

**ST HELENS COUNCIL
COWLEY INTERNATIONAL COLLEGE**

**MINUTES OF THE VIRTUAL MEETING OF THE GOVERNING BODY
OF COWLEY INTERNATIONAL COLLEGE
HELD ON THURSDAY 20TH MAY 2021 VIA TEAMS**

Present:

Co-opted Governors

- * Mrs Margaret Bellis
- * Mr Paul Worthington
- * Mr Geoffrey Appleton
- * Mrs Kathryn Campbell
- Colonel Stephen P Boardman MBE DL
- * Mr Russell Cormack
- * Mr Innes Arnold
- Mr Garry Anders
- Mr Carlo Amadio
- * Mrs Justine Kellett
- vacancy

Parent Governors

- * Miss Shana Begum
- vacancy

Staff Governors

- * Mr Cameron Sheeran (Headteacher)
- Ms Lynne Sayle

Local Authority Governor

- * Cllr Mancyia Uddin

Associate Member

Mrs K Callaghan

- * Denotes members present

Also present:

Mrs M Foster, Governor Support Services, Acting as Clerk to the Governing Body

PART 1

1. APOLOGIES AND CONSIDERATION OF CONSENT TO ABSENCE

Apologies were received and accepted from Garry Anders and Lynne Sayle.

2. DECLARATIONS OF INTEREST

Governors were invited to declare whether they had any interests in any items on the agenda for the meeting. No declarations were made.

3. GOVERNOR MEMBERSHIP

Parent Vacancy

Governors were informed that the Parent Governor vacancy had been advertised.

DBS checks

It was noted that Justine Kellett had not yet completed a separate DBS check in respect of her Governor role, although she had a DBS in her professional capacity.

Ms Kellett was advised that it was a requirement for her to have a Governor DBS check and it was agreed that Mr Cormack would make arrangements for this to be done.

4. MINUTES OF THE MEETING HELD ON 1ST APRIL 2021

The minutes of the meeting held on 1st April 2021 were approved as a correct record.

5. MATTERS ARISING FROM THE ABOVE MINUTES

Page 7: Discussion about school refusers:

Q: Have you identified the school refusers?

A: Yes, and the attendance team work very closely with their parents or Social Care as they do with all children not attending school.

6. MINUTES OF THE FINANCE, PERSONNEL AND PREMISES COMMITTEE MEETING HELD ON 29TH APRIL 2021

The minutes of the Finance, Personnel and Premises Committee meeting held on 29th April 2021 were received and noted.

7. MATTERS ARISING FROM THE FINANCE, PERSONNEL AND PREMISES COMMITTEE MEETING HELD ON 29TH APRIL 2021

There were no matters arising from the Finance, Personnel and Premises Committee meeting held on 29th April 2021 although it was noted that the electrical/five year fixed writing inspect was overdue. Governors were informed that the Headteacher was escalating this with the Local Authority, although it was accepted that any concerns should have been picked up on routine inspections.

8. RECOMMENDATIONS FROM THE FINANCE, PERSONNEL AND PREMISES COMMITTEE HELD ON 29TH APRIL 2021

The following recommendations from the Finance, Personnel and Premises Committee held on 29th April 2021 were approved:

- Asset Management Plan
- Internal Financial Regulations
- SDB Financial Procedures Manual
- School Fund Policy and Procedures
- Cowley joining the Data Protection Officer collaborative tender
- Contracts for 2021-22.

9. MINUTES OF THE PUPIL BEHAVIOUR AND WELLBEING COMMITTEE PART 1 MEETING HELD ON 22ND APRIL 2021

Ms Kellett provided feedback from the meeting. Governors were informed that Mr Bennett had attended to speak about behaviour and there had also been an update on citizenship. Discussion also took place about the responsibilities schools have for EHATs and the impact this was having. It was noted that a significant part of the meeting was spent discussing Covid and support for students; positive feedback was received from the students and Governors were informed that some staff had volunteered for mental health training which was ongoing. There were no actions for follow up.

Mr Arnold joined the meeting.

10. MATTERS ARISING FROM THE MINUTES OF THE PUPIL BEHAVIOUR AND WELLBEING COMMITTEE PART 1 MEETING HELD ON 22ND APRIL 2021

The Safeguarding Policy was received and approved.

Discussion also took place about Governor safeguarding training which the Chair had attended. It was agreed that online training would be arranged for all Governors as soon as possible.

Mr Sheeran joined the meeting.

Q: Do Governors regularly receive updates on Keeping Children Safe in Education, for example sending out a summary document for Governors to read.

