

**ST HELENS COUNCIL
COWLEY INTERNATIONAL COLLEGE**

**MINUTES OF THE VIRTUAL MEETING OF THE GOVERNING BODY
OF COWLEY INTERNATIONAL COLLEGE
HELD ON THURSDAY 14TH OCTOBER 2021 AT THE SCHOOL**

Present:

Co-opted Governors

- * Mrs Margaret Bellis
- Mr Paul Worthington
- Mr Geoffrey Appleton
- * Mrs Kathryn Campbell (via Microsoft Teams)
- 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

* 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 Carlo Amadio and Geoffrey Appleton.

Apologies were also received from Stephen Boardman; however, as Mr Boardman had not been attendance for several meetings, it was agreed not to accept apologies on this occasion.

Action: Clerk to write to Mr Boardman regarding non-attendance at meetings and the possibility of removal from the Governing Body for non-attendance.

2. DECLARATIONS OF INTERESTS

Governors were invited to declare whether they had any personal or pecuniary interest in any item, financial or otherwise, on the agenda for the meeting. No declarations were made.

3. ELECTION OF CHAIR AND VICE CHAIR, ELECTION OF GOVERNORS FORUM REPRESENTATIVE AND CHAIR AND VICE CHAIR OF EDUCATION COMMITTEE, PUPIL BEHAVIOUR AND WELLBEING COMMITTEE

It was noted that Margaret Bellis had previously been elected Chair until 10.10.22.

It was noted that Geoffrey Appleton had previously been elected Vice Chair until 10.10.22.

Justine Kellett was elected Governors Forum representative for the 2021/22 academic year.

The Chairs and Vice Chairs of Committees were elected as follows:

- Education Committee:
Chair – Kath Campbell
Vice Chair – Margaret Bellis
- Pupil Behaviour and Wellbeing Committee:
Chair - Gary Anders
Vice Chair – Justine Kellett
- Finance Committee:
Chair – Paul Worthington

4. REVIEW OF GOVERNING BODY

Review Constitution

The constitution was circulated prior to the meeting and was approved.

Review Committee Structure

The Committee Structure was circulated prior to the meeting and was approved.

Review Committee Membership

Committee membership was approved as follows:

Audit & Governance:

Mr G Anders, Ms K Campbell, Mr G Appleton, Mr I Arnold, Mrs M Bellis, Mr P Worthington, Mr C Sheeran

Quality of Education:

Ms K Campbell, Mrs M Bellis, Miss S Begum, Mr G Anders, Mr G Appleton, Mr I Arnold, Mrs J Kellett, Cllr M Uddin, Mr R Cormack, Miss L Sayle, Mr C Sheeran, Ms W Hale (Associate)

Finance, Personnel and Premises:

Mr P Worthington, Mr I Arnold, Mr C Amadio, Mr G Anders, Mr G Appleton, Mrs M Bellis, Ms K Campbell, Mr R Cormack, Mr C Sheeran, Mrs K Callaghan (Associate)

Staff Performance Review:

Mr I Arnold, Mr G Anders, Mr G Appleton, Mrs M Bellis, Ms K Campbell

Pupil Behaviour and Wellbeing:

Mr G Anders, Miss S Begum, Mrs M Bellis, Lt Col S Boardman, Mrs J Kellett, Ms K Campbell, Mr R Cormack, Mr M Bennett (Associate), Mr C Dickinson (Associate), Mr P Leadbeater (Associate), Mrs A Clark (Associate), Mrs K Smith (Associate), Head Boy/Girl (Associate), Deputy Head Boy/Girl (Associate), Student Council x 4 (Associate)

Appointments/Complaints/Pupil Discipline/Grievance and Dismissal Appeals:

Available Governors to meet membership criteria outlined in the Terms of Reference and who have no prior knowledge of the case or involvement in the original decision.

Review Link Governor Roles

After discussion, the following Link Governor roles were approved:

- Safeguarding – Garry Anders and Paul Worthington
- SEN – Margaret Bellis
- Careers – Kath Campbell and Innes Arnold
- Governor Development – Innes Arnold
- Literacy – Innes Arnold and Manciya Uddin
- Numeracy – Garry Anders
- Health & Wellbeing – Margaret Bellis
- Equalities – Margaret Bellis

It was agreed to carry out an up to date skills audit at the next opportunity.

Action: Clerk to send skills audit link to Russell Cormack.

5. GOVERNOR MEMBERSHIP

Co-opted Governor vacancy

It was noted that there was one vacancy for a Co-opted Governor.

Parent Governor vacancy

Mr Sheeran advised that the election process for a new Parent Governor had been started.

Code of Conduct

Governors noted and agreed the Code of Conduct circulated prior to the meeting.

Confidentiality

Governors were reminded about the importance of confidentiality in relation to governance business.

DBS checks

Governors were reminded to ensure that all certificate details were recorded on the school's Single Central Record.

Action: Justine Kellett to bring DBS certificate into school as soon as possible.

6. MINUTES OF THE MEETING HELD ON 8TH JULY 2021

The minutes of the meeting held on 8th July 2021 were approved as a correct record.

7. MATTERS ARISING FROM THE ABOVE MINUTES

There were no matters arising from the above minutes.

8. MINUTES OF THE QUALITY OF EDUCATION COMMITTEE MEETING HELD ON 16TH SEPTEMBER 2021

The minutes of the Quality of Education Committee meeting held on 16th September 2021 were approved as a correct record.

