

St. Brigid's School – Governors Meeting Minutes

Thursday 28th June 2012 at 6.30 p.m.

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| Quorum – 8/17 | Chair – Tony Hannigan |
| In Attendance | Clerk – AS Anne Spiller, PH Paul Humberstone |

| Initial | Attendance | Initial | | Apologies for Absence |
|---------|--------------------|---------|------------------------|-----------------------|
| EC | Emma Cooper | DJ | David Jones | Judy Corbett |
| CD | Colleen Davies | JK | John Kenworthy | Darren Millar |
| PE-J | Philip Eyton-Jones | GLW | Geraint Lloyd-Williams | Mick Kumwenda |
| MH | Maria Hammersley | LO | Liz Oliver | Phil McGreevy |
| BH | Barbara Hughes | JS | Jane Stewart | Sally Tansley |
| MHe | Markus Hesseling | | | Julian Molloy |

| Issues Discussed |
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| <ul style="list-style-type: none"> ❖ Opening Prayer ❖ School Council Rep Report (VIth Form) ❖ S.L.T. – Assistant Head Teachers Report ❖ Mins of Meetings 17th & 24th May 2012 ❖ Matters Arising ❖ Training – Safeguarding & Admissions ❖ Audit Report ❖ Sub Committee Reports: Boarding, Finance & Staffing ❖ Safeguarding ❖ Review of Qualifications 14-19 yr olds in Wales – Consultation Paper ❖ Pupil Discipline Policy – Ratification ❖ Summary of Gift Aid |

| Decisions and Recommendations Made | By Whom | When |
|---|---------|------|
| <p>1. Prayer & Welcome</p> <p>The Chairman opened the meeting with a prayer. TH welcomed Emma Cooper, Deputy Head girl, as the School Council rep. Vicky Barlow had intended to attend, but had sent her apologies. Her current school had arranged a Governors Meeting tonight and she had been asked to ensure she was there.</p> | | |
| <p>2. School Council Report</p> <p>EC reported: The council had not met since the last meeting. It was a privilege to be at St B's with the unique small size VIth form. Excellent teachers & supporting staff who also attended the VIth Form Winter Ball and Christmas Parties which strengthens the bond between students & staff. The Spiritual & Emotional support helps to guide students through rough waters. Excellent pastoral care. Great opportunity to get involved with supporting the lower school which she felt should be encouraged and increased. As part of the collaboration she had visited other schools and this was 2nd to none. Regular meetings helped with her Mentor & the Learning coach, meant they were able to negotiate deadlines. Excellent dedicated subject teachers, Student/staff ratio smaller which enhanced the learning experience, this was a good insight into the teaching profession. She had gathered feelings about some negatives for VIth Form:</p> | | |

