

Minutes of the School Improvement Group (SIG) In school on 15th December 2016 at 4p.m.			
<p>Present: Governors; Dr. D. Swiers (Chair), Mrs. E. Siddall (Vice Chair), Mrs. M. Baines, Mr. M. Taylor, Mrs. L. Blake, Mrs. M. Harriott, Miss A. Robinson</p> <p>By invitation; Mr. P. Griffin Deputy Head Teacher and Mr M. Winspear Head of Faculty Science Clerk: Mrs. S. Brown</p> <p>Apologies; Mrs Boyes and Fr P. Keogh</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. 			
1.	113/16	Photographs for lanyards	Governor photographs were taken and lanyards prepared.
2.	114/16	Opening Prayer	The opening prayer was led by Mr Griffin
3.	115/16	Apologies for absence.	Governors accepted the apologies for absence.
4.	116/16	Confidential Agenda Items	To consider confidential items to be excluded from the published minutes; 2 confidential minutes were taken
5.	117/16	Minutes of the last meeting	Confirm the minutes of the meeting of the FGB 18/10/16 SIG, on 16/11/16 Governors confirmed the minutes of the SIG and FGB
6.	118/16	Matters arising from the SIG	No matters arising not already on the agenda
7.	119/16	Middle Leader Mr M. Winspear	<p>Governors welcomed Mr Winspear. He discussed the new KS4 curriculum; The department staff have attended courses and gone with the AQA syllabus. Mr Winspear felt the new changes were rushed and publishers hadn't been able to keep up with resources available only from January 2017, when the department will purchase books and interactive matter. Testing was previously performed using past exam papers. Without specimen papers the wording of and question type are unknown. Progress 8 is also proving difficult to equate to pupil targets and the result boundaries will be unknown until papers are marked. The syllabus has 21 practical assessments, no coursework and 6 exams which will be longer and harder. There will be a mock exam in April for Y10 which will be externally marked. Mr Winspear said the department had outstanding GCSE results in previous years being in the top 5% Nationally. He felt if the results were not within this same range, concerns would be raised as this will trigger something was wrong.</p> <p>.Internal assessment tests showed the questions were harder to read and understand and students didn't read the construction of the sentence so answered the questions incorrectly which flagged literacy skills concerns.</p> <p>Governors asked what concerns were with this cohort, and were told girls performed better than boys who tended to be less motivated. Governors asked what was done to motivate the boys and Mr Winspear assured them that parents were brought on board, there are interventions with identified students. In class there is a book of questions that is marked weekly. At the start pupils were late submitting the answers but were now all on task. Governors asked if the Science department cross referenced</p>

		<p>literacy skills with the English and Maths department and he said they did not. Governors also asked whether extra literacy could be taught within the subject but Mr Griffin said the syllabus was so tight there was no time to add this.</p> <p>Mr Winspear was thanked by governors and left the meeting</p> <p>Literacy concerns raised by Mr Winspear were discussed and governors requested Miss Magee Head of Faculty English be the next Middle Leader invited to the SIG meeting on 17th January 2017</p>
8.	120/16	<p>Data</p> <p>Y11 pupils have just completed their mock examinations. Teacher's will report on the attainment of all pupils in the school in the spring term</p>
9.	121/16	<p>Multi Academy Trust (MAT) update</p> <p>The Head Teacher has joined the Chair of Governors on the Diocesan Academies (Advisory) Group (DAG). There are 3 groups within the DAG, Leadership & Management / Structure of DAG governance (of which the Head and Chair are members); Teaching & Learning, and Finance. Governors discussed the 3 MAT's and likely dates they may become MAT's.</p> <p>The clerk to email governors the Ofsted letter regarding the focused review of Plymouth CAST, which highlights all the failings of the Trust which governors need to avoid.</p>
10.	122/16	<p>School development plan</p> <p>Any developments will <u>be</u> discussed at the January meeting</p>
11.	123/16	<p>Attendance</p> <p>Attendance stands at 95% mainly due to the time of year for colds and bugs.</p> <p>The 20 day challenge was successful – it raised awareness-328 pupils achieved 100% attendance.</p> <p>Strong letters threatening court action are being sent to poor attenders.</p>
12.	124/16	<p>Exclusions</p> <p>St Augustine's School is the only school in the area not to permanently exclude a pupil this term. There have also been very few fixed term exclusions and behaviour in school is relatively good.</p>
13.	125/16	<p>Behaviour and Safety update</p> <p>Behaviour in the school is generally good hence the few exclusions</p>
14.	126/16	<p>Catholic Ethos</p> <p>The Chair and Vice Chair attended a meeting concerning Denominational Inspection (formally Inspection 48). She discussed the expectations of governors from Inspectors. Governors agreed the Chair and Vice Chair will meet in January and prepare an action plan, look at the SEF and question booklet. Governors agreed that the due interim inspection would not expect to see all this new evidence and the full inspection will not be until 2019 when everything required will be embedded.</p> <p>The Clerk to forward the link regarding Progress 8 for governors to watch</p>
15.	127/16	<p>Governor school visits reports</p> <p>Mrs Blake, link SENCo governor reported a very positive and successful meeting with the Inclusion Manager who will meet the governors through the middle leader invitations at a future SIG meeting.</p>
16.	128/16	<p>Governor training/</p> <p>The Chair and Vice Chair attended Diocesan Governor training hosted by Ms P. Swinhoe Denominational Inspection Coordinator</p>

