



# QUEEN'S PARK HIGH SCHOOL

Thursday 15 March 2018  
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)	Attended
Peter Burke (PB)	Attended		
Gila Yalarakis (GY)	Attended		
Mike Graham (MG)	Attended		
Linda Neill (LN)	Apologies		
Ben McGrath (BM)	Apologies	Kay Gresty (KG) Clerk	Attended

### Apologies and welcome

Apologies were received from Linda Neill and Ben McGrath.

### Item 1: Minutes from Part 1 of the FGB Meeting on 09 November 2017

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

### Item 2: Matters Arising from Part 1 of the FGB meeting on 09 November 2018.

- KG to add meeting dates to the Google calendar - Actioned.
- KP and GY to plan an induction and organise a mentor for the new Governor - On-going.

### Item 3 Policies

LW proposed that the Examinations Procedures are accepted by Governors. LW explained that Jo McBride will work with subject leaders and manage the situation should any students raise a challenge. LW stressed that students can only challenge marking against criteria and therefore did not foresee any major concerns going forwards. The Examination Procedures were approved by Governors.

### Item 4: Headteacher's Report

LW raised the following points:

- Current student numbers are 34 less than 2017.
- Issue is with the current Year 7 cohort, currently at 54 students.

- Movement from Year 9 to Year 10 in September 2017, 8 students were lost to the Studio.
- In total 131 places have been offered to current Year 6 students for intake 2018.
- 99 places were offered initially plus 32 students who have been 'placed' by the LA.
- To date, 75 students have accepted places with a further 5 definites (late applications that will be placed at the end of the process) and 21 declines.
- The LA admissions team is incredibly busy and numbers should be finalised within the next two to three weeks.
- School are hoping for a final Year 7 intake figure of 101.
- 6<sup>th</sup> form has received 54 applications to date (41 out of a cohort of 72) plus 13 external applications. This figure is changing daily and will continue to do so until GCSE results are released.

**Q: PB asked what the total number in school would be for September 2018.**

LW replied that the number on roll would be around 510.

MG commented that this is a positive sign of growth.

LW commented that there is a positive momentum with Year 6 students, was hopeful that this momentum will grow and that the current Year 5 numbers will be reflective of this in September 2019.

LW commented that, depending on the final Year 7 allocation, we may need to look at transportation from Tarvin/Christleton to QPHS.

LW talked about the Inset Day on 29 March 2018 and raised the following points that would be discussed:

- Teaching and Learning – review the curriculum to see what is being delivered.
- SLT to review the curriculum model questioning what is being delivered and why.
- Put in ARMS – revisiting this and will be asking curriculum teams what are the expectations for students.
- Look at knowledge and skills so students can build on this as they progress through the school.
- How do we approach assessment and what do we need to do to develop and deliver the curriculum effectively.

**Item 5: MAT Update KP**

KP presented the following information to Governors regarding the MAT:

- A Business Meeting for the Trust is scheduled for Wednesday 28 March 2018 focussing on discussion around budgets.
- Nigel and Lesley are currently working on what the budget needs to look like.
- Kate Ryan starts her maternity leave on Monday 12 March 2018 and Katrina will temporarily step up as Head of School.
- Sue Leake has stepped down as Chair of the Trust and has been replaced by Euan Imrie.
- The Trust is looking at a Data Dashboard to see how the schools across the Trust are performing by comparison.
- Studio build dates are changing.

- The Christleton International Studio School may be renamed to Chester International School and the consultation process will start.
- The 'Middle Years Programme' will be looked at – what does it look like, what opportunities and possibilities are there.
- Concepts and ideas will be presented to the Trust, there will be no change for a minimum of 18 months.
- The Trust media policy is being worked on currently – focus is on what is and isn't acceptable.
- A Strategy Planning Day is scheduled for mid-May 2018.

### **Item 6: SDP Update**

LW explained that a Full Staff Meeting took place on Tuesday 13 March 2018 and staff were invited to comment on the six development priorities. LW added that staff were asked to give their honest feedback to gauge the strength of feeling in school and to help with the SDP planning going forwards. LW commented that they key areas were as follows and gave Governors some examples of the comments noted (Appendix 1).

- Improving Teaching and Learning
- Raising achievement for all
- Unlocking staff potential
- Unlocking student potential
- Sixth Form
- Growing the school

KP invited Governors to add their comments and asked for any further feedback to be emailed across by 20 March 2018.

**ACTION: Comments to be collated and collated and reported back to Governors.**

### **Item 7 GDPR**

KP explained that GDPR, changes to the current data protection law, is enforceable from 25 May 2018. KP added that the Trust have an obligation to comply with this directive and have appointed a Data Protection Officer for the Trust, Euan Imrie. KP added that Dave Helsby will be the designated Data Protection Co-ordinator for QPHS. KP explained that fines for breach of protocol will be unlimited and that Aaron & Partners have been employed by the Trust to ensure that correct procedures are in place. KP added that Governors will receive a QPHS email and that Governor information will be held on the school network going forwards.

### **Item 8: Looking forwards – Calendar of Events**

KP detailed the Governor meetings/events up to the end of the summer term:

**Wednesday 20 March 2018: Maths and Science Breakfast Meeting**

**Thursday 19 April: Governors and SLT Conference**

**Monday 21 May 2018: Resources Committee Meeting**

**Friday 8 June 2018: Pastoral Committee Meeting**

**Wednesday 13 June 2018: A&C Committee Meeting**

**Thursday 28 June 2018: FGB Committee Meeting**

KP commented that the Chair and Vice-Chair positions are coming to the end of their two year appointments.

**Item 9: Protocol for In-Year Transfers with CLT**

LW explained that a protocol for in year transfers within the Trust had been produced to ensure transparency across the schools.

**Item 10: AOB**

There were no items for AOB.

**Date of the next meeting: Thursday 28 June 2018 at 5.00pm**