

**St Augustine's School**  
 Governing Body Meeting  
~~Thursday~~ **Tuesday** 20<sup>th</sup> October 2015 at 6.00 pm

Item	Minute	Action
<b>Present:</b>	<p><b>Foundation Governors;</b> Dr D. Swiers (Chair), Mrs M. Harriott (Vice Chair), Fr. W. Massie , Mr M. O’Keeffe, Mrs M. Baines  <b>Head Teacher ;</b> Mr M. Taylor  <b>Teacher Governor;</b> Mr G. Welch, ,<b>LA Governor</b> Mrs L. Jeffreys  <b>Parent Governor;</b> Mrs J. Brierley  <b>By Invitation;</b> Mr P. Griffin Deputy Head Teacher, Fr. Pat Keogh  <b>Clerk:</b> Mrs S. Brown  <b>Apologies for Absence; Foundation Governor;</b> Mrs E. Siddall.</p> <p><b>3 Core functions</b></p> <ol style="list-style-type: none"> <li><b>1. Ensuring clarity of vision, ethos and strategic direction</b></li> <li><b>2. Holding the Head Teacher to account for the educational performance of the school and its pupils, and the performance of management of staff</b></li> <li><b>3. Overseeing the financial performance of the school and making sure it is money well spent.</b></li> </ol>	
FGB 41/15	<b>1. Opening Prayer_</b> by Fr. Massie	
FGB 42/15	<p><b>2. Consider extending the Term of Office for Chair and Vice Chair</b>          The Governing Body reconstituted in January 2015 and elected a Chair and Vice Chair. Governors agreed to continue to elect the Chair and Vice Chair of Governors at the Spring Term Governing Body Meeting. This will ensure that the Head Teacher and Chair will not leave their post at the same time (usually the end of the summer term).</p>	
FGB 43/15	<p><b>3. Governing Body Membership</b></p> <p><b>Foundation Governor</b>          Governors welcomed Mrs Baines, Foundation Governor. DBS clearance is in place.</p> <p><b>Foundation Governor resignation</b>          Ms Kirby informed Fr Massie that she was standing down from the governing body due to pressure of work.          The Bishop of Middlesbrough will be informed of the resignation and Fr Keogh will be recommended for appointment to the vacancy</p> <p><b>The Chair to write to Ms Kirby thanking her for her valued contribution to the Governing Body.</b></p> <p><b>Parent Governor Vacancy</b>          3 Parents have been nominated for the vacancy.          Ballot papers will be counted after 9.30 a.m. 4<sup>th</sup> November</p>	<b>Chair</b>
FGB 44/15	<p><b>4. Apologies for absence</b>          Governors <b>agreed</b> consent to the apologies for absence.</p>	
FGB 45/15	<p><b>5. Declaration of interest</b>          To invite members to declare any interest in matters which are the subject of, or are connected with, any item of business on the agenda.  <b>No declarations were received.</b></p>	
FGB 46/15	<p><b>6. Confidential agenda items</b>          To consider if an agenda items need to be treated as confidential and excluded from the published minutes  <b>A confidential note was taken</b></p>	
FGB 47/15	<p><b>7. Minutes of the last meeting.</b> (Previously distributed) The minutes of the meeting held on Thursday 14<sup>th</sup> July 2015 were <b>agreed</b> as a correct record and signed by the Chair.</p>	
FGB 48/15	<p><b>8. Matters arising from the minutes not otherwise covered on this agenda.</b>  <b>FGB 14/15 and 27/15</b> Survey Baptised Roman Catholic Children in the Parish.</p>	

