

**ST HELENS COUNCIL  
COWLEY INTERNATIONAL COLLEGE**

**MINUTES OF THE VIRTUAL MEETING OF THE GOVERNING BODY  
OF COWLEY INTERNATIONAL COLLEGE  
HELD ON THURSDAY 8<sup>TH</sup> JULY 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

Parent Governors

Miss Shana Begum

Staff Governors

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

Local Authority Governor

Cllr Mancyia Uddin

\* 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 Geoffrey Appleton and Shana Begum.

**2. DECLARATIONS OF INTERESTS**

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

**3. GOVERNOR MEMBERSHIP**

1 x Co-opted Governor vacancy: The vacancy was noted.

1 x Parent Governor vacancy: It was agreed to conduct an election process in the Autumn term when the new Year 7 cohort had joined the school.

Single Central Record/DBS: It was confirmed that Justine Kellett had now completed an additional DBS check in respect of her governance role.

**4. MINUTES OF THE MEETING HELD ON 20<sup>TH</sup> MAY 2021**

The minutes of the meeting held on 20<sup>th</sup> May 2021 were approved subject to the following amendments:

- Item 7 – Change “writing inspect was overdue” to “writing inspection was overdue”.
- Item 17 – final line, remove the word “children” after “students”.

**5. MATTERS ARISING FROM THE ABOVE MINUTES**

There were no matters arising from the above minutes, however Governors asked the following questions:

- Q: Have the students reverted back to the primary timetable and has that led to an increase in the number of students shielding/being out of school?
- A: There has been an increase in students out of school, but not for that reason. We use lesson seating plans and friendship groups for identifying close contacts and we still have separate entrances and breaks. The increase is due to national and local factors.
- Q: Can and does school keep a record of staff who have been vaccinated?
- A: The majority of staff have been vaccinated, but we are not allowed to ask.
- Q: Have the majority had both vaccinations?
- A: Yes and no. There has been an increase of positive cases and having to isolate; the majority of these cases have been for staff who have had their first vaccination, but there has been no lasting impact.
- Q: Will all staff have had their second vaccination by the start of September?
- A: I would imagine so, but I don't know if there are any members of staff who do not want to have the vaccine.

**6. MINUTES OF THE BEHAVIOUR AND WELLBEING COMMITTEE MEETING HELD ON 8<sup>TH</sup> JUNE 2021**

The Committee Chair advised that it had been a positive meeting, with an impressive presentation on extra-curricular activities. The only action was for the Chair of Governors and Committee Chair to write to the Head Boy and Girl to thank them for their contributions.

**7. MATTERS ARISING FROM THE PUPIL BEHAVIOUR AND WELLBEING COMMITTEE HELD ON 8<sup>TH</sup> JUNE 2021**

There were no matters arising from the above minutes, although Governors asked the following question:

- Q: Are students able to resume singing in choirs yet?
- A: They are doing some singing in their bubbles, but there have been no performances yet or crossing bubbles.

**8. MINUTES OF THE QUALITY OF EDUCATION COMMITTEE HELD ON 10<sup>TH</sup> JUNE 2021**

The Committee Chair thanked all Governors for attending the Committee meeting and advised that there were discussions about the reading strategy which was crucial to ensure students could access the curriculum; staff had been invited to update the Committee on progress towards the end of the year. It was noted that information was also shared about Teacher Assessed Grades for Years 11 and 13, which was a long and thorough process. Curriculum updates for September and disadvantaged students were also discussed. The Committee Chair asked for Governors' appreciation for the work being done to support students to be passed on to staff.

**9. MATTERS ARISING FROM THE QUALITY OF EDUCATION COMMITTEE HELD ON 10<sup>TH</sup> JUNE 2021**

There were no matters arising or actions from the meeting.

**10. LOCAL AUTHORITY STANDARD ITEMS**

**Ofsted – External engagement slides**

The slides were shared for information and noted; however Governors were advised that they were already slightly out of date as the Ofsted handbook had been updated for September to include adjustments related to Covid and sexual harassment; schools would have to evidence their intent and implementation of about this through PSHE lessons which, at Cowley, was delivered by a team of staff. It was noted that inspections were set to return in the Autumn term, and it was anticipated that Cowley would be visited by Easter 2022.

Discussion took place about the latest changes to Covid guidance, in particular relating to the lifting of restrictions from 19<sup>th</sup> July. It was noted, however, that given the number of cases locally, all current practices would continue in school until the end of the Summer term.

