

St Augustine's School

School improvement Group (SIG) meeting Wednesday 12th July 2017 at 4.00 pm

Item	Minute	Actions matters arising
Present:	<p>Foundation Governors; Dr D. Swiers (Chair), , Mrs M. Baines, Mrs E. Siddall (Vice Chair), Mrs K. Boyes, Canon E Gubbins ; Head Teacher Mr M. Taylor; Teacher Governor Miss A. Robinson; Parent Governor; Mrs L. Blake. LA Governors Mr M. Jaconelli</p> <p>By Invitation; Mr P. Griffin Deputy Head Teacher and Mrs S Rutter School Chaplain</p> <p>Clerk: Mrs S. Brown</p> <p>Apologies for Absence; Fr. Pat Keogh and Mrs M. Harriott.</p> <p><u>3 Core functions</u></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. 	
SIG 90/17	<u>Opening Prayer</u> by Mr Taylor	
SIG 91/17	<u>Apologies for absence</u> Governors agreed consent to the apologies for absence.	
SIG 92/17	<u>Declaration of interest</u> 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. No declarations were received. <u>Confidential agenda items</u> To consider if agenda items need to be treated as confidential and excluded from the published minutes- none taken	
SIG 93/17	<u>Governing Body vacancies</u> The Parent governor election will be held in the autumn term.	
SIG 94/17	<u>Minutes of the last meeting.</u> (Previously distributed) The minutes of the FGB meeting held on 20 th June were agreed as a correct record after adding Mrs Baines to the apologies for absence list and were signed by the Chair.	
SIG 95/17	<u>Matters arising</u> <u>10/01/17 Emergency Response guide.</u> An exemplar is yet to be received from NYCC	Exemplar of Emergency Response guide
SIG 96/17	<u>Head Teacher's report</u> <u>Staffing and Resources.</u> The part time Music teacher has given notice to retire. Interviews will be held on Friday 14 th July. <u>Attendance and Behaviour Officer</u>	

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	<p>Mrs Siddall took part in the interviewing process for the above position. There were 2 internal candidates and the stronger was offered the position. Mrs Siddall said the Deputy Head had said of the chosen candidate that it was a delight to see how she had blossomed since her TA role.</p> <p><u>Attendance</u> Percentage attendance is improved from 2015/ 16 data in all areas except Pupil Premium children. The Head Teacher thanked Mrs Harriot in her absence for her suggestion of a draw for tickets to the Alpamare swimming complex for all pupils maintaining 100% attendance. This has been a huge success.</p> <p><u>Exclusions</u> A Year 8 pupil was permanently excluded by the Head Teacher, and his decision was upheld by governors in a Disciplinary meeting. Very few fixed term exclusions have been imposed this academic year- a great improvement on 2015/16</p> <p><u>Racist and bullying Incidents</u> None reported</p>	
<p>SIG 97/17</p>	<p><u>Meeting with the School Chaplaincy Co-ordinator.</u> Governors welcomed Mrs Rutter and thanked her for detailed and interesting reports presented termly to governors. Mrs Rutter confirmed that she had seen, in her 10 years of Chaplaincy, the school move forward well, and assured governors that Catholic Ethos was well supported by all staff. Governors asked about staff with other faiths or none. The Chaplaincy Co-ordinator confirmed that it was the schools duty to ensure that all staff felt part of the schools mission and ethos. Governors asked if there were any staff uncomfortable in delivering the Ethos, and the Chaplaincy Co-ordinator felt that a few staff may feel uncomfortable with prayer, but there were resources in place to help them. She explained that all staff have a duty to instigate prayer with pupils, but that they can ask pupils to lead it for them. The Governor for RE suggested prayers should be pupil lead and the Chaplaincy Co-ordinator assured governors they were. The Chaplaincy Co-ordinator discussed induction of all new staff regarding Catholic Ethos and confirmed that a programme of induction has been put in place. They will also join three planned Ongoing Staff Formation days which all staff will attend ; 9th October: Deacon K Ballard will deliver on “ What makes a school Roman Catholic” 5th March: Staff Formation, during Lent delivered by Mr Long, RE Teacher in the school, and 9th July: Priests from Ampleforth will deliver on inner peace 1 hour staff retreat. Governors were impressed that plans for the year ahead were already in place. Mrs Rutter discussed the theme for the year – Sharing the Peace of Christ</p>	

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	<p>and how with recent worldwide events, it has led to unsettling times. The theme is designed to help pupils and staff understand that we are called to be instruments of peace which will be worked on during the coming academic year through prayer, assemblies and activities.</p> <p>Governors discussed staff retreat days to Ampleforth.</p> <p>Pupil Retreat Days were discussed and how school staff will be more proactive in working with the MY Mission Team to deliver these sessions to pupils.</p> <p>Governors asked about any challenges with pupils either Catholic or with other faiths or none. The Chaplaincy Co-ordinator confirmed there were challenges all the time with pupils who don't know God, sometimes even if they are Catholic children as some are non-practising.</p> <p>The Governor for RE asked if there was a St Augustine school prayer and the Chaplaincy Co-ordinator confirmed there was. Mrs Baines also asked that a copy of the prayer be displayed in every classroom. She asked if there was good interaction with pupils of other faiths or none and Mrs Rutter assured governors they were all made to feel included regardless of their faith or none. The Chaplaincy Co-ordinator explained that everyone is encouraged to feel that this is their school and everyone is part of what we do and how we live out our Mission Statement.</p> <p>The Governor for RE asked about crucifix's in every room Mrs Rutter assured her that she completed a yearly audit to ensure that any crucifixes that went missing (for whatever reason) were replaced.</p>	
SIG 98/17	<p><u>Governor visits to school</u></p> <p>The Governor for SEND met with the Inclusion/ SENCo. She said that records of pupils were immaculate and all systems and structures were in place. A written report would follow.</p> <p>The SEND governor asked on behalf of the Inclusion manager that all staff be thanked, particularly the Head Teacher for the support offered in this difficult year with the illness of her husband.</p>	
SIG 99/17	<p>4.20pm</p> <p>Canon Gubbins joined the meeting.</p>	
SIG 100/17	<p><u>Governor training</u></p> <p>2 Governors attended summer governor SINS on 18th May</p> <p>1 Governor attended Ongoing Formation of Staff training on 7th June.</p>	
SIG 101/17	<p><u>Finance matters</u></p> <p>The budget monitoring report for month ending 31st May was discussed. The Head assured governors that school funds were in a good position and better than previously forecast. Due to a visit from the examinations inspector unplanned costs for office conversions had been found.</p>	
SIG 102/17	<p><u>Policies</u></p> <p>Governors asked that on inset day all staff were reminded who the Safeguarding Lead is.</p>	

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	Guidance for safer working practice for those working with children and young people in education settings Oct 2015 was reviewed.	
SIG 103/17	The meeting closed at 4.35 pm	
Future meetings	<p><u>Full Governing Body 2017/2018 All Wednesday 5.30pm</u></p> <p>Autumn 6pm 20th September 2017</p> <p>Spring 6pm 28th February 2018</p> <p>Summer 6pm 20th June 2018</p> <p>Refreshments from 5.00pm</p> <p><u>School Improvement Group (SIG) All Wednesday 4pm</u></p> <p>4th October 2017</p> <p>22nd November 2017</p> <p>24th January 2018</p> <p>28th March 2018</p> <p>23rd May 2018</p> <p>18th July 2018</p>	