



QUEEN'S PARK HIGH SCHOOL

Thursday 9 November 2017
held in 6th 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	Kay Higgins (KH)	Attended
Gila Yalarakis (GY)	Attended	Kay Gresty (KG)	Apologies
Mike Graham (MG)	Attended		
Linda Neill (LN)	Attended		

Item 1: Apologies and welcome

Apologies were received from Sue Pearson (SP).

Item 2: Declarations of Interests

There were no new declarations of interest reported.

Item 3: Correspondence

There were no items of correspondence received.

Item 4: Minutes of the FGB on 14 September 2017

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

Item 5: Matters Arising

- **KH to add the meeting dates on to the Google Calendar.**
KH explained that she had uploaded a document highlighting the meeting dates but had not added them to the Google calendar
ACTION: KG to add meeting dates to the Google calendar.

KP added that she was in the process of updating the Governors section of the QPHS website with Lynn Morris.

Item 6 Membership update

KP confirmed the roles and responsibilities that were agreed previously and added that these would be posted on the website.

PP and SEND - SP
Health & Safety - MG
Careers - Vacancy
Community - as required
Safeguarding - MB and LN
Disciplinary - SP and MG
Recruitment - as required
Pay Panel - SP, GY & KP
Headteacher's Appraisal - GY, PB & KP
Coach to Headteacher - GY

KP added that following Andy Dixon's resignation as Governor due to work commitments and time constraints, a vacancy had arisen for an additional member of the Governing Body. KP added that the application deadline was now closed and one person had put forward an application to become a Governor of QPHS.

KP went on to say that the applicant, Ben McGrath, is a parent of a Year 7 student with an expertise in safeguarding, has worked extensively with schools, has a sound knowledge of education and wishes to support the school going forward. Governors acknowledged that this was a very strong application and were looking forward to welcoming Ben into the team.

ACTION: KP and GY to plan an induction and organise a mentor for the new Governor.

KP explained that SP's first term as Governor is due to finish in January 2018, however indications are that she would like to continue. Governors commented that SP added a huge value to the Governing Body and had a tremendous depth of knowledge which was invaluable to the school. LW added that SP had been an integral part in recent staff recruitment at QPHS and her opinion and expertise was very helpful and valuable.

Item 7: Role of Clerk

KP explained that the Governors were looking to the role of Clerk to ensure that all legal aspects and responsibilities of the Governing Body are covered. KP added that the Clerk should be able to prompt, advise and ensure that Governors are following the correct guidelines in line with the Trust. KP explained that this plan would still move forward following the resignation of KH.

Item 8: Code of Conduct

KP explained that this has been updated in line with the NGB guidelines.

Item 9: Headteacher's Report

LW explained that since the last Headteacher's report was presented, there has been further information regarding data and an updated progress & overview was presented to Governors. LW explained that there was a major focus on PP students and added that a group of headteachers had shared their best practices regarding this group of students. LW added that the feedback would be shared with Shane Richardson and some new initiatives would be put in place.

LW gave an overview of student numbers and explained that:

- Class sizes in Year 8 and Year 9 were averaging 30 students.
- The total number of students in the school is lower than last year.
- Attendance data is on a par with last year.
- Persistent absence is a major focus.

Q: KP asked if there were any areas of concern?

LW explained that teaching & learning had been prioritised this term. LW added that it is crucial that the momentum keeps going and the staff need to be absolutely sure that what they say is happening is actually happening and that they need to be able to evidence the impact. LW explained that there are still some concerns around progress and that there is so much data available that targets are becoming confusing. LW added that FFT data (50 or 20) would be used going forwards as it represented the national benchmark. Detailed analysis of targets of core subjects had been done to establish which targets were more relevant to QPHS.

LW commented that the breakfast meetings were very valuable and that, at the second meeting, the Governors would be presented with very clear and realistic data following the mock exams.

MB agreed and this simplification of data was needed and was welcomed.

Q: LN asked if LW could explain what FFT 20 and FFT 50 meant?

LW explained that FFT50 is the National measure (average) and for most of the subjects this is this is 'the bottom line' that they must achieve in summer 2018. LW added that FFT20 relates to the performance of the top 20% of schools and FFT50 relates to the performance of the top 50% of schools. LW commented that English are aiming for FFT5, top 5% of schools, in summer 2018 and that art and computer science will be aiming for FFT20, top 20% of schools.

Q: MB stressed that it was important that QPHS had realistic targets and clear benchmarks.

LW agreed that some of the Progress 8 targets are unrealistic and the school had gone back to basics.

Q: MB asked if there was any feedback from David Lunt on the LEAN work that had been done with the maths team.

