

St. Brigid's School - Governors' Meeting Minutes

Quorum – 9 / 18	Chair – Philip Eyton-Jones
-----------------	----------------------------

Clerk - Anne Spiller
In attendance – Julian Molloy – D.C.C. Senior Education Officer Left meeting at 2045 after Item 4 completed

Date of Meeting – Thursday 13th October 2011 from 1830 - 2115

	In attendance	Gov		In attendance	Gov	Apologies/Absent
JC	Judy Corbett	√	GLW	Geraint LI-Williams	√	Shelby Holmes
MH	Maria Hammersley	√	PMc	Philip McGreevy	√	Meiriol M Jones
TH	Tony Hannigan	√	KM	Karen Morris	√	
MHe	Markus Hesselning	√	LO	Liz Oliver	√	
BH	Barbara Hughes	√	CS	Catherine Simpson	√	
DJ	David Jones	√	JS	Jane Stewart	√	
MK	Mick Kumwenda	√	ST	Sally Tansley	√	

Issues Discussed
<ul style="list-style-type: none"> ❖ Welcome new Members, David Jones (Secondary Teacher) & Geraint Lloyd-Williams (Community). Thanked Stuart Ayres who had retired ❖ Minutes of the Meeting held on 1^{9th} May 2011 ❖ Head Teacher's Report ❖ Sub-Committee Reports ❖ Election of Officers & Appointment of Sub-Committees for the year ❖ Complaints Procedure Policy ❖ Draft Action Plan for Anonymous Complaint against Governors ❖ Register of Govs Interests ❖ Code of Conduct of Governors from Govs Wales Handbook ❖ Governor & Senior Leadership Team Training Day – Plan Programme ❖ Planned overseas school trips ❖ Standing Orders for Governors ❖ Secure Storage of Governors' Data provision ❖ Dates for Meetings

Decisions and recommendations made	By Whom	When
<p>2. Minutes Meeting 19th May Proposed by: MHe Secoded: TH Matters Arising: i) Study Day Sat 17th Sept was not well attended. Intention is to hold another – date to be confirmed ii) One H.O.L. to attend with their link Governor on rotation. iii) I C T update: New Computers installed in ICT suite, the replaced Computers in Library which was now available as a bookable resource to enable staff to deliver the curriculum</p>	ST	15/3/12
<p>3. Head Teachers Report Request to reduce paperwork where possible. Was available on a C.D. for Govs who Preferred. CS led a comprehensive guidance through the paperwork. Actual attendance above target by: Primary 1% Secondary 2%. Achieved since the appointment of Mrs Collins. There had been no exclusions. KS1 - very good results for Level 3+ in Eng, Maths & Science Leaders in the family of schools (fos). Areas identified for improvement. Oracy & Reading KS2 - good results for Level 5+ in Eng, Maths & Science, 2nd in (fos). Identified for improvement Reading, Oracy & Core subject indicator (C.S.I.) KS3 - Need to improve English & Science at highest levels, Maths did well & led our (fos). Non core subjects downward trend for D & T, Geog & MFL. Areas for</p>	MHe/CS	15/3/12

<p>improvement: C.S.I. Eng Level 6+ & above, Science at all levels, Geog & French. Welsh 2nd Language there were mitigating circumstances (number of new pupils enter Yr 7 from independent Schools where Welsh was not taught). KS4 - 57 Pupils of which 54 achieved 5 A*-C; 100% A*-G. Some subjects need support: Maths, French, Music, Dance, Geog, ICT & (Bus Studies, mitigating circumstances). Mentoring Yr 11 resulted with double the A* originally predicted Grades. Key Performance Indicators: The Traffic light system had worked. N.B. This year was a very good cohort. KS5 - A good cohort 85.4% achieved A*-E. Need to support & encourage staff to continue with their C.P.D. Destinations for 2011 included Frances Docx to Cambridge. H/T Performance Management objectives & progress update: School Improvement Plan (SIP) to 2012 Red highlighted areas which still need to be addressed. Gobs expressed concern that one KPI was red re: decisions being taken by individual governors –JC pointed out 1 instance in the meeting and there have been others ie as identified by audit. Some Gov training events which individuals had asked to attend were due to be run by DCC had been cancelled. Working party to identify & formulate a Gobs programme. Amber – The On-line parent survey, not many respondents. Gobs request for Stuart Ayres analysis to be circulated. (49 responded and 45 voted that school had improved or didn't know) Staff complaints about state of some of the Mobiles: English, French, Art, D & T & Food. If not brick build then urgent replacement needed. ALN – Funding issue for T.A.s in Secondary. Risk needs to be Managed. DCC had employed our staff to date. If they won't continue to fund, they would have to make staff redundant & we then re-employ those we can pay. Funding follows the pupil. Children on Free school meals achieved well. Two new Yr 7 in take had ADHD. Parents did not tell school.</p>	<p>TH/CS/PM CS/SA DJ/Gobs</p>	<p>30/11/11</p>
<p>4. Sub-Committees: a) Admissions Consultation on proposed admissions for 2013. Response from Consultees e.g.County and other schools) to be returned by 1.3.12. Final policy determined by 15.4.12 then advertised. Was it the wish of the Gobs to proceed with an updated Exam paper. The majority voted in favour of continuing with the entrance exam for potential Yr 7. Appeals to decisions had to take place within 30 days. Entrance exam for 2012 entry would be held on 9th January</p> <p>b) Boarding A number of meetings to discuss the future. Action plan had been produced in March. Met with Mark Robinson from BSA. He suggested Flexi boarding as the way forward. New appointment of House Parent & her Assistant. New Website was crucial. Boarders were presenting Assembly tomorrow telling Day pupils about life in the boarding house. Notice board in Day School for displaying boarding events for the Day Pupils to see. The classroom within the residential area happened without ref to that S/C. Assured this was a temporary arrangement. LO suggested an opportunity for free publicity could be via 'The Tablet'. We should invite a staff writer to visit the school.</p> <p>c) Complaints The draft policy presented by MHe was approved by all. Final copy needed a front cover & then circulating. The Report of a Complaint against Governors had been previously circulated and MHe had prepared a Draft Response which had been given to Internal Audit. The main recommendation was for greater transparency in some matters and to address concerns regarding uniform. PEJ agreed to set up a working group including Jeanette De Vera Davey , KM and CS with others to review the situation and investigate possible options.</p> <p>The Finance Regulations had been amended and would be put to the first Finance Committee Meeting for approval. The Response to remain as a Standing Item until addressed. It was agreed that in future Anonymous Letters would not be responded to unless they involved Child Protection or a Criminal Investigation.</p>	<p>CS WH/JdvD PE-J LO AS AS/PE-J MHe</p>	<p>17/10/11 ASAP</p>

