

**Minutes of the School Improvement group (SIG)
10th February 2016 at 4pm**

<p>Present: Governors; Dr. D. Swiers (Chairman), Mrs. E. Siddall, Mrs. M. Baines, Fr. W. Massie, Mr. M. Taylor, Mrs. L. Blake. Senior LA Lead Advisor Ms. A. Bramley, By Invitation; Mr. P. Griffin Deputy Head Teacher Apologies Mrs. L. Jeffreys, Mr. M. O’Keeffe, Mr. G. Welch, , Mrs. M. Harriott (Vice Chair), Mrs. J. Brierley Clerk: Mrs. S. Brown</p>		<p>Actions and matters carried to next meeting</p>
11/16	<p>1. Opening Prayer; Fr. Massie and Mr. Taylor</p>	
12/16	<p>2. Apologies for absence. Governors accepted the apologies for absence</p>	
13/16	<p>3. Confidential agenda items. No confidential items</p>	
14/16	<p>4. Minutes of the last meetings; 13th January 2016 Governors accepted the minutes as a true record</p>	
15/16	<p>5. Matters arising. 10/16 RAISEonline. The validated data from RAISEonline has yet to be released. 11/16 Governors agreed that subjects not studied at GCSE level could be taken at A level so no issues were envisaged.</p>	<p>RAISEonline.</p>
16/16	<p>6. Catholic Ethos Training: Governors discussed recent training for governors on the new Denominational Inspection of Schools (formerly S48 inspection) and responsibilities for governors. Among the key changes is a focus on the induction of staff other than Catholic. Mrs. Baines is now a Denominational Inspector. Staff prayers were discussed. Prayers are said at the beginning of all meetings and staff briefings with a voluntary staff prayer group meeting mornings before school. A suggestion of having a staff briefing session replaced by prayer was aired. Development of Leadership: Nurturing Future Leaders – Miss Dorgan has begun the course and will contact her mentor in the coming week. Retreat days: Year 9 held their retreat on 3rd February 2016 and it was a huge success. Year 8 will have theirs on 12th February 2016. Parent Evening Questionnaires: MT issued the outcomes of questionnaires for Yrs 9, 10 & 11.</p>	
17/16	<p>8. Attainment/Data Year 11 Data: The Headteacher discussed Y11 data which showed predicted grades against the actual grades in GCSE 2015. The data also showed predicted grades for current Y11 children 2016. The 2015 data demonstrated security and accuracy of the teacher predictions.</p>	

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18/16	<p>9. Behaviour & Safety The head teacher shared the SSE document with Governors covering:</p> <ul style="list-style-type: none"> • Leadership & Management • Teaching, Learning & Assessment • Personal development, behaviour & welfare • Outcomes for pupils <p>Governors discussed the grading and narrative of the SEF and agreed to discuss the content at the next SIG.</p>	SEF
19/16	<p>10. Attendance and Exclusion Data The LA thanked the Head Teacher for the updated attendance figures which included amended figures for specific subgroups.</p> <p>Home visits. The Education Social Worker (ESW) is now doing more 1st day absence home visits.</p> <p>Case Studies. The LA officer advised that case studies on persistent absentees with interventions noted could help inspectors understand lack of progress with these children and what school has put in place to try and get the pupils to improve their attendance. The Head teacher agreed that a narrative would be appropriate but also felt that, as a small school, we could easily give the detail on any pupil identified by an external agency.</p>	
20/16	<p>11. Annual Governor report <i>2 governors agreed to populate a report throughout the year to publish on the school website. Chair to send a pro-forma.</i></p>	Proforma
21/16	<p>12. Approve the School Financial Standard (SFVS) <i>Governors approved the SFVS which gives assurance that the school has secure financial management in place. They noted the new section on Independent Head Appraisal which is already on going in school.</i></p>	
22/16	<p>13. Policy review DBS Policy. Governors adopted the model DBS policy Scheme for paying governors. Governors reviewed the scheme for paying governors</p>	
23/16	<p>14. Vice Chairman Election <i>A foundation governor agreed to consider a nomination for Vice Chair at the June 2016 FGB meeting.</i></p>	
24/16	<p>15. Agree the Governing Body meeting dates for 2016/17 academic year-previously circulated. Governors agreed the meeting dates; Full Governing Body (FGB) meetings 6pm; Autumn 18th October Spring 17th January 2017</p>	

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	<p>Summer 13th June</p> <p>School Improvement Group (SIG) meetings 4pm ; 28th September 16th November 14th December 15th February 2017 22nd March 26th April 17th May 12th July</p>	
	<p>Any Other Business SENCo Ideas. A parent governor shared suggested good practice when a child with a Education Health Care Plan (ECHCP) or Statement of Need is allocated a place at the school. The Deputy Head confirmed many of the suggestions were already in place but new ideas would be shared with the Inclusion manager. Links with parents are always encouraged.</p> <p>Money Management the Headteacher explained that these suggestions were currently covered in detail in PSHE lessons at KS4.</p>	
	<p>Dates of the next meetings for 2015/16</p> <p>SIG 4pm 2nd March 13th April 11th May 20th July</p> <p>FGB 6pm 14th June 2016</p> <p>The meeting closed at 5.30 p.m.</p> <ol style="list-style-type: none"> 1. Ensuring clarity of vision, ethos and strategic direction 2. Holding the Head Teacher to account for the educational performance of the school and its pupils, and the performance of management of staff 3. Overseeing the financial performance of the school and making sure it is money well spent. 	