

ST HELENS COUNCIL

COWLEY INTERNATIONAL COLLEGE

Minutes of the meeting of the Governing Body of Cowley International College
Held on Thursday 12th October 2017 at 5.00 pm at the College

Members

Staff Governors (2)

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

Parent Governors (6)

- *Mrs E Hardie
- *Mrs L Denny
- *Mr I Evans
- *Mr I Arnold
- 2 Vacant

Local Authority Governors (1)

Vacant

Co-Opted Governors (15)

- *Mr G Anders
- *Mr G Appleton (Vice Chairperson)
- *Mr R Cormack
- *Mrs M Bellis (Chairperson)
- *Mrs K Campbell
- Mrs N Kearney
- *Mr D Watkins
- *Mr M Rush
- *Mr P Worthington
- *Mr C Amadio
- 5 vacant

* Denotes members present

Also Present

Mrs E Ozarek, Governor Support Services,
Acting as Clerk to the Governing Body

The Chairperson welcomed and introduced Mr S Acton who has been appointed as Staff Governor. Members of the Governing Body introduced themselves.

The Principal informed Governors that he needs to go to Parents Evening and will come back to the meeting as soon as possible.

Mrs K Campbell complained about the quality of the envelopes. As the agendas include very important and confidential information, she proposed to use better quality envelopes.

Part 1

1. Apologies and Consideration of Consent to Absence

Apologies for absence were received from Mrs N Kearney. Governors consented to the absent of the Governor not present at the meeting.

Governors were informed that Ms A Wellens has resigned as Parent Governor.

2. Election of Chairperson, Vice Chairperson and Governors Forum Representative

Governors noted the contents of the Local Authority report and guidance.

The Chairperson advised that the term of office of the Chair and Vice Chair will end in May 2019. There were no requirements for a new election.

3. Notification of Any Other Business

There was no other business.

4. Declarations of Interest

The Declaration of Interest Register was duly completed by the Governors present and retained by the College.

5. Minutes of the Meeting held on 13th July 2017

The Minutes were received and agreed as a true record and the Chairperson signed the Minutes.

6. Matters Arising from the above Minutes

Mr R Cormack pointed out that the number of students (113) in Y7-10 were incorrect.

5.10 p.m. The Principal joined the meeting

The Principal reported that 42 students signed in for Mandarin Language Club but there was funding only for 22 students. He confirmed that the school now will receive full funding for 42 students and will receive funding for the next year.

Mr R Cormack reported that the Year 11 Form time is increasing and not numeracy to 20 minutes each morning.

Governors decided that some items of the Agenda will be discussed at the next Governors Conference held on Saturday 14th October 2017.

7. Minutes from the Pupil Behaviour and Wellbeing Committee Meeting held on 14th September 2017

Contents of the Minutes were noted by Governors who ratified all decisions.

8. Matters arising from the Minutes of the Pupil Behaviour Committee Meeting held on 14th September 2017

Governors were informed that Mr G Anders has continued in the role of the Chair of the Pupil Behaviour and Wellbeing Committee and Mrs E Hardie has been nominated for the role of the Vice Chair. During the above meeting, Mrs E Hardie accepted the role of Vice Chair.

9. Minutes of the Student Outcomes and Teaching Committee Meeting held on 21st September 2017

Contents of the Minutes were noted by Governors who ratified all decisions.

10. Matters arising from Minutes of the Outcomes and Teaching Committee held on 21st September 2017

Mrs K Campbell commented that it had been a very good meeting and has resulted with a very positive outcome.

11. Minutes of the Finance, Personnel and Premises Committee Meeting held on 28th September 2017

Contents of the Minutes were noted by Governors who ratified all decisions.

12. Matters Arising from the Finance, Personnel and Premises Committee Meeting held on 28th September 2017

There were no matters arising.

13. Recommendations from the Finance, Personnel and Premises Committee Meeting held on 28th September 2017

At this point, Recommendations from the Finance, Personnel and Premises Committee were discussed.

- *Terms of References*

Resolved: that the proposed Terms of References for the Finance, Personnel and Premises committee be agreed and approved by the Governing Body.

- *Internal Financial Regulations*

Recommendation for full Governing Body approval of the Internal Financial Regulations including the delegate limits were discussed. These discussions were minuted in Item 25, School Financial Regulations.

- *Virements*

The Principal explained the financial transaction within Virement Request Form 1 and 3 which were within the Principal's delegated limit.

