

**ST HELENS COUNCIL**

**COWLEY INTERNATIONAL COLLEGE**

**Minutes of the meeting of the Full Governing Body**  
**Cowley International College**  
**held on Thursday 15<sup>th</sup> December 2022 at 5pm**

**Members:**

**Co-opted Governors**

\*Mr G Anders  
\*Mr G Appleton  
Mr I Arnold  
\*Mrs M Bellis  
Mrs K Campbell  
\*Mr R Cormack  
Mrs J Kellett  
\*Mr N Rouch  
\*Mr P Worthington  
Vacancy 1  
Vacancy 2

**Parent Governors**

Miss S Begum  
\*Mr Ross Foster

**Staff Governors**

\*Mr C Sheeran (Headteacher)  
\*Mrs L Sayle

**Local Authority Governor**

Cllr M Uddin

\*Denotes Members Present

**Also Present:**

Mrs H Quinn Governor Support Services  
Acting as Clerk to the Governing Body

Before the meeting started, it was noted that this was Geoffrey Appleton's last meeting as a Governor after 12.5 years of service. The Governing Body extended their thanks for the years of service given. Mr Appleton thanked the Governing Body and said that he had learned a great deal in this time, and that he will always remain a friend of Cowley and commended the strong management team.

Anti-bullying ambassador cards were handed out and completed by members of the Governing Body.

**1. Apologies and Consideration of Consent to Absence**

Apologies had been received from Mr Innes Arnold, Miss Shana Begum, Ms Kathryn Campbell, and Miss Mancyia Uddin.

## **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. Election of Vice Chair**

The governing body discussed the election of a vice-chair from among their number. A nomination for a joint vice chair between Nigel Rouch and Kathryn Campbell was put forward and seconded. Although Kathryn Campbell was not present at the meeting, she had expressed an interest in the role. Both recommendations were accepted and agreed for a term of one year, to be reviewed in the first FGB in the Autumn Term.

## **4. Review of Governing Body- Quality of Education**

It was noted that this had been read and there was nothing to raise.

## **5. Governor Membership**

Mr Stephen Boardman formally handed in his resignation.  
Miss Shana Begun is currently considering her position and whether she would like to serve in a different capacity such as a Co-opted. She has decided to complete the rest of the term and make her decision in February 2023.

## **6. Minutes of the Meeting held on 20th October 2022**

These were held to be a true and accurate reflection of the meeting.

## **7. Matters Arising from the above Minutes**

There were no matters arising.

## **8. Minutes from Pupil Behaviour and Wellbeing Committee Meeting held on 8th November 2022**

Mr Cormack gave an update. 11 students attended this meeting.  
The main theme was around attendance with pupils providing suggestions for how it could be improved. There will be new awards relating to absence and rewarding good attendance. It was noted that attendance figures are behind national and LA data.

Pupil premium is going to be targeting those with incidents of absence. The college has 2 x family liaison officers with a caseload. SMT review of attendance procedures. 6th form attendance a little better.

The Cost-of-living crisis was proving to be a challenge regarding pupils not being able to afford to go into school and help is being provided to try and overcome these challenges. It was noted that pupil behaviour is improving. The Governing body meetings were mentioned on the newsletter with attendance being a key focus point.

**9. Matters Arising from the Pupil Behaviour & Wellbeing Committee meeting held on 8<sup>th</sup> November 2022**

There were no matters arising for consideration.

**10. Recommendations from the Pupil Behaviour & Wellbeing Committee meeting held on 8<sup>th</sup> November 2022**

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

**11. Minutes of the Quality of Education committee meeting held on 8<sup>th</sup> November 2022**

The SEN policy was scrutinised, and this is an agenda item later in the meeting.

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

**12. Matters Arising from the Quality of Education committee meeting held on 8<sup>th</sup> November 2022**

There were no matters arising for consideration.

**13. Recommendations from the Quality of Education committee meeting held on 8<sup>th</sup> November 2022**

There were no recommendations arising from the meeting for consideration.

**14. Minutes of the Finance, Personnel and Premises committee meeting held on 1<sup>st</sup> December 2022**

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

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

**15. Matters Arising from the Finance, Personnel and Premises committee meeting held on 1<sup>st</sup> December 2022**

There were no matters arising for consideration.

**16. Recommendations from the Finance, Personnel and Premises committee meeting held on 1<sup>st</sup> December 2022**

It was recommended that the removal of the G3 pitch is undertaken. There is a cash sum held. The removal of the G3 pitch was approved.

A review is to be held into the purchase of photocopiers. It was recommended that these are purchased as this would be a benefit to the school.

Data protection policies had been reviewed independently with a recommendation to adopt them. This was agreed by the Governing Body.

Virements Policy was approved

The Pay Policy was approved.

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

#### **17. Minutes of the Audit and Governance Committee held on 1st December 2022**

It was noted that two people were elected to be part of this committee, Mr Innes Arnold and Mr Paul Worthington. This was approved by the Governing Body.

#### **18. Matters arising from the minutes of the Audit and Governance Committee held on 1st December 2022**

There were no matters arising.

#### **19. Recommendations from the minutes of the Audit and Governance Committee held on 1st December 2022**

No recommendations.

#### **20. Data Protection Officer Audit held on 29th November 2022**

It was recommended that the suite of changes recommended be implemented. This was agreed by the Governing Body.

#### **21. Local Authority Standard Items**

The following policies were discussed:

- a) Financial Regulations
- b) Petty Cash Procedures
- c) Charge Card Procedures
- d) Pay Policy

They were all approved by the Governing Body.

#### **22. Financial Monitoring Report**

It was noted that this information was in the minutes of the Premises Meeting.

#### **23. School Improvement Plan (SIP) and Self-Evaluation**

It was noted that this information is in the Principal's report item number 38.

#### **24. Policy Review**

The following policies were discussed:

- Data protection policy (revised to reflect the GDPR)
- Pay/appraisal policy (revised to reflect pay and conditions)
- Child protection policy (revised to reflect updated statutory safeguarding guidance)
- Charging and remissions policy
- Admissions arrangements (foundation schools, voluntary aided schools, and academies only)
- SEND Information Report
- SEND Policy

They were all approved by the Governing Body.

**25. School Newsletter**

It was noted that this has now been put together on a weekly basis and delivered by email with very positive feedback. The Governing Body took the opportunity to thank Dawn and Paul for their support.

**26. International Trips**

There has recently been a trip to Germany which was excellent. It has been good to have these trips going again after the trips have been paused due to COVID. There is also due to be a A level New York in Feb with 39 students.

The Choir came Sunday afternoon to St Thomas's to sing to raise money, this was to support with the MS group and Young Carers. £600 was raised. The Governing body took the opportunity to praise those who had taken part. 2 children in particular have sung for the last 7 years and supported with raising a lot of money. The Governors took the opportunity to thank both the pupils and the staff involved.

**27. Wellbeing of students**

The wellbeing- report delivered by Lynne Sayle. Lynne was thanked for this comprehensive update. The Governing body expressed that important to note that there are children now struggling with the basics such as food and heat. Cowley Hardship fund is being used to support students and help them.

**28. Governor development**

Governors were reminded of the courses that are available to them to sign up to in order to support with Governor development. Governors were actively encouraged to put their name forward for anything that they feel may add value.

**29. Date and time of the next meeting**

Governors were advised to make a note of the next three meetings:

- Thursday 9th February 2023 at 5pm
- Thursday 30<sup>th</sup> March 2023 at 5pm
- Thursday 25th May 2023 at 5pm
- Thursday 13th July 2023 at 5pm

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