

**MINUTES OF THE MEETING OF  
THE WHITCHURCH HIGH SCHOOL GOVERNING BODY  
HELD AT THE SCHOOL ON 30<sup>TH</sup> NOVEMBER 2015**

<b>PRESENT</b>	Joyce Slack (Chair)	-	Foundation
	Sian Hopkins	-	Foundation
	Ian Mcilquham	-	Foundation
	Max Vine	-	Foundation
	David Roylance	-	Community
	Maria Boffey	-	Parent
	Stephanie Hicks-John	-	Parent
	Nicole Kinnaird	-	Parent
	Roger Haigh	-	Parent
	David Wikeley	-	Parent
	Huw Jones-Williams	-	Head Teacher
	Nick John	-	Teacher Governor (Deputy H/T)
	Andrew Rooke	-	Teacher Governor
	Richard Burge	-	Staff Governor
	Gaynor Bell	-	Observer (Deputy H/T)
	Jennifer Ford	-	Observer (Deputy H/T)
	Menna Lewis	-	Observer (Business Director)
	Steve Williams	-	Observer (Estates)
	David Collins	-	Observer
	Rhys Battle	-	Observer (Head Boy)
	Lucy Dickinson	-	Observer (Head Girl)
	Gareth Coombs	-	Clerk to the Governing Body

**APOLOGIES** Mike Newman; Denise Kelland; Louise Pearce; Paul Bulpin; Cllr. Jonathan Evans.

**17 APPOINTMENT OF GOVERNORS**

Richard Burge	-	Staff Governor
Maria Boffey	-	Parent Governor
Stephanie Hicks-John	-	Parent Governor
Nicole Kinnard	-	Parent Governor
David Wikeley	-	Parent Governor

**18 APPOINTMENT OF DEPUTY HEAD TEACHER**

Nick John was congratulated on his appointment as a Deputy Head Teacher.

**19 MINUTES**

The minutes of the last meeting held on 7<sup>th</sup> September 2015 were confirmed as a correct record.

**20 MATTERS ARISING**

**(i) Minute 8: Data Training for Governors** – A very successful data training event for governors from Whitchurch High School and other schools had been held on 21<sup>st</sup> October 2015 at the school.

**21 MEETING WITH PARENTS: 22<sup>ND</sup> SEPTEMBER 2015**

The Head Teacher gave a report to governors on the meeting with parents which had been convened at the request of parents as a supplement to the Annual General Meeting. This innovation was in response to parental demand from the July meeting and was well supported. The Chair reflected It was felt that this additional meeting had provided a further opportunity to open and maintain valuable communication opportunities between the school, governors and parents and had given parents the chance raise matters regarding their children’s education and for answers to be provided to those matters by the governors. and Head Teacher. Indeed, feedback from parents had been positive.

**22 ESTYN INSPECTION**

ESTYN would be inspecting the school during the week commencing 11<sup>th</sup> January 2106.

**23 COMMITTEE MEMBERSHIP AND TRAINING**

A list of the current Committees and membership was circulated. Governors were asked to identify which Committees they wishes to be a member of and let the Head Teacher know before the next meeting. All governors were asked to take advantage of LEA training opportunities whenever possible.

**24 HEAD TEACHER’S REPORT: Huw Jones-Williams**

A very full report had been circulated with the agenda. The content of the report was noted and received.

The Head Teacher highlighted and expanded upon the following matters:-

With regard to Standards, Raising Achievement Progress (RAP) Meetings had been extended to the sixth form and to year 10.

An update on benchmarking was given and it was noted that the school was above the median and in the upper quartile for some indicators; discussion took place on placement.

A CSC Performance Review Meeting was scheduled for 15<sup>th</sup> December 2015.

Under Learning and Teaching, a number of staff were engaging with CSC and other colleagues in ensuring the WG “Qualified for Life” programme was implemented.

Jenny Ford, Deputy Head Teacher gave a full explanation and report on the process used by the school for tracking pupil progress which helped show both pupils and parents attainment levels so that a pupil knew which areas of the curriculum/subject required specific attention in order to improve standards. It was felt that tracking was essential and governors noted

that the school's tracking predictions were extremely close to the actual results achieved by pupils. On behalf of governors, the Chair congratulated the Head Teacher and staff on their extremely accurate and effective tracking systems.

With regard to post 16 organisation it was noted that the LEA would be consulting with governors in relation to post 16 cluster commissioning. There was no master plan as yet available from the LEA. The Head Teacher expressed concern over the planned cuts in funding for sixth form provision.

An updated budget report was given and governors were assured that the school was planning strategically regarding budgetary expenditure and that they would be kept fully informed of developments regarding the school's financial situation. This report was received.

A full report was given which celebrated the numerous successes of the school and individual pupils as well as information points. Of particular note was the Erasmus Plus visit in which the school had acted as host to an Erasmus Plus group of teachers.

