

## ST HELENS COUNCIL

### COWLEY INTERNATIONAL COLLEGE

#### Minutes of the meeting of the Governing Body of Cowley International College held on Thursday, 14<sup>th</sup> December 2017 at the College

##### Members:

##### Staff Governors (2)

- \* Mr C Sheeran (Principal)
- \* Mr S Acton

##### Parent Governors (5)

- \* Mr I Arnold
- Mr I Evans
- \* Mrs E Hardie
- \* Mrs L Denny
- Vacancy

##### Local Authority Governors (1)

Mr D Watkins

##### Co-opted Governors (14)

- \* Mr G Anders
- Mr G Appleton
- \* Mr R Cormack
- \* Mrs M Bellis (Chairperson)
- \* Mrs K Campbell
- Mrs N Kearney
- Mr M Rush
- Mr P Worthington
- \* Mr C Amadio
- \* Mr S Alton
- Vacancy
- Vacancy

- \* Denotes members present

##### Also present:

Mrs P Gray, Governor Support Services, Acting as Clerk to the Governing Body

##### Part 1

#### **1. Apologies and Consideration of Consent to Absence**

Apologies were received from Ms Kearney, Mr Appleton, Mr Rush and Mr Watkins. Governors consented to their absences.

The Chairperson recorded her concern that Mr Evans had not attended for quite some time, and she intended to write to Governor Support Services concerning his non-attendance.

Mrs Campbell indicated she would need to leave the meeting at 6.00 pm.

**Post meeting note:** The clerk had received an e-mail from Governor Support Services at 4.30 pm after she had left home to attend the meeting, to inform the Governing Body that apologies from Mr Worthington and Mr Evans had been received.

## **2. Declarations of Interest**

The Chairperson reported that Governors had completed the Declarations of Interests form which was retained by the school.

## **3. Minutes of the Governing Body Meeting held on 12th October 2017**

The minutes were received and agreed as a true record, once corrections were made as follows:

- Page 7 Mr Evans was not present at the meeting.
- Page 7 final paragraph – Mrs Campbell suggested better quality envelopes be used to send agenda packs; she is not providing them.
- Page 8 item 6 first line – should read “the number of students **with 100% attendance** (113) in Y7-10 was incorrect.”
- Page 8 item 6 fourth paragraph should read “the Year 11 **maths intervention** form time is increasing”
- Page 10 item 17 second bullet point – should read “**Tolver Arnold**”
- Page 11 item 20 final paragraph – should record that Mrs Denny and Mr Amadio require **Safeguarding training**; link for online training to be sent to Mrs Denny. Delete from record that Mrs Denny attended Induction programme for Governors.
- Page 11 item 21 – should denote that Ben Edwards is **Head Boy** and Rachel Foreman **Head Girl** for 11-16 school. **Add to committee list Lucy Robinson and Tolver Arnold as Head Girl and Head Boy of sixth form.**

The Chairperson duly signed the minutes.

## **4. Matters arising from the above Minutes**

There were no other matters arising from the minutes.

## **5. Minutes from the Pupil Behaviour and Wellbeing Committee held on 9<sup>th</sup> November 2017**

### **Part One**

The minutes were received and noted by the Governing Body.

### **Part Two**

The minutes were received, noted and recommendations agreed by the Governing Body.

**6. Matters arising from the above Minutes**

Part One

No matters arising.

Part Two

Page 19 item 6 – It is incorrect to state that homophobic issues are non-existent.

**7. Recommendations from the Pupil Behaviour and Wellbeing Committee held on 9<sup>th</sup> November 2017**

- 1) The Behaviour Policy was approved and signed off by the Governing Body. It was recorded that no families attended the policy consultation meeting. Mr Cormack advised all Governors to read the section on page 77 appertaining to the role of Governor.
- 2) The RSE Policy was approved and signed off by the Governing Body.
- 3) The Safeguarding Policy was approved and signed off by the Governing Body. The definition of Forced Marriage is to be reworded.
- 4) The SEND Policy was approved and signed off by the Governing Body.

**8. Minutes from the Student Outcomes and Teaching Committee held on 16<sup>th</sup> November 2017**

The minutes were received and noted by the Governing Body.

**9. Matters arising from the Student Outcomes and Teaching Committee held on 16<sup>th</sup> November 2017**

There were no matters arising from the above minutes.

**10. Minutes of the Finance, Personnel and Premises Committee held on 21<sup>st</sup> November 2017**

The minutes from the above meeting were received as a true record and the Governing Body ratified the recommendations (see item 12).

**11. Matters arising from the Finance, Personnel and Premises Committee held on 21<sup>st</sup> November 2017**

There were no matters arising from the minutes. Skills audit has been completed by Governors.

**12. Recommendations from the Finance, Personnel and Premises Committee held on 21<sup>st</sup> November 2017**

The Governing Body resolved to:

- Approve the Financial Procedures Manual (School Budget)

- Approve the Financial Procedures Manual (School Fund)
- Approve the School Financial Value Standard (SFVS)
- Approve virement 6

### **13. Minutes of the Staff Performance Review Committee held on 21st November 2017**

The Governing Body received and noted the minutes.

