

Ss JOHN FISHER AND THOMAS MORE RC HIGH SCHOOL

AUTUMN TERM 2022

**MINUTES OF THE GOVERNING BOARD MEETING HELD ON
THURSDAY 1 DECEMBER 2022 AT 4.00PM IN THE SCHOOL**

PRESENT

Mr P Gauntlett (Chair)
Mr P Adefuye
Mr C Beesley
Mr C Hindmarch
Mrs J Stansfield
Msgr P Wilkinson
Ms C Hayes (Head Teacher)

IN ATTENDANCE

Mr D Swarbrick (Deputy Head Teacher/Observer)
Mr S Harris (Clerk)

2254

OPENING PRAYER

The meeting opened with a prayer.

*Loving God,
We thank you for all our opportunities.
Help us to form a community in which
All our bright colours can shine.
Remind us to work hard,
Guide us to make good choices,
And teach us to be kind and fair.
Amen*

2255

APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Mr A Clark.

2256

DECLARATION OF INTEREST

There was nothing to report under this item.

2257

MEMBERSHIP OF THE GOVERNING BOARD

There were vacancies on the Governing Board for;

3 x Foundation Governors

1 x Parent Governor

Mr P Adefuye had completed his term of office as a Foundation Governor.

Q. Have the vacancies on the Governing Board been advertised on the school website?

A. Yes. One person has expressed an interest in joining.

Q. Could an advertisement for Governing Board vacancies be placed in the Church newsletter?

A. Yes.

2258

LOCAL AUTHORITY ITEMS

i. INFORMATION AND UPDATES

Governors received information regarding the following issues;

- a. Budget Sustainability
- b. Message from Edwina Grant OBE, Executive Director of Education and Children's Services
- c. Health and Safety Updates
- d. Primary School Data Returns
- e. Schools to Share Daily Attendance Data and Take Part in Research
- f. New National Tutoring Programme (NTP) - Guidance for the 2022/2023 academic year

- g. *New Careers Guidance - requirements from year 7 for secondary schools, academies and other educational settings*
 - h. *Inspecting Schools: Guide for Maintained and Academy Schools*
 - i. *What Maintained Schools Must Publish Online*
 - j. *Understanding Your Data: A Guide for School Governors and Academy Trustees*
 - k. *Behaviour in Schools - September 2022 Update*
 - l. *Implications of the Schools Bill including Academisation*
- Q. Would it be possible for the school walkaround to take place now that Covid restrictions have been lifted?
- A. Yes.

RESOLVED

- i. That the information be noted.
- ii. That staff and Mr Adefuye arrange a school walkaround for January 2023.

2259

MINUTES OF THE LAST MEETINGS

RESOLVED

That the minutes of the last meetings held on 15 September 2022 and 10 November 2022, having been circulated previously be accepted as correct records and signed by the Chair.

2260

MATTERS ARISING

The following matters arising were reported:

2251 - Expansion Update

- Q. Has Mr Thompson provided a drop box containing copies of the expansion plans?
- A. No. The Head Teacher will investigate this matter.

RESOLVED

That the **Head Teacher** will investigate the creation of a drop box for the distribution of the school expansion plans to Governors.

Q. Have the solar panels been confirmed?

A. There have been no further discussions between staff and the project leaders about the installation of solar panels. This would be something that would be discussed in greater depth as the project develops.

Q. Have there been any changes to the tender conclusion date?

A. Yes. The closing date for tender has been moved to 16 January 2023 due to the inability of some of the contractors involved in the process to meet the previous deadline. It is possible that work on the expansion may not begin until the February 2023 half term break, which would restrict the timeframe of the project. Additionally, portacabins may be required in September 2023 if some of the works are not completed before then. The proper installation and running of these portacabins would need to be paid for out of the project's budget.

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REPORTS FROM COMMITTEES

The minutes from the following Committee meetings were received and noted:

Resources	29 September 2022
Catholic Life of the School	10 November 2022
Pupil Welfare	10 November 2022
Standards and Effectiveness	17 November 2022

The following matters arising were reported:

a. **Resources (29 September 2022)**

2237 - Staffing Update

- This item should be made confidential.

b. **Catholic Life of the School (10 November 2022)**

CL2205 - House System Update

- Governors will be copied into the weekly House Update email.

CL2206 - Chaplaincy Update (a) RE Department

- It may be necessary to move Dr Cheetham into the RE department earlier than originally envisioned due to the more urgent staffing needs there.