| <p>a) The common room was a shed. They would like curtains, draught excluders on the doors and it re-decorating. (N.B. Previously The V1th form chose to decorate it themselves)</p> <p>b) Lower school lessons in the Library disturbed their study area.</p> <p>c) Careers information board restricted to competitive professional courses: Focus was on Medicine, Dentistry and Law. It was agreed this was because they had the first closing dates, but this could be improved. More information for Parents & Students at end of their first year, with evening Talks. The curriculum offered 30 courses of which 5 were vocational it should include Modern & For Languages. She was having to travel to Yale for Spanish evening classes. German not offered. Bryn Hyfryd offered Italian despite having only 3 students!</p> <p>d) V1th form should speak to Yr 11 about choices.</p> <p>EC concluded by quoting Henry Ford: 'Coming together is a beginning. Keeping together is progress. Working together is success.' Govs were asked if they had any questions for EC? There were none. Emma Cooper was thanked and left the meeting.</p> | <p>PH/SA Learning Coach</p> | <p>09/12</p> | | | | | | | | | | | | | | | | | | | | | |
|--|-------------------------------------|--|------|---------|----|----|-------|----|----|-------|-----|----|-----|----|----|----|----|----|-------|-----|----|---------------------|---------------------------|
| <p>3. S.L.T. Report</p> <p>PH – He had overseen T & L quality assurance in Science, Maths, D & T, ICT, PE & Music. There had been lessons observations, preparation of Subject Action Plans at the beginning and end of the year combined with regular book checks.</p> <p>KS3 validated results: Pupils were expected to be at Level 5+. % Results had improved:</p> <table border="1" data-bbox="129 741 453 954"> <thead> <tr> <th>Subject</th> <th>2012</th> <th>2011</th> </tr> </thead> <tbody> <tr> <td>Science</td> <td>96</td> <td>88</td> </tr> <tr> <td>Maths</td> <td>96</td> <td>90</td> </tr> <tr> <td>D & T</td> <td>100</td> <td>97</td> </tr> <tr> <td>ICT</td> <td>96</td> <td>95</td> </tr> <tr> <td>PE</td> <td>96</td> <td>90</td> </tr> <tr> <td>Music</td> <td>100</td> <td>95</td> </tr> </tbody> </table> <p>PH noted because we had small numbers one or two pupils can make a difference of 2% As the Asst Head Teacher he undertook the role of liaison with Careers Wales and the Yr 9 Option columns. Children pick 4 out of 5.</p> <p>He was the NQT & EPD mentor for his faculty for Two staff who had completed their NQT. He oversaw the controlled assessment calendar with RE.</p> <p>He had been trained in Feb/March & had taken over the Secondary T-T on Nova T-6. He thanked Geoff Conway who had previously been doing the T-T and had acted as his Mentor. Geoff had been incredibly useful. They had worked on the options for Yr 12. That now had to be cast in stone before the Yr 11 Results. T-T problems are caused with Students coming in from other consortium schools. Now working with a Yr12/13 T-T with a two yr cycle.</p> <p>They needed staff for: 0.8 Physics, 0.5 D & T and 0.4 English to complete the T-T for Sept He met daily with JK to look at the Curriculum model and carry out an Audit.</p> <p>He was looking at Target setting & Tracking possible new whole school with areas to Focus.</p> <p>He would oversee reports and attendance.</p> <p>PH warned Govs about the AQA – Chemistry 5 Paper. It had been a difficult paper. One Question was unanswerable. The exam had hit the Daily Mail. It may effect our students results. AQA response: 'Stretch & Challenge' PH will reply</p> <p>TH thanked PH for his report and asked that he nominate the next S.L.T. Member to attend. PH left the meeting</p> | Subject | 2012 | 2011 | Science | 96 | 88 | Maths | 96 | 90 | D & T | 100 | 97 | ICT | 96 | 95 | PE | 96 | 90 | Music | 100 | 95 | <p>PH</p> <p>PH</p> | <p>09/12</p> <p>09/12</p> |
| Subject | 2012 | 2011 | | | | | | | | | | | | | | | | | | | | | |
| Science | 96 | 88 | | | | | | | | | | | | | | | | | | | | | |
| Maths | 96 | 90 | | | | | | | | | | | | | | | | | | | | | |
| D & T | 100 | 97 | | | | | | | | | | | | | | | | | | | | | |
| ICT | 96 | 95 | | | | | | | | | | | | | | | | | | | | | |
| PE | 96 | 90 | | | | | | | | | | | | | | | | | | | | | |
| Music | 100 | 95 | | | | | | | | | | | | | | | | | | | | | |
| <p>4. Training</p> <p>Safeguarding: All Staff would be given Safeguarding training on 29th June with Wayne Wheatley & MHe. MHe asked that Lynne Price be thanked for her work on 'Safeguarding Annual Report Audit' which had been completed this term.</p> <p>Admissions: PEJ talked through the Admissions process: Parents had to complete a DCC Parental Preference and/or our Admissions form for Yr 7 entry the following year. They were invited to sit the Yr 7 entrance exam where a pass required 3 x level 4 at KS2. Decision given by 1st March.</p> <p>Any Appeal to be read within working 30 days.</p> <p>Parents had to re-apply for Reception. Places allocated as follows: N & R = 24; Yrs 1 & 2 = 24; Yr 3 = 21; Yr 4 = 23; Yr 5 = 28 Yr 6 = 28 who move automatically to Yr 7 without sitting the exam.</p> <p>Plus Yr 7 intake of 28 (Two form entry).</p> <p>Yr 12 = 25 students who achieved 5 or more GCSE's at Grade 'C' or above.</p> <p>This Year our V1th Form within the consortium = 91.</p> | <p>JK</p> <p>PEJ</p> | <p>07/12</p> <p>31/10</p> <p>Early January</p> <p>31/8</p> | | | | | | | | | | | | | | | | | | | | | |