DH explained that Sarah Blears-Chalmers had embraced some of the LEAN initiatives and ideas and was implementing them in the maths department currently. DH added that he believed that this will ultimately improve the quality of teaching.

Q: GY asked for an update on EduLink One and Moodle

LW explained that school are almost ready to launch the programme and that letters should be going out to parents next week. LW added that a staff working party were looking at aspects of the system and would share best practices.

Q: MB asked for an update on the appointment of the science Teaching assistant.

LW explained that the school had recruited a science graduate, Bethan Hancock, who is a great addition to the team. LW added that in addition Mark Griffiths would be joining the team as a 0.5 additional physics teacher, focussing on Year 13 and Year 11 groups.

Item 10: Chairs Report

KP gave a brief update on the Trust:

- Consultation was Wednesday 8 November 2017.
- KP thanked LW and PB for attending and supporting.
- Had positive feedback from Tony Lamberton and the Chester Chronicle.
- Finance meeting for the Trust takes place week commencing 13 November 2017.
- There is an invitation to all Governors to attend the Trust Annual Meeting on Thursday 30 November 2017.

KP explained that the move to the Trust is very much a journey and would like to see QPHS Governors driving good practice within the Trust. KP hoped that QPHS could demonstrate best practice, best performance and best communication and continue to move things forwards. KP added that she would like to feedback to the Trust regularly to demonstrate how effective the QPHS Governing Body is.

KP added that she believes that parents still do not fully understand the role of the Governing Body in school and that it is important to market the Governing Body to parents at every opportunity.

KP summarised the outcomes of the recent maths and science breakfast meetings and explained that the two subject leaders each gave a presentation on the programmes that have been running in their individual faculties, progress to date and areas of concern. KP emphasised that the presentations were made in very different styles and that progress was being made at differing rates. KP made the point that attainment was being measured against many different targets and that the streamlined proposal of using FFT would simplify this. KP added that she was still nervous around aspirational targets in maths and that hopefully this would be made clearer at the next breakfast meeting on 15 December 2017 when Year 11 mock results data would be available.

MB added that the science faculty were following a clear model and were benchmarking to ensure that levels of achievement were at the levels that they should be.

KP commented that the faculty leaders appeared to be taking ownership of the strategy and the outcomes, which was a positive step. KP added that, following the outcomes of the December mock results, strategies may have to change.

Item 11: Holiday dates for 2018/19

LW explained that in 2018/19 the Easter weekend takes place after the students have returned to school following the two week Easter break. LW added that, in general, schools were concerned about the 2019/20 holiday proposal as the local authorities were different. LW added that Mark Parkinson is now taking this on board and hopefully will not happen again going forwards.

LW suggested that QPHS have two inset days at the start of the term, returning on 31 August 2019, to allow staff to process the 2017/18 results and plan for the return to school. This was agreed by Governors and would be proposed to staff.

Item 12: Policies update

Two policies, Supporting Pupils with Medical Conditions Policy and Administering Medication Policy were proposed to Governors.

Q: MB asked what the role of the Trust is in this.

KH explained that the Trust will oversee the policy but procedures will be bespoke to each school.

Q: MB questioned the part of the Policy which states firstly that the school would not deny admission and secondly (point 2) that the school would deny admission if the necessary medical provision is not in place.

LW explained that the school would possibly refuse admission if the medical needs of the student could not be met. LW accepted that the wording of the policy could be revised to make this clearer.

Q: GY asked where the medical forms are kept.

KH explained that all the forms are kept with the AHOH in the Pastoral office. KH confirmed that this was checked in the H&S audit.

The policies were agreed and adopted by Governors.

Item 13: Growing the School SDP update

LW explained Clare Scanlon produced the school marketing plan this year and that the content was discussed during Clare's presentation. LW added that the 6th form is QPHS's next challenge and it is important that the school work collaboratively to offer a full range of educational pathways. LW explained that QPHS are preparing to link up with South/West Cheshire College to bridge the gap in provision (targeting GCSE 4/5 students) and promote a range of opportunities for students. LW added that the offer of courses at the Chester campus will change next year to become more academic and business focussed and construction based courses will move to the Ellesmere Port campus.

LW explained that there have also been discussions within the Trust regarding provision. At this stage, Christleton do not wish to change direction, QPHS do not wish to lose their current academic profile and the Studio will continue to offer the IB, therefore the area of growth is the 'gap'. LW added that the target is for QPHS is to recruit students from other schools and to keep as many of our own students as we can, possibly adding some Level 2 provision supported by the Trust. LW commented that this issue had also been raised directly with Chris Matheson MP who was very supportive.

Item 14: AOB

There were no items for AOB.

Date of the next meeting: **A&C Wednesday 7 February 2017 at 4.30pm**
 FGB Thursday 15 March 2017 at 5.00pm