CL2207 - Pupil Premium Strategy Update

- The rise in deprivation now means that over 25% of pupils at the school are eligible for Free School Meals. This information will be consolidated into a broader strategy once the SEND Review has been completed.

Q. How do staff deal with food insecurity among pupils?

A. Certain schemes are promoted to all pupils, but staff use their working knowledge of struggling families to directly target and signpost additional support as part of the overall promotion.

c. Pupil Welfare (10 November 2022)

PW2236 - Pastoral Report (d) Pupil Wellbeing

- Parents are not legally required to be informed of counselling sessions or any issues arising therein. It is good practice to inform parents, but in some instances of safeguarding then they would not be. It is ultimately at the discretion of staff at the school whether to inform parents.

PW2238 - Safeguarding Update (a) Keeping Children Safe In Education 2022

RESOLVED

That safeguarding training for Governors take place on Thursday 8 December 2022 at 4.00pm online.

PW2241 - Ratification of Policies (a) Child Protection and Safeguarding Policy

- Additional training for the school's Safeguarding Governor will take place in the Spring Term 2022.

d. **Standards and Effectiveness Committee (17 November 2022)**

SE2254 - Matters Arising

Q. Is there an update for the career's strategy plan?

A. Mr Walmsley will discuss this with Governors at the next meeting of the Standards and Effectiveness Committee.

SE2255 - Reports and Presentation (b) History

- Funding has been secured for the master copies of the knowledge organisers. Heads of curriculum departments will be asked whether they would like to take part in the scheme and the details will be provided to Governors at the next meeting of the Resources Committee.

SE2255 - Reports and Presentation (c) Altered School Day Proposal

- Staff have been presented with the new proposals for the altered school day and have responded positively. A consensus of approval seems to be coalescing in support around Miss Worsley's preferred option which is the most effective choice for the running of the school.

SE2258 - Updated SEF

- The full completion of the SEF has been delayed by substantial changes to the school's SEND provision which were identified as part of a recent SEND Review. Further details of this will be discussed as part of the Head Teacher's Report during this meeting.

2262

NOMINATED GOVERNORS' REPORTS AND GOVERNOR TRAINING

Governors considered Nominated Governors' Reports and Governor Training.

The following points were highlighted/discussed:

- Mr P Adefuye has completed several health and safety training modules.

Q. Does the school possess a training/skills matrix for Governors?

A. Staff will investigate this and report back to Governors.

2263

HEAD TEACHER'S REPORT

Governors had been distributed with the Head Teacher's Report, providing information on events that had taken place since the last meeting.

The following points were highlighted/discussed:

a. Budget Update

- Staff are considering several options for the use of £103,000 of ringfenced pandemic-related grants.
- The budget surplus has decreased to £96,000 from the £99,000 that had been indicated in the report. Various unanticipated expenditures have necessitated the use of reserve funds.
- Non-teaching staff have had their pay award backdated to April 2022 and the total impact on the budget for all staff pay increases has amounted to £62,500. No financial support has been received to cover this increase.
- The spiralling costs for staffing may require a staffing restructure. The primary target for any such restructure would be among the Senior Leadership Team, which is where the largest staffing costs have accumulated. The Head Teacher and Governors emphasised their desire to avoid teaching staff cuts as much as possible.
- £58,000 was received from central government to cover the projected rises in National Insurance. However, this rise has now been scrapped but the monies that were provided have not yet been asked to be returned. Staff have isolated the £58,000 and anticipate it to be clawed back in the coming months.
- Costs for supply teachers have been high, however, the quality of supply staff has been insufficient.

Q. Does the school keep comparative records for staff absences?

A. The pandemic years would not be accurate data for comparison and any such information would need to be from 2019 or earlier.

b. **SEND Review**

Confidential item.

RESOLVED

- i. That the Head Teacher's Report be received with thanks.
- ii. That a one-item meeting of the **Standards and Effectiveness Committee** take place to discuss the SEND report in January 2022. **Mrs J Stansfield** will also attend the meeting.

2264

KEEPING CHILDREN SAFE IN EDUCATION

The Keeping Children Safe In Education (KCSIE) update was covered as part of the agenda of the last meeting of the Pupil Welfare Committee on 10 November 2022.

There was nothing further to discuss under this item.

2265

RACIST INCIDENTS 2021/2022

This item was covered as part of the Pastoral Report at the last meeting of the Pupil Welfare Committee on 10 November 2022.

There was nothing further to report under this item.

