

**MINUTES OF THE MEETING OF THE WHITCHURCH HIGH SCHOOL GOVERNING BODY HELD  
AT THE SCHOOL ON 24<sup>TH</sup> SEPTEMBER 2018**

<b>PRESENT</b>	Joyce Slack	Foundation
	Sian Hopkins	Foundation
	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
	Nicole Kinnaird	Parent
	David Wikeley	Parent
	Professor Peter Kille	Parent
	Nicola Davies	Local Authority
	Mark Powell	Headteacher
	Nick John	Teacher Governor
	Noreen Linforth	Teacher Governor
	Richard Burge	Non-Teaching Governor
	Scott Britt	(Deputy Head) Observer
	Andrew Hurley	(Deputy Head) Observer
	W Lilly	(Business Manager) Observer
	Steve Williams	(Estates Director) Observer
	M Leonard	(Head Boy) Associate Pupil
	C Palmer	(Head Girl) Associate Pupil
	Gareth Coombs	Clerk to the Governors

(Gareth Coombs in the Chair)

**1 ELECTION OF CHAIR 2018 – 2019**

Joyce Slack was the only nomination and was duly elected Chair

**2 ELECTION OF VICE CHAIR 2018 – 2019**

Nominations were received for Sian Hopkins and Nicole Kinnaird.

A secret ballot was held and Sian Hopkins received the majority of the votes. Sian Hopkins was therefore duly elected Vice Chair.

(Joyce Slack in the Chair)

**3 APOLOGIES**

Dr Michael Newman.

**4 DECLARATION OF BUSINESS INTERESTS 2018 – 2019**

Those governors present completed the necessary forms. Governors who had not completed a form would be sent a reminder by the Clerk.

**5 MINUTES**

The minutes of the last meeting held on 18<sup>th</sup> June 2018 were confirmed as a correct record.

There were no matters arising which would not appear on the agenda.

**6 GOVERNOR MEMBERSHIP; COMMITTEE MEMBERSHIP; TRAINING**

The membership of the governing body was noted.

**ACTION A Teacher Governor election would be required following the expiry of Nick John's term of office on 14<sup>th</sup> October 2018.**

The following changes to governor committees were confirmed and an amended list of committee membership would be circulated to all governors by the Clerk:-

**(i) Admissions Committee**

Remove: Huw Jones-Williams

Include: Mark Powell (Headteacher)

**(ii) Finance Committee**

Remove: Huw Jones-Williams and Menna Lewis

Include: Mark Powell (Headteacher)

**(iii) Grievance Committee**

Include: David Collins

**(iv) H/T Performance Management and Appraisers**

Remove: Huw Jones-Williams

Include: Mark Powell (Headteacher)

**(v) Marketing Committee**

Remove: Huw Jones-Williams

Include: Mark Powell (Headteacher)

**(vi) Standards Committee**

Include: Maria Boffey (Parent Governor)

The Chair informed governors that the new LEA Training Schedule was now available and reminded governors that some training was mandatory.

## 7 COMMITTEE MEETINGS

### (i) Admissions

The committee had met to consider appeals from pupils who had not met the criteria for admission to the 6<sup>th</sup> form. Thirteen of the appellants had been admitted and their progress would be monitored. The committee had also reviewed the wording of the Admissions Policy in order to clarify the content.

### (ii) Curriculum and Achievement

A verbal report was given by Sian Hopkins. It was noted that the committee would not be supporting the trip to Florence next year. The committee would also be considering the possibility of extra training for staff who went on school trips. It was emphasised that this did not reflect upon the actions of those staff who went on this year's Florence trip who, it was felt had handled all situations very competently.

With regard to the South Africa trip scheduled for 2020, it had been agreed to allow two female P.E. staff from other schools to go on the trip as the number of female pupils taking part in the trip was high. It was decided not to allow partners and children to go on the trip.

The Chair informed governors that the committee would be asked to look at the support the school provided for pupils who had ongoing mental issues.

### (iii) Appeals

[REDACTED]

### (iv) Buildings and Estates

Steve Williams gave a full update on developments to date regarding problems with the buildings and site and the consequent response from the LEA. Of particular note were the following:-

- Damaged or worn carpets had been re-fitted over the summer holidays.
- Room 206 had been converted into an IT suite with 32 computers. Thanks were recorded to the "in house" team for their support in this matter.
- Work had still not started to resolve the school's heating problems. This was a cause for concern as the LEA was proposing to postpone remedial work until June 2019. A meeting with the LEA was due to be held and Steve would keep governors informed of developments.

- Repairs to the swimming pool were due to be undertaken in the autumn 2018 half-term.
- Following a late application from the LEA it had been agreed to allow the South Glamorgan Orchestra to use the school to rehearse. A letting fee would be levied.

The Chair thanked Steve for his report and informed governors that she and the Headteacher would be meeting with representatives from the LEA to discuss building and site problems. The possible re-location of the school to the Velindre site would also be raised. Governors would be kept informed of developments.

## **8 POLICIES AND FINANCIAL REGULATIONS**

The Chair informed governors that all school policies were up to date. If, however a policy required review it would be presented to governors as and when required. Following discussion it was

**AGREED That those policies which required annual review would be presented to future meetings.**

## **9 HEADTEACHER'S PRESENTATION – RESULTS; SIP AND SER**

A full set of results by year and cohort were tabled and Andrew Hurley highlighted the main points of particular interest. This included tracking assessments and comparisons with other schools in the Central South Consortium. Indeed, the school had come second in the overall table as far as results were concerned and was the top school in Cardiff. Statistics seemed to indicate that the school was in a similar position to last year. Areas of concern would be focused upon.

Key performance indicators showed another successful year in GCSE results. However Level 1 pupils would need to be closely monitored and focused upon. It was estimated that there would be an improvement in FSM pupil results.

With regard to 'A' level results, again the school was in a similar position compared to last year. However there had been a significant improvement in 'AS' Level results.

When questioned by Professor Kille, Andrew Hurley confirmed that some teaching practices had changed. Professor Kille identified that all results had improved by approximately 5%.

In closing the presentation on results Andrew Hurley informed governors that the main challenge for the school was to ensure that all pupils achieved their full potential.

The Chair, on behalf of the governors, wished to record thanks to staff and pupils at the school for their continued hard work and to parents for their much valued support.

The draft School Improvement Plan 2017 to 2020 (SIP) and the draft Self-Evaluation report 2017/18 (SER) were tabled and received by governors. These would again be agenda items for the next meeting. The Chair thanked Andrew Hurley for his work on these documents which were very comprehensive.

**10 LA RESPONSE TO WHS CAPITAL INVESTMENT PROGRAMME**

The Chair informed governors that it was hoped to set up a meeting with the Local Authority to discuss this matter. In the meantime the Local Authority's Capacity Investment Figures were awaited. Hopefully the LA would operate on the same calculations that the governing body had made which it was felt could accommodate all pupils. The Chair would keep governors informed of developments.

**11 CONFIDENTIAL ITEMS**

Minute 7 (iii) was regarded as confidential for the purposes of the publication of the minutes.

**12 DATES OF FUTURE MEETINGS**

- (i) **Parent / Governor Meeting** – Thursday 27<sup>th</sup> September 2018
- (ii) **Full Governing Body Meeting** – Monday 19<sup>th</sup> November 2018 commencing at 7:00 pm.

Meeting concluded.

Signed:



**Chair of Governors**