



Minutes of the meeting of the Governing Board of St Ambrose College, held at the School on 22 September 2016 at 4.00 p.m.

PRESENT: Dr P Goodwin (Chair)
Mr C Dunn
Br G Gordon
Mr R Haig
Mr P Hatchman
Mr D Kavanagh
Mrs M Kerr
Mr J Keulemans (Head)
Mr M Lalley
Mr A Lewis
Mrs H Norwood
Mr S Parkinson
Mrs P Ridgway
Cllr B Sharp

IN ATTENDANCE: Mr M Arthur (Vice Principal)
Mrs C Myers (Clerk)

The meeting opened with a prayer.

1. APOLOGIES & ATTENDANCE

Mr Dunn had sent apologies that he would be late.

2. DECLARATIONS OF INTEREST

There were no declarations of conflict of interest, direct or indirect pecuniary interest by members of the Board in respect of any item on the agenda.

3. APPOINTMENT OF CHAIR OF THE GOVERNING BOARD

Dr Goodwin and Mr Hatchman were nominated for the role of Chair. During discussion of this item the nominees withdrew from the meeting. Following a secret ballot it was

Resolved: *That Dr P Goodwin be appointed Chair of the Governing Board for the academic year 2016-17.*

4. **APPOINTMENT OF VICE-CHAIR OF THE GOVERNING BOARD**

Resolved: *That Mr Lewis be appointed Vice-Chair of the Governing Board for the academic year 2016-17.*

5. **REGISTER OF BUSINESS INTERESTS**

Governors were advised of the requirements regarding publication of the business and pecuniary interests of each governor, details of other governorships and relationships between governors and/or staff. Governors were reminded to complete their declarations for the Register of Business Interests and to return them to the School where they would be retained and the necessary details published on the website.

Mr Dunn arrived at this point.

6. **REVIEW OF COMMITTEE MEMBERSHIP AND REMITS**

Resolved:

i) That the following constitution of Committees be approved.

Finance

Mr P Hatchman (Chair)

Mr R Haig (Vice Chair)

Mr J Keulemans

Mr S Parkinson

Mrs P Ridgway

Mr A Lewis

Audit Committee

All Governors are eligible to attend these meetings.

Curriculum and General Purposes

Mr M Lalley (Chair)

Mr C Dunn (Vice Chair)

Mr P Hatchman

Mr J Keulemans

Mrs H Norwood

Mr S Parkinson

Dr P Goodwin

Br G Gordon

Mrs P Ridgway

Personnel

Mr R Haig (Chair)

Mr P Hatchman

Mr J Keulemans

Mrs H Norwood

Mr S Parkinson

Mrs M Kerr

Mr M Lalley

Mr A Lewis

**Dr P Goodwin
Mrs P Ridgway**

Admissions

**Mrs M Kerr
Mrs H Norwood
Mr J Keulemans
Br G Gordon**

Staff Discipline

**Mr P Hatchman
Mr R Haig
Mrs H Norwood**

Pupil Discipline

**Mr P Hatchman
Mr R Haig
Mrs M Kerr**

Appeals

**Mr R Haig
Cllr B Sharp
Mr P Hatchman
Mrs H Norwood**

Pay Committee

**Chair of Finance
Chair of Curriculum and General Purposes
Principal**

Performance Management

**Mr P Hatchman
Mr R Haig
Mrs H Norwood
Dr P Goodwin
Adviser: Mr R Lyons**

Named Governors:

**SEN – Mrs M Kerr
Safeguarding – Mrs H Norwood**

- ii) That the Committee remits and levels of financial delegation be deferred to the next meeting.**
- iii) That approval of policies be delegated to the relevant Committee.**

7. CODE OF CONDUCT

The Clerk to email a suggested Code of Conduct template to the Headmaster.

Resolved: That this item be deferred to the next meeting.

8. CORRESPONDENCE

There had been no correspondence since the last meeting.

Mrs Kerr reported to the Board regarding a meeting she had attended with a parent last term. The parent of a pupil now no longer at the College, had raised concerns regarding the needs of her son. **Q: A Governor asked what mechanisms are in place to address concerns raised by parents.** The Head advised that this is procedures and policies are in place for issues to be addressed by the SLT. In this instance, the SLT have looked at the amount of time given to staff for SEN. **Q: A Governor asked if there were any other complaints at present.** The Head advised that there were none that the School was aware of.