9. MATTERS ARISING FROM THE ABOVE MINUTES

Mr Arnold advised that the meeting discussed the school's focus on reading and on the ERIC and DEAR programmes which were initiatives to try to encourage reading.

Mrs Bellis also provided feedback that the uptake for sixth form places had been impacted by the inability of prospective students to visit recruitment events.

10. RECOMMENDATIONS FROM THE QUALITY OF EDUCATION COMMITTEE MEETING HELD ON 16TH SEPTEMBER 2021

There was one action from the above meeting: approval of the SEND policy, which was to be addressed later in the meeting.

11. MINUTES OF THE FINANCE, PERSONNEL AND PREMISES COMMITTEE MEETING HELD ON 30TH SEPTEMBER 2021

The minutes of the Finance, Personnel and Premises Committee meeting held on 30th September 2021 were approved as a correct record.

12. MATTERS ARISING FROM THE ABOVE MINUTES

Mr Worthington provided feedback from the meeting.

13. RECOMMENDATIONS FROM THE FINANCE, PERSONNEL AND PREMISES COMMITTEE MEETING HELD ON 30TH SEPTEMBER 2021

Governors approved the following recommendations:

- Finance, Personnel and Premises Committee Terms of Reference
- Health and Safety Policy including Covid 19 addendum
- Internal Financial Regulations
- SDB Financial Procedures Manual
- School Fund Policy and Procedures
- Early Career Teacher Induction Policy
- Virement 3
- SISRA software 3 year contract.

Governors asked how the works mentioned in the minutes were progressing and were advised that they were progressing, but it was hoped that this would be more quickly over half term.

Budget information had also been shared and noted.

14. LOCAL AUTHORITY STANDARD ITEMS

Keeping Children Safe in Education 2021

Governors were reminded of the necessity to read Keeping Children Safe in Education 2021.

Financial Regulations

Governors noted and approved the Financial Regulations.

Petty Cash Procedures

Governors noted and approved the Petty Cash Procedures.

Charge Card Procedures

Governors noted and approved the Charge Card Procedures.

2022-23 School Holiday Pattern

It was agreed to follow the Local Authority school holiday pattern and Governors delegated authority to school leaders to finalise the inset days and bring to the next meeting for information.

2022-23 Admission Arrangements

Governors noted and approved the 2022/23 Admission Arrangements.

Governors Code of Conduct 2021

The updated Code of Conduct was discussed and all Governors, including those not present at the meeting, were requested to confirm their acceptance on GovernorHub.

Action: Clerk to add a declaration on GovernorHub for acceptance of the Code of Conduct.

15. FINANCE MONITORING REPORT

The finance monitoring report was received and noted.

16. SCHOOL IMPROVEMENT PLAN (SIP) AND SELF EVALUATION

This item was not discussed at the meeting.

17. SCHOOL NEWSLETTER

The school newsletter was received and noted. Governors offered their congratulations to the Head Boy and Girl.

18. WELLBEING OF STUDENTS

The Staff Governor was absent due to illness, but Mr Cormack provided an update. Governors were advised that the overwhelming majority of pupils were doing really well and had had a strong start to the year. Students were benefitting from the return of extra-curricular activities and zones had been removed, which made a more pleasant and productive atmosphere for learning. It was noted, however, that there was a small cohort of students where lockdown had significantly impacted families, and this had affected either their mental or physical wellbeing. Staff were working with the affected pupils.

Q: How many pupils are affected?

A: Approximately 10-12 in each year group.

Governors were informed that it could be very upsetting for staff to deal with some of the issues being brought into school, but all identified pupils were receiving a package of support.

Mr Cormack advised that circumstances had meant that more protective measures had had to be brought back into place; these were now being relaxed but had put a further strain on both staff and pupils, although the majority were managing it very well.

Mr Sheeran advised that strains were being seen elsewhere in the education sector, particularly as the burden of public health on schools since the pandemic began was extraordinary. Mr Sheeran advised Governors of the extraordinary and absolutely superb efforts of leadership in school, particularly as there was no end on the horizon.

Discussion took place about the long term impact of the pandemic and Governors raised concerns about potential students and staff whose issues were not yet identified, particularly around mental health issues.

Q: Do we have mental health first aiders and are they empowered to take action for both students and colleagues?

A: We do have mental health first aiders who work directly with staff. We also have Barnados counselling for staff and also utilise the Employer Support Network. There is a lot of pressure on staff, including around Ofsted and accountability, as well as dealing with some horrific issues with families.

Mrs Kellett left the meeting at 6.15pm.

Q: Is mental health care available for those students worse affected?

A: We support in school as best we can, but externally no; the waiting lists are incredible.

19. POLICY REVIEW

The following policies were discussed and approved:

- Admissions Arrangements
- SEND Policy
- SEND Information Report

20. GOVERNOR DEVELOPMENT

Governors had attended the following training:

Mr Arnold and Mrs Campbell – Ofsted

The Clerk was asked to feedback that the training was useful, but very Primary focused. Governors asked for some Secondary focus in training.

Mrs Bellis – SEND

Feedback was that the course was very good, but again it would be more useful if split into Primary/Secondary sessions due to the different information needs.

Governors were reminded about the NGA learning link online training courses.

21. FULL GOVERNING BOARD MEETING DATES FOR THE ACADEMIC YEAR

Thursday 16th December 2021 at 5.00pm

Thursday 10th February 2022 at 5.00pm

Thursday 31st March 2022 at 5.00pm

Thursday 19th May 2022 at 5.00pm

Thursday 14th July 2022 at 5.00pm

22. URGENT MATTERS

There were no urgent matters for discussion at the meeting.

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