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	<p>Governors agreed that the number of Catholic children in the parish would not require Pupil Admission Numbers (PAN) to increase in future years. The Head Teacher explained to governors he hoped to expand public spaces in school not increase capacity. The gym and hall are too small and there is a need for a separate dining room.</p> <p><b>Governors tasked the Head to produce a spaces survey. Mr Taylor assured governors that now the new block was near completion the NYCC could complete the space audit.</b></p> <p><b>Governors are to meet with Diocesan property development officers to discuss the need for bigger public spaces.</b></p> <p><b>Admissions waiting list</b> After seeking advice, the Clerk confirmed that a waiting list should be maintained for primary to secondary school transfer until 31<sup>st</sup> December of that year. In- year waiting lists will be held until the end of that academic year. Each child added to the waiting list will require the list to be ranked again in line with the school's published oversubscription criteria.</p>	<p>Head Spaces survey          Meet with the Diocese</p>
FGB 49/15	<p><b><u>9. School Improvement Group( SIG ) notes previously circulated 30<sup>th</sup> September 2015</u></b></p> <p>The Chair attended training through the National Governors Association (NGA). The framework for Governance guide to strategic planning was discussed. The framework is designed to reflect the cyclical nature of the governing bodies work and enables governors to hold the Head Teacher to account, one of the 3 core functions of the Governing Body. The Chair felt that using the framework would give governors and senior leaders a robust framework to use to set the strategic direction of the school and monitor the progress against the strategic vision. The Chair tasked the Head to produce his Head Teacher's report using the key performance indicators within the framework.</p> <p>The Head and Chair met and the annual planner was prepared using the governing body planner, the NGA framework and the School Development Plan (which also includes the governor's development plan).</p> <p>Agendas will be set incorporating all the requirements within the annual planner. Governors will see in advance what will be discussed at each meeting of the SIG and FGB and prepare accordingly.</p> <p><b>Governors agreed this is good practice.</b></p> <p><b><u>Review the terms of reference for the SIG</u></b>  <b>Governors agreed the terms of reference</b></p>	
FGB 50/15	<p><b><u>10 Review the Standing Orders.</u></b></p> <p>Governors agreed to continue to elect the Chair and Vice Chair of Governors at the Spring Term Governing Body Meeting and the standing orders will be amended to reflect this.</p>	
FGB 51/15	<p><b><u>11. Review the Code of Practice</u></b>  <b>Governors agreed the Code of Practice</b></p>	
FGB 52/15	<p><b><u>12. Consider extending the delegated power to committees and to the Head Teacher</u></b></p> <p><b>Governors agreed the delegated powers will be reviewed at the spring meeting of the FGB, January 2016.</b></p>	
FGB 53 /15	<p><b><u>12a. Register of Business Interests</u></b>  <b>Governors signed the business, interest's forms.</b></p>	
FGB 54 /15	<p><b><u>13 New disqualification declaration September 2015</u></b>  <b>Governors signed the new disqualification declaration September 2015</b></p>	

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FGB 55 /15	<p><b><u>14. Publication of Governor details and the Register of Interests on school website.</u></b>  <b>All governors gave written consent to the publication of Governor's details and the register of interests on the school website.</b>  <b>Clerk to have this published on the school website and amend the prospectus accordingly</b></p>	Clerk to publish governor details on the website
FGB 56/15	<p><b><u>15. Health &amp; Safety report</u></b>          Mr Welch spoke about the inspection as the report has not yet been received. Inspectors spoke favourably during the inspection and the report is expected to show the school is compliant in all areas.</p>	Report next meeting
FGB 57/15	<p><b><u>16. Consider the report from the school Chaplain.</u></b>          Governors accepted the report from the Chaplain. Governors have an open invitation to join any of the events in school and within the Parish.  <b>The Chair will attend Youth Mass (Celebration for youth of the Diocese) 22<sup>nd</sup> November.</b></p>	Chair attend Mass
FGB 58/15	<p><b><u>17. Consider the report from the Inclusion Manager</u></b>  <b><u>FGB34/15- The Lead Adviser challenged the IM to look at the impact of intervention on disadvantaged and SEND pupils in literacy and numeracy</u></b>          The IM and Deputy Head are looking at the impact of intervention and are compiling a report.  <b><u>SIG 8/15 Governors challenged the IM to look at last year's results and identify lessons learnt.</u></b>          There is a small gap between SEND and non SEND mainly boys and this is a School Development Plan priority          Governors accepted the report from the Inclusion Manager. SLT informed governors the Inclusion Manager was already making a positive impact in school.</p>	Report  Report from IM and DH
FGB 59/15	<p><b><u>18. School Development Plan previously circulated</u></b>          Discussed at SIG, 30<sup>th</sup> September</p>	
FGB 59a/15	<p><b><u>19. Head Teacher report previously circulated with headings from the governor framework and attached to the public minutes</u></b>  <b><u>Ethos;</u></b> discussed within Chaplain report  <b><u>Teaching &amp; Learning</u></b>          The Head feels the Marking policy is not fit for purpose after reviews from all subject teachers and student voice. It is difficult to evidence progress in ICT Drama and Music. Desired outcomes; a draft marking policy will be put in place that enables all departments to effectively and efficiently feedback to pupils, thus maximising understanding and improving pupil outcomes.          The Head presented data on Teaching &amp; Learning  <b><u>Staffing and Resources;</u></b>          Current and future staffing needs were discussed including middle leaders and Senior Leadership. The Head will look at their roles and decide how to shape the Senior Leadership for the school over the coming years.          Governors tasked the head to put preliminary notice of the proposed appointment of a Science teacher in September 2016 on the school website for out of area Teachers who may be interested in future vacancies.  <b><u>Attendance Data</u></b>          Attendance Data was compared with the previous autumn term, and showed an improvement in all years and vulnerable groups.  <b><u>Behaviour of Pupils;</u></b></p>	Marking policy  Staffing structure  Science position on website

Exclusion Data was compared with the previous autumn term, and showed an improvement in behaviour.

