

**MINUTES OF THE MEETING OF THE WHITCHURCH HIGH SCHOOL GOVERNING BODY
HELD AT THE SCHOOL ON MONDAY 20TH NOVEMBER 2017**

PRESENT	Joyce Slack	Foundation (Chair)
	Sian Hopkins	Foundation
	Ian McIlquham	Foundation
	David Collins	Foundation
	Dr Paul Bulpin	Community
	Denise Kelland	Community
	David Roylance	Community
	Stephanie Hicks-John	Parent
	Roger Haigh	Parent
	Professor Peter Killie	Parent
	Nicola Davies	Local authority
	Dr Michael Newman	Local Authority
	Huw Jones-Williams	Head Teacher
	Nick John	Teacher Representative
	Noreen Linforth	Teacher Representative
	Richard Burge	Non-Teaching Representative
	Scott Britt	Deputy Head (Observer)
	Andrew Hurley	Deputy Head (Observer)
	Steve Williams	Estates (Observer)
	Max Rowlands	Associate pupil
	Fran Pawar	Associate pupil
	Sue Hollister	Central South Consortium (Observer)
	Gareth Coombs	Clerk to the Governing Body

16 APOLOGIES

David Greaves; Maria Boffey; Max Vine; Menna Lewis; David George (Challenge Adviser).

17 APPOINTMENT OF GOVERNOR

David Roylance was re-appointed as Community Governor. Governors also noted that Noreen Linforth had been elected as a Teacher Governor.

18 CONDOLENCES

The Chair and Governing Body wished to record their sincere condolences to Max Vine whose daughter had passed away. The thoughts of the Governing Body were with him and his family.

19 MINUTES

The minutes of the last meeting held on 18th September 2017 were confirmed as a correct record.

20 MATTERS ARISING

- (i) **Minute 13: Lower school Kitchen** – The problems with the Lower School Kitchen had been resolved with the hygiene rating inspected and awarded a '5'.

21 GOVERNOR MEMBERSHIP; COMMITTEE MEMBERSHIP; TRAINING

The current membership and terms of office were noted.

Noreen Linforth, Teacher Representative, was welcomed to the Governing Body. Noreen would be undertaking required governor training and would then let the Chair know which committee(s) she would be interested in becoming a member.

Nicola Davies (LA Governor) wished to record that she had found the training provided by the Local Authority to be very relevant and useful.

22 HEADTEACHER'S REPORT – Huw Jones-Williams

A full written report was received.

It was with great sadness that Governors were informed of the deaths of Flora Vine, a former student; Bob Mathews, former Assistant Building Manager and Claire Noakes, a former student. The thoughts of the Governing Body and all present were with the families at this time.

Governors were informed that Menna Lewis would be retiring in April 2018. The Head Teacher and Governors wished to record their thanks to Menna for her enormous contribution to the school over the past 12 years which included her financial prudence and innovative expertise in what had been a very challenging time for education in general and schools in particular.

Governors were also informed that Huw Jones-Williams would be retiring as Head Teacher at the end of the academic year. Huw joined the school in 2001 as Deputy Head and had then moved on to be Head Teacher at Fitzalan High School in 2005, returning to Whitchurch High School in 2008 as Head Teacher. The Chair, on behalf of the Governing Body paid tribute to the leadership skills and achievements of Huw Jones-Williams which had gone a considerable way in ensuring the continued progress and success of the school. Indeed, Huw has guided the school through some very challenging times and ensured that the school was more than fit to meet educational targets, maintain an extremely high standard of pupil achievement and offer a 'holistic' education for all. In response Huw wished to record that it had been a privilege and pleasure to have been Head of the school and that he would always treasure many many special memories of his time as Head Teacher.

The key aspects of the report were noted which included the school's business links and the Cardiff Council's possible launch of a revised admissions process which would include giving children at primary schools that traditionally feed into a secondary school priority over other children, even if they live closer to the secondary school. Developments in this matter were awaited.

With regard to future developments, it was noted that progress was being made in launching a new school alumni website and the proposed establishment of a timeline of consultation for school uniform.

The Head Teacher drew the attention of Governors to a new software system which would be used to facilitate easier record keeping of the safeguarding and wellbeing of students. This is called 'My Concern'.

As always, there were many successes to be celebrated and these were listed in detail in the report. The Head Teacher wished to highlight the opening of Clwb Bore Da which welcomed a new team of mentors and mentees this year. This followed on from the hugely successful breakfast club which had been in operation at the school for the last three years.

In October 2017, a whole staff joint practice development day (JPDD) was held. The Teaching staff based on the Lower School Site focused on “Assessment and Feedback”. The non-teaching staff based on the Upper School Site focused on “Team building and Growth Mindset”, led by Admiral’s training team. The JPDD on both sites was a resounding success.

23 STANDARD MONITORING REPORT / ESTYN REPORT / CATEGORISATION

The School Self Evaluation Report had been circulated with the agenda and was received and noted. A presentation highlighting the main points of the report was given by Andrew Hurley, Deputy Head. It was felt that the school was where it expected to be regarding benchmark quartiles.

A report regarding Estyn Monitoring had been circulated with the agenda and was received and noted. Governors were pleased to note that the school was no longer under monitoring. It was felt that this was a testimony to the efforts of all staff, both teaching and support staff. The Head Teacher was confident that improvements would continue.