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| <p>The Open Evening on Thursday 20th September 2012 gave an opportunity for future entrants to see the school.</p> | | |
| <p>5. Minutes of Meetings held on 17th & 24th May 2012 The Minutes of both meetings were discussed. 17.5.12 Proposed by GLW & seconded by DJ 24.5.12 Proposed by JS & Seconded by BH Matters arising: 24.5.12 – No response to letter from TH to Mohammed Mehmet. Hywyn Williams had responded to TH. Letter to be circulated. Investigation into the Trust. Unacceptable delay in result. If DCC had paid Barrister, school could request response via Freedom of Information.</p> | <p>TH TH</p> | |
| <p>5. Audit Report Follow up visit due 4.7.12. Lynne Price had worked on the existing Operating system for Pupil Discipline, the resulting policy to be ratified tonight. It was agreed that there was a need to review policies on an Annual basis and bring to Govs for ratification if there were any changes. Govs had met with the Uniform W.Party At which the PE Kit was discussed in full. All school Trips use the National Wales Gov't Funded 'Evolve' system. Paul Humberstone & Rona Jones were the lead SLT staff. The Charging Policy was discussed. It was approved for the CCF to make an Annual Charge of £30 to pay for transport for outings/Training. Costs were met in the 1st instance from the CCF Grant, when this was used up, the £30 would be used.</p> | | |
| <p>6. Chairman's Report TH reported that he had attended the Chairs of Govs DCC Meeting. It was mandatory for all new Govs and Chairs to attend Govs Training. All Govs to be trained in the analysis of Performance Data & the Funding Formula. They would be given Finance Proposals and how it would affect schools.</p> | | |
| <p>6. Sub-Committee Reports: a) Boarding: JC reported that a new House Parent had been recruited. Trying to move things forward to increase uptake. b) Finance: MH stated that: Reports not available tonight. The budget had been agreed. The new reporting process was really good. She had met with the school Finance Manager and agreed what to bring to full Govs. The budget forecast and Budget variance and highlight any issues. High level reports. Primary against Secondary. Two months into the new system we are within budget. Looking at the staffing role. Some proposals to put to the new Head. Gift Aid summary accounts for 11/12 were circulated. c) Staffing: There was a draft teaching structure to put to the new Head following advice from Karen Evans. It was agreed that a change of designation for the Primary Co-ordinator to become Asst Head Primary w.e.f. 1.9.12 Looking at the cost implications of Part time staff. Had appointed a Physics Teacher for 0.8. 3 x Primary T.A.s to be appointed for September. RJ & Karen Morris would appoint. JK reported that some good staff had been recruited. The working party would meet in the holidays to continue the review. They needed the new Heads involvement.</p> | <p>RJ/JM</p> | <p>13/7</p> |
| <p>7. Safeguarding The Safeguarding Annual Report Summer Term 2012 had been circulated prior to the Meeting. This needed to be reviewed annually. The report was approved.</p> | <p>MHe/LP</p> | |