2266

SCHOOL TERM AND INSET DATES 2023/2024

Governors were informed of the holiday pattern including INSET days for 2023/2024.

RESOLVED

That the following INSET days for 2023/2024 be agreed:

- Friday 1 September 2023
- Friday 24 November 2023
- Friday 9 February 2024
- Friday 5 July 2024
- Friday 22 July 2024

2267

UNOFFICIAL SCHOOL FUND 2021/2022

Governors were distributed with the Audited School Fund Account 2021/2022.

RESOLVED

- i. That the accounts for 2021/2022 be received and accepted.
- ii. That Mrs E Yates be appointed as Auditor of the School Fund for 2022/2023.

2268

CHAIR'S ACTION

Governors were informed of the following Chair's Action:

- The approval of £3,000 for the repair of doors.

Q. What qualifies as a Chair's Action?

A. Any decision that is take, usually, but not necessarily, financial in nature, that is made by the Chair on behalf of the full Governing Board. The reason for such an action is usually due to time sensitivity.

2269

ADMISSION ARRANGEMENTS 2024/2025

The Governing Board considered admission arrangements and the admissions policy for the school for 2024/2025.

RESOLVED

That subject to the normal consultation process that the Governing Board propose and approve an admission number of 180 for 2024/2025.

2270

DATE AND TIME OF NEXT MEETING

The next meeting of the Governing Board would be held on Thursday 23 March 2023 at 4.00pm.

2271
CONFIDENTIALITY

RESOLVED

That item **2263(b)** be deemed as confidential.

CONFIDENTIAL

Ss JOHN FISHER AND THOMAS MORE RC HIGH SCHOOL

AUTUMN TERM 2022

**MINUTES OF THE GOVERNING BOARD MEETING HELD ON
THURSDAY 1 DECEMBER 2022 AT 4.00PM IN THE SCHOOL**

2263

HEAD TEACHER'S REPORT

b. SEND Review

- Staff organised a review of SEND provision at the school which was carried out by 2 former Head Teachers and 2 SENDCo's on 29 November 2022. The review examined all areas of SEND provision, including lesson organisation, teaching strategies, staff deployment/structure, and leadership and management.
- A 20,000-word report will be produced as part of the review process. Preliminary feedback has provided a basic blueprint for the immediate implementation of new procedures around the school that staff have found highly instructive.
- The report highlighted several areas for improvement such as the requirement for the greater number of TA3s, fewer TA2s, and a more coherent leadership structure within the SEND department. A greater level of communication to Governors about the provision of SEND at the school was also recommended.
- The school's SENDCo is currently signed off work. Therefore, another member of the Senior Leadership Team will undertake the implementation of the report's recommendations for the time being.
- Funding for pupils will be challenged to ensure that the correct amount is being received per pupil. Additionally, the SEND register will be updated at the next SEND census which will take place on 15 January 2023.

- A special meeting of the Standards and Effectiveness Committee will take place to discuss the SEND report in greater detail.
- Q. If the report recommends a greater number of TA3s, would this place the budget under greater pressure?
- A. Yes. Senior Leaders are already considering various strategies and costings for the implementation of this recommendation and will present any proposals to the Resources Committee at the committee's Spring Term 2023 meeting.

Ss JOHN FISHER AND THOMAS MORE RC HIGH SCHOOL

AUTUMN TERM 2022

**MINUTES OF THE GOVERNING BOARD MEETING HELD ON
THURSDAY 10 NOVEMBER 2022 AT 2.00PM IN THE SCHOOL**

PRESENT

Mr P Gauntlett (Chair)
Mr C Beesley
Mr A Clark
Mr S Earing
Mr C Hindmarch
Msgr P Wilkinson
Mrs J Stansfield
Ms C Hayes (Head Teacher)

IN ATTENDANCE

Mr A Simpson (Project Manager and Designer)
Mr M Thompson (Architect)
Mr S Harris (Clerk)

2248

OPENING PRAYER

The meeting opened with a prayer.

*Loving God,
We thank you for all our opportunities.
Help us to form a community in which
All our bright colours can shine.
Remind us to work hard,
Guide us to make good choices,
And teach us to be kind and fair.
Amen*

2249

APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from P Adefuye.

2250 DECLARATION OF INTEREST

There was nothing to report under this item.

2251 EXPANSION UPDATE

Governors were provided with a presentation on the school's expansion by Mr M Thompson (architect) and Mr A Simpson (Project Manager and Designer).

Governors were also distributed with several printed copies of the architectural plans for the school's expansion.