A report regarding the categorisation of the school as at October 2017 had been circulated with the agenda and the Head Teacher went through the main areas of the report. The school’s provisional categorisation support colour for 2017 to 2018 is ‘Yellow’ subject to final national moderation and publication in January 2018. The reason for the categories relating to the school were explained and the Head Teacher felt confident that the school would be categorised as a “Green” school in the new future. Governors agreed with the Head Teacher that the document was very informative and useful for Governors to refer to.

24 CAPITAL INVESTMENT : UPDATE

Concern had been expressed by the school and Governing Body over the lack of sufficient funding for required capital investment in the school building and infrastructure. The Chair had written to Local Councillors, Assembly Members and MP’s regarding this matter and responses were awaited.

25 GOVERNORS AT PARENTS MEETINGS

The Chair thanked all Governors for their support in this matter. It was felt that the new format of governor attendance and engagement at such meetings operated extremely well and would be continued.

26 COMMITTEE MEETINGS : FEEDBACK

(i) Admissions – Dr Paul Bulpin gave a verbal report regarding the received applications for admission to the school and the impact on the total numbers on roll with 804 parents including Whitchurch HS as one of their 5 choices.

It was anticipated that there could be over 1,000 parents who included the school as one of their choices by the end of the process. If this were the case and all preferences were met then the school would be over subscribed. Governors would be kept informed of developments.

(ii) Curriculum and Achievement – A verbal report was given by Nick John. The following areas had been the subject of discussion, consideration and planning:-

- Key performance indicators.
- Mathematics and English tuition and examinations.
- The delivery of Welsh as a second language.
- The Skills Challenge Certificate.
- Post 16 Performance measures announced by the WJEC.
- The “window” for subject changes which would now be in September.

It was felt by Nicola Davies that full communication with pupils regarding any proposed changes to the delivery or assessment of education was vital. It was confirmed that appropriate letters would be sent out to parents regarding any proposed changes.

(iii) Finance – Denise Kelland gave a verbal report. The following matters were highlighted:-

- There had been 130 staff changes which had financial implications regarding pension funds which it was anticipated would cost the school in the region of £30,000.
- The situation regarding staff returning from sickness absence on a “phased return” basis needed to be closely monitored to ensure that the school was appropriately funded by the Local Authority.
- The predicted outturn for the year was a deficit budget of £220,000.

Governors wished to record their appreciation to Menna Lewis for all her hard work in monitoring the budget over the past 12 years.

(iv) Service Level Agreements – The Head Teacher gave a verbal report. The matters requiring consideration were:-

- The Property Services agreement which involved electrical testing every 5 years and which had financial implications and boiler maintenance. Discussions were ongoing with the LA.
- ICT SLA Wireless System which had been installed but which would require a licence renewal after 5 years. Again there were financial implications which needed to be considered and planned for. Again ongoing discussions were being held with the LA.
- The Catering Contract which needed to provide the school with value for money and be fit for purpose. Following discussion it was

AGREED That delegated powers be given to the Head Teacher, Chair and Vice Chair with regard to the agreement of procuring a new catering contract and if necessary a process for a new provider of this represented the best value for money.

27 FINANCIAL REGULATIONS

The Financial regulations for Whitchurch High School had been circulated with the agenda for approval. Following discussion it was

AGREED that the following wording should be included above the table setting out suggested limits for delegation:-

“This table refers to suggested Cardiff Council limits for all schools”

Subject to the above amendment the policy was approved.

The Head Teacher was in discussion with the Local Authority regarding the requirement for staff to log their mileage for each journey taken between school sites. If necessary a direct approach would be made to HMRC. Governors would be kept informed of developments in this matter.

28 POLICIES

The following policies were approved by Governors:-

- Flu Pandemic
- Whole School Food, Health and Wellbeing
- Healthcare Needs
- Intimate Care
- Management of Alcohol, Drugs and Substance Misuse at Work
- Mobile Phones/Electrical Device : Acceptable Usage
- Report Writing
- Restraining (advice to staff in relation to Welsh Guidance Document 097/2013-March 2013)
- Whole School Self-Evaluation and Development (Policy Statement)
- Visitors and External Speakers
- Schools Resolution Policy : Subject to the following amendments:-

(i) Paragraph 2.4

Delete: "In addition to their responsibilities as employees, HR People Service Officers are responsible for:"

Insert: "In addition to their responsibilities as **Local Authority** employees, HR People Service Officers are responsible for:"

(ii) Paragraph 2.5

Delete: "In addition to their responsibilities as employees, Mediators are responsible for:"

Insert: "In addition to their responsibilities as **Local Authority** employees, Mediators are responsible for:"

(iii) Paragraph 2.6

Delete: "In addition to their responsibilities as employees, Trade Union Representatives are responsible for:"

Insert: "In addition to their responsibilities as **Local Authority** employees, Trade Union Representatives are responsible for:"

29 ANY OTHER BUSINESS

- (i) **New Sims Application** – Nicola Davies and Professor Peter Killie wished to record that the new application for monitoring pupil homework was extremely useful.

30 CONFIDENTIAL ITEMS

None.

31 DATE OF NEXT MEETING

Monday 29th January 2017.

Meeting concluded.

Signed:



Chair of Governors