

Meeting of Full Governors of Lincoln Christ's Hospital School

Wednesday 10th February 2016 at 6.30pm in the Library

1. Present

Mrs K Wilson (Chair of Governors), Mr M Mckeown (Headteacher), Mr A Mills (Vice-Chair of Governors), Mr R Greenfield, Mrs S Wilkinson, Dr S Puttick, Mr J Males, Mr M Savage, Mrs D Slaney, Mrs J Daly, Mrs R Guyon, Mr A Cottam.

2. Apologies

Mr P Banks, Mr D Gibbons, Rev J Patrick, Mrs D Scammell, Mrs M Laurence, Mr J Hanrahan (Vice-Chair of Governors), Mr N Manders.

3. Declarations of Interest

Mrs Daly works for Streets Accountants.

4. Confirmation of the minutes of the previous meeting (16th December 2015)

Minutes were confirmed and signed as a true copy.

5. Matters arising

- a) Timings of the school day. Mr Mckeown wrote to parents after the last Full Governors meeting alerting them to the fact the school day will finish at 3pm with effect from September 2016 if not earlier. It is possible to change the end of the school day to 3pm with effect from 6th June 2016. This has been checked with bus and school taxi companies.
- b) Changing to 3pm in June will give one term to settle in and therefore be up and running for a September start.
- c) If Governors are in agreement Mr Mckeown will email staff tomorrow to advise them of the date of change and also attach a copy of the planned letter that will be sent out to parents on Friday. **This was agreed and accepted by all Governors.**

6. Headteacher's Report

a) Overview of Term 1 and 2

- a) Mr Mckeown had previously emailed out an overview from around the school including Leadership, Progress Leaders and also departments.
- b) The report gives a flavour of what is going on around school.
- c) Many positive messages and some areas for development in specific areas/departments.
- d) Main changes this year being the introduction of Progress Leaders replacing the Head of Year role. The big impact being that Progress Leaders can focus on the progress of the students and the Pastoral Managers on the pastoral side.
- e) We have an uptake currently of 76% of parents using Parent Mail, mainly in Years 7-9.
- f) ***Mrs Daly commented that in the Property Minutes it mentioned that we are full to capacity for 2016-17 and that there was a problem with the amount of green space. Are we at capacity? Mr Mckeown explained that the current Year 11 is small at only 178 and will be replaced by a much larger Year 7 group. Capacity is 1425.***

b) LCHS Review of Behaviour and Pastoral Support

- a) The review was completed by Paul Watson in December.

- b) Lots of things in the report that we as a school can be very proud of.
- c) Comments regarding careers advice and SMSC are both being looked at as when the report was carried out there was either nobody in position or new positions.
- d) We have acted on his comments and E-safety/career talks and sex education topics within SMSC.
- e) SMSC has progressed into Year 9 now as well as Year 7 and 8.
- f) Year 10 are concentrating on careers with a career fair and also work experience available later in the year.
- g) Mr Watson will be back in school on 8th March to carry out a review of the Teaching and Learning quality assurance systems.

c) Uniform – verbal update

- a) We have been approached by Uniform Direct for them to sell our uniform.
- b) Many parents would prefer to have an actual shop to purchase uniform from rather than online or periodic pop up shops.
- c) They have been given our badge design to ‘mock up’ and will attend another meeting next term to show samples of quality and price.
- d) If we are happy with their service and product we will consider them as a supplier.

7. Minutes of Sub-Committees

a) Teaching Committee 13th January 2016

There was nothing to add to these minutes **and they were accepted as a true record.**

b) Pupil Care and Guidance Committee 20th January 2016

There was nothing to add to these minutes **and they were accepted as a true record.**

c) Property Committee 27th January 2016

There was nothing to add to these minutes **and they were accepted as a true record.**

d) Finance Committee 3rd February 2016

There was nothing to add to these minutes **and they were accepted as a true record.**

8. Governors’ Reports and Visits

- a) Mrs Wilson reminded Governors to make contact with their link departments to visit the school.
- b) Mrs Daly had distributed a report from her recent visit to the Maths department.

