

ST. HELENS COUNCIL
COWLEY INTERNATIONAL COLLEGE

Minutes of the meeting of the Governing Body of Cowley International College held on
Thursday 20th October 2022 at 5.00pm at the School

Present:

Co-opted Governors

- * Mrs Margaret Bellis
- * Mr Paul Worthington
Mr Geoffrey Appleton
- * Mrs Kathryn Campbell
Colonel Stephen P Boardman MBE DL
- * Mr Innes Arnold
- * Mr Garry Anders (Chair)
Mrs Justine Kellett
- * Mr Nigel Rouch
Vacancy

Parent Governors

- Miss Shana Begum
- * Mr Ross Foster

Staff Governors

- * Mr Cameron Sheeran (Executive Principal)
- * Ms Lynne Sayle
- * Mr Russell Cormack (Principal)

Local Authority Governor

Cllr Mancyia Uddin

* Denotes members present

Also present:

Mrs K Joinson, Staff Member (Observer)
Mrs A Webster, Governor Support Services,
Acting as Clerk to the Governing Body

Part 1

Prior to the commencement of the meeting the Executive Principal publicly thanked Mrs Margaret Bellis for her support as Chair over the years. The Executive Principal presented Mrs Margaret Bellis with a gift as this was her last meeting as the Chair of Governors. Mrs Bellis had been a Governor for over twenty years and had supported both the school, staff and pupils during this time.

Mrs Bellis went on to thank the Executive Principal and Principal for their support and Mr I Arnold for his support over a particular difficult incident. Mrs Bellis went on to explain that although stepping down from the Chair position she would remain as a governor and offer her support to the Chair and the Governing Body.

All governors presented thanked Mrs Bellis for the work she had undertaken as Chair of Governors.

1. Apologies and Consideration of Consent to Absence

Apologies were received from Cllr Mancyia Uddin and Mrs Justine Kellett, governors consented to their absence.

No apologies were received from Miss Shana Begum; Mr Geoffrey Appleton, and Colonel Stephen P Boardman, governors did not consent to their absence.

The Governing Body requested Governor Services send a letter to Miss Shana Begum and Colonel Stephen P Boardman asking if they intend to carry on as governor or request them to withdraw from the governing body membership.

2. Declarations of Interests

Governors were invited to declare any personal or pecuniary interests in any items on the agenda for the meeting. No declarations were made. Governors were encouraged to update the declarations on the Governorhub.

3. Election of Chair & Vice-Chair

Prior to the meeting the Executive Principal had received two nominations for Chair and two for Vice-Chair; due to this a ballot was held in each case following a checklist provided by the LA.

Each candidate was given a chance to put forward their case and then asked to leave the room so that the rest of the governing body had chance to discuss their suitability. After discussions, the candidates were asked back into the room and ballot papers were provided to all governors, votes were cast and returned to the Clerk in the box provided. The Clerk and Executive Principal went out of the room and counted the votes. This occurred for both the Chair and the Vice-Chair election.

The Clerk read out the results of the votes:

Mr Garry Anders was elected Chair of Governors.

After a draw in the Vice-Chair, Mr N Rouch withdrew from the election and therefore Mrs Kathryn Campbell was elected Vice Chair of Governors.

The term of office for the Chair and Vice-Chair was agreed for two years.

It was decided that the Governor Forum link would be Mr G Anders, however this would be rotated but the Clerk was asked to report back to the LA and ask for a secondary meeting/focus.

4. Review of the Governing Body

The Governors agreed that the Instrument of Government (Page 3) be amended to reflect the correct title of the Principal.

All governors present agreed to this change.

Audit & Governance Committee

As Chair of the Governing Body Mr Anders stated he should come off this meeting and Mr R Foster be his replacement. With this amendment, the Terms of Reference were approved.

Quality of Education

The Principal informed the meeting that the Terms of Reference needed to be reviewed and this would be returned to a future meeting. This was agreed.

Finance, Personnel & Premises

The membership and terms of reference were approved.

Pupil Behaviour and Wellbeing

The membership remains the same, with the correct initial for Mr R Foster. The Principal encouraged more governors to attend this meeting. The Terms of Reference were approved.

Staff Performance

Some changes are to be made to the Terms of Reference of this committee and the Principal will report back to the next meeting. One Governor advised that the Business Manager be involved to ensure changes meet with the regulations.

Appointments

The membership remains the same and the Terms of Reference were approved.

Complaints

The membership remains the same and the Terms of Reference were approved.

Pupil Discipline (Exclusions)

The membership remains the same and the Terms of Reference were approved.

Grievance & Dismissal Appeals (Staff)

The membership remains the same and the Terms of Reference were approved.

Nominated Governors Page 6

Mr G Anders is now the Governors Forum link.

5. Governor Membership

Governors confirmed that the DBS checks had been completed.

6. Minutes of the Meeting held on 14th July 2022

The minutes of the meeting held on 14th July 2022 were ratified as a true and accurate record.

7. Matters arising from the above Minutes

The Careers Policy was approved and accepted.