The visit to the school of three celebrities was reported. Omar Hamdi, Welsh-Egyptian comedian; Wynne Evans, Welsh tenor and Behnaz Akhgar, BBC Wales Today weather forecaster had attended the school. They were met by the Head Boy and Girl. Teachers re-introduced the celebrities to Welsh, Maths and History. Over the course of the next few months each celebrity would be working towards taking their chosen individual GCSE subject.

The school took part in Remembrance Sunday. The Head Boy, Rhys Battle and the Head Girl, Luck Dickinson, both took part in the remembrance march and laid a wreath on behalf of Whitchurch High School at the war memorial in Whitchurch.

The Year Seven Showcase evening had been held on 12<sup>th</sup> November 2015 in which 7 students gave an individual presentation on their learning in maths, English and a subject of their choice to other pupils and a family member. This had proved an extremely successful event and served to develop a greater understanding of how pupils learn. Governors commended the Head Teacher and staff on this initiative.

In closing his report, the Head teacher wished to record his thanks to all staff at the school for their continued support and the sterling work which had resulted in the continued maintenance and improvement in the standards of achievement and the opportunities provided to students. These sentiments were echoed by governors.

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## UPDATES

(i) **Youth Centre Developments:** The Chair of Governors and Head Teacher had met with the YMCA regarding the use of the centre, but it was felt that the business model provided by the organisation was not sustainable. It was reported that the Council would be passing the youth centre building back to the school. However the building was not in a good

state of repair and providing that there was funding available, the school had plans to undertake the necessary repairs to bring the building up to a standard which would allow it to be used. Following discussion it was

**AGREED: that the Chair make further investigations regarding the possible provision of financial support which would include discussions with the YMCA and the possible bid for funding from the Duke of Edinburgh Award scheme.**

- (ii) **Publication of Children & Young People Scrutiny Visit: Wednesday 8<sup>th</sup> July 2015** A letter from Councillor Sarah Merry, Cabinet Minister for Education was received by the governing body. The letter gave some early feedback resulting from the evidence heard at meetings held to date by the Committee. At the end of the investigative process a formal scrutiny report would be published. The contents of the letter were noted and governors awaited the publication of the report.
- (iii) **School Trips in light of the recent events in France:** Because of the recent terrorist incidents in France it had been decided to cancel school trips which had been planned to France and Belgium. There had been no complaints from parents regarding this decision. It was noted that the CSC/LA initial guidance/advice had been slow on this matter.

## **26 CAPITAL INVESTMENT DESIGNS FOLLOWING A MEETING WITH THE LEA ON 23<sup>RD</sup> NOVEMBER 2015**

A very full report was given by Steve Williams which outlined the proposed refurbishment, upgrading and changes to the school buildings and campus which would best reflect curriculum needs and health and safety requirements. Plans which showed the proposed changes were tabled. It was noted that included in the upgrading plans was additional disability access and a new 4G astroturf area. It was hoped that the LEA would provide the required funding for these proposals. Steve was thanked by the Head Teacher and governors for the considerable amount of work undertaken in this matter which included a number of meetings with architects.

## **27 COMMITTEE MEETINGS**

- (i) **Buildings Committee:** On behalf of the Committee, Steve Williams reported that repair work on the swimming pool had yet to be undertaken. It was

**AGREED: That the Chair would write to the LEA regarding this matter.**

- (ii) **Finance Committee:** On behalf of the Committee, Menna Lewis gave an updated report on the budget. It was predicted that, by the end of the school year, there would be a deficit of £300,000. The financial regulations were ratified and signed off by governors.

**(iii) Standards Committee: 30<sup>th</sup> November 2015:** The Committee had discussed targets based upon tracking results and made the following recommendations which were ratified by the governing body:-

- Level 1 target of 96%
- Key Stage 4 CSI target of 75%
- Key Stage 4 L 2 science target of 92.5%

**28 POLICIES**

**(i) Pay Policy:** It was noted that consultations were being held with Trade Unions regarding the Pay Policy. In view of this, the Head Teacher informed governors that reverting back to the Central South Policy may need to be considered. The Chair informed governors that the LEA had recommended that governors should revise the school's Pay Policy. Following discussion it was

**AGREED: that the matter of revising the school's Pay Policy be referred to the Pay Committee which would report back to the governing body at its next scheduled meeting on 1<sup>st</sup> February 2016.**

**(ii) Departmental Reviews:** A draft document entitled "Whole School Review Model 2015 to 2017 Cycle : A Departments Focus" was received by governors. The Head Teacher reported that feedback regarding the document had been very positive. The proposals in the document would allow self-evaluation which it was intended would lead to the improvement of outcomes for pupils. The document was ratified by governors.

**29 ANY OTHER BUSINESS: SCHOOL/GOVERNOR CONTACT**

The Chair encouraged governors to visit the school on an informal basis to gain a better understanding of how the school performed. Though governors would be welcome at any time, it was felt preferable for an appointment to be made with the Head Teacher before any such planned visit.

**30 CONFIDENTIAL ITEMS**

None.

**31 DATE OF NEXT MEETING**

Monday 1<sup>st</sup> February 2016.

**Meeting concluded.**



**Signed:**

**Chair of Governors**