<p>The Action plan and Response were agreed.</p> <p>d) Curriculum As the school doesn't much streaming hence pupils with ALN really need T.A.s additional support. This year's results were excellent for KS1 & 2, GCSE & GSE's. This was a bumper year based on our value added & actual results. We are a good small school. This proves the assertive mentoring works.</p> <p>e) Finance PE-J had stood in role for Maria. He reported that he found the audit extremely intrusive and at times ill informed. Some findings were failures by DCC, things they had not done. On the whole financial procedures were very good. The School fund had been discussed since 2000. Audit stated we must now have a separate bank account. DCC had been asked to profile the Grant provision to ensure compliance i.e.(not being overdrawn) on the V.A. account. PE-J nominated the Finance Manager (Sonia Weaver) to be Treasurer of the School Fund and Alison Alexander to audit it. Dual signatories Head Teacher & Bursar. This was agreed. Our bid for Prudential borrowing for the ICT upgrade had been rejected as the LEA cannot fund Capital works for VA Schools nor could they be charged to the Delegated budget. Hence he had consulted during the Holidays with MH & TH to approve £23299.86 x three Annual Payments from Gift Aid to ensure the delayed project went ahead as soon as possible.</p> <p>g) Staff (S.S. & D. & P.A.) JS reported the committee had met twice recently. i) On 21/9 they were unable to proceed. They met again on 29/9 The Dignity at work allegation – No case to answer The Disciplinary investigation – No case to answer, however a letter had been sent outlining expectations in relation to future performance. The Capability issue is also being addressed via Julian Molloy's support ii) Differentiation of Pay Levels for H.O.L. work in progress iii) Admin/Support Staff Review underway</p>	<p>PEJ</p> <p>PEJ</p> <p>CS PMc/MH/CS</p>	<p>04/12 ASAP</p>
<p>5. Election of Officers: PE-J after 21 years as Chairman had indicated last October that he would not stand for re-election. There was a vote of thanks. The Clerk asked for Nominations. LO nominated Tony Hanningan, no further nominations, he was duly elected as Chair. Nominations for Vice-Chair. TH nominated PE-J, no other nominations. PEJ was elected. TH took over the Chair and continued to call for nominations from Governors who wished to serve on the various S/C. DJ & GLW joined Complaints; Gareth Maysmor *(DCC) to be invited to join as a non-voting member of the Property S/C; DJ – Curriculum; GLW Staff D & D & P A; CS – Admissions; KM - Boarding & Wendy Hargraves * as a non-voting Member. The Clerk circulated previous Chairs of S/C draft calendars for them to agree & notify her with the date of the first meeting for each S/C. At the first, meeting members would elect the Chair for the year and decide dates for future meetings.</p>	<p>PE-J</p> <p>MHe, MH, PE-J, ST,JS,JC</p>	<p>ASAP</p> <p>ASAP</p>
<p>7. Code of Conduct of Governors The Draft code adopted from DCC was circulated. Govs to respond in writing or via e-mail if they had any comments. It would then be combined with the draft Standing Orders agreed on 17/9 which were agreed with an amendment to include detail on the LEA Governor. Front Cover to be added & circulated via e-mail</p>	<p>Govs</p> <p>AS AS</p>	<p>Repose by 20/10</p>
<p>8. Any other business It was noted a pattern of regular non attendance of the Head Girl/School Council Rep School Council to be asked to ensure a presence at future Meetings. Trips planned to Bulgaria & Iceland. Approved for submission via e-volve to DCC. Storage of confidential Data – Procure a locking filing Cabinet Dates for Governing Body Meetings 2011/12: Thursdays 15th March, 17th May & (if required) 28th June 2012</p>	<p>AS</p> <p>CS AS</p>	<p>Next meeting</p> <p>ASAP</p>

Date of Next Meeting – Thurs 15th March 2012	Duration of Meeting 2.75 Hrs
Draft Mins to Head Teacher & Chair: 14.10.11	Draft Minutes to Committee: 3.11.11