

## St. Brigid's School - Governors Committee Meeting Minutes

**Thursday 14<sup>th</sup> March 2013**

Quorum – 8/16	Chair – Mr Tony Hannigan
Clerk - Miss A M H Spiller	In attendance – IB/ Ivan Butler:
JM / Mr Julian Molloy; GS Geraldine Saunders; WW / Wayne Wheatley	

	Attendance	Gov	Apologies/ Absent			Gov	Apologies/ Absent
VB	Vicky Barlow	√		MK	Mick Kumwenda	√	
JC	Judy Corbett	√		GLW	Geraint Lloyd Williams		√
CD	Colleen Davies	√		PM	Phil McGreevy	√	
TH	Tony Hannigan	√		DM	Darren Millar		√
MH	Maria Hammersley	√		LO	Liz Oliver	√	
MHe	Markus Hesselning	√		JS	Jane Stewart	√	
BH	Barbara Hughes	√		ST	Sally Tansley	√	√
DJ	David Jones		√	RL	Rebecca Lawson	√	

### Issues Discussed

- Opening Prayer
- Dr Liz Oliver
- Minutes of Previous Meeting & Matters arising
- Governor Training- Safeguarding
- Audit update
- School Council Report
- Head Teachers Report
- KS4 Data 2012
- Sub-Committee Reports
- Safeguarding Update
- School Improvement Plan (SIP)
- Faith Based Provision for N Denbighshire Consultation
- School Policies Review
- Any Other Business

Decisions and recommendations made	By Whom	When
<p><b>1. Opening Prayer &amp; Dr Liz Oliver</b>                      TH led the meeting with an Opening Prayer.                      He reported that Dr Oliver a Foundation Governor &amp; very close friend to the school had died in YGC hospital on Friday 8<sup>th</sup> February. Governors &amp; School were represented at her funeral service.</p>		
<p><b>2. Minutes of Meeting held on 6<sup>th</sup> December 2012:</b>                      Approved by PEJ; Seconded by JS ;  <b>Matters Arising:</b>                      Link Gobs – See Fact File 03/12 Proposal for appointing in addition to Faculties, one link Governor for Literacy &amp; one for Numeracy. VB stated this was in S.I.P.                      Action for Summer Term: VB + 1 SLT &amp; a Governor.</p>	VB/MHe/+ SLT Member	05/13
<p><b>3. Safeguarding Training</b>                      WW delivered training together with Handout 'A' drawing attention to areas specific to Governors.                      He stated that the across County Audit had raised awareness of gaps which need to be addressed. Sally Ellis was the operational lead for Children Services.                      MHe reported that the School's Safeguarding Audit had been reviewed by Gobs at their October meeting. It would continue to be reviewed. No substantial Gaps.                      Safeguarding was a standing Agenda Item. Any changes to be notified to WW.                      Need dated record of staff receiving policies = Evidence.                      DBS (formerly CRB) would be sent out automatically 3 months prior to expiry.                      The Authority had changed renewals from 3 to for 4 years.                      Estyn Analysis – Look at 3.2                      Site Security. VB had sent a letter to parents stating it was not acceptable to drop children off very early and collect them late after school. Pupils cannot stay on site.                      The Breakfast club had been very popular with parents, about 35/40 pupils.</p>		

