

St Brigid's School	Governors Meeting Minutes
Thursday 16 <sup>th</sup> May 2013 At 6.30pm	

Quorum 15/18	Chair- Tony Hannigan
Clerk- Mrs S Wheeler	

	Attendance	Gov	Apologies/ Absent			Gov	Apologies/ Absent
VB	Vicky Barlow	✓		JC	Judith Corbett	✓	
CD	Colleen Davies	✓		PE- J	Philip Eyton-Jones	✓	
Mha	Maria Hammersley	✓		TH	Tony Hannigan	✓	
Mhe	Markus Hesselting	✓		BH	Barbara Hughes	✓	
GLW	Geraint Lloyd-Williams	✓		DM	Darren Millar	✓	
KR	Kevin Roberts	✓		SR	Sally Roberts	✓	
JS	Jane Stewart	✓		TT	Tony Thomas	✓	
RJ	Rona Jones	✓			Head Girl	✓	
MK	Mick Kumwenda		✓	JM	Jullian Molloy		✓
PM	Philip McGreevy		✓				

#### Issues discussed

- Minutes of previous meeting
- Matters arising
- Headteacher's report
- Sub committee reports
- School improvement plan
- Faith based Provision Consultation

Decisions and recommendations made	By whom	When
<p><b>3. Appointment of new Governors</b> TH welcomed SJ and KR as new Governor's. And SW as new Clerk.</p> <p><b>4. Minutes of 14.03.13:</b> Approved by TH- seconded by PEJ</p> <p><b>5. Matters arising:</b> Link Governor role- VB explained that the working group have developed a protocol based on Governors Wales guidance and consulted with the staff. VB thanked Mhe. MHE asked for volunteers for link roles - MHe to remain safeguarding link. JS asked to become Special education needs/additional needs link. TT to become literacy/numeracy and maths link. TH to become science and technology link and KR to become 14-19 options and Dyffryn Clwyd Partnership link. Follow up required for other link areas.</p> <p>TH thanked RJ for setting up the breakfast club.</p>	MHE	June 3rd
<p><b>6. School council report-</b> TH explained the school council put a letter together for the consultation and the response received from DCC should have been a letter and not inserted notes.</p>		

<p>Head girl explained they will be discussing healthy eating in school and potentially using the tuck shop shed for a prayer room. £529 was given to Cafod which was raised through raffles through the school council. TH asked for head girl to pass on thank you to the council and wished luck in her course in University.</p>		
<p><b>7. Headteacher's report-</b>          VB checked everyone has had a copy- everyone confirmed this. VB explained that the weekly newsletter was on the website and sometimes gets printed in paper form- she explained that now you can type 'St Brigid's' into Google and the school is top of the list- -VB explained that previously we were not- she feels this is down to the newsletter being read online.          VB explained that the attendance rate has improved- especially in secondary school- there was a dip in the autumn term due to flooding and illnesses. VB explained that she gets a lot of holiday requests. (10 days per school year is the legal limit) VB enforces this ruling and especially looks at the impact of exams and poor attendance. TT asked about long term sickness. VB confirmed that it does affect the figures but we look at the support we can give pupils and families.          VB explained that the School Chef has been off sick and wanted to thank Heather and the catering Team for covering during his absence. Governors wished DT a speedy recovery.</p>		
<p><b>5 Sub committee reports:</b>          Audit report actions ongoing. VB has replied with an expected completion date of August 31<sup>st</sup> following a request from April. <b>Admissions-</b> TH stated that there was a query over twins- PEJ confirmed admissions policy has been amended. DM asked PEJ whether the uncertainty on the school was having an impact. PEJ explained that there were currently over 600 pupils on a waiting list for the school. TH felt that we needed to monitor to see whether rumours and the uncertainty is having an impact. VB explained that every parent/child is offered a meeting to discuss reasons for the child leaving the school.</p> <ul style="list-style-type: none"> <li>a) <b>Complaints-</b> no meeting since last Governor's meeting.</li> <li>b) <b>Curriculum-</b> meeting 10<sup>th</sup> June</li> <li>c) <b>Finance-</b> Mha updated saying last meeting was 19<sup>th</sup> April. Forecast was good although we have been told we are now a middle school- a shock to school and DCC. This means there is a different formula for St Brigid's- which will affect the budget. Impact not yet known.</li> <li>d) <b>Property-</b> met this week. PEJ updated that there will be an automatic keypad front door and fencing which DCC are funding. The Netball courts are to be smoothed over. The car park has been completed and boiler has been replaced in the Science Lab. Surveyors will be coming in to look at insulation in the main school building. The mobiles may be able to be filled with wall insulation.</li> <li>e) <b>Staffing-</b> Meeting 15<sup>th</sup> May. JS explained 18 applications for the part time administrator- interviewing for that post on Monday 20<sup>th</sup> May. 3 applications received for the sociology role- interviewing next week. SR asked whether there has been an impact on recruitment or staffing numbers with the uncertainty of the school. TH commented that the only staff leaving recently has been due to retirement. RJ felt that if the consultation plans went ahead then this would have an impact on the primary school staff as they would have to look for jobs.</li> </ul>	<p>TH</p> <p>TH</p>	<p>ASAP</p> <p>ASAP</p>
<p><b>9. Safeguarding – Revised Policy</b>          MHE thanked everyone who responded. VB will email- TH agreed- seconded by PEJ.</p>		
<p><b>10. School improvement plan</b>          VB explained this was on-going. MH and DM attending next meeting in June</p>		
<p><b>11. DCC Faith based provision for North Denbighshire Consultation.</b>          On the 9<sup>th</sup> May the Trustees sent a letter explaining that they couldn't be a promoter of the consultation. On the 14<sup>th</sup> May the cabinet met it was well attended by St Brigid's parents/supporters. The cabinet approved the consultation for the next stage. There was a lot of discussion regarding the ages and the two Dioceses do not want a 3-11 School.          Prior to the meeting on the 14<sup>th</sup> May the cabinet came round the school (the</p>		

