

Meeting of Full Governors of Lincoln Christ's Hospital School

Wednesday 23rd March 2016 at 6.30pm in the Library

Item 6 – The presentation by four Year 7 students took place at the start of the meeting (presentation notes attached with minutes).

1. Present

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

2. Apologies

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

3. Declarations of Interest

Mrs Daly works for Streets Accountants.

4. Confirmation of the minutes of the previous meeting (10th February 2016)

Minutes were confirmed and signed as a true copy.

5. Matters arising

- a) Mr Mckeown confirmed that the PE staff were delighted that the all-weather pitch will be named after Michael Beard.
- b) Item 9 Data Policy – Mr Williams clarified the strict guidelines regarding access to files. Mr Williams has updated the policy and it will be discussed again at the Coordinating Committee on 13th April.

6. Presentation by Year 7 students

See above.

7. Headteacher's Report

a) SEF

- a) Very minor amendments to the SEF document that was discussed previously.
- b) The SEF document doesn't list all actions; these are shown in more detail on the school development plan.
- c) ***Mrs Daly commented that looking at the priorities/actions she would assume that these are being looked at in the various committees?*** This is the case.
- d) ***Mr Gibbons suggested that the SEF could be more explicit stating that particular actions are in the Development Plan. The Development Plan is RAG related.***

b) Paul Watson T+L Review (verbal report)

- a) A paper copy of the actual report from Paul Watson is attached to the back of the booklet as it had been received earlier than expected.
- b) The overview was:
 - a. General findings were very positive.
 - b. Very pleased with the use of data.
 - c. Mr Watson was impressed with the use of the marking stamp although students weren't responding to the comments as well as they could be.
 - d. Middle leaders are very enthusiastic.

- e. Looked at how well middle leaders know different cohorts of students.
- f. 'Teaching is good with flashes of brilliance.'
- g. 600 books were looked at in the Committee Room and more around classes and from students he met with.
- h. The quality and amount of CPD is excellent.
- i. One word of caution from Mr Watson was to make sure that there wasn't too much going on.
- j. Mr Watson spoke to the coordinators of Literacy/Numeracy/Careers and Gifted and Talented. These are all new in post.
- k. His overall summary was that Teaching and Learning is Good. We are very pleased with this and very proud of the staff and students for all their hard work.
- l. Mrs Wilson and Mrs Daly were present when Mr Watson gave the feedback.
- m. ***Mrs Daly commented that Mr Watson had said he liked his time here and that he was very impressed with the enthusiasm of the staff and the general 'buzz' around school. He was looking for the triangle between books, lessons and observations and he found it.***
- n. ***Mr Cottam asked how we could address the comment regarding the use of the marking stamp. More time needs to be given every few lessons for 10 minutes at the start or end of the lesson to go over this. This is a training need for students.***

c) Governors' Pack

- a) This is not the finished document and will be added to in time.
- b) Give staff and governors an overview understanding of the school.
- c) Headlines from the document:
 - a. Difference between good and outstanding lessons.
 - b. Reminds us what we should be doing every day.
 - c. Overview of vulnerable groups.
 - d. Overview of SMSC.
 - e. Very brief overview of predictions.
 - f. PP funding.
 - g. Attendance – this is 1.7% up on this time last year.
 - h. Very brief overview on behaviour and exclusions.
 - i. Two reviews from Paul Watson.
 - j. Right at the end are some questions that governors may wish to use to hold leaders to account in various committees.
 - k. A version of this will be sent to all staff after May half term.

8. Minutes from Sub-Committees

a) Data – 16th March 2016

- a. The Gifted and Talented Policy was ratified at the Data Committee but there is no link governor. It would be good to have one. If anyone is interested please contact Mr Mckeown.
- b. Minutes were accepted.

9. Governors' Visits and Courses

- a) Sharon Roberts had previously emailed out a list of dates for free external governor training. If you are interested in any dates please let her know.