<p>Thanks to Rona Jones. It would be good to extend for Yr 7 pupils. BH to feed back to B'fast club staff. VB thanked the Chef who ordered and cooked the food. TH agreed to send a Formal thank you letter to DT. VB was looking to provide after school club Wales Secondary homework provision. Internet Safety: another document would be issued after Easter.</p>	<p>BH  TH</p>	
<p><b>4. Audit Report Action Plan Update</b> IB circulated his paper – Item C dated 14.3.13. He stated that the report had been poor and 48 issues identified. At the follow up report 8 issues remained to be dealt with. PEJ reported that there were currently two vacancies for FG. One FG had recently been appointed. The other offer had been declined and following the recent death of LO, there were two FG &amp; one PG vacancy. Nomination papers for the PG vacancy were in process, the closing date 22.3.13. It was agreed to address the o/s issues and to report back by the beginning of Sept. If there was a problem, the review date could be postponed. All Governors agreed to read his report. TH will read and liaise.</p>	<p>TH</p>	<p>09/13</p>
<p><b>5. School Council Report</b> RL – Reported the School Council felt most disappointment by the response from DCC to their letter sent after the consultation meeting. The students had felt manipulated. The response was not a proper reply, it did not say who the respondent was, (this was fundamental) but just highlighted some of the points raised. JM agreed to take the reply back to County and to feedback to Govs. 2 School Council members of Yr 12 had represented school, in Llangollen at 'Pathways to success' VB, SA &amp; CB-&amp; about 14 young people had attended. VB reported that a number of Assembly Members were there. There were two elements: Sustaining Welsh Gov't Funding for Transport &amp; 14-16 Off site education. It was an opportunity for schools to showcase the full range &amp; for schools to share information. It was agreed to formally record our acknowledgment of the action taken by the School Council. It was important they know we valued their input and had a different approach. TH wished RL all the best for the future, thanked her for her input (as this was likely to be her last meeting).</p>	<p>JM</p>	
<p><b>6. Head Teacher's Report: Circulated with Agenda</b> See Report - VB update: Previous problems recruiting for Maths. The advert was out much sooner this time. JS thanked VB. A Part time teacher was retiring. The Systems Manager was moving to a job in Warrington. Newsletter- On school Website. Teachers asked to get pupils to put a weekly reminder to Parent's in Homework Diary. TH thanked VB it was informative and a good read. Record keeping was absolutely essential. Action for going forward. Attendance had dipped, but Rapid action had improved this. Prize for best form. Prize for 100% attendance. Moved back to 2<sup>nd</sup> place in January. Attendance improved to 95.9% last week. Increased funding for S.E.G. next year.</p>		
<p><b>7. KS4 Data 2012</b> JM due to role change would not always attend future Govs meetings. He would come into school if requested. There was a new website 'my local school' There were 4 or 5 indicators. F.S.M. / S.E.N./ Pupils from deprived areas. This schools' % of pupils for the above was one of the lowest in Wales. Currently Level 2 Threshold would improve when Public Services included. If we took any 5 GCSE's we were top of Family of schools. We were no 2 in DCC because the leading school had 20% FSM. KS3 big gap between performance of girls &amp; boys (but very small number of boys). CAPPED Point Score: Taking 8 best GCSE's for every pupil = No 1 in Family. School had done extremely well. CSI: Dip due to Maths. NB 1 pupil (who was out of age group) left without Qualification. Outstanding performance in English possibly the best performing school in Wales. (Final year for girls only). JM said there should be correlation between results. Looking to improve results to 84% for Maths. MHe raised issue about number of pupils having extra Maths lessons o/s school. VB stated the need to ensure it was the right tutoring.</p>		

<p>She thanked JM. Now down to recruiting the right person. Attendance: 2<sup>nd</sup> in Family.</p>		
<p><b>8. Sub Committee Reports</b></p> <p><b>a) Admissions</b> – PEJ reported 30 pupils admitted for Yr 7 entry in September. So far two refusals and 3 appeals. The list prepared for offers Primary places Would be discussed at the next Admissions meeting. 2014 Admissions Policy had gone out to consultation: DCC had not objected, neither had any of our schools; nor any other county. RJ was pleased to report that the results of the entrance exam had been bench marked against our own, with results being significantly higher for our children in English &amp; Maths. This was down to our Primary School staff. The standard of Welsh had been very poor for the exam. Admissions should where possible include multiple births. It was agreed to include this in next year’s policy.</p> <p><b>b) Complaints</b> – MHe There had been no complaints. Active decision not to meet.</p> <p><b>c) Curriculum</b> – In the absence of ST. VB reported that they had met on 27.2.13 Letter going out to parents re: guidance on Study Leave. There would be a more formal approach to study for Yr 12. Yr 10 Options: Limited choices because we were a small school. Proposals for developing Literacy &amp; Numeracy had been discussed and now ratified by Govs. This Committee was the cornerstone. Not as well attended. VB asked for Govs to inform if they were not able to attend. Next Year all Gov Meeting dates would be on the Calendar. ST term as Parent Gov would end in September. She had indicated she not stand for re-election. It was agreed that MK would join this Committee.</p> <p><b>d) Finance</b> – PM stated the committee had met on 6.3.13 Hence draft Mins were incomplete. Significant convergence between Staffing/Finance Committees whilst developing the new structure. Had needed to bring in outside support. BS had done some consultancy work previously. He was now on site as the DBS had come through. There were two vacancies in the new structure which were a priority to appoint. BS predicting a + outturn. He had looked at the 3 yr projections using the new Funding Formula. VB stated the new improved funding figures were looking better for 2014. CW had given a full report on the SLA both traded and pooled. It was agreed to Buy back the services we had previously bought, which excluded Catering, Cleaning, D &amp; T Technician, ICT and Pest Control. Now looking at ICT. Overall structures were immerging. Figures had built in for a possible increase in salaries. We were traditionally at full capacity (Pupils). Not expecting any variances. The decisions agreed were ratified by Govs. CD raised concerns for colleagues as to future reviews for Catering &amp; Cleaning. She was assured that this may happen in the long term, but was not imminent.</p> <p><b>e) Property</b> – PEJ: Committee had met in Feb. We were very restricted with changed funding, the under 10K scheme, there was only one per year. Need to work through an audit of Asset Management that was not dealt with by County . Energy efficiency: Not had much help from DCC to date. He had met with Gareth Maysmor during Half Term. Looking at insulation. Underpowered on Electric – Need for new sub-station (£100k). Were next on list. VB reported that with support from County she made a H &amp; S Tour of the school on her arrival in September. A second tour was carried out by The Bursar this term. Need for better record keeping for H &amp; S matters. No problem with Legion Ella controls. Safeguarding the site was ongoing: VB felt that Fencing the boundary was a priority, but JW had said funding not available. Front Door security with electric controls and CCTV. It would be difficult to preserve the stained glass windows on the inner doors. Looking at introducing fobs for staff. First stage to fence behind the Laurels (Bus Bay area) &amp; put new gate at entry to the front drive. Fire evacuation – matting for lawns. PEJ – continued. CRAMP – Biggest problem was leaks on corridor to the Hall. Replace heating with different system in Science block. Move Primary Staff room, which freed up mobile to return to former use of Library</p>	<p>PEJ</p> <p>AS</p>	<p>3/13</p> <p>3/13</p>

