Paul Bulpin
 Sian Hopkins
 Denise Kelland
 Nicole Kinnaird

HT Performance Mgt & Appraisers (Quorate 3)

Dr Paul Bulpin (Chair)
 Roger Davies (CSC)
 Sian Hopkins
 Huw Jones-Williams
 Denise Kelland
 Joyce Slack

Complaints (Quorate 3)

Joyce Slack (Chair)
Roger Haigh
Sian Hopkins

**Curriculum & Achievement
(Quorate 3)**

Sian Hopkins (Chair)
Gaynor Bell (Observer)
Maria Boffey
Cllr Jonathan Evans
Jenny Ford (Observer)
David Greaves
Nick John
Stephanie Hicks-John
Nicole Kinnaird
David Roylance
Max Vine

**Determining – Redundancy
(Quorate 3)**

Denise Kelland (Chair)
David Collins
Joyce Slack

**Staff Disciplinary & Dismissal
(Quorate 3)**

Sian Hopkins (Chair)
Roger Haigh
Denise Kelland
Nicole Kinnaird
Ian McIlquham

Standards (Quorate 3)

Joyce Slack (Chair)
Gaynor Bell (Observer)
Dr Paul Bulpin
Roger Davies (CSC)
Jenny Ford (Observer)
Sian Hopkins
Denise Kelland
Huw Jones-Williams
Dr Michael Newman
David Wikeley

HT Performance Mgt & Appraisers**Appeals (Quorate 3)**

Appointed as and when required.

Marketing (Quorate 3)

Joyce Slack (Chair)
Maria Boffey
Jenny Ford (Observer)
Sian Hopkins
Huw Jones-Williams
David Roylance
Steve Williams

Pay Review (Quorate 3)

Dr Paul Bulpin (Chair)
Denise Kelland
Sian Hopkins
Joyce Slack

**Pay Review Appeals
(Quorate 3)**

Max Vine (Chair)
David Collins
Cllr Jonathan Evans
Dr Michael Newman

Pupil Exclusion (Quorate 3)

Dr Paul Bulpin (Chair)
David Greaves
Sian Hopkins
Denise Kelland
Ian McIlquham
Joyce Slack

36 GOVERNOR TRAINING

The Chair reminded governors that the LEA held regular training courses for governors and that details of such courses were available on the LEA website and bookings could be made on line. Governors were encouraged to view the website and ensure that they attended any compulsory training courses whilst also taking advantage of other courses whenever possible. The Chair was available to provide advice to governors if required.

Details of the latest “FFT aspire Governor Dashboard” facility were noted and a handout was circulated. This facility was available on line and was designed to provide guidance and assistance to governors in supporting schools and in making more informed and strategic decisions. The Governor Dashboard was one of a series of dashboards in FFT Aspire and provided simple-to-use reports for school leaders, teachers and governors.

37 GOVERNORS’ ANNUAL REPORT 2014 TO 2015

The report had been signed off by the Chair and published. This action was noted and approved and the report was received.

The Chair wished to record that the school and governing body was doing everything in its power to be as informative and responsive to parents. One example which highlighted this approach was the holding of an additional meeting of parents and the governing body in September 2015. This was held in response to parental demand and was in addition to the annual general meeting with parents.

38 HEAD TEACHER’S REPORT : Huw Jones-Williams

A full written report was received.

The following key issues of the report were highlighted by the Head teacher:-

- Standards
Estyn had visited the school and conducted a full inspection between 11th and 15th January. The official report was expected in March 2016.

Governors were given an update on FFT Dashboard Benchmarking.

The school had appealed against its categorisation which was CSC 2C “Amber Support Category” as this could fall within the “yellow” support category. The result of the national moderation was that the school would be categorised as a 2C school.

- Provision
The school had hosted distant learning sessions in maths for all secondary schools in Cardiff. This had been extremely productive and would be repeated.

A cashless catering service had been introduced for pupils and seemed to be running well. However it would be closely monitored.

A JPDD Day INSET day had been held in January 2016.

- Leadership
With regard to the budget and forward planning, discussions were continuing at Budget Forum level about concerns for the future LEA 11 to 16 revenue funding. There had been a fortunate freeze on Cardiff Post 16 funding. A meeting would be held on 4th February 2016 with the LEA and the Chair would be attending this meeting. Governors would be kept informed of any developments. It was hoped that the LEA would invest in 6th form provision at the school which had a history of high standards of achievement at 6th form level.

Governors were informed that a strategy document commissioned by the LEA and entitled “Cardiff 2020 Aiming for Excellence” would be produced toward the end of the spring term. Governors needed to be aware of this as the document would be covering a number of key areas to further raise standards throughout every school in the city.

Dates of significant events which had been, or were to be held at the school were noted. Of particular interest was the holding of the BBC1 Wales “Search for a Star” broadcast from the school on 1st February 2016 and the Inaugural Cluster Art Exhibition due to be held in March 2016 which would involve the exhibition of art from all primary schools.

The Whitchurch High School key Priorities 2015 to 2018 were outlined by the Head teacher and noted by governors.

A full list of school and individual pupil successes and achievements was received and noted by governors. The Head teacher and governors wished to pay tribute to Yusuf Abrahams who would be retiring as Principal of Macassar High School in Cape Town after many years. The two schools had enjoyed a strong partnership over 10 years which had started by Yusuf and Gareth Mathewson, former Head teacher of Whitchurch High School.

The Special Resources Base (SRB) Christmas Party had been a resounding success and had been run exclusively by the 6th Form.
The Head teacher informed governors that the Annual newsletter had been published after the start of the Spring term in time for inspection. The Head teacher and governors wished to record their congratulations to everyone involved in running all the activities and events which allowed such a comprehensive newsletter to be produced.

The Head teacher was thanked by governors for another full and comprehensive report.

39

ESTYN INSPECTION FEEDBACK

[REDACTED]

40

POLICIES

- (i) Pay Policy**
To be provided at the next meeting.
- (ii) Visitors and External Speakers Policy (1st February 2016)**
This was received and approved.
- (iii) Statement on Travel Between the Two Sites (Reviewed 8th January 2016)**
This was received and approved.
- (iv) Disciplinary Policy**
Governors were informed that the Council policy had been changed but that this would not be recommended to schools for adoption. The school was therefore excluded from the Council policy.

41

COMMITTEE MEETINGS

- (i) Pay Committee**
[REDACTED]

(ii) Standards Committee : 1st February 2016

Written minutes were not available. The Chair of governors gave a verbal report. It was felt that there was a lack of impetus by Careers Wales and the LEA regarding reporting on school leaver destinations.

(iii) Curriculum and Achievement

A meeting was scheduled for 3rd February 2016.

42 GOVERNORS' VISITS TO THE SCHOOL

Feedback was given by those governors who had arranged visits to the school.

David Collins wished to record how impressed he had been by the standard of pupils and their mature and positive approach to education and learning. This was echoed by the Chair who was particularly impressed by the School Council forum. The other governors who had visited the school were also impressed and felt that the pupils were great ambassadors for the school.

43 ANY OTHER BUSINESS

(i) Appointment of Governor

The appointment of Sian Hopkins as a Foundation Governor was noted.

44 CONFIDENTIAL MATTERS

(i) Minute 39 : ESTYN INSPECTION FEEDBACK

(ii) Minute 41(i) : Pay Committee

45 DATE OF NEXT MEETING

Monday 7th March 2016.

Meeting concluded.



Signed:

Chair of Governors