

ST HELENS COUNCIL

COWLEY INTERNATIONAL COLLEGE

Minutes of the meeting of the Full Governing Body
Cowley International College
held on Thursday 31st March 2022 at 5.00 p.m

Members:

Co-opted Governors

*Mrs M Bellis
*Mr G Anders
*Mr G Appleton
*Mr I Arnold
Col S P Boardman MBE DL
*Mrs K Campbell
*Mr R Cormack
Mrs J Kellett
*Mr N Rouch
*Mr P Worthington
Vacancy

Parent Governors

Miss S Begum
Vacancy

Staff Governors

*Mr C Sheeran (Headteacher)
*Mrs L Sayle

Local Authority Governor

Cllr M Uddin

*Denotes Members Present

Also Present:

Mrs L Bundock Governor Support Services
Acting as Clerk to the Governing Body

Mr Nigel Rouch was introduced to the members of the governing board as a prospective co-opted governor. Mr Rouch was on the board of governors at Grange Valley primary school and had also served on the board at Haydock High School.

1. Apologies and Consideration of Consent to Absence

Apologies had been received from Mrs J Kellett and Cllr M Uddin. These apologies were accepted and consented to.

It was noted that Mr Boardman had missed a number of meetings, although he had justifiable reasons for his absences it is hoped that as his health improved that his attendance at meetings would too, it was further noted that there was a facility in place for him to be able to join meetings remotely if his mobility was restricting him attending meetings in person.

Governors were concerned about attendance at meetings, the GB suggested that contact should be made with Col Boardman to ascertain his commitment to the board.

Governors are expected to have good attendance and are failing to fulfil the duties as a governor if are not part of the meetings.

It was reported that Miss Begum had submitted her apologies and stated that due to some difficulties she was experiencing that she may not be available to attend meetings for some time.

Advice had been sought from Governor Services in relation to long term absences.

It was reported that it's not normally appropriate to accept a governor's apologies weeks or months in advance for absences and there was nothing set out in the regulations to accept a 'long term' absence.

Therefore, it is a board decision whether to allow a governor to absent themselves from meetings for a period of time, but it's advisable that should they consent to this then it should not exceed 6 months.

It was noted that Miss Begum's term of office was due to come to an end in February 2023, if it was unlikely that she would be unable commit to her governor duties before her term of office end date it was discussed whether it would be more prudent if she were to take the decision to resign.

ACTION: The Head teacher / Chair to make contact with Col Boardman and Miss Begum to discuss their continued commitment to the governor role.

2. Declarations of Interest

There were no declarations made in relation to any of the agenda items for this meeting.

The chair encouraged all governors to please update any declarations on governorhub if not already up to date.

3. Governor Membership

- a. Co-opted vacancies – Governors unanimously agreed to co-opted Mr Nigel Rouch to one of the vacant posts.
- b. The chair reported that there had been a notification sent out to parents seeking nominations for the parent governor vacancy. The chair and deputy had met with the 4 parents who wanted to stand as governors.

They had informed them what the role of the governor entailed, that there were not different levels of governor and that the status of parent governors was the same as all other governors on the board, they were provided with the timing of the meetings and stated that they were non-negotiable and had stressed to them the time commitment required from governors. There was a variety of skills and they hoped that they were still going to proceed with the election process.

It was also shared that from those parent nominees who were not successful in the election process there was an option of co-opting those who had the necessary skills.

4. Minutes of the Meeting held on 10th February 2022

The minutes were agreed as an accurate record of the meeting subject to the following amendment.

Item 22: Urgent Matters –
Paul Simms to read Paul Sim.

5. Matters Arising from the above Minutes

There were no matters arising from the above minutes.

Minutes from Committee Meetings

6. Pupil Behaviour & Wellbeing Committee meeting held on 3rd March 2022

The minutes were agreed as a true and accurate record of the meeting.

The Chair commented that she felt that more space should be made available in the agenda to enable those young people in attendance to make a greater contribution.

The slides from the Sexual Abuse powerpoint presentation delivered by Mrs Clark were included for governors for information.

Mr Sheeran highlighted to governors the attendance figures provided in the presentation, although there has been a reduction in staff availability, staff are in touch with all children absent and they are safe.

It was noted that primary school attendance rates were almost back to pre-covid rates, but attendance in secondary provision was a major national issue. The persistent absence rates are currently at 25% in Year 10 and 21% in Year 11.