The following points were highlighted/discussed:

a. Overview

- The school extension will take place in four phases which correlate to the four distinct areas of construction: the north block, the south block, the food technology block, and the external works. Additionally, internal adaptation work will take place as part of the food tech/south block phases.
- The works will be put out to tender soon. A pre-tender health and safety plan will be published before this date.
- Mr Simpson has placed a service-level agreement (SLA) bid for the Food Tech room and another vocational room.
- Works around mechanical/electrical design and structural engineering will be completed by external partners.
- The narrow road bridge that provides access to the school site has been identified as a significant bottleneck and has a weight restriction of 25 tonnes.
- Construction is planned to begin in late January/early February 2023 and is estimated to last for a minimum of 33 - 36 weeks for all four phases.

- The construction on the north and south blocks will take place simultaneously. This will entail a significant disruption to the school and will present the senior leadership team with a substantial day-to-day operational challenge.
- Several options for constructor compounds have been considered, with each presenting its own difficulties. Construction supply deliveries will need to be carefully co-ordinated alongside kitchen supply deliveries.
- The total budget for the project is £3.3 million. Although the works are currently on-budget, the constricting impact of inflation has a high likelihood of forcing the senior leadership team/the design team to scale back certain aspects of the project.
- No solar panels will be installed on the roof of new buildings, but the design incorporates certain features that will be able to facilitate the installation of solar panels in future.

Q. Could Governors be provided with electronic versions of the architectural plans?

A. Yes. The plans will be placed into a dropbox which Governors can access at their convenience.

Q. Is there a clear vision in place for what these expansions are intended to achieve?

A. Yes. The first requirement is for the new buildings to alleviate immediate constraints on space around the school and to meet all basic needs. More broadly than this, the expansion is intended to provide the school with the facilities that they need to thrive in the long-term. The high pace of change across society brings with it a high level of unpredictability, but it is hoped that this expansion will equip the school with the facilities they need to meet the challenges of the future.

Q. Will there be additional toilets?

A. No. The overall toilet space was judged to be sufficient. A future bid for funding could be made to improve the toilet facilities in future if need be. Unless the need for additional facilities is clear then it is common for the Local Authority to remove additional toilet space from any works in an attempt to reduce costs.

- Q. What form the baseline of need for any potential bid in the minds of the Local Authority's decision makers?
- A. Curriculum and pupil provision is the ultimate arbiter of any decision to award funding under circumstances such as this. An argument had been made that Food Technology did not form part of the core curriculum need at the school for this expansion, but the Head Teacher insisted that the provision for vocational subjects, which are increasingly popular among the pupils as they move into KS4, was an indispensable part of the school's overall curriculum strategy.
- Q. When is the closing date for tendered contracts?
- A. 16 December 2022 has been suggested but this may need to be moved if necessary.
- Q. Will the contractors have experience in working on this sort of project?
- A. Contractors that have already been scouted have all previously worked with the Diocese and have experience in dealing with the challenges that come from working on an active school site.
- Q. Is an access document in place.
- A. One will be put in place prior to the start of construction and will entail restrictions on traffic, alongside a strict no movement policy at certain times of day when pupils are the likeliest to be outside.
- Q. Would it be possible to install solar panels at a reduced cost with an agreement that surplus energy would benefit the installer and the school would benefit from a reduction in energy costs.
- A. This will be investigated.
- Q. Could a traffic management system be created ahead of the start of construction?
- A. The School Business Manager will investigate the creation of a traffic management system.
- Q. How would remote project management work on a practical basis?

A. Monthly site meetings would place and would sometimes be fortnightly if the pace of work requires this. Staff and Governors would be invited to these meetings so that they would receive the most up-to-date information. Mr Thompson and Mr Simpson will also visit the premises on a regular basis to monitor the progress of the extension.

b. North Block

Governors considered the plans for the north block extension.

- Work on the north block will involve a continuation of the 2010 school extension and will provide space for 6 additional classrooms.
- Mr Thompson is confident in the relative simplicity of this phase of the extension and is hopeful that it can be completed quickly.

c. South Block

Governors considered the plans for the South Block extension.

- Work on the south block phase of the extension involves a considerable amount of disruption. Completion of the phase will involve a 30% extension to the dining area, the alteration of interior space to form an additional staircase to ease movement congestion, and alterations to a retaining wall.
- Better corridor links will be created to aid the efficiency of circulation around the building.
- During the work on the south block designers have planned to provide better disabled access to the dining area, which includes the installation of a disabled access elevator.
- Planning approval has been received for both the north and south block.
- Some of the internal adaptation work can only take place during the summer break. Contingency plans are in place for construction scheduling in the event that delays to the works progress prevent this from happening.
- Mr Simpson is currently bidding for the installation of a new roof over the kitchen.