He also outlined the Virements Request Form 2, required full Governing Body approval.

Resolved: that Form 1, 2 and 3 be agreed, approved and ratified by the Governing Body.

14. Matter Arising from the above Minutes

There were no matters arising.

15. School Newsletter

The Chairperson commented that the Autumn 2017 Newsletter is better than usual. She pointed out that;

- it is good to see a photo of Y11 Ambassadors and proposed to put them on every newsletter as a reminder,
- 'Which Witch' homophone competition winning poems should be printed out;

- there is no price for Sister Act school production. Governors were informed that the shows will take place from 2nd- 4th November 2017. The Principal encouraged all Governors to attend the show.

16. International Trips

Mr Cormack reported that the students have enjoyed a 3-day trip to Poland. They spent 6 hours at the Auschwitz-Birkenau Memorial and Museum.

17. Wellbeing of students

The Principal explained that the last few days had been a difficult time. Governors were informed that a student had been involved in a car accident and her mother died. Her friends are planning to visit her in the hospital. Also, the Principle or Mr R Cormack will go visit her.

Mr S Acton (newly appointed staff Governor) gave a brief review and overview on the Wellbeing of students.

- The Nurse Cadets had attended the Active Care course at Eccleston Court Nursing Home and the CCG AGM. The students found it really interesting as they were able to speak to lots of different health providers and find out what their roles were within St Helens,
- Lucy Robinson has been appointed as a Head Girl and Tovler Arnold as Head Boy,
- Sister Act – Governors were informed that there is a very large cast this year with the rehearsal and students stay late to practice and have done a fantastic job,
- Year 7 hockey girls team won 10-0 against St Mary's private school,

18. Appointment of LA Governor

The Chairperson informed that Mr David Watkins has been proposed to the appointment as LA Governor. Mr David Watkins was asked to consider this appointment. After discussion, Governors agreed that the formal letter should be sent to Mr David Watkins.

19. Pay Policy

The Principal informed Governors of the options of the Teaching Pay Award. The copy of the Pay Policy had not been circulated prior to the meeting. He informed that the Finance, Personnel and Premises committee has made a recommendation but this is a full Governing Body decision. He explained that the vast majority of employers are recognising that 2% increase for all of main scale and most LAs are advising their schools to do it. He stated that in his view any school that does not implement 2% for all of main scale potentially will face industrial action from the teaching union.

The Governing Body discussed the delegation options 2 and made relevant decisions.

Resolved: Apply 2% to all points on the Main Pay Range,
Apply 1% to all points on all other Pay Ranges and Pay Range Allowances.

The Governing Body agreed and approved Appendix B for the Implementation of 2017 Teachers' Pay Award which was duly signed by Chairperson.

20. Governor Training

Governors received and noted the local authority Training Programme for School Governors 2017 - 2018 and National Governance Association (NGA) learning link information, circulated prior to the meeting.

Governors discussed training. The Chairperson proposed to the Governors that they should attend a minimum training. Governors agreed to discuss their availability at the next Governors conference held on Saturday 14th October 2017.

The Clerk has presented certificates to the Governors who have attended trainings this term.

- Mrs L Denny – Induction/Refresher Programme for Governors, HALO: Help Around the Local Offer training.
- Mr C Amadio - Induction/Refresher Programme for Governors, HALO: Help Around the Local Offer training.

21. Review of Committees and Nominated Governors

Governors noted the contents of the Local Authority report and guidance. This report invited the Governing Body to review the arrangements for the delegation of certain powers, duties and responsibilities to their Committees.

The Governing Body reviewed the Committee membership.

Pupil Behaviour and Wellbeing

Mr G Anders (Chair)	Co-opted Governor
Mrs E Hardie (Vice Chair)	Parent Governor
Mrs M Bellis	Co-opted Governor
Ms K Campbell	Co-opted Governor
Mr D Watkins	Co-opted Governor
Mr R Cormack	Co-opted Governor
Mr S Acton	Co-opted Governor
Mr P Livesey	Associate
Mr P Leadbeater	Associate
Mr C Dickinson	Associate
PC K Birchall	Associate
Mrs S Reed	Associate
Mrs K Smith	Associate
Ben Edwards	Head Boy
Matthew Griffiths	Deputy Head Boy
Rachel Foreman	Head Girl
Becca Evans	Deputy Head Girl
Leona Wilkinson	Student Council
Eleanor Moran	Student Council
Jade Middlehurst	Student Council
Dean Pearson	Student Council