<p>&amp; resource room.</p> <p><b>f) Staffing</b> – JS reported the Admin &amp; Support staff review had been completed. The new structure would be in place from 1.4.13. A P/T 18 hrs p w admin support post to be advertised.</p> <p>The Systems Manager had resigned. Interim arrangements in place. consider possibly buying into Managed support system. BH stated that staff were very concerned about this change.</p> <p>A teacher had decided to retire. The Committee would need to meet soon.</p> <p><b>h) Boarding</b> – This was a Trust matter. JC reported that they were working very hard. Numbers on the increase for Sept. Thanks to JC.</p>		
<p><b>9. Safeguarding</b></p> <p>MHe said the revised Child Protection Policy which included Boarding would be circulated over Easter. He asked for Govs to respond with comments to him. A nil response would be taken as ratified March 2013</p> <p>CSSIW Inspection in February. Resulted: Need to improve record keeping. Define Roles &amp; Responsibilities.</p>	MHe	3/13
<p><b>10. School Improvement Plan</b></p> <p>It was accepted as a working document. Proposed by PEJ; Seconded by TH. Agreed to set up an Ethos Committee before next Meeting.</p>	VB	5/13
<p><b>11. Faith Provision</b></p> <p>PEJ had recently had an appointment with the new Catholic Bishop. As a result he would write to The Bishop with the background &amp; previous correspondence to inform him. He had asked The Bishop when he was going to come &amp; see us? When the local Parish Priest could come to school? When the Diocese would invite us in to events as a school?</p> <p>The Bishop could not give an immediate response. PEJ felt the meeting had been Positive &amp; pleasant .</p> <p>Transformational Schools- VB reported she had recently attended a meeting in St Asaph. This was a Joint Committee. They were looking at Tertiary Provision. It had been agreed that one size did not fit all.</p> <p>The Dyffryn Clwyd consortium was a Formal Governance Arrangement.</p> <p>Need to support this with a good business plan.</p> <p>TH – Since the consultation it had gone very quiet. County were now assessing the results.</p> <p>Staff had been informed that the second stage would be in March.</p> <p>Parents had been told May/June.</p> <p>2<sup>nd</sup> stage would go to Cabinet in May. Meeting with Dioceses in May.</p> <p>A parent's action group had formed. They had spoken to elected members, taken a survey &amp; published results.</p> <p>He hoped to be in a position to have more news at the May Meeting.</p>	PEJ	5/13
<p><b>12. Any Other Business</b></p> <p>i) School Policy Review: VB together with TH &amp; JS &amp; support from H.R.</p> <p>ii) School Association: Table for Govs at the Spring Ball on 19.4.13 MHe, PEJ, TH. Please let TH know if you can attend.</p> <p>iii) TH had attended a CCF course at Frimley Park in Surrey.</p> <p>iv) Govs with support from DCC had won all 15 points in the recent Tribunal against a former Head. Great legal advice from DCC &amp; Counsel TH thanked all for their support. MK congratulated the team who had represented School. The Barrister costs were not covered by the legal SLA. Was this covered by Insurance?</p> <p>v) DCC Policy: Use of Reasonable Force &amp; restrictive physical Intervention. This was ratified by Govs.</p> <p>vi) TH thanked JM for all his help over the years.</p> <p>vii) Calendars were circulated for the rest of this school year and DCC outline with standard STD's for 2013/14</p>	PEJ	

<p style="text-align: center;">Date of Next Meeting: Thursday 16<sup>th</sup> May 2013 at 6.30 p.m.</p>	<p style="text-align: center;">Duration of Meeting: 3 Hours</p>
<p style="text-align: center;">Draft Mins to Head Teacher &amp; Chair of Govs: Thursday 22<sup>nd</sup> March 2013</p>	<p style="text-align: center;">Draft Minutes to Committee: Tuesday 23<sup>rd</sup> April</p>