

St Brigid's School	Governors Meeting Minutes
Thursday 17 <sup>th</sup> October 2013 At 6.30pm	

Quorum 13/20	Chair- Tony Hannigan
Clerk- Mrs S Wheeler	

	Attendance	Gov	Apologies/ Absent			Gov	Apologies/ Absent
RJ	Rona Jones	✓		JC	Judith Corbett		✓
CD	Colleen Davies	✓		PE- J	Philip Eyton-Jones	✓	
Mha	Maria Hammersley	✓		TH	Tony Hannigan	✓	
Mhe	Markus Hesseling	✓		CB L	Caroline Barr-Lloyd		✓
GLW	Geraint Lloyd-Williams	✓		DM	Darren Millar		✓
KR	Kevin Roberts	✓		SR	Sally Roberts	✓	
DD	Dawn Docx	✓		TT	Tony Thomas	✓	
JW	Jane Wood	✓		A	Head Girl		✓
MK	Mick Kumwenda	✓		JM	Jullian Molloy		✓
PM	Philip McGreevy		✓	BH	Barbara Hughes		✓

#### Issues discussed

- Election of chairman, vice- chairman and sub committees
- Register of Governor's interests
- Minutes of previous meeting
- Matters arising
- Headteacher's report
- Sub committee reports
- Safeguarding
- School improvement plan
- Policies and procedures
- Faith based Provision Consultation

Decisions and recommendations made	By Whom	When
TH opened the meeting with a prayer and a silence of respect for Jane Stewart and Dr Liz Oliver.		
<b>2. Introductions-</b> TH welcomed Dawn and Jane as new FG.		
<b>3. Apologies-</b> TH explained that CBL will be a new teacher Governor although she is currently off work at the moment. BH has stepped down as Governor. TH thanked BH for her role as teacher Governor. JC has also stepped down as FG but will remain as part of the trust. PM and DM have sent their apologies for tonight's meeting.		
<b>4. Elections-</b> PEJ nominated TH as chair. This was seconded and accepted by all. PEJ explained that he will be stepping down as vice-chairman		

<p>and a Governor. TH thanked PEJ and DEJ for all their support and work they have put into St Brigid's.</p> <p>TH proposed Mhe as vice-chair. This was seconded and accepted by all.</p> <p>TH explained that Governor's needed to look at the Sub-Committee members. There are 4 statutory committees.</p> <p>Admissions: JW to become chair.</p> <p>Staff discipline: Mha to be chair. KR to be member of this committee.</p> <p>Pupil discipline: this committee has never needed to meet to date. DD to become chair.</p> <p>Complaints: JW to be chair. TT and CBL to become members.</p> <p>Property: PEJ to remain chair.</p> <p>Finance: PEJ to remain chair. DD to become a member.</p> <p>Curriculum: TT to become chair. SR and TH to become members.</p> <p>Staffing: Mhe to become chair.</p> <p><b>Action: TH to send out document confirming the changes to the sub committees.</b></p>	TH	ASAP
<p>5. The return of the Governor's interest forms are an annual requirement.</p>		
<p><b>6. Minutes of the meeting on the 27.6.13</b></p> <p>Minutes accepted as a true record by PEJ and GLW.</p> <p><b>Action- RJ to ensure A is invited to the meeting.</b></p>	RJ	Next meeting
<p><b>7. Matters arising</b></p> <p>TH asked for attendance at the Cabinet meeting on the 29<sup>th</sup> October.</p>		
<p><b>8. School council report-</b></p> <p>no update</p>		
<p><b>9. Headteacher's report.</b></p> <p>RJ is happy with the results of the school, although feels that improvements can be made and RJ is working closely with the Maths and Science departments to put strategies in place.</p> <p>RJ explained that the school has changed family- this is a 3 year review and the change will have an impact of results.</p> <p>RJ explained that there has been confusion about the results and has been working closely with WG and DCC to clarify.</p> <p>Pisa results are due in December.</p> <p>Data manager position is currently advertised. The school has recently signed up for a 1 year service to maintain the hardware.</p> <p>Tony Worrell has been working hard to help and RJ thanked him for his support.</p> <p>RJ explained there has been a shift around in the Maths department- Paul Humberstone, Cliff and Steve Chisholm are working hard to improve the department.</p> <p>TT offered his support within the Maths department as he has had a career as a Maths teacher. RJ thanked him for this offer.</p> <p>RJ explained that Paul H will be looking at Science next year.</p> <p>RJ will be looking at the timetable and reflected on the London Challenge research which reflects on having lessons such as Maths last lesson on a Friday is not helpful for some pupils.</p> <p>RJ will also be looking at the Sets the pupils are placed in.</p>	TT	When needed
<p><b>10. Sub committees</b></p> <p>a) <b>Admissions:</b> PEJ- No objections to admission policy this year. By the end of October we will have the numbers for admission of September 2014.</p> <p>There has been no fall in admissions or enquires for</p>		