9. Policies

a) Data Protection Policy

- a) Mr Thompson had been looking at this policy and had updated from a previous policy.
- b) ***Mrs Daly asked if this policy related to the Archives too. Mr Mckeown commented that it would do. Mr Williams is currently going through old files and making sure there are no records of sensitive information (relating to behaviour/SEN etc) in any of them.***
- c) ***Mrs Wilson asked if Mr Mckeown could get in touch with specific people in the policy to confirm the length of times records should be kept for and then the Policy would be discussed and ratified at a future meeting.***

b) Freedom of Information Policy

- a) Mr Thompson had also looked at this policy and updated from a previous policy.
- b) We don’t receive many requests at all.

- c) On page 3 the school's email address should be amended (without the www).
- d) **It was agreed that this policy would be approved and ratified with this small amendment.**

c) Leave of Absence Policy

- a) This is a new policy.
- b) Clarification was needed relating to staff leave of absence.
- c) The policy has been checked with HR.
- d) **Mr Cottam said that it was pleasing to see that support staff and teaching staff had the same rights and thanked Mr Mckeown for that.**
- e) It was confirmed by Mr Mckeown that although the same form was used to request CPD courses as time off, if a member of staff was on a CPD course and absent from the building they would still be classed as being at work.
- f) A copy will be emailed to all staff (as with all policies) and staff know where to find all the policies on the school system.
- g) The policy will give staff protection.
- h) **It was agreed that this policy would be approved and ratified.**

10. Chair of Governors' items

- a) Julia Raftery is the school auditor. One of the items that came out of the last audit was that the Finance Committee now needs to change its name to the Finance and Audit Committee. Full Governors need to approve the change to the terms of reference. **Mr Savage explained the reason was four or five years ago there was a query as to whether or not the Committee could be joint but now it is clear that it can be. All Governors agreed to approve the terms of reference and change the name of the Finance Committee to Finance and Audit Committee. (Mrs Daly abstained).**
- b) There will be Finance training with Mr Heppenstall in school on Wednesday 20th April for any Governor who feels they would like to know more about being on the Finance Committee. More details will be sent out nearer the time. This will be for approximately one hour. It was confirmed Mrs Daly could attend the meeting if she wished to.
- c) There will be refreshments in the Committee Room at 3pm (for 30 minutes) for approx. 12 members of staff who have just received their Long Service Award. If any Governors would like to attend please let Sharon Roberts know.
- d) The Full Governors meeting on 18th May – depending on interest Mrs Wilson suggested holding a short meeting at the cathedral and then either taking a roof or floor tour. Mrs Wilson will also email the Foundation.

11. AOB

Mr Mckeown

- a) Thank you for all the replies regarding the LCHS strapline. A few emails were received and the main message was that the current strapline was preferred. Mr Mckeown proposed to keep what we have for now and in two or three years revisit and see if it is still appropriate.
- b) Mr Mckeown has received a request from the PE department to name the Gym/Sports Hall building 'The Michael Beard Building' as the first anniversary of Mr Beard's tragic death is coming up. There were several things to consider:
 - a. Mr Beard was a volunteer coach at the school not a paid member of staff.

- b. It was fresh in the minds and still quite raw for a number of current staff and students.
- c. There have been other members of staff who have passed away and not had buildings named after them (e.g. Mr Korolyk).
- c) ***Mr Savage suggested naming the all-weather pitch after Mr Beard as this hasn't been named as yet and it would have been where Mr Beard and the students had spent the majority of their time. Mrs Guyon commented that many students had written messages of sympathy on the board to the all-weather pitch.***
- d) **It was agreed that Mr Mckeown would take this suggestion to the PE department and this was agreed in principle by the Full Governors.**

Meeting closed at 7.30pm.