



SIR TOM FINNEY COMMUNITY HIGH SCHOOL

Ribbleton Hall Drive, Preston, PR2 6EE

Telephone No 01772 795749

Headteacher Mr Shaun Jukes PGCE, BPhil (special education)

Email mailmaster@stfch.lancs.sch.uk Website www.stfch.lancs.sch.uk

Facebook www.facebook.com/sirtomfinneycommunityhigh

FULL GOVERNING BODY MEETING
TUESDAY 8th NOVEMBER – 9:30am

IN ATTENDANCE/APOLOGIES

IN ATTENDANCE

Dorothy Jones (Chair)
Shaun Jukes
Gail Barlow
Paula Barlow
Maureen Rothwell
Rosemary Hurley
Ian Fazackerley
Garry Harper
Simon Chester (minutes)
Paul Main

1. APOLOGIES FOR ABSENCE

No apologies

2. ELECTION OF CHAIR

Dorothy Jones unanimously voted chair

3. ELECTION OF A VICE-CHAIR

Gail Barlow unanimously voted vice-chair

4. GOVERNING BODY MATTERS

A) – Declaration of Interest

No declarations of interest.

B) – DBS / Section 128 Checks for Governors

All are in place

C) – Membership

Ballot papers for the vacant parent governor post went out on 04/11/2022.

D) – Register of Business Interests

These were handed out, signed and returned at the meeting. The Data Controller will be made aware.

E) – Code of Conduct

This has been adopted

F) – Disqualification Criteria
Governors were reminded of this.

5. MINUTES OF THE PREVIOUS MEETING

All agreed the minutes were correct

6. MATTERS ARISING

22.21 – Ballot papers for the parent governor vacancy have been distributed

22.27 – The proforma regarding Evolve has been returned.

22.30 – The Menopause Policy has been shared.

Mrs Jones signed a copy of the minutes.

7. REVIEW OF COMMITTEES AND NOMINATED GOVERNORS

Agreed for all committees to remain the same.

Mr Harper will become the nominated governor for the school website.

EXP Teaching & Learning will now become SFX Teaching & Learning.

The clerk for all meeting will continue to be bought in from the LA.

8. REPORTS

A) – Committees Reports

Governors noted the minutes of the following meetings:

Finance Committee held on 11/10/2022

A governor asked if we are being funded appropriately. The headteacher stated that we are according to each student's banding.

A governor asked if clawback has now returned. The headteacher confirmed that it has but we will not be in clawback at the end of the financial year.

Curriculum Committee held on 11/10/2022

B) – Nominated Governors

English & Phonics – Mrs Jones gave a report on the KS3 English & Phonics lessons that she visited.

Data Protection – Mrs Jones stated that a new policy has been sent out.

Pay & Appraisal Committee – Mrs Rothwell talked through the report that had been provided by the Headteacher and went through the recommendations and main action points.

Evidence for Learning – Mrs P Barlow said that she has been in to school to talk to Mr Cockerill and some other teaching staff about this and how to implement it.

SEN – Governors stated that they understand and are aware of the amount of work school staff do that is above and beyond what is expected and asked if thanks could be passed on.

Mrs Jones asked what help and support is available to staff who may be struggling. The Headteacher stated that we have the Employee Support Scheme, there are LCC

resources, there is informal support available through colleagues in school and there is an 'open door policy' from SLT should staff wish to speak to them.

Mr Fazackerley will be arranging a visit regarding Pupil Premium.

Mrs Rothwell will be arranging a meeting with Miss Rickard regarding Emotional Assessment & Wellbeing.

C) – Chair's Action

There has been a one day exclusion; a student hit a member of staff. They are now back in school.

9. SCHOOL IMPROVEMENT

A) School Improvement and Self-Evaluation

The Headteacher included the latest copy of the School Improvement Plan which was included in the Headteacher's report and added that this is still in the early stages and a more detailed overview will be given in the spring term.

