

# MINUTES OF THE MEETING OF THE WHITCHURCH HIGH SCHOOL GOVERNING BODY

HELD AT THE SCHOOL ON 30<sup>TH</sup> JANUARY 2017

<b>PRESENT</b>	Joyce Slack	Foundation (Chair)
	Sian Hopkins	Foundation
	Max Vine	Foundation
	Dr Paul Bulpin	Community
	Denise Kelland	Community
	Maria Boffey	Parent
	Stephanie Hicks-John	Parent
	Roger Haigh	Parent
	David Wikeley	Parent
	Prof. Peter Killie	Parent
	Nicola Davies	Parent
	Huw Jones-Williams	Headteacher
	Nick John	Teacher Governor
	Andrew Rooke	Teacher Governor
	Richard Burge	Staff Governor
	Scott Britt	Observer
	Andrew Hurley	Observer
	Menna Lewis	Observer
	Steve Williams	Observer
	David Collins	Observer
Gareth Coombs	Clerk to the Governing Body	

## 28 APOLOGIES

Ian Mcilquham; Nicole Kinnaird; David Roylance; Dr. Michael Newman; A. Robertson; C. McCarthy.

## 29 MINUTES

The minutes of the last meeting held on 14<sup>th</sup> November 2016 were confirmed as a correct record subject to the inclusion of Max Vine as being present.

There were no matters arising that would not be addressed by the agenda.

## 30 BUSINESS INTERESTS

The Chair reminded Governors that a declaration of business interests form would need to be completed by all governors and that a new form would need to be completed by any governor where a change in circumstances could affect business interests relating to the school.

## 31 COMMITTEE MEMBERSHIP

Members to contact the Chair if they wish to become a member of a Committee or change membership of a Committee.

## 32 HEADTEACHER'S REPORT – Huw Jones-Williams

A full written report was received. The report gave details of the many events held and successes achieved by the school. Of particular note were:-

- ICE Engineering Challenge  
Year 9 pupils visited Cardiff University to take part in the 2016 institute of Civil Engineers challenge and managed to gain first and second place for their problem solving and bridge designer skills.
- Joint Practice Development Day - November 2016  
This focused on teaching and learning which should lead to improved student outcomes.
- KS3 Science STEM Roadshow  
The BAE Systems and RAF Science Roadshow had visited the school to give a presentation about waves in science and careers in engineering.
- KS4 Awards Ceremony  
This was held on 24<sup>th</sup> November 2016 and saw the annual presentation of subject awards to students who had attended Whitchurch High School between 2011 and 2016. The overwhelming majority of these students were furthering their educational careers in the WHS sixth form.
- Study Skills  
This involved holding special sessions for pupils designed to reinforce effective revision strategies in preparation for examinations.
- Carol Service at Llandaff Cathedral.  
This was the 55<sup>th</sup> Annual Carol Service held by the school at the Cathedral and was an outstanding event which was attended by the school community together with family and friends.
- Young Playwright's Festival.  
This year's 27<sup>th</sup> such festival was extremely successful with over 350 entries from Key Stage 3 pupils. There were six selected plays, two from each year group, and were directed by Year 12 A Level Drama students. The plays were written and performed by the students themselves and with the support of the team of technicians and backstage crew there were some tremendous performances.
- Maths Inspiration.  
In December 2016, a group of A Level Mathematics students attended the Maths Inspiration show at the Royal Welsh College of Music and Drama. They were treated to a series of talks on how Maths can be used in the game of rugby. The ex-Wales captain, Ryan Jones also made an appearance.
- Joyeux Noel.  
In December 2016 seventy-six KS3 pupils and the MFL Department embarked on an action packed French speaking weekend at the French Christmas markets. There were visits to several venues including a trip to the Becasuc Sweet factory in Boulogne.
- The Diva Derby.  
This was the Design and Technology department's event involving 40 Year 9 female pupils and 40 Year 9 male pupils who were required to design and make their own radio controlled cars. This was a very successful event which was made more special by the involvement of the prestigious design and automotive engineering company of Aston Martin.

- Duke of Edinburgh Award Presentation.  
Olivia Obiako and Ioan Sexton (both Year 9), as well as Miss Vickers and Miss Davies, attended the Wales Millennium Centre where they were presented with the Duke of Edinburgh's Award Licence Certificate for Whitchurch High School. The event was attended by 16 other schools and, as a Duke of Edinburgh Award Holder, Alun Wyn Jones presented a certificate and a plaque to be displayed at school.

Governors wished to record their congratulations to the Headteacher, staff and pupils of the school on their many successes and achievements. The Headteacher wished to add his own thanks to the teaching staff for all their hard work and support.

### **33 WHITCHURCH HIGH SCHOOL: PROGRESS OVERVIEW (January 2017)**

A presentation was given by Andrew Hurley, Deputy Head, with input from the Headteacher. A copy of the presentation was circulated to Governors.

The following Priority Areas were covered: -

- **Priority 1:** To raise standards at Key Stages 3, 4 and 5, including standards for specific groups of learners.
- **Priority 2:** Learning and Teaching.
- **Priority 3:** Self Evaluation and Quality Assurance.
- **Priority 4:** Improve Welsh Provision.
- **Priority 5:** Improve Communication.

Statistics were provided to give an update on Student Standards using whole school indicators.

Statistics regarding attendance were also provided

Current Outcomes: Year 11 Verified Results were provided and explained by the Headteacher and Mr Hurley.

Professor Killie, Parent Governor, informed the meeting that he had attended a Parents' Open Evening which was well attended but, he felt a heavy time commitment for all the leadership who attended. Parent/Governor Evenings however were very poorly attended, despite long and reminder notice. The Headteacher reported that relatively poor attendance at such evenings was not unusual and was common to most, if not to all secondary schools.

