

St. Brigid's School - Governors Committee Meeting Minutes

Thursday 6th December 2012

Quorum – 8/16	Chair – Mr Philip Eyton-Jones
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Clerk - Miss A M H Spiller	In attendance – JM / Mr Julian Molloy
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	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 Hesselting	√		JS	Jane Stewart	√	
BH	Barbara Hughes	√		ST	Sally Tansley	√	
DJ	David Jones		√	RL	Rebecca Lawson	√	

Issues Discussed

PART 1

- Minutes of Previous Meeting & Matters arising
- Governor Training
- School Council Report
- Head Teachers Report
- Target Setting
- Final KS4 Data 2012
- Performance Management (PM) Policy & Consultation
- Sub-Committee Reports
- Safeguarding
- School Improvement Plan (SIP)
- Policies
- Any Other Business

Decisions and recommendations made	By Whom	When
<p>2. Minutes of : Approved by Maria Hammersley; Seconded by Markus Hesselting ;</p> <p>Matters Arising: Page 1- Revised list of Sub Committees circulated post October elections. Page 2 Item 3 – Lot of works had been carried out to improve Health & Safety. Item 5 Admissions – Welsh Gov't asked for comments on the objections raised by DCC. List of the objections available from PEJ Sub-Committee Reports: b) Boarding: CSSIW Inspection. Likely to be in the New Year d) Curriculum: Will be updated in the Head Teacher's Report. e) Finance: New Funding Formula – Following consultation now looked healthier. Still only in draft. Page 4 – Date for ½ day Meeting with Governors & SLT to be arranged Link Govs – Proposal in S.I.P. report/</p>	TH/VB	
<p>3. Head Teacher's Report: Circulated with Agenda Pupils had attended the Diocesan Youth Mass. Member of staff accepted for the NPQH course. Looking at Professional Development for all staff. New Boiler ordered for Science Block. Standards: With help from Clive Hampton, School Improvement Support – Set up a Rapid Action Plan Management Group. Particular attention to raising standards in Level 2 + indicator. Breakfast Club being looked at for Primary – anticipated to start Spring Term. After school club: future planning: Possibly not funded. Will look at all options. Extra Curricular: Amazed by how many takers. Prof Dev for staff. Number of courses attended by staff listed in report.</p>	VB	