The Self-Evaluation document has been shared with governors.

The Headteacher stated that we are due to have a further assessment place coming on role. A Total Communication policy is being put together, which governors acknowledge.

Interviews have taken place recently and there have been 7 TA2 appointments to fill the current gaps.

There have been 3 Flexible Working Requests submitted, which the Headteacher recommended be approved.

One is a teacher looking to drop one day as they move towards retirement.

A long standing TA, beyond retirement age, is looking to reduce hours.

A member of the admin staff has asked to reduce their hours to 6 hours a day, 5 days a week.

These will all be effective from January 2023.

Governors agreed to all three requests.

The Headteacher informed governors that he has seconded onto the LCC Advisory Team and will be advising 3 schools. A governor asked what impact this will have on school. The Headteacher said that this would be minimal because he will only be visiting when the workload at school is at its lowest. School will be receiving £500 for every day the Headteacher is out of school.

B) Keeping Children Safe in Education 2022

The change in relation to governor expectations was noted.

10. HEADTEACHER'S REPORT

A) Termly Report

A governor asked if there has been an increase in Pupil Behaviour Plans. The Headteacher confirmed that they have but that is due to the increase in the number of students we have on role. A governor asked if there has been an increase in certain types of behaviours. The Headteacher stated that we have more students with SEMH.

A governor asked if we are looking at succession planning and asked if it was appropriate that governors should be looking at this too. The headteacher confirmed that it is very appropriate that governors are looking at this and that we have a mixture of staff who are in the early stages of their career and those who are approaching retirement, but not a lot of staff in between. The headteacher added that there is lots of training going on at the moment but we will need to assess if recruitment will be required to fill future SLT vacancies.

A governor asked if this could be put on the agenda for the summer term.

A governor asked about how all the safeguarding work that takes place in school is reported and monitored. The Headteacher confirmed that we use CPOMS to do this.

B) Unavoidable School Closures

There were none.

11. SCHOOL TERM AND HOLIDAY DATES

These were agreed in committee meetings and the additional bank holiday was acknowledged.

12. EDUCATIONAL VISITS – APPROVAL AND EVALUATION

The headteacher confirmed that there will be a KS3 residential trip to the Windgate Centre in Cheshire, which will be for 2 days and he is happy to support. Families will be asked to make a £80 contribution towards the cost.

Governors gave approval for the residential to take place.

13. PERSONNEL POLICIES

These have been adopted.

14. FINANCE

A) Finance Policies

These were agreed at the Finance Committee

B) School Financial Value Standard

The is will be arranged for the spring term.

C) Budget Sustainability

This was delivered to the Finance Committee.

D) The Unofficial School Fund 2021/22

The audited accounts were approved and auditors appointed for 2022/23.

E) Financial Transparency of Local Authority Maintained School and Academy Trusts

These were noted and ensured.

15. GOVERNOR TRAINING

a) Training reports

Mrs Jones attended the LASGB Annual Conference on 15/10/2022

Mrs Jones attended the Lancashire Careers Hub Headteachers and Governors Conference on 17/10/2022 and shared information from the event.

Mr Jukes, Mr Main and Mr Chester have completed their annual Safeguarding and KCSIE training.

Miss Rickard delivered a KCSIE update session for governors.

16. SCHOOL ADMISSIONS (FOR OWN ADMISSION AUTHORITY SCHOOLS)

17. FOR INFORMATION / ACTION AS APPROPRIATE

18. FORUMS FOR CHAIRS AND VICE-CHAIRS

19. LASGB

20. CONFIDENTIALITY

The above were all noted

21. DATE AND TIME OF FUTURE MEETINGS

Tuesday 21st February @ 9.30 - Finance, Premises and Resources committee

Tuesday 21st February @ 11.30 - Pupil, Curriculum and Standards committee

Tuesday 21st March @ 9.30 - Full Governing Body (Local Authority)