- b) ***It was asked if any area of twilight staff training would be relevant for governors. Mr Mckeown would arrange for Mr Gilbey to send details of twilight training sessions to governors.***
- c) Internal Finance training for governors is taking place on 20th April. If you are interested in attending please let Sharon Roberts know.

10. Policies

a) Food

- a. There are minimal changes. Mainly:
 - i. Wording regarding nutritional based standards has now changed to school food standards.
 - ii. Taken out after school cooking club as this doesn't run now.
 - iii. Updated information regarding drinking water.
 - iv. Food available at break now mirrors what is available at lunch.
 - v. Food allergies – need to comply by law from December 2015.
 - vi. Information updated regarding vending machines.
 - vii. Customer Service Policy is attached at the end of the document.

The Food Policy was accepted and ratified by Full Governors.

b) Local Offer

- a. Very few amendments have been made to this original document.
- b. ***A discussion took place as to whether named people should be mentioned in this policy as they are not in others.*** This is different to other policies and it was felt that because it was user friendly for parents, names should remain.
- c. ***It was asked what EHCP meant*** – Educational Health and Care Plan.
- d. ***It was suggested that ECHP was explained in the Policy and also that the school's email address was added to the contact details.***

The Local Offer was accepted and ratified by Full Governors after these two minor amendments.

c) Grievance

- a. ***Mr Gibbons asked who the Pay Committee was.*** The Pay Committee met earlier in the year and Mr Manders, Mr Mills and Mrs Scammell had been on the committee.
- b. It was felt that as long as the Full Governors know who is on the Pay Committee there is no need to amend this in the Policy.
- c. Governors need to be clear that if a governor is approached by a member of staff with a grievance they need to stop the conversation immediately and refer to the Chair.
- d. The Full Governors are a corporate body and should be aware that any could be called as a replacement for the Pay Committee.
- e. ***It was commented that there were inconsistencies between 'Headteacher' and 'Headmaster' in the document and these should be consistent at 'Headteacher'. 'Chairman' needs to be removed at the bottom of the last page.***

The Grievance Policy was accepted and ratified by Full Governors after these two minor amendments.

d) Staff Recruitment

- a. No real changes to this Policy. Just amended slightly.
- b. ***Mr Manders asked if section 3.1 Identification of the need for an appointment could be worded slightly differently to show that all posts are assessed as appropriate rather than certain posts.*** This will be changed to 'All posts will be assessed as appropriate by the Headteacher and senior staff as appropriate e.g. when a member of staff leaves, when the budget is under review, when a new post opens up'.
- c. ***Mrs Laurence asked how we identify where to advertise vacancies as many people think wrongly that we have to advertise externally.*** This is dependent on the post available. We tend to advertise online for local publications and online for the TES for teaching posts. We don't use printed publications as they are too expensive. We also advertise on our website.

The Staff Recruitment Policy was accepted and ratified by Full Governors after this small amendment to Section 3.1.

11. Chair of Governors' Items

None

12. AOB

- a) Mr Mckeown
 - a. Handed out copies of Poets Laureate Lincolnshire Landscape 2015 CD (produced with the help of Rachel Knowles) to all governors. Some of our students were involved in making this CD during the Magna Carta celebrations.
 - b. Handed out copies of the Handbook for the Positive European Citizen which was produced by LCHS staff (Catherine Forbes, Chris Williams, Andy Cottam) after the project took place last year.
- b) Mr Banks
 - a. Mentioned that people may become aware through local press that the company who built the Sixth Form block have gone into receivership.
 - b. New leases have been secured for the two electric sub-stations at the front of school.
 - c. Front boundary of school. Mick Groves had looked at various options of fencing, all very expensive. Mr Banks had looked at the front of the school and seen that only parts of the fencing are in a poor condition. The suggestion would be to replant the hedge (hawthorn/holly or similar) and then repair damaged fencing with green chain link fence. This will be considerably cheaper. A quote has been received for the hedge of £800. To be discussed at Property Committee.

13. Date of next meeting

Wednesday 18th May 2016 – this will probably take place at the cathedral. Mrs Wilson will email out further details nearer the time.

Meeting closed at 8pm.