Q: Are we ready and prepared for Ofsted inspection?

A: We are currently working on the SEF which will be ready for September. The IDSR will be used as a starting point; we can't use internal data so will look at children's books and what is happening in the classroom to judge the quality of education.

**11. POLICY REVIEW**

There were no policies for review or approval at the meeting.

**12. SCHOOL IMPROVEMENT PLAN**

The 2021/22 document was shared. Governors noted that the four key priorities for the next year were:

- Reading
- Curriculum
- Behaviour
- Wellbeing

Governors were advised that the priorities all linked in with other areas, for example curriculum included careers. It was noted that the priorities were non-negotiable from September.

After discussion, it was agreed that the graphic detailing the key priorities would be included in the School Improvement Plan and the revised document would be e-mailed out to all Governors.

Q: Is the reading programme starting immediately in September; how much of the work is already done?

A: We are quite well advanced; we are having daily meetings regarding reading; staff are being trained and departments identified. However, recruitment of new staff to support the work has been challenging and we have not yet been able to have Year 6 students in to do some baseline work with them.

Justine Kellett advised that she had met with the English Team and the vision and momentum was there, but unfortunately the processes to get everything in place was taking more time than expected. However, while this was taking place, other things were happening.

Governors were told about examples of staff reading to their classes to share a love of reading with the students and strategies such as using the first 20 minutes each day for reaching were being considered. A request had also been received for every year group to read four books in form time, with every student being provided with a copy of the book. However, due to the cost implications of this, the evidence of impact was being considered before purchasing the books.

Q: Can we not use electronic books/devices? The strategies all sound really good, but the time taken to implement them is frustrating.

A: We have had significant challenges in trying to run a normal school on a day to day basis, as well as dealing with Covid and catch up, but we are unbelievably driven to make these things happen; I want to reassure Governors of that. Unfortunately one of the big hurdles we are facing is getting the right people in place to deliver it, we haven't been successful so far, so we are looking at an alternative solution.

Q: Have you gone down the National Tutoring Programme route as a short term solution?

A: We have used it but want our own staff in a reading room to work with our children. We need the right people, or it won't work.

Q: Have you considered academic mentors?

A: It is difficult to recruit at the moment, there just isn't the quality candidates applying.

### **13. FINANCIAL MANAGEMENT**

Updated budget documents were shared and noted. No concerns were raised.

### **14. SCHOOL NEWSLETTER**

The newsletter was received and noted. Governors congratulated school with the Green Flag award. Governors were asked to nominate school to win £5,000 book tokens (referred to in the newsletter).

### **15. WELLBEING OF STUDENTS**

In the absence of the Staff Governor, Russell Cormack provided a general update on the wellbeing of students. Governors were advised that it had continued to be a challenging half term, with school being directed by Public Health to close Years 8 and 10 for ten days following a few positive Covid cases. However, students and staff moved quickly to online learning.

There continued to be a number of positive Covid cases in each year group, with approximately 140 students currently isolating, which made it challenging to deliver hybrid lessons. However, on the whole, both students and staff were handling the situation well, and systems had been put in place to support vulnerable students.

Governors were advised that work was ongoing with parents and students in readiness for the September intake, however transition days had been cancelled due to issues with dates and an increasing number of Covid cases. Plans were in place for vulnerable Year 6 students to visit school and summer schools were planned.

New Year 7 students were also coming into school on the Inset day, before all other students returned to school.

Discussion took place about parental frustrations when students were sent home to isolate; this was understandable, however school was following the guidance to the letter, and it was a similar picture across the Local Authority.

### **16. GOVERNOR DEVELOPMENT**

The Chair advised that she had attended SEND training and commented that it was one of the best Local Authority sessions she had attended since becoming a Governor.

**17. FULL GOVERNING BOARD MEETING DATES FOR THE ACADEMIC YEAR**

A draft schedule of dates had been circulated; however Governors were advised that the last FGB meeting date had moved to 14<sup>th</sup> July 2022. It was noted that an updated schedule of dates would be circulated following the meeting.

Discussion also took place about potentially reviewing the committee structure with a view to reducing the number of after school meetings, which would support staff work life balance and wellbeing. It was agreed to put together a working group to put forward proposals for future working.

It was also agreed that Russell Cormack would survey Governors about attendance.

**18. URGENT MATTERS**

There were no urgent matters for discussion at the meeting.

Signed..... Chairperson Dated.....