

**MINUTES OF THE MEETING OF THE WHITCHURCH HIGH SCHOOL  
GOVERNING BODY HELD AT THE SCHOOL ON 24<sup>TH</sup> NOVEMBER 2025**

<b>PRESENT</b>	Sian Hopkins	Partnership (Chair)
	Joyce Slack	Partnership
	Max Vine	Partnership
	Dr Paul Bulpin	Community
	David Roylance	Community
	Dr Catherine Bushell	Parent
	Paul Lloyd Davies	Parent
	Ashley Collins	Parent
	Andrew Davies	Local Authority
	Dan Walsh	Local Authority
	Nick John	Headteacher
	Jonathan Davies	Teacher
	Richard Burge	Staff
	Scott Britt	Deputy Head (observer)
	Ceri Garland	Deputy Head (observer)
	Wayne Lilly	Business Manager (observer)
	Steve Williams	Estates (observer)
	Gareth Coombs	Clerk to the Governors

**17 APOLOGIES**

Dr. Tessa Bailey; Maria Boffey.

**18 MINUTES**

The minutes of the last meeting held on 29<sup>th</sup> September 2025 were confirmed as a correct record subject to the following amendments:-

**(i) Minute 9: Safeguarding Training**

Delete: "A full presentation...reporting concerns"

Insert: "*Level 2 training was delivered outlining the importance of following the correct process in reporting concerns*"

**(ii) Minute 15 (iii): Weapons in School**

Delete: "undertook to provide"

Insert: "*shared*"

There were no matters arising.

**19 GOVERNOR APPOINTMENT**

The election of Ashley Collins as a Parent Governor was noted. The Chair on behalf of the governors welcomed Ashley to the meeting.

## **20 HEADTEACHER'S UPDATE – Nick John**

A full written update report was provided.

The Self-Evaluation process for 2025-26 was well underway and progress to date was reported by the Headteacher.

Enquiry work undertaken by the school was reported. This academic year marks the final phase of a three-year strategy to embed the culture of enquiry across the school. Enquiries may be conducted individually, in pairs, or in small groups and are supported by a growing bank of professional learning resources.

The Headteacher gave a report on Collaborative Learning and Improvement which is a school-led initiative introduced by Cardiff's Local Authority to replace the previous Improvement Partner model under the Central South Consortium. CLIPs are designed to foster meaningful collaboration between schools, enabling shared improvement priorities, peer support and enquiry-led self-evaluation.

A report was provided on Standards. A detailed analysis of the summer results was shared and discussed with the Self-evaluation and School Improvement Sub-committee.

An Estates update was provided. The relocated pastoral area on the upper school site has now been completed. Remaining work relating to barriers and two-way access continues to be held up by tree protection orders and the school is currently working with the LA as part of the planning application. The alternative scheme for the lower school site has been agreed in principle by the LA.

A report on Literacy skills and numeracy skills was included in the report.

All staffing changes were noted. Adverts are currently out for a permanent assistant to cover manager and leadership support. A Temporary RVE teacher and a temporary Biology teacher.

Curriculum updates were provided by Jonathan Davies and noted.

Details regarding student attendance was provided in the report by Andrew Miles. At present attendance is running at 92.02% across the school. It is the highest level to this point of any academic year since pre-covid.

With regard to the budget an update was provided in the report from the Finance Committee. The last meeting was held on 6<sup>th</sup> November with the 7 month outturn of a deficit of £568,894 being discussed alongside the following items:

- Factors affecting the remaining 5 months.
- Teacher and support staff 2024/25 salary impact.
- Financial reserve history of secondary schools in Cardiff.

An update on Exams was provided.

A full statistical report on behaviours/exclusions was provided and noted covering the Autumn Term 2024-2025; Spring Term 2024-2025; Summer Term 2024-2025 and the Academic Year 2024-2025.

This year's Autumn Showcase was held in November and was a fantastic success.

Parent/Carer engagement evenings had again been held and proved a valuable opportunity to share key information and strengthen the partnership between home and school.

SIG Updates were provided in detail in the report.

An update report was provided on mobile phone use. The implementation of the revised Acceptable Use Policy (AUP) has continued to embed well throughout the Autumn Term. While compliance has been good overall across all year groups, the policy appears to be having a more immediate impact within the lower school. Some students in the upper school are still adjusting, with a small number continuing to demonstrate legacy habits around inappropriate phone use. Despite this the early signs are encouraging.

