

**MINUTES OF THE MEETING OF THE WHITCHURCH HIGH SCHOOL GOVERNING BODY HELD AT THE SCHOOL
ON MONDAY 7TH SEPTEMBER 2015**

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| PRESENT | Joyce Slack | - | Foundation |
| | Sian Hopkins | - | Foundation |
| | Ian Mcilquham | - | Foundation |
| | Max Vine | - | Foundation |
| | Dr Paul Bulpin | - | Community |
| | Denise Kelland | - | Community |
| | David Roylance | - | Community |
| | David Greaves | - | Parent |
| | Roger Haigh | - | Parent |
| | Jill Packham | - | Parent |
| | Louise Pearce | - | Parent |
| | Huw Jones-Williams | - | Headteacher |
| | Nick John | - | Teacher |
| | Andrew Rooke | - | Teacher |
| | Richard Burge | - | Non-Teaching Representative |
| | 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 | Tiffany Clarke | - | Parent |
| | Paul Fisher | - | Observer |

(Gareth Coombs, Clerk to the Governors, in the Chair)

1 ELECTION ON CHAIR: 2015/16

Joyce Slack was the only nominee and was duly elected Chair.

(Joyce Slack in the Chair)

2 ELECTION OF VICE CHAIR: 2015/16

Sian Hopkins was the only nominee and was duly elected Vice Chair.

3 **DECLARATION OF BUSINESS INTERESTS**

In accordance with the requirement to establish a register of business interests, forms were circulated to all governors present for completion. Those Governors not in attendance would be sent a form to complete. Nil returns would be required in cases where there was no business interest to declare. The completed forms would be kept in a loose leaf binder and would be available at the school for inspection by governors, staff, parents and the LEA as and when required.

When issues declared by a Governor(s) were being discussed then that governor should withdraw from the meeting unless the full Governing Body decided otherwise. If the governor remained in the meeting then s/he should not take part in any discussions or voting.

Governors who have further business interests to declare during the academic year should do so to the Clerk, who would enter them into the Register and in the next Governing Body minutes.

4 **MINUTES**

The minutes of the last meeting held on 15th June 2015 were confirmed as a correct record.

5 **MATTERS ARISING**

- (i) **Minute 50: Response to Governors' Consultation on Pay Policy** – Discussions with Trade Unions would be held in the near future and Governors would be kept informed following these discussions.
- (ii) **Minute 51: Youth Centre Update and proposed city wide Duke of Edinburgh Options** – The Chair reported that there had not been a bid to take over the youth centre over the summer break and the LEA would again put the opportunity out to tender. The YMCA had expressed an interest in opening the centre for three evenings a week but wished to meet with the school prior to possible submitting a bid. All bids would need to be submitted by the end of September 2015. The Chair informed Governors that she would be having further discussions with the LEA and would report back at the next meeting.
- (iii) **Minute 54 (i): Admissions Committee** – There was nothing further to report regarding any proposed changes to the LEA's post 16 admissions process.
- (iv) **Minute 54 (ii): Finance Committee** – The Chair had written to the Director of Education expressing concern over the school's financial situation and the method for calculating formula funding. She had also personally raised the matter with the Director of Education. Any developments would be reported to Governors.
- (v) **Minute 56 (iii): Careers Wales Letter** – As agreed, the letter would be considered by the Curriculum Committee which was due to meet in the near future. The Committee would report back to the full Governing Body with its comments.

6 MEMBERSHIP OF COMMITTEES

The list of Committees and current membership was tabled. Following discussion it was agreed that the list be again circulated to all Governors in order that membership of the following Committees could be confirmed at the next full Governors' meeting. This would therefore need to be put on the agenda for the next meeting.

- Curriculum and Achievement
- Finance
- Buildings and Estates
- Marketing
- Pupil Exclusion
- Pay
- Complaints
- Determining – Redundancy
- Grievance
- Appeals
- Admissions
- Standards

7 GOVERNOR MEMBERSHIP

It was noted that there would be Parent Governor Elections in September 2015 which would be held by the school.

8 DATA TRAINING FOR GOVERNORS

The school would hold data training for Governors from Whitchurch high School and other school Governing Bodies at the school on 21st October 2015. The session would be held between 4:00pm and 6:00pm.

9 HEADTEACHER'S REPORT – Huw Jones-Williams

The staffing and organisation of the school was noted.

The Headteacher gave a presentation on the outstanding A Level, GCSE and Key Stage 3 exam results and outcomes achieved by the school at the end of the 2014/15 school year. These results were record breaking and were the best in the school's history. On behalf of the Governing Body the Chair wished to record her congratulations to the Headteacher, staff and students for such an outstanding leap in standards and key performance indicators.

The presentation then considered Quartiles, placements and boundaries and where the school currently stood in this process and the future objectives of the school to continue the huge improvement in the standards being achieved by students. This should also be seen as a testament to the quality and dedication of staff at the school. The Headteacher believed that the school 's results last year had been improved in many key areas by a greater amount relatively than many other schools.

This had been reflected in the fact that the LEA was withdrawing the “warning letter” which had been sent to the school and that the director of education would be sending a subsequent re-worded letter which would hopefully recognise the improvement in standards at the school and the work in progress to continue to improve those standards. However the head teacher stated that there was no room for complacency and that there were areas that the school needed to accelerate its improvements.