- The school kitchen was intended to be extended and remodelled. This will not take place and it was decided that a remodelling can take place without an extension due to the installation of more space-efficient technologies and appliances. The total cost of the kitchen remodel is estimated to amount to £200,000.
- Any work to the kitchen would ideally take place during the summer holidays but plans are in place for a basic provision of meals to pupils in the event that scheduling takes some of this work into normal term time.

d. External Works

Governors considered the external works phase of the extension.

- There are plans for the creation of an additional footpath to help ease congestion over the main bridge to the school's premises.
- External work will include the removal of 4 temporary classrooms, some resurfacing and refencing work, and refurbishment of car parking spaces.

Governors thanked Mr Thompson and Mr Simpson for their presentation and for the significant amount of work that they have done on behalf of the school ahead to the project's commencement.

2252

DATE AND TIME OF NEXT MEETING

The next meeting of the Governing Board would be held on Thursday 1 December 2022 at 4.00pm.

2253

CONFIDENTIALITY

RESOLVED

That no minutes from the meeting be deemed as confidential.

Ss JOHN FISHER AND THOMAS MORE RC HIGH SCHOOL

AUTUMN TERM 2022

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THURSDAY 1 DECEMBER 2022 AT 4.00PM IN THE SCHOOL**

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Q. Could an advertisement for Governing Board vacancies be placed in the Church newsletter?

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- Q. Would it be possible for the school walkaround to take place now that Covid restrictions have been lifted?
- A. Yes.

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b. **SEND Review**

Confidential item.

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- ii. That a one-item meeting of the **Standards and Effectiveness Committee** take place to discuss the SEND report in January 2022. **Mrs J Stansfield** will also attend the meeting.

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- The approval of £3,000 for the repair of doors.

Q. What qualifies as a Chair's Action?

A. Any decision that is take, usually, but not necessarily, financial in nature, that is made by the Chair on behalf of the full Governing Board. The reason for such an action is usually due to time sensitivity.

2269

ADMISSION ARRANGEMENTS 2024/2025

The Governing Board considered admission arrangements and the admissions policy for the school for 2024/2025.

RESOLVED

That subject to the normal consultation process that the Governing Board propose and approve an admission number of 180 for 2024/2025.

2270

DATE AND TIME OF NEXT MEETING

The next meeting of the Governing Board would be held on Thursday 23 March 2023 at 4.00pm.

2271
CONFIDENTIALITY

RESOLVED

That item **2263(b)** be deemed as confidential.

CONFIDENTIAL

Ss JOHN FISHER AND THOMAS MORE RC HIGH SCHOOL

AUTUMN TERM 2022

**MINUTES OF THE GOVERNING BOARD MEETING HELD ON
THURSDAY 1 DECEMBER 2022 AT 4.00PM IN THE SCHOOL**

2263

HEAD TEACHER'S REPORT

b. SEND Review

- Staff organised a review of SEND provision at the school which was carried out by 2 former Head Teachers and 2 SENDCo's on 29 November 2022. The review examined all areas of SEND provision, including lesson organisation, teaching strategies, staff deployment/structure, and leadership and management.
- A 20,000-word report will be produced as part of the review process. Preliminary feedback has provided a basic blueprint for the immediate implementation of new procedures around the school that staff have found highly instructive.
- The report highlighted several areas for improvement such as the requirement for the greater number of TA3s, fewer TA2s, and a more coherent leadership structure within the SEND department. A greater level of communication to Governors about the provision of SEND at the school was also recommended.
- The school's SENDCo is currently signed off work. Therefore, another member of the Senior Leadership Team will undertake the implementation of the report's recommendations for the time being.
- Funding for pupils will be challenged to ensure that the correct amount is being received per pupil. Additionally, the SEND register will be updated at the next SEND census which will take place on 15 January 2023.

- A special meeting of the Standards and Effectiveness Committee will take place to discuss the SEND report in greater detail.
- Q. If the report recommends a greater number of TA3s, would this place the budget under greater pressure?
- A. Yes. Senior Leaders are already considering various strategies and costings for the implementation of this recommendation and will present any proposals to the Resources Committee at the committee's Spring Term 2023 meeting.