**ST MARY’S RC HIGH SCHOOL**

**MINUTES OF THE MEEETING OF THE FULL GOVERNING BODY**

**HELD AT 6PM ON THURSDAY 20 OCTOBER 2022**

**Present:** Peter Fawcett, Martin Francis, Rob Hunter, Angela Leslie, Lynn Johnson, Brenda Poynton, Fr Augustine Primavesi, Ken Smith, Marian Smith, Peter Wallace, Stuart Wetson

**ITEM 1: OPENING PRAYER:** Fr Augustine opened the meeting with a prayer

**ITEM 2: APOLOGIES FOR ABSENCE:** Lindsay Wise, Brendan Finlow (clerk)

**Absent:** Angela Spray

**ITEM 3: DECLARATION OF INTEREST**

No declaration of interests. The form was circulated and updated and

signed by all attending.

**ITEM 4.** **ELECTION OF CHAIR**

Pete Fawcett chaired the meeting

Election of chair. Lynn Johnson, was nominated and received a unanimous vote.

Lynn Johnson was duly elected as Chair

**ITEM 5: APPROVAL OF THE MINUTES OF THE FULL GOVERNOR MEETING HELD ON THURSDAY 14 JULY 2022**

A governor explained that we are a temporary governing body for the next 6 months, as instructed by Local Authority. This will be revisited in April 2023. All existing powers remain in place.

The minutes were agreed and accepted and signed off by the chair

**ITEM 6: APPROVAL OF THE CHAIR SPECIFICATION**

Approved by all present.

**APPROVAL OF THE VICE-CHAIR SPECIFICATION**

Vice-chair specification was approved in principle with the modification that the vice-chair would coordinate the 360 checks. There was one abstention.

**ITEM 7.** **ELECTION OF THE VICE-CHAIR:** There were initially 2 nomination and one then withdrew. Peter Fawcett was nominated and received unanimous vote. Pete Fawcett was duly elected as Vice-chair

**ITEM 8: APPROVAL OF STANDING ORDERS:**

The change – accepting virtual meetings is a positive change. A discussion took place regarding the minimal risk for the identity of a telephone participant at meeting. It was agreed that the risk was too low to change the standing orders proposed. Vote taken and unanimously agreed to approve the standing orders document.

**ITEM 9: APPROVAL OF THE GOVERNING BODY STRUCTURE AND AGREEMENT OF TERMS OF REFERENCE FOR COMMITTEES**.

A vote was taken on the three-committee structure and was unanimously agreed.

1. **Safeguarding committee TOR** – subject to the one change of moving “To safeguard the spiritual, moral, mental, physical and educational well-being of all in the school community” to the top of the list. Unanimously agreed.
2. **Resources committee TOR** are agreed and accepted. Spelling mistake on work “buildings”

Unanimously agreed.

1. **Standards & curriculum committee TOR**

Unanimously agreed

All meetings can schedule ad-hoc meetings in addition to the minimum meetings in the terms of reference.

**ITEM 10. APPROVAL OF GOVERNING DOCUMENTS**

1. **Code of Conduct** – This is a mandated document by the Archdiocese which is to be reviewed and signed annually. Unanimously agreed
2. **Scheme of delegation** – we had previously approved this scheme of delegation. The governing body agreed to delegate to the maximum as much as possible. This was approved and agreed without any changes.

**ITEM 11. APPOINTMENT OF GOVERNORS TO COMMITTEES**

Min quorum of 3 governors for each committee.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Committee** |  |  |  |  |  |  | **Clerk** |
| Resources | **BP**  **(Chair)** | **PF** | **RH** | **KS** | *BF (Associate)* |  | *BF*  *(Clerk)* |
| Safeguarding | **PF**  **(Chair)** | **BP** | **MS** | **MF** | *AL*  *(DSL)* |  | *BF*  *(Clerk)* |
| Standards | **PW**  **(Chair)** | **LJ** | **AP** | **MS** | **AL** | *SW (Head)* | *BF*  *(Clerk)* |

**12. APPOINTMENT OF STATUTORY LINK GOVERNORS**

* Safeguarding link governor: Marian Smith was nominated and accepted.
* Careers Link governor: Peter Wallace was nominated and accepted.
* Special needs: Lynn Johnson was nominated and accepted.
* Admissions committee to be directed by the Resources committee.

**13. HEADTEACHER’S INTERIM REPORT**

SW discussed the report further to all governors being sent a copy.