Q: A Governor asked about the memorial service. The Head advised that this would take place in November and Governors would be invited to attend.

9. PARENT GOVERNORS

The Head advised that this had been included on the agenda following an announcement by the Government that it would no longer be a requirement of academies. The Head advised that the White Paper had been published and parents would still be able to serve as governors but there would no longer be a distinct category of parent governor.

10. DETERMINED ADMISSION ARRANGEMENTS 2018

Resolved: That the Agenda Notice be received and noted

11. ANY OTHER BUSINESS

i) Exam Results

The Headmaster distributed the results to the Board. He advised that the GCSE results showed improvement in most areas against the previous year. The number of A*/A grades in Maths had dropped slightly, however last year had been the best set of results in Maths that the College had ever achieved. The results in English Literature this year were the best the College had ever achieved. In English Language a number of papers had been sent for review. The Headmaster advised that progress for disadvantaged pupils had improved and the gap had closed this year.

AS results showed a 10% improvement on 2015. Subject reviews were now taking place and any individual issues would be addressed. **Q: A Governor asked about AS to A2 retention.** The Head advised that he could provide this information and a comparison against last year.

At A Level disadvantaged pupils out-performed non-disadvantaged. A*-B grades had increased by 4% on the previous year. The Head advised that the data could change slightly when national results are confirmed, and if any paper reviews result in grade changes.

Q: A Governor asked about the dip in the Maths GCSE results. The Head advised that the 2015 had been the highest ever results in Maths for the College. In 2016 there had been some issues with staffing in the Maths department which had now been addressed. Supply staff had been replaced with permanent members of staff and if anything the department was now slightly over-staffed.

The Board congratulated the Head and staff on the results.

ii) **Eruv**

Cllr Sharp advised the Board that the planning application submitted by the local synagogue for an eruv had been withdrawn. He commended the College for their work as a faith school in the local community and commented that he was proud to be on the Board. Mr Arthur advised that Judaism had been chosen as the second major religion studied on the GCSE course.

iii) **Educational Visits**

Resolved: That the Board approve the following educational visits:
Australian Rugby Tour
Blainville
Geneva
Iceland
Ski trip

The Head to email details of a PGL outdoor activities trip to Governors for approval at the next meeting.

A Governor asked that visits to mass be included in the itineraries of school trips.

iv) **Spiritual Provision**

Fr Martin conducts mass in College on Thursday mornings. He is then available for students afterwards if they wish to speak to him. Fr O'Connor is also supporting the College. The Board offered best wishes to Fr Cogliolo

v) **Drug and Alcohol Policy**

Q: A Governor asked if there were any issues with drugs and alcohol in the College. The Head advised that there was no evidence of this. Some boys had been given fixed term exclusions as it was suspected that they were under the influence whilst on a drama trip. This was dealt with under the Behaviour Policy; bringing the School into disrepute.

vi) **Admissions**

Q: A Governor asked how many admissions appeals had been heard.

It was advised that there had been two appeals from lower to upper sixth; both successful. Following the entrance exam, it was reported at the last meeting that there had been approximately 30 appeals, nine of which were successful. A Governor suggested that the progress of the pupils who were admitted following an appeal could be reported to the Admissions Committee.

It was reported that there were 175 pupils in Year 7 and the total roll was 997 (an increase of 46 from the previous year). 578 children were due to sit the entrance exam the following Saturday.

Delegation of the approval of the Admissions Policy was discussed.

Resolved: That the Admissions Committee be delegated the authority to approve the Admissions Policy.

12. **ADDITIONAL AGENDA ITEMS**

Resolved: That the following items be placed on the agenda for the next meeting.

- i) Committee Remits and Levels of Delegation**
- ii) Code of Conduct**
- iii) Approval of PGL Educational Visit**
- iv) Greece sailing trip**
- v) Planners**
- vi) Exam results**
- vii) Website content**

13. **DATE OF NEXT MEETING**

Resolved:

- i) That the next meeting of the Board be held at the School on 15 November 2016 at 5.00 p.m.**
- ii) That the Finance Committee meeting be held on 10 November 2016 at 4.00 p.m.**
- iii) That the Personnel Committee meeting be held on 3 November 2016 at 4.00 p.m.**
- iv) That the Curriculum and General Purposes Committee meeting be held on 20 October 2016 at 4.00 p.m.**

The meeting closed at 5.50 p.m.

Chair of Governors