



## QUEEN'S PARK HIGH SCHOOL

Thursday 14 September 2017  
held in 6<sup>th</sup> Form Conference Room at 5.00pm

### PART ONE MINUTES

Committee members	Attended/ Apologies	In Attendance	Attended/ Apologies
Kayte Parlevliet (KP)	Attended	Lyndsay Watterson (LW)	Attended
Sue Perason (SP)	Attended	Darren Halstead (DH)	Attended
Mark Bland (MB)	Attended	Jill Cutler (JC)	Apologies
Peter Burke (PB)	Attended	Kay Higgins (KH)	Attended
Gila Yalarakis (GY)	Attended	Kay Gresty (KG)	Attended
Andy Dixon (AD)	Apologies		
Mike Graham (MG)	Attended		
Linda Neill (LN)	Attended		

#### Item 1: Apologies and welcome

Apologies were received from Andy Dixon and Jill Cutler.

#### Item 2: Declarations of Interests

There were no new declarations of interest reported.

#### Item 3: Correspondence

There were no items of correspondence reported.

KH explained that the three schools in the MAT will be following the same format in future Governor Meetings. KH added that this will give the committee a more structured approach across the year and will bring QPHS in line with the rest of the Trust.

#### Item 4: Governing Body Members

There were no changes to the QPHS Governing Body.

#### Item 5: Terms of Reference

KH explained that functions of the committees will change going forwards and Terms of Reference will be reviewed throughout the year. The Clerk to the Governing Body is now KH and Secretary to the Governing Body is KG.

KP added that HR is now managed by the Trust and that going forwards QPHS Governors will make will make recommendations to the Trust for approval, as they are ultimately responsible for strategic HR relating to QPHS.

#### **Item 6: Acceptance of Part 1 minutes of previous FGB meeting on 13 July 2017**

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

#### **Item 7: Matters arising from the previous FGB meeting on 13 July 2017**

There was one amendment necessary which was to change the name of the Chair of the Resources Committee from GY to SP which was actioned.

#### **Item 8: Headteacher's Report LW**

LW commented that since the beginning of term there had been a very conducive atmosphere around school and that there was a positive and settled feel amongst both staff and students. PB confirmed that this was the feedback he had also received.

LW added that the behaviour from Year 11 students has been encouraging and that the new Year 7 cohort is fully engaged.

LW gave Governors an update on the following points:

- The Studio is now open and in temporary accommodation.
- Visitor car parking spaces have moved.
- New signage is due imminently.
- The English Department have relocated.
- The social area has been refurbished and has new furniture.
- New printer/copiers have been installed, saving money on the previous contact.
- QPHS will move from LA broadband to a private circuit during w/c 18 September 2017.

LW gave a update on the current Year 7 2018 marketing campaign:

- Messages and communication on Twitter, Facebook and Instagram are actively spreading a positive message and raising the profile of the school.
- The 2017 Summer Sports Camp, targeted particularly at Year 4 and Year 5 students from Belgrave Primary School, received excellent feedback.
- Clare Scanlon and Lynn Morris have visited each of the feeder primary schools this week and have spoken to the Year 5 and Year 6 students. The new prospectus has been given out to all Year 6 students from the feeder primary schools. In addition they have been given an Open Evening flyer and a personalised letter written by an ex-student who came to QPHS from their primary school. Year 5 students have also been given an Open Evening Flyer and a personalised individual letter. LW commented that the students responded positively to the visits and there has noticeably been more interest from Belgrave, Doddleston and the Lache Primary Schools.
- Vikki Stanners has made contact with the feeder primary schools and has already made visits to some. She is planning to run music workshops with the children and will organise a primary feeder school concert later in the term.

- The Parliamentary Review was delivered today with QPHS are representing the North of England. The brochures will be given out to prospective new parents at Open Evening on 21 September 2017.
- The target for Year 7 admissions for September 2018 is 120. The applications are now available to view online and the school are monitoring this activity on a daily basis.

### **Item 9: Chair's Report KP**

KP gave the Governors an update from the recent Trust meeting where the three Headteachers talked through their 2017 results. KP informed Governors that the Studio has now been officially accepted in to the Trust and that Sue Leake has been re-elected as Chair of Governors with Euan Imrie appointed as Deputy Chair.

### **Item 10: School Development Plan LW**

LWN explained to Governors that the school are now in Year 3 of the SDP and stressed that it is vital that the school focus on the key points of the document, mainly Teaching and Learning.

LW added that she would welcome Governor input into the new SDP.

KP added that Christleton SLT have a strategy session with their Governing Body which produces a more integrated approach.

LW commented that she would value the input from Governors as it helpful to look at issues from different perspectives and in turn will help to formulate an effective and targeted SDP.

LW concluded by saying that the sections of the SDP will be presented to the relevant committees for their input.

### **Item 11: Policies Update KH**

KH explained that the Trust is in the process of deciding which policies will stay within the Trust and which will ones will be QPHS policies. The school will look at the list of non-statutory policies and streamline where appropriate. KH confirmed that the first policy that will be looked at by the Trust will be the Pay/Appraisal Policy. KH added that there is one new statutory policy 'Supporting Pupils with Medical Conditions' which needs to be created. KH concluded by informing Governors that a new LA Policy regarding Fixed Penalty Notices which takes effect immediately has been confirmed and parents have been informed.

### **Item 12: Meeting Dates**

KP asked Governors if they were aware of the scheduled meeting dates for 2017/18.

Governors confirmed that they had received the meeting dates.

**ACTION: KH to add the meeting dates in to the Google calendar**

**ITEM 13: AOB**

- KH informed Governors that the Health & Safety School Inspection took place at the end of last term.

**Date of the next meeting: Thursday 9 November 2017 at 5.00pm.**