



QUEEN'S PARK HIGH SCHOOL

Monday 26 February 2018
held in 6th Form Conference Room at 4.30pm

PART ONE MINUTES

Committee members	Attended/ Apologies	In Attendance	Attended/ Apologies
Sue Pearson (SP)	Attended	Lyndsay Watterson (LW)	Attended
Ben McGrath (BM)	Attended	Jill Cutler (JC)	Attended
Mark Bland (MB)	Attended		
Peter Burke (PB)	Attended		
Gila Yalarakis (GY)	Attended		
Kayte Parlevliet (KP)	Apologies		
Mike Graham (MG)	Apologies		
Linda Neill (LN)	Apologies	Kay Gresty - Clerk (KG)	Attended

Apologies and welcome

Apologies were received from Mike Graham, Kayte Parlevliet and Linda Neill.

Item 1: Minutes from Part 1 of the previous meeting on Monday 18 September 2018.

Minutes were agreed to be a true and accurate representation of part 1 of the meeting.

Item 2: Matters Arising

Matters arising from Part 1 of the meeting on Monday 18 September 2017:

- **LW to upload the EHCP School Comparison document on to Google Drive – Actioned**
- **KH to speak to other schools about their emergency procedures and adopt best practices - Actioned**
Q:SP asked about how communication with parents and staff would be executed in the event of an emergency, such as school closure.
LW explained that information would be sent via parent mail, through social media and would be noted on the school website.
- **KH to update Governors on the outcomes of the SLS meeting on 19 September 2017.**
LW explained that Dave Helsby has taken over as Support Operations Manager and had met with SLS. LW added that, in addition, SLS had appointment a new, more dynamic manager.

SP commented that during KH's time at QPHS she supported LW during challenging periods and implemented difficult and necessary changes.

- **KH to annotate a copy of the Trust Financial Procedures and post on to Google drive. Additionally, KH to add monthly updates on to Google drive.**

ACTION: Make these available for Governors.

- **KH to upload H&S Report to Google drive once received.**

LW commented that MG was present during the H&S inspection and subsequent feedback.

Item 3: Current Budget Position

LW presented the current budget position to Governors, explained that the financial year now runs from 01 September to 31 August and that monthly reports are produced by Lesley Carding. LW added that the document showed the current budget overview and that the team are looking closely at coding to ensure that this is correct and in line with the Trust.

ACTION: Report to be uploaded each month.

Q: MB asked if the constraints in budget are in any way detrimentally affecting the education of our students.

LW explained that there was absolutely no negative impact on the students as a result of tight budgets.

Item 4: SDP Updates

Unlocking Staff Potential

LW explained that the school are coming to the end of their three year SDP, are assessing the current priorities and re-focussing the direction of travel.

Q: MB asked if LW was happy with the timeliness of current progress and if she was satisfied that things are moving fast enough.

LW commented that she felt teaching & learning and assessment & feedback was not moving fast enough and that it was the responsibility of the SLT to increase the pace.

Q: MB asked if Governors could do anything to assist?

LW explained that she was waiting for feedback to come through from LN, following the work she had done in school recently with the student focus groups, and would use this information to move forwards positively.

SP commented that the student meetings had been amazing and powerful and that the information gathered was invaluable.

LW commented that QPHS had adopted some good practices and that it was now necessary to develop these further. LW added that the feedback from the sessions would be shared with staff at the inset day on 28 March 2018 and a firm plan will be put in place for September 2018, based on these outcomes.

SDP Updates: Growing the School

LW explained that a lot of work had been done around marketing, building relationships with our primary schools and engaging with students and parents from Year 3 upwards. LW added that on Thursday 1 March 2018 the school would know how many places have been offered to Year 7 students for September 2018. LW went on to say that the momentum was growing and, by engaging Year 5 students and running summer sports camps, we were in a stronger position for the 2019 intake.

LW discussed 6th form projections and explained that the team were finalising numbers currently. LW added that this was the time to ‘win back’ some students who may be looking at alternative provisions and that staff were working hard to promote our 6th form offer. LW added that the staff needed to invest in the students and talk to them in an engaging way.

Q: BM asked if there was a plan for the current Year 12/Year 13 students to speak with the Year 11 students.

Q: SP asked if it would be more beneficial to have the 6th Form Taster Day earlier in the academic year.

Q: MB questioned whether it would be beneficial to have two taster days.

LW agreed that the school would look at the timings of the 6th Form Taster Days for the next academic year and explained that the sixth form students would give a presentation to Year 11 students at the Year 11 Taster Day.

Q: MB asked when will we know the impact of the proposed 6th form course offering (Level 2 courses)?

LW explained that some students had already shown an interest in the foundation courses and that some would possibly re-look at this option if they do not achieve the results they had hoped.

Q: BM asked if the school know where our year 11 students go following the end of KS4.

LW explained that the school produce a destinations list but there is no obvious destination pattern year on year.

Item 5: Premises Update

LW explained that Phil Hill, Facilities Manager, and the site team, formerly from Christleton High School, are now the established site team across the Trust. LW added that the school now have a team of people who offer various skill sets.

LW explained that there are currently two CIF bids under consideration – one for a roof replacement and the other for a boiler replacement – and that the school would learn of the outcome at the end of March 2018. LW added that, if the bids are successful, costs would be reimbursed.

LW informed Governors that the new school minibus had been ordered (contract hire) and the school were currently awaiting delivery. LW added that the bus was increasingly important for transitional activities and will be branded with the QPHS logo.

LW explained that the re-fit of the food tech room will be completed by Easter 2018.

Item 6: Studio build, timeline and potential impact

LW informed Governors that planning permission had now been approved for the Studio build and that building works are due to start on 21 May 2018. LW continued to explain that, over the Easter period, the lift will move, the temporary kitchen will be installed at the front of the school, the telegraph pole will be moved and the cabling will be re-routed. LW added that an additional 20 car parking spaces and bike storage would be created and that the build competition date should be December 2018.

Q: BM asked if the school expected any disruption to internet services when the cabling is re-routed.

LW replied that this work would be done during the school holiday period.

Q: MB asked if QPHS students would experience any disruption.

LW replied by saying that catering would be the biggest concern and the school may have to consider the option of two lunch sittings.

Q: MB asked if the students sitting exams will be affected.

LW explained that the exams would be taken in the sports hall. LW added that the contractor (BAM) had been extremely supportive of QPHS and that this level of understanding of the needs of the school must continue. LW added that the contractors understand that they must stop work immediately if there is any negative impact to our students during the exam period.

Item 7: Peer Reviews

LW explained that she was working with the Cheshire Secondary Headteachers to try to introduce a better model for school to school support. LW added that a three year programme was being proposed, which included training for staff from SLT to teacher level, and would cost £2000 per school. LW added that the model would be owned by the schools involved and that 12 out of the 19 secondary schools were already committed to the initiative.

Governors agreed that collaboration was very important and powerful.

ACTION: LW to upload the information on to the Google drive.

Item 8: Watersports Hub Update

LW explained that the proposal was currently on hold until March 2018 and that, following a successful challenge in December 2017, plans for the hub had to be resubmitted.

Item 9: Leave of absence Protocol

Q: MB asked if this was a Trust policy.

LW responded by saying that this is a QPHS document which would be offered to the Trust for their use. LW explained that it is important that we have a transparent and fair policy for all staff.

Item 10: AOB

LW explained that, following staff consultation, some of the inset days for the 2018/19 academic year had moved and that these revised term dates would now be circulated to staff.

The date of the next Resources Committee meeting is Monday 21 May 2018 at 4.30pm.