	reports	on 7/11/16 .The Chair reported back to governors (minute 126/16).
17. 129/16	Governor SEF	The Chair and Vice Chair will meet in January and look at the CES SEF in detail
18. 130/16	Code of Conduct (CES)	Governors agreed to adopt the Code of Conduct CES/NGA model.
19. 131/16	Governor Monitor questions booklet	Discussed under Catholic Ethos
20. 132/16	Governor pack from Clerk	SIG 22/07/16 minute 67/16 The Clerk distributed packs as requested.
21. 133/16	Finance matters	Governors approved the revised budget for 2016/17 produced by the FMSIS officer Mr D. Bowe
22. 134/16	Staffing & Resources	Two confidential minutes were taken. A bi lingual ATA has been appointed for the HUB school funded by County
23. 135/16	Policy reviews	<ol style="list-style-type: none"> 1. Governors accepted the reviewed polices Governor visits (CES),Middlesbrough Diocese 2. Access to Education for pupils with medical needs 3. Admission Policy 2018/19 4. Allegations against staff 5. Attendance Policy 6. Business Continuity and Disaster recovery Plan 7. Capability Policy and Procedure 8. Careers Policy 9. Chaplaincy Policy 10. Collective Worship Policy 11. Charging and Remissions policy 12. Complaints Policy 13. Developing Performance Policy and Procedure for schools 14. Disciplinary Policy and Procedure 15. E-safety/ICT Policy 16. FOI Publication Scheme 17. School Information Policy Information governance 18. Performance Management/ Appraisal Policy 19. PSHCEE Policy 20. Privacy Notice 21. Resolving Issues at work (covers grievance, harassment and bullying) 22. Scheme for paying governors 23. Looked After Child policy
24. 136/16	Events in the school and Parish	School: November 28 th GCSE presentation evening 7pm December 14 th Christmas Concert 7pm December 6 th Advent service
25. 137/16	Future meetings	Full Governing Body (FGB) meetings Tuesday 6pm;

Spring 17th January 2017

Summer 13th June 2017

School Improvement Group (SIG) meetings Wednesday 4pm ;

15th February 2017

22nd March

26th April

17th May

12th July

The meeting closed at 6pm

~~Confidential minutes SIG 15/12/2016~~

~~Governors agreed a temporary TLR from January to June 2017 for the Head of Year 7 who has taken on the responsibility of Year 8 due to maternity cover.~~

~~Governors agreed to award the Head Teacher 2 extra points in his salary in recognition of his outstanding achievement and also as a retention payment, from September 2016
Pay policy to be amended.~~

~~The differentiation between the Head Teacher and Deputy Head salary points to be reviewed.~~