Professor Killie offered to assist in any way as an intermediary between parents and the school in the interests of improving attendance at Parent/Governor Evenings. The Headteacher thanked Professor Killie for his support.

It was noted by Governors that girls continued to perform better than boys, particularly in English. The Headteacher informed Governors that the school was continuing to implement measures to close this gap in performance, as it would for all students.

It was felt that attendance figures were very good and these were a continued strength of the school; also the achievement of a 64% GCSE maths pass rate was worthy of note as it was well above the National pass rate of 41%.

The Headteacher assured Governors that there would be continued monitoring of the performance of every child and that strategies would continue to be developed to maintain and improve performance and standards.

The Chair, on behalf of Governors thanked the Headteacher and Mr Hurley for a very full and informative presentation.

## **34 COMMITTEE MEETINGS**

### **(i) Curriculum and Achievement**

A verbal report was given by Sian Hopkins. Written minutes of the Committee were available at the school upon request. Governors were given a summary report of the business of the Committee which had considered a parental complaint referred to the Committee by the Governing Body Complaints Panel.

Entry requirements for admission to the Sixth Form were also considered as was the policy regarding educational visits.

It was suggested that Governors email the P.A. to the Headteacher for a copy of the written minutes.

### **(ii) Standards Committee**

There had been a meeting. The business and findings of the Committee had already been covered under the Progress Review presentation (Minute 33).

## **35 POLICY ADOPTION**

The following Policies were received and adopted:-

### **(i) Capability Procedures Policy (non-teaching)**

### **(ii) Charging and Remissions Policy**

## **36 ADMISSIONS CONSULTATION: WHS ADMISSIONS 2017 TO 2018**

The document had been circulated to Governors and was also available as a consultation document on the school website. The consultation period would close at the end of February 2017. Governors would be kept informed of any developments in this matter.

**37 ADMISSIONS CONSULTATION: LA PROPOSAL FOR COORDINATED ADMISSIONS 2018**

A document outlining the Local Authority's proposed coordinated admission arrangements was circulated to Governors. A letter from the Chair to the Director of Education and Lifelong Learning giving a response to the proposals on behalf of the Governing Body was also circulated for information as was a letter of response from the Director of Education.

It was felt that this was a very complex matter and following discussion it was

**AGREED That the Admissions Committee meet with representatives from the Local Authority to further discuss the matter.**

The Chair assured Governors that they would be kept informed of any significant developments in this matter.

**38 GOVERNANCE CONSULTATION: WG CHANGE OF FRAMEWORK ARRANGEMENTS**

The Chair informed Governors that she had attended a Director's Strategic Management Meeting with Chairs of Governors at which the consultation was sought regarding the proposed change of framework. The WG Consultation Document had been sent to all Governors with the agenda. The feedback to the Welsh Government from the Chairs of Governors Meeting would be circulated to Governors when received by the Chair. The Chair would respond on behalf of the Governing Body to the Local Authority by the deadline of 17<sup>th</sup> February 2017.

**39 WHS UPPER SCHOOL CAPITAL INVESTMENT FEASIBILITY SCHEME**

A Feasibility Study Report dated November 2016 had been circulated to Governors. Steve Williams outlined the main proposals of the scheme for improvement. Apart from the lack of an agreement regarding the access route to the rear of the campus, all other proposals were in place and plans had been submitted to the LA Planning Department. However, at present the Local Authority did not have funding to implement the scheme. The school had submitted its response to the LA on the US feasibility study and was awaiting further feedback.

Governors expressed concern over the delay in funding the scheme and it was

**AGREED That the Chair and Headteacher should request a meeting with the Director of Education to seek clarification regarding the Local Authority's proposals for funding the scheme.**

**40 ST. DAVID'S COLLEGE (SDC) CONSULTATION ON RETURN TO MAINTAINED SCHOOL STATUS**

A consultation document regarding the application by St David's College to become a Local Authority funded school was received and noted by Governors. It was felt that the effect upon other secondary schools of such an application being approved should be considered. This was particularly salient in view of the shortfall in Local Authority funding for the maintenance and improvement of school buildings. The Chair and Headteacher would be meeting with the Head of St David's College in the very near future and Governors would be kept informed of developments in this matter.

**41 CCYP QUESTIONNAIRE: TIMING OF SCHOOL HOLIDAYS AND TERM DATES**

A request to consider the timing of school holidays had been agreed by a Full Council Meeting of Cardiff County Council and the proposals reached by a motion of the Council were received and noted by Governors.

The Headteacher felt that the proposals put forward were too “narrow” and expressed the view that the educational benefits or otherwise of changing holiday dates should be a consideration.

The Chair informed Governors that, unless the Welsh Government was in agreement with any proposed changes by Cardiff County Council then there was a strong possibility that the changes would not happen.

The Chair would respond to the Council on behalf of the Governing Body considering responses from Governors.

**42 WG GUIDANCE: VIOLENCE AGAINST WOMEN, DOMESTIC ABUSE AND SEXUAL VIOLENCE**

It was agreed that this item would be included on the agenda for the next full Governing Body meeting.

**43 ANY OTHER BUSINESS**

**(i) Review of Signatories**

It was agreed that the bank mandate signatories needed to be reviewed.

**(iii) Appointment of Governors**

Max Vine and David Collins were appointed as Foundation Governors.

**44** There were no items deemed **CONFIDENTIAL**.

**45 DATE OF NEXT MEETING**

Monday 20th March 2017 commencing at 7:00pm.

Meeting concluded.

Signed:



**Chair of Governors**