1. SW highlighted that the recruitment of TAs to assist capacity has been difficult. Also, with new staff there had to be new training so they are not working to full capacity yet. The school had to increase the number of staff due to 9 intake EHCP – needing 1-1 support. Nationally there is a shortage of staff. In Yr7 the EHCP is above average. LJ explained that since 2014 ECHPs in Hereford have increased fivefold. In response to a governors’ question SW confirmed that there is an exponential rise in the number of ECHP wishing to come to St Marys.
2. Attendance 95.2 % – Vast majority of schools are not achieving this level of attendance. There has been considerable effort by the SLT and support staff. Long term absence is affecting the percentage.
3. Yr 10 students’ attendance is affected by a small number of pupils with poor attendance. They are receiving considerable targeted intervention including trying to get them onto part time tables etc.
4. LJ congratulated the staff for this hard work regarding the attendance of St Marys Pupils.
5. The standards committee will consider the results data in greater detail at their forthcoming meeting.
6. Overall, the results are strong, particularly given that 2022 is the 1st exams post pandemic. The overall results are better than those in 2019, the most recent year for meaningful comparison.
7. Bedrock of the results are the English and the maths. MS noted that our students have bounced back on a multi layered level which is excellent considering the impact of COVID.
8. Schools have opted into the SISRA data collaboration (1300 schools). Comparisons are shown from page 6 onwards of the head teacher’s report. St Mary’s has an average 5.6 (a strong pass) compared with the data collaboration average of 4.91.
9. Refer to Page 11 onwards shows comparisons with FFT20. This also shows strong performance compared to FFT20 targets.
10. Refer to Pg 15: DfE unvalidated 2022 data confirms the results. DT, Music, Spanish, Textiles are the highest performing subjects against FFT20 targets.
11. It is very pleasing that the Spanish results were strong.
12. Business Studies and French have both been ongoing areas of concern previously so it is pleasing that they both met the FFT20 targets.
13. Computer science was one of the lower performing departments this year. However, this cohort experienced significant teacher absence during the year. Many unsuccessful efforts were made to recruit someone to cover this work. Ultimately a senior teacher, supported by a colleague with a computer science background took responsibility for this course. This year the HOD has returned to work.
14. Standards Committee are to review German as it has also been a lower performing subject this year and this has now become a pattern over a number of years.
15. RE results: Students were ¾ of a grade below but still compare strong against other schools nationally.
16. With regards to the EBACC, RE is not a humanity but German and History and Geography are. Staffing in geography has been a concern but early indicators are that this will improve.
17. Disadvantaged pupils will also be considered by Standards Committee. In Yr11 there were 15 pupils. There is data to support this information – attendance issues, social care, 2 or 3 had significant impact for the results. The same review has been put against this year’s group so that we have kept a close focus on the current year group. This has been a national issue.
18. However, the destination data for disadvantaged pupils is positive.
19. It was also noted that a number of disadvantaged pupils achieved very well; e.g. one pupil had significant mental health issues and achieved a grade higher on average on their results.
20. SW explained that children from the armed forces and financially disadvantaged predominantly those that received free school meals are included within this data. Special needs and EAL pupils are not included in this list.
21. The best outcome of ability group, in terms of progress was the middle learners.

The next strongest was the lower ability learners.

**Current Yr 11**: They have a less academic profile than last year however SLT are optimistic about their progress to date.

**Leadership:** Aaron Cassidy was appointed as assistant head.

A number of internal candidates had unsuccessfully applied for this role. A new opportunity for leadership development has been created, giving scope for progression, with an eye for succession planning.

9 middle leaders applied, 3 were appointed:

* Pastoral and Teaching and Learning Mary Walton
* Teaching and Learning Lewis Carter
* Pastoral Vikki Avery.

Detailed feedback was given to the unsuccessful applicants, who have responded well.

There are likely to be departures from the SLT in the next two to three years.

**Collaborative working:**

A Draft of memorandum will be circulated with any changes proposed by St Mary’s highlighted in yellow. These changes have been accepted. It is not an agreement for the school to join the trust, just to provide a working relationship.

An example of this - John Kyle high school had a 2-day review – AL went to the school to review the safeguarding and Sean Warde looked at teaching and learning. Using St Marys KS3/4 expertise allows insight in other schools.

**ACTION** Governors to review the memorandum – and send comments by email to Lynn Johnson before Monday 31 October 2022.

**14. SCHOOL DEVELOPMENT PLAN - Please download from:**

[**https://www.st-maryshigh.hereford.sch.uk/page/?title=Curriculum&pid=275**](https://www.st-maryshigh.hereford.sch.uk/page/?title=Curriculum&pid=275)

This is a very operational SDP plan, to be used on a daily basis that is evaluated within SLT meetings. This is produced early on and informs every department in St Mary’s. The September staff training day focused on the details of this information.

Governor Committees are advised to use the SDP at each meeting to pick up details to monitor.

**15. ANY OTHER BUSINESS**

A: The Chair of Governors asked that SW congratulated all the staff and the whole school on the past year’s achievements. LJ also referred to her attendance at a very impressive open evening. LJ also asked that governors attend the opening evening next year to see the unique insight into the school.

C: AL discussed immediate Safeguarding training required by governors.

**ACTION ALL GOVERNORS** The national college safeguarding updates must be completed and the Prevent & radicalisation update to be completed before 14 NOV 2022.

**16. NEXT MEEETINGS.**

|  |  |  |
| --- | --- | --- |
| **DAY/DATE** | **TIME** | **EVENT/COMMITTEE** |
| Thursday  3 Nov 22 | 6pm | Resources committee |
| Thursday  10 Nov 22 | 6pm | Safeguarding committee |
| Thursday  24 Nov 22 | 6pm | Standards and curriculum committee |

**17. CLOSING PRAYER.** Meeting ended with a prayer by Fr Augustine.

Brenda Poynton

Acting clerk

October 2022

Distribution:

Pete Fawcett

Martin Francis

Rob Hunter

Lynn Johnson

Angela Leslie

Brenda Poynton

Fr Augustine Primavesi

Ken Smith

Marian Smith

Angela Spray

Peter Wallace

Stuart Wetson

Lindsay Wise