<p>admissions.</p> <p>b) <b>Complaints-</b> Mhe explained that this committee meets as and when needed if a complaint is received. And the committee ensures they look at the policy at least once a year. <b>Action:</b> Mhe to send out complaints policy to the sub committee.</p> <p>c) <b>Curriculum:</b> RJ covered in Headteacher's report.</p> <p>d) <b>Finance:</b> Barry Shinn compiles a concise report monthly. Now classed as a middle school. School has gained teaching space due to the use of the boarding space upstairs. Mha explained that Catering has been struggling- RJ explained that changes had now been made to where the pupils can now eat in other areas apart from the dining hall. RJ thanked Tom Bennett and Rhian Ellis for their input on the appetite for Life programme. It was suggested that the parents are invited to sample the school meals. <b>Action:</b> RJ to invite parents to sample the school meals.</p> <p>e) <b>Property:</b> PEJ- £500 has been spent to alter some boarding rooms into a classroom space. After half term this will be used for English- English was taught in a mobile classroom- although the mobile will still be used too. There is still more space available and it is being looked at for what this can be used for.</p> <p>f) <b>Staffing:</b> CD is concerned about the space needed to clean by 2 cleaners. RJ explained that they are currently understaffed and are awaiting a CRB and a reference for 2 staff to start. RJ thanked Heather and the team for their hard work at this stretched time.</p>	<p>Mhe</p> <p>RJ</p>	<p>December</p> <p>ASAP</p>
<p><b>11. Safeguarding</b> Mhe has reviewed the policy due to the changes to Boarding. <b>Action:</b> Mhe and RJ to send policy to Governors.</p> <p>There has been a safeguarding audit, Mhe reports no major concerns- some observations were made and these can be looked at. All staff had a child protection refresher on the inset day. TH explained new Governor's need to undertake a training programme. <b>Action:</b> TH to send out training dates <b>Action:</b> Wayne Wheatley to attend a slot in the next Governor's meeting. TH to invite.</p>	<p>Mhe and RJ</p> <p>TH TH</p>	<p>ASAP</p> <p>ASAP For next meeting</p>
<p><b>12 School improvement plan</b> RJ had written a plan and trained staff on the inset day. This is a self evaluation and it will drive our progress. RJ thanked the staff for supporting the document and their part in this. Mhe suggested a traffic light system within the document and KR suggested risk factors to be included. <b>Action:</b> RJ to send the document to Governor's</p>	<p>RJ</p>	<p>By end of November</p>
<p><b>13. Polices and procedures</b> TH and RJ has been reviewing all policies and procedures. RJ explained that the pay policy is a big change for teachers as it is now linked to performance. RJ has been liaising with DCC, the union and Wrexham Council. <b>Action:</b> TH and RJ to continue to work on the policies and procedures <b>Action:</b> RJ to place on the website that the policies and</p>	<p>TH and RJ</p> <p>RJ</p>	<p>ASAP</p> <p>ASAP</p>

procedures are under review.		
<p><b>14. DCC Faith Based Provision for North Denbighshire Consultation</b></p> <p>TH confirmed there was 1233 responses to the consultation. The school was asked to place a statement on the website and newsletter.</p> <p>The Action Group is holding a meeting on the 21<sup>st</sup> October to update parents and plan for the cabinet meeting.</p> <p>Cabinet meeting is taking place on the 29<sup>th</sup> October.</p> <p>It was discussed that a Governor's meeting may be needed after the cabinet meeting. This to be held if necessary.</p> <p>RJ to work with the press if the decision is not positive at this stage- to support parents- it was made clear that the cabinet meeting would not be the final stage.</p>		
<p><b>AOB-</b></p> <p>TH- 16 pupils from St Brigid's were confirmed on Sunday in St Joseph Denbigh. There was a celebration in the school after the service and TH thanked Heather and the team for helping with this.</p> <p>PEJ- update from Cadets- 137 in Army and 52 in RAF. Btec numbers have increased. 9 active adults- more are needed.</p>		

Duration of meeting- 2 hours 15 minutes.	Draft minutes sent to chair- 18 <sup>th</sup> October 2013
Next meeting- 12 <sup>th</sup> December 2013	