

**ST HELENS COUNCIL**

**COWLEY INTERNATIONAL COLLEGE**

**MINUTES OF THE MEETING OF THE FULL GOVERNING BODY**  
**OF COWLEY INTERNATIONAL COLLEGE HELD ON**  
**THURSDAY 23 MAY 2024 AT 5 PM**

**Members:**

(Based on  
Constitution = 16)

**Co-Opted Governors**

\*Mr Garry Anders (Chair)  
Mrs Stacey Hill (Vice-Chair)  
\*Mr Innes Arnold  
\*Mrs Margaret Bellis  
\*Mr Russell Cormack  
\*Mrs Justine Kellett  
Mr Paul Worthington  
\*Mrs Angela Farrell  
Vacancy (1)  
Vacancy (2)  
Vacancy (3)

**Local Authority Governor**

Cllr Anthony Burns

**Staff Governors**

\*Mr Cameron Sheeran (Executive Principal)  
\*Mr James Hunt

**Parent Governors**

\*Mr Karl Van Der Laan  
Vacancy (1)

\*denotes those present

**Also attending:**

Mrs Jennifer Merrills, Governor Services, acting as Clerk

**Part 1**

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

Apologies were received from Stacey Hill, Paul Worthington and Cllr Burns.  
Governors consented to their absence.

The meeting was quorate.

2. Declarations of Interest

No new declarations of interest were declared.

3. Governor Membership

Regarding the Parent Governor vacancy the application window had just closed today. Two applications had been received. Mr Cormack, Mr Anders and Mr Van Der Laan will arrange to meet with both individuals to discuss the role further and then if they both remain interested it will go to a parental ballot.

4. Minutes of the Meeting held on 28 March 2024

The minutes were approved as a true and accurate record.

5. Matters Arising from the above Minutes

There were no matters arising.

6. Minutes from Pupil Behaviour and Wellbeing Committee Meeting held on 2 May 2024

The minutes were approved as a true and accurate record.

7. Matters arising from Pupil Behaviour and Wellbeing Committee Meeting held on 2 May 2024

Mobile Phone Policy needs voting on.

Question – Why are smartwatches also banned under the policy, as the “smart” features wouldn’t work if the pupil’s mobile phone is switched off as per policy?

Answer – Mr Cormack said that this is following DFE guidance. Furthermore, staff cannot guarantee that all pupils do have their phones switched off and not on their person, so this avoids pupils secretly having phones on their person switched on and then still receiving messages / notifications on their smartwatch. This is all about breaking habits.

Governors voted in favour approval of the Mobile Phone Policy.

**Resolved: Mobile Phone Policy approved.**

8. Recommendations from Pupil Behaviour and Wellbeing Committee Meeting held on 2 May 2024

There were no recommendations.

9. Minutes from Quality of Education Committee Meeting held on 2 May 2024

The minutes were approved as a true and accurate record.

10. Matters arising from Quality of Education Committee Meeting held on 2 May 2024

There were no matters arising.

11. Recommendations from Quality of Education Committee Meeting held on 2 May 2024

There were no recommendations.

12. Minutes from Finance, Personnel & Premises Committee Meeting held on 25 April 2024

The minutes were approved as a true and accurate record.

13. Matters Arising from Finance, Personnel & Premises Committee Meeting held on 25 April 2024

Governors need to vote on:-

- Budget approval
- 2 year contract for Careers Connect approval

Governors voted in favour.

**Resolved:     Budget approved**  
**2 year contract for Careers Connect approved.**

14. Recommendations from Finance, Personnel & Premises Committee Meeting held on 24 April 2024

There were no recommendations save for the above.

#### 15. Local Authority Standard Items

LA Pay Policy now received.

Governors discussed the same and the consensus was that there was not much difference from last years policy.

Governors noted the following points:-

- Appendix 12 contains a typographical error re appeals. It says 2 Governors, should say 3 Governors.
- Re reviews for QTS after successful appraisal cycle, can choose 1 or 2 yearly. Teaching unions recommend 1 yearly.

#### 16. Financial Management

Governors noted projections as already discussed in detail at recent meetings as follows:-

|           | Total Resources<br>£ | Projected Expenditure<br>£ | Surplus / Deficit<br>£ |
|-----------|----------------------|----------------------------|------------------------|
| 2023/2024 | £13,139,974          | £11,827,456                | £1,312,518             |
| 2024/2025 | £12,969,990          | £12,130,704                | £839,286               |
| 2025/2026 | £12,385,421          | £12,143,268                | £242,153               |
| 2026/2027 | £11,776,623          | £12,098,903                | -£322,280              |

#### 17. Staffing Structure 2024/2025

Mr Cormack informed Governors there had been some changes to TLRs based on numbers, subjects and needs.

Chair informed Governors that he has asked to meet with the Senior staff to congratulate them on their new roles and chat about how they will meet their objectives.

#### 18. School Newsletter

Governors noted the content of the same and commented it was nice to see the opportunities being offered to the pupils at Cowley.

## 19. International Trips

Mr Cormack updated Governors:-

- There is currently a group of students and staff on a trip to Paris.
- The trip to China (Beijing) is next half-term.
- There will also be a trip to New York in February 2025 half-term.

## 20. Wellbeing of Students

Mr Cormack confirmed school was now well into the exam season, now half way through. Pupils are handling it well. School are being meticulous with support and care, e.g. there was lots of care last night and early this morning before the English Language exam. Staff are going to collect students from home who had not got up for the exam. Some students come in early for breakfast at school and a catch up with the teachers. Some are having “wobbles” but that is normal. School are doing lots of things to help with wellbeing, but we are dealing with a lot of community issues coming into the school.

Mr Van Der Laan who has a child in Year 11 reported that his daughter is coming home and working well. She does not appear to be phased by the exams and is giving him positive feedback about how exams have gone so far.

Mr Cormack commended the work of the Exams Team and HODs. We are having to accommodate a lot of children in satellite rooms for exams due to concessions etc, which can be difficult.

School have recently had the JCQ standard no notice inspection where exam procedures are checked, arrangements for the handling of exam papers, policies are followed. The inspection took place during P5 on a Friday during German listening exams and Childcare exams which were in classrooms in the main part of the school. The inspection went really well with no recommendations. Mr Cormack said well done to Kate Bryson and the Exams Team.

## 21. Governor Development

There were no updates for this half-term.

Mr Arnold advised Governors that there was forthcoming training on Governor Hub “An Introduction to Academy Governance” on 2 July which he felt would be useful to Governors.

## 22. Time and Date of Next FGB Meeting – Thursday 18 July 2024 at 5pm

Governors noted the same.

23. Full Governing Board Meeting Dates for 2024-2025 academic year

Chair asked Governors to take note of these dates.

24. Urgent Matters

Mr Cormack advised Governors that Karen is still trying to collate details for the skills audit. Mr Cormack had brought paper copies of the documentation with him to the meeting today if this was an easier way of doing it for those Governors who still have to action this. Mr Cormack can circulate the documentation after the meeting.

*Part 1 closed at 5.20pm*