He reported that it was going to require a lot of effort to make the improvements necessary but if it was not possible to be dealt with within the next term then it would not be able to carry momentum and it could become an issue carrying into the next academic year too.

There is supposed to be a national media campaign being carried out to push and highlight the importance of attendance.

It was noted that in the government White paper there is an ambition to increase the national GCSE average grade in both English language and maths by 2030, but what about our students in 2025/ 26 / 27 etc. our ambition for them is just as important.

7. Matters Arising from the Pupil Behaviour & Wellbeing Committee meeting held on 3rd March 2022

There were no matters arising for consideration.

8. Recommendations from the Pupil Behaviour & Wellbeing Committee meeting held on 3rd March 2022

The recommendations from the meeting were voted on and agreed unanimously.

9. Minutes of the Quality of Education committee meeting held on 3rd March 2022

The Committee Chair provided a summary of the discussions from the meeting.

The slides from the presentations delivered to the committee were provided to governors for information, which included:

- Responding to the Ofsted inspection held in November - attention was drawn to the post Ofsted action plan.
- Yr 11 and Yr 13 updates
- Covid catch up provision
- Departmental review

Governor Question: How many students altogether are on the reading programme?

A: All students are receiving some level of reading intervention but there are more intense and focussed strategies in place for students who are significantly disadvantaged what strategy is used is dependent upon the level of support required.

Definite figures can be provided and governors will be informed.

The minutes were agreed as a true and accurate record of the meeting.

10. Matters Arising from the Quality of Education committee meeting held on 3rd March 2022

There were no matters arising for consideration.

11. Recommendations from the Quality of Education committee meeting held on 3rd March 2022

There were no recommendations arising from the meeting for consideration.

12. Minutes of the Finance, Personnel and Premises committee meeting held on 8th March 2022

The Committee Chair provided a summary of the discussions from the meeting.

It was noted that there had been a budget setting meeting with the Local Authority finance officer and that Mrs Callaghan, the school business manager was very well prepared.

Comprehensive reports had been provided to governors by the school business manager.

The minutes were agreed as a true and accurate record of the meeting.

13. Matters Arising from the Finance, Personnel and Premises committee meeting held on 3rd March 2022

There were no matters arising for consideration.

14. Recommendations from the Finance, Personnel and Premises committee meeting held on 3rd March 2022

The recommendations from the meeting were voted on and agreed unanimously.

15. Local Authority Standard Items

Pay Policy

In 2013, Government made significant changes to the School Teachers Pay and Conditions Document (STPCD), introducing a localised flexible pay arrangement from September 2013, which had been effective since September 2014.

A Governing Body must adopt a Pay Policy which sets out the basis on which it determines teachers' pay. The policy appended to this report updated the existing School Pay Policy which had been adopted in September 2021.

It was reported that there had been some changes to the Pay Policy for the 2021 Academic Year and these had been highlighted in Appendix 1 of the report. The changes included:

- Change to ECT's ability to receive (subject to appraisal) incremental progression at the end of each of their induction years
- The ability to award TLR 3 payments for those undertaking planning and preparation of tutoring work.

In 2014, the Statutory Pay and Conditions changed to allow schools to have greater flexibility in determining teachers' pay. Prior to this, those teachers paid on the Upper Pay Range could only have incremental progression every 2 years. This requirement had been removed since this date from the statutory document.

However, each year, Headteachers have requested that this remained within the Pay Policy.

From this year, the report asks that Governing Bodies make a decision on moving from this position to allowing progression every year in line with all other teachers. The Outcome on consultation with local trade union representatives, including the Head teacher unions, and with the Primary and Secondary Headteachers had been provided at Paragraph 4.

Consultation with colleagues in St Helens Primary Schools indicates they would like to act on Trade Union advice and accept the one-year incremental progression however Secondary Schools are saying that they believe 2 years is the correct length of time to show sustained good work and evidence progress. Teachers have to apply to progress it is not an automatic right. Governors have always agreed that performance issues should always be dealt with prior to appraisal and staff should be given the opportunity to improve and any underperformance would be dealt with via capability.

The current budget projections are based on 2-year increments.