<p>Staff attending Local Authority meetings details of meetings in report. Visitors to school detailed in report. Attendance: Maintaining our %. Noted in the newsletter which was published on the website. Govs asked for a hyperlink to view.</p>	<p>VB/GC</p>	
<p>4. School Council Report RL circulated copies of the last Council Minutes. Vlth form thanked school for putting door back between both Common Rooms. Vlth form did not like eating in the Dining Room. Primary struggling to be out by 1230, this delayed Secondary lunch. Suggest returning (with help from prefects) to the rota for secondary lunch. Ongoing cafeteria meant tables were not always wiped between sittings. Request for cloths & bowl of soapy water. Agreed to review arrangements.</p>		
<p>5. Target Setting and 6. KS4 Data JM reported that he would provide a 30 mins training session for Data at the start of the next meeting. KS4 verified results would be available. Level 2 - 5 GCSE's at A-C. This school is 96%, one high school had achieved a better outcome. He would like to see us gain 100%. SEN pupils may not achieve in core subjects, but could gain 5 in other subjects. Maths 20% below Target, which affects Level 2. Tracking put St Brigid's as Red. High risk because of decline in Maths. Intervention in place. Now allowed to refine targets set 12 months ago. Targets now set in January. They were confidential. Agreed to circulate to curriculum Committee. Should look at predictions rather than target. Based on Fischer Family Trust data this Yr 11 predicted 86%. Changes had been made to Banding, which would cease in 3 years, next year. Doesn't give accurate results. Confined to those in compulsory Education. Question: Do 'A' Levels come into the Level 3 Threshold? – Individual students, not core subjects. Core data set KS5. Compared against girls (this would be the last year as boys now in Yr 10) in Glan Clwyd & Bryn Hyfrydd.</p>		
<p>7. Performance Management Policy Regulations had changed and policy that meets requirements has to be in place by 31.12.12. Following formal consultation with Staff & the Unions. Pink sheet circulated. The final e-mail page 2 response was: H/T decides. Incremental rises were automatic for M1 – M6. Threshold & Leadership increments were dependant on P.M. VB recommended the Policy presented. The current school policy would not meet all of The new regulations. Proposed by JS; Seconded by ST</p>		
<p>8. Sub Committee Reports</p> <ul style="list-style-type: none"> a) Admissions – PEJ reported 146 Primary + 363 Secondary (37 boys) & included 78 KS5 = 509. 2014 Admissions Policy was agreed and would be advertised and circulated. b) Boarding – Thanked JC for her valiant efforts to promote. Would be consulting on need/future in the New Year. Process takes a minimum of a couple of months c) Complaints – Meeting to be re-arranged in January. d) Curriculum – Extra support / classes for Yr 11 Maths. Literacy Action Plan was looked at by Committee. Standards changing need to ensure we complied with Framework. Looking to balance Options for Yr 10. Look at school website for Yr 9 + Booklet. e) Finance – Good news about new funding Formula. Barry Shinn had been preparing 3 yr budget. More for Primary, less for Secondary, still looking to improve funding for both. It was urgent, but difficult as we still don't know have current figures for today. Continue to receive support for preparation from L.A. f) Property – Met in Oct. Major concern re: French Mobile. Safer evacuation in the event of Fire. Now looking at relocation to front of school. g) Staffing – P.M. Policy. Admin review began on 20.11.12 – 30 days consultation. Next meeting would look at decisions following on from the consultation. VB thanked for progressing. 		
<p>9. Safeguarding Moving forward following audit by DCC collated across schools.</p>		

Book Governor training for Child Protection with WW. To be restricted to 30 mins.	AS	1/13
10. School Improvement Plan Self evaluation had been completed by Primary last year. S.L.T. would look at this for Secondary in a focused way. Ask Gov in principal to accept recommendation 1. Governors need to consent, if no response , would be taken as read. Item 1-5 were recommendations/ required affirmation. Send it electronically. Look at Point 1 – 7 A member of SLT/Link Govs. Set up a working party. No 2 Top Priority. Link Govs currently subject/faculty specific. Needed to be re-allocated to Key areas. With working parties of staff with link Gov. Need clear outcomes to measure impact.	VB	21/12/12
11. Policies List formally with relevant Committee who would be responsible. JM Would seek help from other schools. Then Policies would need to be approved by Governors.	TH/JS/VB VB/JM	
12. Any Other Business i) RL – circulated a report 'China Camp 2012' created by her sister who had recently been on an educational visit to Shanghai & Beijing. ii) Audit: Still ongoing. There was No Finance Manual for DCC Schools. County now working to produce one. Would retain ours for the Trust. To remain as a standing item until completed. iii) DCC Consultation: Letters to families gone out from DCC today at 6 p.m. Letters to Govs & Staff with spare copies in foyer. iv) Had iii) affected pupil removals? To date two pupils had left, of which one parents had been relocated. v) School Association letter to parents – Could this go out via pupil post? VB wanted to see letter. vi) It was noted that agreed documents with DCC had been changed before circulation. A new paragraph. On page 5 2 nd paragraph down misleading. The principle was, they cannot make changes with referring back to interested Parties. Lot more in the letter which was posted. It was agreed to take this back to DCC. vii) CCF replacement office & store would happen during Christmas Holiday. viii) A further meeting with both Bishops on Wed 12.12.12 ix) Nothing back from Tribunal. Meeting closed at 2050 hrs	AS	

Date of Next Meeting – Thursday 14 th March 2013 at 6.30 p.m.	Duration of Meeting: 2.25 Hours
Draft Mins to Head Teacher & Chair of Govs: Friday 11 th January 2013	Draft Minutes to Committee: Thursday 17 th Jan