



QUEEN'S PARK HIGH SCHOOL

Governors' Pastoral Committee Meeting

Friday 20th October

Sixth Form Conference Room

at 4.30pm

AGENDA PART ONE

Committee Members	Attended/ Apologies	In Attendance	Attended/ Apologies
Kayte Parlevliet (KP)	Attended	Darren Halstead (DH)	Attended
Sue Pearson (SP)	Attended	Clare Scanlon (CS)	Attended
Mark Bland (MB)	Attended	Jill Cutler (JC)	Attended
Peter Burke (PB)	Attended	Kay Higgins (KH)	Attended
Gila Yalarakis (GY)	Attended	Kay Gresty (KG)	Attended
Mike Graham (MG)	Attended		
Linda Neill (LN)	Attended		
Peter Burke (PB)	Attended		
Mike Graham (MG)	Apologies		

Item 1: Apologies

Apologies were received from Mike Graham.

Item 2: Declaration of pecuniary interests/conflicts of interests

There were no new declarations of pecuniary interests/conflicts of interests.

Item 3: Minutes of Pastoral Meeting held on 23 June 2017

Minutes were agreed to be a true representation of the meeting and were formally accepted by Governors.

Item 4: Matters Arising /Actions:

- **CPO to feedback to Governors again in the Spring Term 2018.**
This item will be added to the agenda in Spring 2018

Item 5: Introduction of New Head Boy and Head Girl

LN thanked James Harrison, Head Boy, and Eve Lawler, Head Girl, for attending the meeting and asked how they felt the interview process went.

Eve explained that she had wanted to be Head Girl since Year 7 and in her new role wanted to create a positive environment, make sure the student voice is heard and work with the local community and charities. James explained that he wanted to raise the profile of the Head Boy and Head Girl in school.

LN explained the role of the Governing Body at QPHS and in particular the role of the Pastoral Committee, adding that the role of Head Boy and Head Girl is crucial in supporting them going forwards.

CS added that the Deputy Head Boy is Angus Jones and Deputy Head Girl is Olivia Morton and that all of the candidates were impressive during the interview process.

Item 6: Report from SENCO

Q: MB raised the point that other schools test all students for reading speed which may give them extra time in exams and asked was this something that might be considered at QPHS.

CS explained that students are currently tested on teacher and parent recommendation and there were no plans to blanket test all students.

Q: LN noted that SW mentioned dyslexia support at the last meeting and asked if this in place? LN also raised the issue that the progress of high attaining KS2 students was low and MB asked why this was the case.

CS added that the figures from this group are slightly distorted as one student was on alternative provision during 2016/17 and therefore significantly under achieved.

In SW absence, it was suggested that these points be revisited and that SW would present his report at the Governors meeting following his return to work.

Item 7: KPI data

DH presented the KPI data to Governors and raised the following points:

- The report gives a clear overview and assists HOH, Governors and SLT.
- Information is now available on Friday by 3.30pm ready for tutors to work with each Monday morning.
- Summary of attendance, punctuality and SSA data is shared with students and is transparent.
- Concerns are shared and success is celebrated.
- Creates 'positive peer pressure' as students want to collectively achieve positive results.
- Collective responsibility is proving to be very powerful.
- Tutors are now more accountable for the behaviour and attendance of their tutor groups.
- The role of the tutor has been enhanced and empowered.
- 'Tutor of the Week' is celebrated and rewarded each week.
- It is easy to identify any issues at tutor/class level.

Q: LN asked if tutors meet with HOH and mentors to ensure consistency and how often is the report produced.

LW confirmed that the groups of staff mentioned meet fortnightly and the report is produced four times per year.

Q: LN asked what interventions were taking place with those students who have flagged a concern. LN stressed that it is important to ensure that all students across all year groups are achieving their potential.

JC explained that there were many various and individual interventions taking place currently to help to improve the behaviour and attendance of these particular students.

“Inspiring Individuals • Empowering Minds • Defining Futures”

QUEEN'S PARK HIGH SCHOOL, QUEENS PARK ROAD, CHESTER CH4 7AE

T: 01244 981500 | E: enquiries@qphs.cheshire.sch.uk | W: www.qphs.cheshire.sch.uk | t @qphschester

Headteacher: Lyndsay Watterson MA NPQH

Governors were given an overview of the data and KP asked if it was possible to see an example of the data sheet that was given to tutors. CS presented this to Governors.

DH summarised that exclusion data was stable compared to 2016/17 and added that internal exclusions were predominately from KS3 students and external exclusions were predominantly from KS4 students. DH noted that expectations in the school had increased. DH added that attendance was also stable and that the team are aware of the periods that the school may be vulnerable to high absenteeism.

Item 8: Governor's Focus Group (Student Voice)

LN presented the key points from the SDP and noted that the terms of reference and SDP would be re-revised at the start of every meeting going forward. LN added that it is important that Governors have an impact on the Teaching and Learning and Unlocking Student Potential elements of the SDP.

LN commented that the first priority for QPHS has to be progress, that underperforming students have to be identified quickly, that it is vital that teaching is consistently good and that all students are given the opportunity to achieve.

LN asked for a list of vulnerable students who would benefit from a mentoring process and asked that mentors are known as 'Ambassadors of the School' and work closely with the Governing Body. LN added that it was important that our vulnerable students know what a good role model is.

Q: LN raised the subject of 'Unlocking Student Potential' and asked do teachers have high expectations, do students know what is expected of them and is this visible.

ACTION: CS to work with HOH to produce both a list of students to be targeted and a list of students who could act as mentors. CS to communicate with LN.

CS explained that Year 13 students would be given time on Citizenship Day to prepare personal statements and applications and that they were now more focussed and committed to achieving their target grades.

The allocation of responsibility was agreed as follows:

Year 7 SP and MG

Years 8, 9 and 10 LN

Year 11 MB and KP

6th Form GY and PB

It was agreed that Year 12 students would be targeted in the summer term.

“Inspiring Individuals • Empowering Minds • Defining Futures”

A discussion took place regarding possible dates for Governors to meet with students and suggestions of how the time would be constructed.

Suggested dates were:

17 November 2017 from 10am-11:45am

Year 7 group with SP and MG

Year 13 group with GY and PB

8 December 2017 from 10am-11:45am

Year 8, 9 and 10 group with LN

Year 11 group with MB and KP

LN questioned if there was a policy regarding Governor visits, noted that a clear example of what is expected of Governors is available on NGA tools and encouraged Governors to read through the information.

Item 9: Trips

DH confirmed that trips information is all up to date and all risk assessments have been completed.

Q: SP asked if any residential trips were planned.

CS explained that a trip to LA was planned and a ski trip was a possibility in the future. CS added that students would go to Conway in June 2018 and a Duke of Edinburgh Bronze and Silver expedition was planned.

Item 10 : Policies

KH explained that there was one new policy, the Medical Conditions Policy, to be presented to Governors. KH added that the policy came from the Trust and therefore needed to be personalised for QPHS.

ACTION: KH to present at FGB on 9 November 2017.

Item 11 : AOB

There were no items for AOB.

Date of the next meeting is Friday 9 March 2018 at 10.15am.

“Inspiring Individuals • Empowering Minds • Defining Futures”