A: It is a requirement for all Governors to read the document.

Governors were asked to confirm on GovernorHub that this had been done.

It was also noted that the Behaviour Policy was due for updating in the Autumn term.

11. MINUTES OF THE PUPIL BEHAVIOUR AND WELLBEING COMMITTEE PART 2 MEETING HELD ON 22ND APRIL 2021

This item was not discussed.

12. MATTERS ARISING FROM THE MINUTES OF THE PUPIL BEHAVIOUR AND WELLBEING COMMITTEE PART 2 MEETING HELD ON 22ND APRIL 2021

This item was not discussed.

13. RECOMMENDATIONS FROM THE PUPIL BEHAVIOUR AND WELLBEING COMMITTEE PART 2 MEETING HELD ON 22ND APRIL 2021

This item was not discussed.

14. MINUTES OF THE QUALITY OF EDUCATION COMMITTEE MEETING HELD ON 22ND APRIL 2021

Ms Campbell provided feedback from the meeting. It was noted that school had bought into the Unifrog careers package. College had applied for the Quality in Careers Award. Deborah Faulkner had attended the meeting and spoken about Post 16 students, and it was noted that they had settled back into Post 16 positively. Discussion took place about students returning to school full time, disadvantaged students, assessments, applications for higher education, staff training, and teacher assessed grades for Key Stage 4 students. Thanks were asked to be passed on to all staff involved as there had been a wholesale change of how students were assessed, and it was accepted that it had been a very challenging year for students and staff alike.

Mr Arnold advised that he was present at the meeting and asked for the minutes to be corrected to reflect his attendance.

15. MATTERS ARISING FROM THE QUALITY OF EDUCATION COMMITTEE MEETING HELD ON 22ND APRIL 2021

Mr Cormack provided an update regarding teacher assessed grades and advised that there were nearing completion. Governors were advised that quality assurance was taking place and the data would be compared with expectations. It had been very challenging, but school was on track to complete the assessments. Discussion took place about appeals, but it was accepted that it was unknown yet how these would happen.

16. RECOMMENDATIONS FROM THE QUALITY OF EDUCATION COMMITTEE MEETING HELD ON 22ND APRIL 2021

The Careers Education Policy was received and approved.

17. SCHOOL NEWSLETTER

The newsletter was received, and the content noted. Governors asked for their congratulations to be passed on to the students children that had done well with

reading and writing stories, the fire service course and for the darts success. Governors noted the competition to win book tokens and were asked to submit nominations for Cowley on the National Book Tokens website. Governors also asked for their thanks to be passed on to the editor.

18. LOCAL AUTHORITY STANDARD ITEMS

There were no Local Authority standard items for discussion at the meeting.

19. POLICY REVIEW

Behaviour Policy

It was agreed to defer approval of this policy as it was due to be updated in September.

School Exclusions

It was agreed to defer approval of this policy as it was due to be updated in September.

Attendance Policy

This item was not discussed.

20. AUDIT REPORT

Governors were informed that the Audit Report had been discussed at Finance and Personnel Committee in detail. All of the (minor) actions identified had been actioned or progressed. It was noted that although school had dropped down by one level, procedures remained strong. Thanks were asked to be passed on to the staff involved.

21. WEBSITE COMPLIANCE

Mr Sheeran reported that the Local Authority had undertaken an inspection of the website and any minor issues had been updated; it was therefore now compliant.

22. WELLBEING OF STUDENTS

Mr Cormack reported that Student Voice took place during the Ofsted visit and came out positively. Students had welcomed the return to the primary timetable, as had staff, as it had helped students decompress and move out of their particular zones. In particular it was very positive to see Year 7 exploring the whole site and using the specialist rooms. Staff were continuing to support students and work with some families with challenging expectations of college and behaviour.

Mr Sheeran reiterated that it had been challenging since September 2020, particularly for those in Years 7, 8 and 9 who had to stay in the same classrooms. There was still some work to be done but it was a credit to all staff and leadership as they had battled some difficult situations at times and there had been a significant difference since moving back to the primary timetable.

Discussion took place about the positives for Year 7 of being together as a unit and the way that school had got through the horrendous period which was commendable.

23. GOVERNOR DEVELOPMENT

It was noted that the Chair was due to undertake SEND training imminently.

24. DATE AND TIME OF NEXT MEETING

Thursday 8th July at 5.00pm.

25. URGENT MATTERS

There were no urgent matters for discussion.

Signed..... Chairperson dated.....