**Admissions/School transport**

Admissions continue to increase with 200 application already for the primary to secondary 2016/17 transfer. This is a positive position to be in and good for the school budget. There is adequate teaching space to accommodate 120 admissions but there is a lack of public spaces.

The Head received a letter from school transport services regarding the removal of transport provision on denominational grounds. Pupils have been able to purchase an annual pass or pay daily. Where the buses are being withdrawn parent will be expected to make their own arrangements to transport their children to school the exceptions are;

- The home address is over 3 miles but nearer to a denominational school than their catchment school
- A pupil is in receipt of Free School Meals or their parents are on the maximum level of working tax credit.

This could have big implications on school numbers as the feeder schools for Catholic Primaries are spread widely across the parish with a large number of pupils being bussed in.

The routes affected are;

Service	Route	NYCC Action from 1 September 2016
357S	Ebberston – West Ayton – Crossgates – St Augustine's RC School	Provide 4 seats for pupils currently entitled to free transport
358S	Hunmanby – Filey – Eastfield – St Augustine's RC School	Provide 4 seats for pupils currently entitled to free transport
359S	Silpho – Burniston (Feeder)	Service will be withdrawn
383S	Helmsley – Kirkbymoorside – Pickering – Scarborough Colleges	Service will remain.
384S	Sleights – Whitby – Burniston – Scarborough Colleges	Service will remain but will not serve St Augustine's School

School already subsidises the Bridlington School Bus.

Governors challenged the Head to look at how other schools can subsidise transport or getting funding/ from within the parishes. The Head to inform parents of the change in transport arrangements.

**Data-;**

Governors agreed to discuss data at the next meeting when RaiseOnLine which provides interactive analysis of school and pupil performance data is available.

Finance

The school budget shows a surplus from the costs of the school build. The new teaching block is not yet signed off but this is a great teaching space and a huge improvement on the temporary classrooms.

**RE curriculum**

Head Teacher-school transport

Data RaiseOn Line

Sign off teaching block

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	<p>The RE teaching spec was discussed with the Diocese referencing the AQA exam board to Edexcel because of the 50% Catholic content. There is universal opposition to this.</p> <p>The Head was challenged with seeking further clarification on the need to change exam boards and this to be an agenda item at the SIG meeting on 4<sup>th</sup> November</p>	RE exam spec
FGB 60/15	<p><b>20. Statutory documents and School policies</b></p> <p>5 policies were due for review this academic year:</p> <ul style="list-style-type: none"> <li>• Health &amp; Safety Statement- names amended and updated</li> <li>• Staff Behaviour Policy- reviewed, no changes required</li> <li>• Privacy notice-reviewed, no changes required.</li> <li>• Child Protection Policy, reviewed, changes discussed with governors.</li> </ul> <p><b>Governors agreed to accept the reviewed policies</b></p> <p>The Admissions policy 2017/18 is agreed and currently under consultation on the school website and by NYCC.</p>	Admissions policy
FGB 61/15	<p><b>21. Governor visits to the school</b></p> <p>The Chair meets with the Head Teacher weekly.</p> <p>Governors meet monthly for the school improvement group meeting and termly for the Full governing body meeting.</p> <p>The Head invited governors to shadow him in his school day or with any subject teachers.</p> <p>Mrs Baines to shadow the Head 4<sup>th</sup> November 2015.</p>	Mrs Baines school visit 4th
FGB 62/15	<p><b>22. Governor training</b></p> <p><b>Diocese</b></p> <p><b>16<sup>th</sup> September- Admissions training- Diocese- Head Teacher.</b></p> <p>The Head and Chair revised the admissions policy in response to the training and governors agreed the policy for 2017/18 would go to consultation by NYCC and it will be published on the school website.</p> <p><b>18<sup>th</sup> September Bishop's study day, attended by Chair and Vice Chair</b></p> <p><b>23<sup>rd</sup> September Chair of Governors briefing-attended by the Chair</b></p> <p><b>Future training booked 26<sup>th</sup> April 2016- Governor training – Vice Chair to attend.</b></p>	
FGB 63/15	<p><b>23. Appoint link Governors</b></p> <p>Governors agreed the following link governors;</p> <p>M. Baines- RE / Chaplaincy</p> <p>D. Swiers- Child Protection, Health &amp; Safety</p> <p>J. Brierley- SENCo</p> <p>M. Harriott- English</p> <p>E. Siddall- Pupil Premium</p>	
	The meeting closed at 7.15p.m.	
FGB 64/15	<p><b>24. Date of the next meeting</b></p> <p><b>Strategic Improvement Group 4pm: 4<sup>th</sup> November 2015</b></p> <p><b>Full Governing Body meeting: 6pm: 19<sup>th</sup> January 2016</b></p>	