### **14. Matters arising from the Staff Performance Review Committee held on 21st November 2017**

Correction to membership: Mr Arnold is Chair of this committee; Mr Appleton is the Vice Chair. Mr Arnold informed the Governing Body that the Committee was satisfied that salary progression was appropriate, following vigorous examination of evidence put forward by Mr Sheeran.

### **15. School Newsletter**

Governors were impressed with the quality and content in the School Newsletter. The top 10 reasons to choose Cowley was particularly noteworthy.

Governors thanked Dawn for producing a splendid piece of work.

### **16. International trips**

It was reported that arrangements for the planned trip to Poland are in hand and the trip will go ahead at the August Bank Holiday.

The Principal informed the meeting that some students would be going to Stuttgart for 4 days in summer, under the Twinning arrangements.

A trip to New York is taking place in February. One of the Parent Governors was disappointed that the trip clashes with Y11 parents evening which they would miss if going to New York. The Principal assured Governors that alternative opportunities to meet Y11 teachers would be provided for parents going on the trip.

### **17. Wellbeing of Students**

Mr Acton reported on this item and tabled a document that provided information on lots of events that have taken place, including:

- UKMT senior maths challenge in which students achieved 4 silver and 2 bronze awards
- Sixth form computer games design trip to Bury arcade
- Age UK Christmas party at Mansion House
- Very successful Year 11 study support sessions with more than 80% attendance
- Shoe box appeal
- Chocolate Orange donation to the NHS
- Year 11 Christmas market visit
- Christmas light switch on
- Psychology trip to Salford
- Elevate session for Year 13 students
- Year 7/11 performance of A Christmas Carol

- Children in Need sponsored run, cake sales, etc.
- Chemistry for all workshop
- Sixth form health day
- Two students supporting Haydock High with the behaviour system
- Girls football event with LFC

Mr Sheeran added that notably, the First rugby team have won 10 out of 10 of their matches, so congratulations to them.

The girl in Year 11 who was involved in a serious traffic accident in which she lost her mum has returned to school. She has been very brave and courageous during this traumatic time.

One of the organisers from the Mandarin excellence programme paid a visit to the college. The Principal observed a lesson and he found it absolutely amazing to see what the students have learnt during their studies, they have done exceptionally well.

#### **18. Governor Training**

Governors had reviewed the training offered at a previous meeting, and will share their learning in the New Year.

#### **19. Pay Policy**

The Governing Body agreed to adopt the recommended policy and will ensure it is implemented fairly and monitored. The delegations at Appendix 2 of the report, pages 255-256, were agreed and signed by the Chairperson.

#### **20. Teachers' Pay Award**

Governors agreed to implement the pay award on the basis of option 2 of the report:

- Apply 2% to all points on the Main Pay Range
- Apply 1% to all points on all other Pay Ranges and Pay Range Allowances

#### **21. Principal's Report**

The report had been circulated with the agenda to give Governors had the opportunity to review the information prior to the meeting and prepare any questions they may want to ask.

Pages 295 and 296 detailed the autumn assessment of Key Performance Indicators.

A Governor queried if there were reasons why attendance was below that expected.

Mr Cameron responded that they had seen a significant dip just after half term. Year 10 level is low, as it had been last year when they were Year 9. There are some issues in that cohort.

Measures to improve attendance included the 10 day challenge, where the reward was a bowling and pizza trip for classes with no absence during the 10 day period.

Mr Cormack confirmed that there was a big push on improving attendance throughout the school.

Mrs Campbell left the meeting at this point.

A Governor wondered if there was a correlation between the lack of staff nominated under the staff reward scheme for promotion of Healthy initiatives, and the lack of staff from PE named in the consistently following work scrutiny protocol category.

Mr Sheeran felt that it was too big a leap to draw that conclusion especially the number of staff involved in Cowley sport includes staff from across the college.

The Chairperson commented that the GCSE results in some departments were not as good as had been expected. She questioned whether the long and short learning walks for Governors needed "toughening up."

The Principal replied that the long learning walks provided a snapshot of one day in school; the short learning walks were designed to look at standards over time. He encouraged all Governors to participate in learning walks.

Mrs Bellis referenced point 2 on Page 303 of the report and said she would like the monitoring information to come to Committee as soon as they are available.

Mrs Bellis would also like the Young Carers group to be included in point 3 Pages 308 and 309 of the report, as they should be encouraged to lead healthy lifestyles.

A Governor pointed out that the numbers of students achieving a university place was highest in 2013, and wondered if there was a reason for that. The Principal does not know why there was such a spike that year.

The Chairperson, on behalf of the Governing Body, thanked the staff and students for their contributions to the reports for the meeting.

**22. Date and Time of Next Meeting**

The next meeting of the Governing Body is scheduled for Thursday 8<sup>th</sup> February 2018 at 5.00 pm.

**23. Any Other Business**

It was recorded that Mr Appleton had taken photos of the ripped envelopes in which the agenda packs were delivered to Governors, which had been sent with an e-mail to Governor Support Services.

Their response was that high quality expanding envelopes were used to post out agenda packs, but they accepted that damage was caused during Royal Mail processing of post.

The service is currently researching alternative packaging for the bigger agenda packs that are being damaged during processing.

**This ended Part 1 of the meeting.**

Signed..... *W. Lewis* ..... Date..... *6.2.18* .....  
Chairperson