In receiving the full written report of the Headteacher which included many school and pupil achievements and successes, the Governors particularly noted the following matters:-

The school would be trialling SLT secondments with four colleagues in 2015/16.

The Junior School Orchestra Course.

Year 6 Information Evening.

Ecology Field Trip.

Year 10 Work Experience.

Three artists top County Hall: Congratulations were recorded to “A” Level artists Bethan Follis, Hannah Ahmed and Josie Rees who each had one of their pieces selected to be displayed in Paul Orders’, Cardiff Council’s CEO Office in County Hall.

PayBacc Wales: The Whitchurch High School Welsh Baccalaureate Team presented a range of resources specially created for the WBACC Skills Challenges.

Year 11 Prom: Year 11 students of academic years 2010 – 2015 celebrated the end of compulsory education in style with their School Prom held at the Sytner Lounge, Cardiff City Football Stadium on Friday 25th June 2015.

In the field of sport Governors noted the success of Tom Nesham, a year 10 student who was the overall winner on the 2015 Cardiff Mens’ Sprint Triathlon.

10 SCHOOL IMPROVEMENT PLAN 2015-2018

The Plan was circulated to Governors and the main points in the plan were highlighted and explained by the Headteacher. The plan covered the following aspects relating to the school's current and future educational provision:-

- Whitchurch High (Foundation) School Context.
- 2009 Estyn recommendations and School actions.
- 2010 Estyn Self Evaluation of Learning reference framework diagram.
- Evaluation of the 2014 to 2015 School Improvement Plan and summary of current performance.
- SER overview matched against Estyn Common Inspection Framework criteria.
- Key school performance targets and school improvement priorities 2015 to 2018.
- Ten improvement priorities for 2015 to 2016.
- Priority Action Plans for each of the 10 improvement priorities for 2015 to 2016.
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The Plan was received by Governors.

The Headteacher wished to record his thanks to Governors for their continued confidence in the valued work of all teaching and non-teaching staff and their much valued support for the school.

11 CORRESPONDENCE

- (i) **Medium Term Plan Submission: 20th July 2015** – This covered the financial planning and management of the school budget and was received by Governors who wished to thank Menna Lewis, Business Director, for all her work in this matter.
- (ii) **Robert Hopkins, CSC: Deployment of Challenge Advisers for 2015 to 2016.** The school had been allocated a different challenge adviser, Roger Davies, a recently retired Headteacher, who was taking over from Karen Healey.
- (iii) **LEA Health and Safety Officer: Property Condition of School Terrapins** – Steve Williams gave a verbal report regarding the present situation and informed Governors that the Health & Safety Officer had inspected the terrapins and was of the opinion that they were on balance “reasonable but variable in quality ” but gave an assurance that he would be supporting the school's request for the terrapins to be demolished and replaced with new teaching facilities.
- (iv) **LEA School Development Officer: School's LEA funded capital investment** - Steve Williams gave a detailed report on the proposed schemes to improve buildings and facilities which it was estimated would cost in the region of £10 million. Hopefully the LEA would continue to support the proposed schemes.

12 GOVERNORS FEEDBACK ON SPECIFIC MEETINGS

- (i) **CSC/LA School Performance Meeting: Monday 6th July 2015** – A report was received by Governors.
- (ii) **Children and young People Scrutiny visit: Wednesday 8th July 2015** – A report was received by Governors.
- (iii) **Governors' Annual report Meeting with Parents: Thursday 14th July 2015** – Attendance had been poor. However, the parents who attended did have a number of questions which were satisfactorily answered. In response to a request from parents for an AGM at the start of the school year it had been agreed to hold another AGM on Tuesday 22nd September 2015.
- (iv) **Meeting with Nick Batchelor, Director of Education: 7th September 2015** – The Chair, Vice Chair and Headteacher had met with the Director of Education. The school was congratulated by the Director on the significant improvement in standards of achievement and in particular the summer examination results which were the best in the school's history. The Director would be sending a suitable letter of congratulations to the school which would officially acknowledge these achievements and formally write to withdraw the 'warning notice' from last year.

13 COMMITTEE MEETINGS' FEEDBACK (since June 2015) AND MEETING DATES

- (i) **Admissions Committee** – This Committee had met as required to consider all appeals relating to 6th form admissions.
- (ii) **Pay Committee** – This Committee had proposed the appointment of an additional Deputy Headteacher. This proposal was approved and the appointments process would be progressed.

14 POLICIES

Attendance and Wellbeing Policy update was received and approved.
The Headteacher was seeking clarification from the LEA regarding financial responsibility resulting from a failure of a member of staff to attend an Occupational Health appointment.

15 CONFIDENTIAL ITEMS

None.

16 FUTURE MEETING DATES

The following meeting dates were approved:-

- **Monday 22nd September 2015 (7pm) – AGM Meeting 2014/15: Report to Parents**
- Monday 30th November 2015
- Monday 1st February 2016
- Monday 7th March 2016
- Monday 4th July 2016



SIGNED:

CHAIR OF GOVERNORS

Meeting concluded