Student Outcomes and Teaching Committee

Ms K Campbell (Chair)	Co-opted Governor
Mrs M Bellis (Vice Chair)	Co-opted Governor
Mr G Appleton	Co-opted Governor
Mr C Sheeran	Head teacher Governor
Mr G Anders	Co-opted Governor
Mr R Cormack	Co-opted Governor
Ms N Kearney	Co-opted Governor
Mrs L Denny	Parent Governor
Mr I Evans	Parent Governor
Mr I Arnold	Parent Governor
Mr C Mercure	Associate Member

Finance, Personnel and Premises Committee

Mr G Appleton (Chair)	Co-opted Governor
Mr I Arnold (Vice Chair)	Parent Governor
Mr C Amadio	Co-opted Governor
Mr G Anders	Co-opted Governor
Mrs M Bellis	Co-opted Governor
Ms K Campbell	Co-opted Governor
Mr M Rush	Co-opted Governor
Mr C Sheeran	Head teacher Governor
Mr D Watkins	Co-opted Governor
Mr P Worthington	Co-opted Governor
Mrs K Callaghan	Associate Member

Audit and Governance Committee

Mr G Anders (Chair)	Co-opted Governor
Ms K Campbell (Vice Chair)	Co-opted Governor
Mrs M Bellis	Co-opted Governor
Mr G Appleton	Co-opted Governor
Mr C Sheeran	Head teacher Governor
Mr I Arnold	Parent Governor

Staff Performance Review Committee

Mrs M Bellis	Co-opted Governor
Mr G Appleton	Co-opted Governor
Mr I Arnold (Chair)	Parent Governor

22. Guidance for the Election of Governors

Governors received and noted local authority guidance for the election of Parent, Teacher and Staff Governors and co-option of Community Governors, circulated prior to the meeting.

Resolved: that the Guidelines be agreed and adopted.

23. Code of Conduct for Governors

Governors agreed to review this at the next Governors conference hold on Saturday 14th October 2017.

24. Contract Procedure Rules

Governors received and noted the local authority report and guidance circulated prior to the meeting.

The Governing Body agreed to:

- comply with the Council's Contract Procedure Rules
- ensure all relevant staff are familiar with the procedures

The Chairperson signed the relevant documents.

25. School Financial Regulations

Governors received and noted the local authority report and guidance circulated prior to the meeting.

School Financial Regulations had been considered by the Finance, Personnel and Premises Committee.

The forms were completed and the Principal agreed the signatories would be completed before submission to the Local Authority. Signatures were agreed as:

Persons authorised to approve orders for works, goods and services

The Governing Body has approved that the following persons may authorise orders for the provision of works, goods and services up to a maximum value of £25,000. The Finance Committee shall approve any expenditure between £25,001 and £40,000. The Governing Body shall approve any expenditure in excess of £40,000.

Mr C Sheeran, Principal
Mr R Cormack, Associate Principal
Ms K Callaghan, Business Manager

The Governing Body has approved that the following persons may authorise emergency, out of hours work procured through Property Service up to a maximum value of £2,500.

Ms K Callaghan, Business Manager

Persons authorised to certify invoice payments

Mr C Sheeran, Principal
Mr R Cormack, Associate Principal
Ms K Callaghan, Business Manager
Ms B Wright, Finance Manager
Mr P Livesey, Assistant Headteacher
Ms W Hale, Assistant Headteacher
Mr M Hesketh, Assistant Headteacher
Mr C Dickinson, Assistant Headteacher

Person authorised to certify salaries and wages payments

Mr C Sheeran, Principal
Mr R Cormack, Associate Principal
Ms K Callaghan, Business Manager

Persons authorised to notify the council of Appointments, promotions, regrading's etc.

Mr C Sheeran, Principal
Mr R Cormack, Associate Principal

Persons authorised as cheque signatories

Mr C Sheeran, Principal
Mr R Cormack, Associate Principal
Ms K Callaghan, Business Manager
Ms B Wright, Finance Manager
Mr P Livesey, Assistant Headteacher
Ms W Hale, Assistant Headteacher
Mr M Hesketh, Assistant Headteacher
Mr C Dickinson, Assistant Headteacher

Resolved: that the School Financial Regulations be agreed.

26. School Meals Arrears Procedure

Governors agreed to review this at the next Governors conference hold on Saturday 14th October 2017.