Governors noted the recommendations made within the report and resolved to:

- 1. adopt the recommended Council Pay Policy from September 2021 in accordance with the statutory requirements of the new School Teachers' Pay and Conditions Document 2021;**
- 2. ensure the Pay Policy is fairly implemented and monitored;**
- 3. ensure that all staff are made aware of the policy and its adoption;**
- 4. consider the delegation options at appendix 2 of the pay policy and make no changes to the previous year's delegations;**
- 5. remove reference to recruitment and retention allowances within the Pay Policy;**
- 6. ensure that Pay Report information at appendix 16 is complete; and**
- 7. agree that those Teachers paid on the Upper Pay Range (UPR) have an incremental pay progression every year.**

16. Policy Review

It was advised that these Policies had been reviewed and were presented at the Pupil Behaviour and Wellbeing Meeting held on 3rd March and were recommended for approval by the Committee.

- Children with health needs who can't attend school
- Designated teacher for LAC and PLAC
- Safeguarding and Child Protection
- Supporting pupils with medical conditions

It was resolved that the Governors agree, approve, and ratify the presented Policies and that the Chair duly sign the above listed policies as endorsement of this decision.

17. School Improvement Plan (SIP) and Self Evaluation

The College Improvement Plan was included as part of the Principal's report, which had been developed to include a visual RAG rating system against actions/targets.

The updated plan set out progress towards achieving the school's key priority actions against the five Ofsted framework headings of:

- Quality of Education;
- Personal Development ;
- Behaviour and Attitude;
- Leadership & Management; and
- Post 16.

The report provided updated commentary for the Spring term on Success Criteria Ongoing monitoring/evaluation/impact.

It was highlighted that the majority of actions had been completed, as indicated in green and assurance given that other actions that had been highlighted in blue significant progress had been made and were on track to for completion by the end of the school year.

18. Financial Management

a) SFVS

The Regulations provided schools with assurance that they were meeting the basic standards necessary to achieve a good level of financial health and resource management. Once complete, the checklist could be used to identify possible areas for change to ensure that resources were being used to support high quality teaching and the best education outcomes for pupils.

Consideration must be given to these regulations annually by governors.

The checklist asks the schools several questions in six areas of resource management including: governance, school strategy, setting the annual budget, staffing, value for money and protecting public money.

It was noted that the SFVS had already been actioned in the Autumn Term.

b) Monitor the coronavirus catch-up premium

Information provided by the school business manager at the Finance and Premises Committee held on 8th March included all income and expenditure

a) Budget for 2022 – 23

As advised the annual budget setting between the School and the Local Authority's School Finance Officers had now taken place. The 2022/23 budget had been provided for Governor's consideration, review and approval.

Three-Year School Budget projection had been provided alongside detailed expenditure for 2021-22 to 2024-25 set out by cost code and income projections for 2022/23.

The three-year projection as follows:

	Total Resources Available £	Projected Expenditure £	Surplus / Deficit £
2022/23	12,142,340	10,753,613	1,390,817
2023/24	11,790,062	10,886,883	904,899
2024/25	11,288,576	10,855,235	434,345

Governors endorsed the 2022-23 budget noting the three-year projections.

19. School Newsletter

Governors expressed their thanks once again for the production of the school newsletter and the very extensive information it provided about the life in Cowley.

Particular thanks were given for the fundraising efforts and the money that has been raised for the Ukraine Humanitarian Appeal.

Governors were invited to view the art exhibition on display on the 1st and 2nd floor.

20. Wellbeing of Students

Information was shared with Governors about student wellbeing. They stated that they didn't realise how much was going on and how many children were involved.

Mr Cormack shared information with governors about the school trips that are now going to be able to take place which has an impact on student wellbeing.

He also informed governors about the parents evenings that had gone ahead, in which there was an element of flexibility in the approach with some attending in person while others were carried out remotely.

He stated that as a teacher zoom / teams etc were a good tool to use and provided an advantage for staff in being able to progress and complete them quickly and seamlessly.

However he noted that as a parent he would much rather see a teacher face to face to discuss a child's progress and that body language did play a part in that and was much easier to read in person.

It was noted that there were more parents evenings planned for the summer term.

21. Governor Development

Governors noted the online training information provided.

Mr Arnold stated that the didn't realise he had to book in advance for the training sessions that were shared on governorhub and that he had tried to join one at the due time as a webinar session, but unfortunately that particular session was not going ahead.

22. Date and Time of Next Meeting

Thursday 19th May at 5pm

23. Urgent Matters

There were no urgent matters for consideration in part one and Governors continued to part two of the meeting.

Signed Dated
Chairperson