One Governor asked if the Microsoft Forms questionnaire had been sent to governors. The Principal stated this would be dealt with at the next governor's conference.

8. Minutes from the Pupil Behaviour & Wellbeing Committee Meeting held on 22nd September 2022

Mr R Foster informed the meeting that he had met the Head Boy and Head Girl. That fresh strong starts had been put in place around corridor etiquette for the new term, staff presence is more obvious and a good start had been made.

The Chair stated that he had visited the school and saw a calm and respectful attitude around school.

The Governors approved the School Uniform Policy that was presented at the meeting.

The minutes of the Pupil Behaviour and Wellbeing Committee Meeting held on 22nd September 2022 were received and noted.

9. Matters Arising from the Pupil Behaviour & Wellbeing Committee Meeting

There were no matters arising from the above minutes.

10. Recommendations from the Pupil Behaviour & Wellbeing Committee Meeting

There were no recommendations made.

11. Minutes from the Quality of Education Committee Meeting held on 22nd September 2022

Governors stated that staff talk well about student outcomes, concerns were expressed about the numbers coming back into the 6th Form. KS4 performance is broadly in line with expectations with some concerns. Positive measures on Reading and there is a good strong team with senior leaders and middle leaders.

The minutes of the Quality of Education Committee Meeting held on 22nd September 2022 were received and noted.

12. Matters Arising from the Quality of Education Committee Meeting

There were no matters arising from the minutes of the above meeting.

13. Recommendations from the Quality of Education Committee Meeting

There were no recommendations made.

14. Minutes from Finance, Personnel & Premises Committee Meeting held on 4th October 2022

The minutes of the Finance, Personnel & Premises Committee Meeting held on 4th October 2022 were received and noted.

15. Matters Arising Finance, Personnel & Premises Committee Meeting

The Terms of Reference of the Finance, Personnel & Premises Committee were approved.

The following policies were approved by the Governing Body:

- Health and Safety Policy including Covid-19 addendum
- International Financial Regulations
- SDB Financial Procedure Manual
- School Fund Policy and Procedures

Relationships with LA are positive although governors thought the council was putting off some works due to our impending academisation, however, The Executive Principal had been assured this was not the case. The College also had a three year budget problem looming which is tied into 6th Form numbers.

Governors noted the contents of Virement 1 and 2, which are within the Principal's delegated limit and the Full Governing Body approved Virement 3.

16. Recommendations from Finance, Personnel & Premises Committee Meeting

There were no recommendations made.

17. Local Authority Standard Items

Keeping Children Safe in Education 2022

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

The full document had been circulated prior to the meeting, and governors were urged to complete the declaration on the GovernorHub.

2023-24 School Holiday Pattern

Governors noted the contents of the Local Authority report and guidance and the Governors approved the Holiday Pattern for 2023-24, provided by the Executive Principal.

2023-24 Admission Arrangements

Governors noted the contents of the Local Authority report and approved the Admission Arrangements.

Governors Code of Conduct

Governors noted the LA model for the Governors Code of Conduct, but stated that Cowley had their own Code of Conduct which had previously been approved.

It was agreed that the Cowley Governors Code of conduct be presented at the next meeting.

Governors were encouraged to complete the declarations on GovernorHub stating they will adhere to the Cowley Code of conduct.

18. Financial Management Report

The Financial three year projection was accepted but the governors were not happy with the projected deficit highlighted in the three year budget.

19. School Newsletter

Governors expressed that the school newsletter was great, informative and colourful. The Principal reported that a weekly newsletter is being distributed with themes, attendance and what is happening in school.

20. International Trips

The Executive Principal informed the governors that the Stuttgart 6th Form trip is being planned, and as part of the 75th Twinning Anniversary with Stuttgart the school had been asked to send the Choir to Stuttgart as part of these celebrations, with Stuttgart putting some money towards this, Mr D Watkins is looking into this.

21. Wellbeing of Students

The Principal reported that it had been a busy start to the school term, with a strong start, students were aware of their responsibilities and feedback from cover staff was really positive, and students had settled well into work.

Staff absence has been a lot more positive this term with fewer covers needed, and many pupils had their main teacher for their subject. Quality of work supplied by staff was of a very good quality.

Enrichment

The governors stated that it was lovely to see the number of lunchtime and after school activities and we must congratulate students for their participation.

There has been a massive focus on health & wellbeing, and the school is getting rave reviews on the Beauty and the Beast, with many emails from parents and grandparents.

22. Governor Development

Although governor development was not discussed at this time, the Principal expressed that we all need some development,

23. Full Governing Board Meeting Dates for Academic Year 2022-23

The governors agreed to the dates detailed on the agenda.

24. Urgent Matters

The Executive Principal asked governors to communicate by Cowley emails.

One Governor asked can the board look to adopting the same reporting format for Q & A and PBW as we do for Finance, a standard report so that governors can ask questions on it.

The Full Governing Body should approve reports and deal with more strategic business rather than get involved in operational detail.

With no further business to consider under Part 1 the meeting proceeded to consider the Part 2 business.

Signed..... Date.....

Chairperson