There had been a MIS systems change from SIMS to Arbor. The Headteacher would continue to provide updates on progress in this matter.

The school had supported the Local Authority in piloting a digital approach to parent governor elections. Thanks were recorded to Linda Shepstone, P.A. to the Headteacher, for her considerable work in coordinating this pilot and ensuring its smooth delivery. Her commitment and attention to detail were instrumental in managing the complexities of the process.

Full Governing Body and Sub-Committee meeting dates for 2025-2026 were provided.

Acts of kindness in supporting charities, attendance at events and raising funds by pupils were noted and commended.

The many sporting successes were noted.

A full itinerary of upcoming events was provided.

The following Faculty Updates were provided:-

- Health & Wellbeing – Sarah Smith
- Science – Dave Eyles
- English – Kirsty Price
- Humanities – Noreen Linforth
- Skills & Socio-Economic Studies – Hayley Davies
- Sport and Exercise - Gwyn Morris
- Maths – Fiona Harding
- Performing Arts – Lara Jones-Price
- Languages – Janine Davies
- Technologies – Lauren Saleh

The following Year Group Updates were provided:-

- Year 7 – Alun Horgan
- Year 8 – Lauren Polly
- Year 9 – Chloe Evans
- Year 10 – Whitney Taylor
- Year 11 – Wendy Johnson
- Years 12 & 13 – Kirsty Davies & Lucie Ozturk

Attached to the report as an appendix was a copy of a letter which had been sent to Qualifications Wales regarding Digital exam concerns. This was noted by governors. The Headteacher would keep governors informed of developments in this matter.

## **21 SUB-COMMITTEE UPDATES**

### **(i) Self-Evaluation and School Improvement : 17<sup>th</sup> November 2025**

Written minutes of the meeting were provided and were available on Teams.

The sub-committee covered the following areas:-

- Review of School Improvement Plan 2025-2026.
- Self-evaluation cycle and support from sub-committee.
- Standards update – SSSP.

The minutes were noted and actions approved by governors.

### **(iii) Curriculum**

Minutes and slides from a presentation given by Scott Britt and Jonathan Davies were available on Teams. A very full presentation and report was given and the actions and proposals of the sub-committee were received and approved.

### **(iv) Finance**

Written minutes were available on Teams. Wayne Lilly gave a verbal report and felt that the school was in a good position financially. Joyce Slack informed governors that she and the Headteacher had sent a letter to the

Senedd expressing concern over the fact that there was not enough differentiation financially between small schools and larger schools. In a number of cases Whitchurch High School is three times larger than some schools. Governors would be kept informed of developments in this matter.

Governors received the minutes and endorsed the actions of the sub-committee.

**(v) Estates : 14<sup>th</sup> October 2025**

Written minutes were available and were on Teams.

The sub-committee covered the following areas:-

- Atkins Survey: to assess the Ty Calon provision.
- H&S site safeguarding: The work on the upper school car park has been delayed whilst waiting for planning permission.
- Lease re sub-station: a model lease has been received from the National Grid. Consideration was being given to taking this forward through the County legal department.
- Summer Safety Checks: H&S checks were carried out on both sites.

Governors received the minutes and endorsed the actions of the sub-committee.

**(vi) Admissions : 21<sup>st</sup> October 2025**

Written minutes were available and were on Teams.

Decisions and recommendations regarding the following were received and approved by governors:-

- Draft Admissions Policy 2027-28
- Application for out of Chronological Age Group Admission
- Post-16 Admissions

**22 POLICIES**

The Attendance and Wellbeing Policy was adopted by governors.

**23 RUGBY ACADEMY DOCUMENT**

A very full document covering the performance of the rugby teams at all levels and the many successes of those teams in the 2024-25 season was circulated to governors.

The governors felt that the school teams had performed exceptionally well and paid tribute to the sport staff for their dedication and hard work with pupils. It was noted that there would be an open evening on 27<sup>th</sup> November 2025.

**24 CONFIDENTIAL ITEMS**

None

**25 DATE OF NEXT MEETING**

Monday 2<sup>nd</sup> February 2026 commencing at 6pm.

Meeting concluded.

Signed: SR Hopkins  
(Chair)

Date: 02.02.2026