

Minutes of the School Improvement group (SIG)

20th July 2016 at 4pm

<p>Present: Governors; Mr. G. Welch, Mrs. E. Siddall Vice Chair Fr. W. Massie, Mrs. M. Baines Mr. M. Taylor, Mrs. L. Blake, Mrs. L. Jeffreys , Mrs. M. Harriott (Vice Chair) Apologies; Mrs. J. Brierley, Fr P. Keogh, Dr. D. Swiers (Chair), Clerk: Mrs. S. Brown</p>		Actions and matters carried to next meeting
56/16	Opening Prayer; Mr. Taylor	
57/16	Apologies for absence. Governors accepted the apologies for absence. Mrs. Siddall took the Chair.	
58/16	Confidential agenda items. No confidential minutes	
59/16	Minutes of the last meeting; 11th May Governors accepted the minutes as a true record.	
60/16	Matters arising; Multi Academy Trust (MAT) Mr Taylor is to attend a further meeting tomorrow, 21 st July with other Catholic Head's to look at possibly forming bigger models for MAT, ensuring that local needs and individual school needs will be discussed. The Head will report back at the next SIG meeting	MAT report
61/16	Governing Body Membership Mr. O'Keeffe resigned from the Governing Body. There are 3 Foundation Governor vacancies. Fr Keogh, Canon Gubbins and Mrs. K. Boyes are expected to be appointed by the Bishop. Fr Massie to liaise with the Diocese and the Bishop.	
62/16	Ofsted Inspection Actions Middle Leaders CPD Requirements. Each middle leader will attend SIG meetings, starting with Mr. Welch Head of Department –Technology and the CPD to be put in place to develop Teaching & Learning within school over the coming academic year to secure outstanding middle leadership. Governors to read the Code of Practice	
63/16	Agree the Governors' Schedule for meetings in 2016/17 Governors agreed the programme and planned agenda items for the next academic year	
64/16	Consider review of the School Development Plan Mr. Taylor discussed desired outcomes in the School Development plan and it will be written in the summer for the next SIG/ FGB meeting	
65/16	Agree the School Prospectus Governors reviewed the Prospectus and accepted the changes.	

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	<p>The Governing body list, if a requirement will be added when there is a full complement of governors. If not a requirement the clerk will update the list on the governor page of the school website.</p> <p>Governors also requested events in the school and parish be an agenda item so Governors have at least a month's notice to plan events to attend such as Mass in school, concerts, and parish events.</p>	Events Agenda item
66/16	<p>Policy review Clerk to bring the policy review list for the next academic year to the next SIG meeting 28th September</p>	Policy review list to SIG
67/16	<p>Governor school visits report A programme of governor visits was discussed and Governors agreed to come in to the school on short visits and spend time with all subject areas with a short report of the visit each SIG meeting. The reports of visits to be a regular agenda item. Governors requested the clerk prepare a pack at the beginning of each academic year with essential policies such as disciplinary, admissions, code of practice so they are to hand if required. Mrs Baines attended leavers mass Fr Massie celebrates Mass in school each Friday Mrs Siddall visited school to investigate a complaint Mrs Blake accompanied staff and pupils on a field trip and a visit to Flamingo Land Dr Swiers has conducted staff appointments in school Mrs Bain's attended the summer concert.</p>	<p>Governor visit report agenda for all SIG Meetings</p> <p>Clerk to prepare Governor packs</p>
68/16	<p>Governor training reports Governors agreed in future meetings to give a short report from any training attended and share good practice.</p>	
69/16	<p>Staffing Mr Taylor told governors there was a now full complement of staff. 3 Teaching Assistants and a Science Technician have recently been appointed and 2 Trainee teachers will join the Maths department.</p>	
70/16	<p>Finance Governors discussed the recent report issued by the FMSIS Officer for expenditure up to June showing any variances from the last report.</p>	
	<p>The meeting closed at 5.15pm Future meetings Full Governing Body (FGB) meetings Tuesday 6pm;</p>	

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	<p>Autumn 18th October Spring 17th January 2017 Summer 13th June School Improvement Group (SIG) meetings Wednesday 4pm ; 28th September 16th November 14th December 15th February 2017 22nd March 26th April 17th May 12th July</p>	
	<p>The meeting closed at 6.00 p.m.</p> <ol style="list-style-type: none">1. Ensuring clarity of vision, ethos and strategic direction2. Holding the Head Teacher to account for the educational performance of the school and its pupils, and the performance management of staff3. Overseeing the financial performance of the school and making sure it is money well spent.	