<p>week before) and saw St Brigid's in its best (sun shining)- Bobby Fleeley (Cabinet member) commented on this in her discussions in the cabinet meeting. The next stage of the consultation runs from 3<sup>rd</sup> June to July 22<sup>nd</sup> and in this stage they will confirm the closure of the schools in August 2014 and a new joint faith school on dual sites opening September 2014. At a later consultation they will determine location and look at issues such as primary and sixth form.</p> <p>VB mentioned that PEJ talked to staff today to give reassurance and asked whether the Governor's could give formal feedback on the progress/process.</p> <p>PEJ explained that TUPE protocol comes in immediately if a closure is done on any business, which will protect the Staff. RJ said that she was already receiving calls from concerned parents- and we can't say 'don't worry'.</p> <p><b>Action- Letter to be written from Governor's for reassurance to staff and parents.</b> It was felt that the Governors could set out a timetable to explain to the staff that no decision has been made yet and that the Governing body isn't supporting the decision.</p> <p>Action- VB to write in the newsletter about the actions being taken (letter to LEA from Trust)</p>	<p>TH</p> <p>TH</p>	<p>Now</p> <p>ASAP</p>
<p><b>12. Performance management policy – REVISED POLICY</b> Ongoing discussions with Unions regarding concerns with current policy Revised policy presented now has clarity such as stating 3 observations not exceeding 3 hour per year and includes use of self evaluation purposes.. VB has looked at the impact of workload too. DM asked for Governor's to look at policy in more detail before accepting the changes. ACTION- VB agreed and will forward document- to accept changes within a week. Policy will then be deemed to be ratified.</p>	<p>VB</p>	<p>31<sup>st</sup> May</p>
<p>AOB- Boarding House consultation. PEJ explained that there currently were 7 girls in the boarding house, The consultation ends next week- and then it will follow the same consultation procedure as DCC consultation. Ruthin school offered to board the pupils, or to provide a 100% bursary provided the pupils subjects were suitable. Governors agreed to publish the Statutory Notices as there were no justifiable objections</p> <p><b>Valedictory</b></p> <p>TH said that he would like to thank Miss A M Spiller and David Jones for their time and contributions to the Governing Body.</p>	<p>PEJ</p>	<p>Early June</p>

Duration of meeting- 2 hours	Draft Minutes to Head Teacher and Chair- 21.05.13
Next meeting- <b>Thursday 27<sup>th</sup> June at 6.30pm.</b>	