

Meeting of Full Governors of Lincoln Christ's Hospital School

Wednesday 18th May 2016 6.30pm at the Cathedral

1. Present

Mrs K Wilson (Chair of Governors), Dr D Ellin, Mrs S Wilkinson, Mr R Greenfield, Mrs M Laurence, Mr P Banks, Mr A Cottam, Mr N Manders, Mr D Gibbons, Mr M Mckeown (Headteacher), Dr S Puttick, Mrs J Daly, Mr J Males.

Guest: Mrs L Martin

Minutes: Mrs S Roberts

Mrs Martin was welcomed as the new Clerk to Governors with effect from 1st June 2016 and was attending this meeting as an observer. The Governors introduced themselves.

2. Apologies

Rev J Patrick, Mr A Mills (Vice Chair of Governors), Mrs R Guyon, Mrs D Slaney.

3. Declarations of interest

Mrs Daly – works for Streets Accountants.

4. Confirmation of the minutes of the previous meeting (23rd March 2016)

Confirmed and signed as a true copy.

5. Matters arising from minutes

Item 9 – Governors made aware of training. Greg Gilbey has now emailed Governors the dates of relevant training sessions (email sent via Mrs Roberts).

6. Update on Clerk to Governors

As mentioned previously Mrs Martin was welcomed and starts on 1st June 2016.

7. Headteacher's Report

Uniform

- a) School have received a trickle of comments from parents who think the school uniform is too expensively priced. Particularly the PE kit.
- b) We have been approached over the last number of months by Uniform Direct from Lincoln. They have been into school for a number of meetings.
- c) Uniform Direct provided samples for approval as part of their bid to supply the LCHS uniform.
- d) Each item was checked for quality and colour and a number of things were highlighted as needing to be addressed before allowing them to supply.
- e) The price differences had been handed out to Governors with the Headteacher's report.
- f) We gave Uniform Direct permission only to provide these samples for this purpose only.
- g) Consideration must be given to our current suppliers if accepted.
- h) It was noted that many parents prefer going into an actual shop rather than ordering online.

- i) All the bullet points raised as concerns would need to be addressed in full before we accepted them as a named supplier.
- j) **Governors' discussion took place about if we would lose quality over cost.**
- k) **Mrs Daly asked if it would be sensible to give them a date by which to sort out our concerns with quality and then give them a date for a contract to start.**
- l) **Mr Gibbons said another option would be to add School Direct to give parents the option of buying cheaper uniform rather than higher quality uniform if they preferred to.**
- m) If Uniform Direct were successful they would be added to the list of suppliers.
- n) **Mr Banks commented that the cost saving would appeal to many parents.**
- o) **It was agreed by all Governors that Mr Mckeown would contact Uniform Direct and ask them to confirm with us for the Full Governors meeting in July that they could address all the bullet points of concerns raised over quality. No mention should be made regarding about a start date. A decision will be made at this meeting as to whether Uniform Direct will be added to our list of suppliers.**
- p) There would be a risk that our current suppliers would pull out but a risk that we need to take. Students need to be able to get affordable uniform.
- q) If successful then Uniform Direct would be invited to the Open Evening in September.

Admission numbers

- a) The Governors had previously read the Headteacher's report on admission numbers.
- b) We are currently over subscribed for Year 7 in September (approx. 65) and appeals are currently going through as we have lower numbers in the higher year groups.
- c) It is to the school's credit that we are oversubscribed. It shows that we are heading in the right direction.
- d) We will still be having slightly lower numbers in Sixth Form for the next few years due to the fact we have lower numbers in Year 10 and Year 11.
- e) **Dr Ellin asked if in six years' time when the higher number of Year 7 have reached Sixth Form would the Sixth Form be able to accommodate these students.** Yes, we could have stricter entry levels for specific courses if necessary. Currently we have smaller class sizes. There wouldn't be an issue.

Finance Plan

- a) Finances for the next academic year were discussed along with the four year projections.
- b) Steps have been taken to ensure long term financial stability of the school.
- c) **Mr Banks asked if the fire alarm and intruder alarm work was going ahead with the lower quote that had been received.** Mr Groves will be in touch with Mr Banks. It would make sense to use this supplier as they were significantly cheaper.
- d) **Mrs Wilson expressed particular thanks to Mr Heppenstall for his huge amount of work regarding the school's finance. We are very lucky to have him.**

8. Minutes from Sub-Committees

- a) Teaching Committee 27th April – no questions.
- b) Finance Committee 4th May – issues gone over earlier in meeting regarding financial situation.
 - a. Buzz Bar prices to be reviewed.
 - b. The FSM allowance will increase.

- c. It was confirmed that there is a breakfast club run in school for students to get a free breakfast if they are pupil premium/low income families.
- c) Minutes received from recent Pupil Discipline.

9. Link Governors

- a) Report had been distributed to Governors from a recent link meeting with Mrs Daly and a review of Pupil Premium.
- b) If any Governor isn't linked to a specific department and would like to be please let Mr Mckeown know.
- c) Can Governors linked to specific departments prepare a report for the final Full Governors meeting in July please?

10. Policies

- a) Confidentiality
 - a. P4. Bullet if – should be 'of disclosure.
 - b. 4.4 should read – other external agencies and ; on second line should be ,
 - c. 3.8 ; 4 lines down after 'promise'.
 - d. This is a current policy that has been updated.
 - e. **The policy was accepted and ratified by Governors once these minor amendments were made.**
- b) Uniform
 - a. In light of the possible change to uniform suppliers it was suggested that this policy be postponed to the Pupil Care and Guidance Committee in June.

11. Chair of Governors' items

- a) Audit and Finance Committee name
 - a. This had been agreed at the recent Finance meeting.
- b) It was decided at the recent Data Meeting to remove the 'joint' from the Data and Teaching meetings and to merge to make one committee.
- c) The committee will be named the 'Teaching and Data Committee' and will have five meetings per year. This will be trialled for one year. **The Governors accepted this change to the terms of reference.**
- d) **Mrs Wilson will change the terms of reference and email out to all Governors.**

12. AOB

None

13. Date of next meeting

Full Governors and Property Inspection Wednesday 13th July 2016.

Meeting ended at 7.20pm.

Governors are invited to stay for a roof or floor tour of the Cathedral.