

St Augustine's School

School improvement Group and extra ordinary Full Governing Body Meeting

Wednesday 15th February 2017 at 4.00 pm

Item	Minute	Actions matters arising
Present:	<p>Foundation Governors; Dr D. Swiers (Chair), Mrs M. Harriott, Mrs M. Baines, Mrs K. Boyes, Mrs E. Siddall (Vice Chair); Head Teacher Mr M. Taylor; Teacher Governor Miss A. Robinson; Parent Governor; Mrs L. Blake.</p> <p>By Invitation; Mr P. Griffin Deputy Head Teacher</p> <p>Clerk: Mrs S. Brown</p> <p>Apologies for Absence; Fr. Pat Keogh and Canon E Gubbins and Mrs J. Brierley</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. 	
FGB 016/17	<u>Opening Prayer</u> by Mr Taylor	
FGB 017/17	<p><u>Apologies for absence</u></p> <p>Governors agreed consent to the apologies for absence.</p>	
FGB 018/17	<p><u>Review Terms of Office of Chair & Vice-Chair</u></p> <p>The Clerk opened the meeting and governors discussed the length of the term of office for the chair and vice chair.</p> <p>It was agreed to extend the term of office for the chair to 4 years and the term of office for the vice chair will be confirmed at the summer FGB meeting on 13th June 2017.</p>	
FGB 019/17	<p><u>Election of Chairman</u></p> <p>The clerk invited nominations from the meeting. Dr Swiers was nominated and seconded by two Foundation Governors. Dr Swiers left the meeting and a secret ballot took place. Dr Swiers was elected by a unanimous vote. She returned to the meeting and took over the Chair.</p>	
FGB 20/17	<p><u>Declaration of interest</u></p> <p>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.</p>	
FGB 21/17	<p><u>Confidential agenda items</u></p> <p>To consider if agenda items need to be treated as confidential and excluded from the published minutes- none taken</p>	
FGB 22/17	<p><u>Governing Body vacancies</u></p> <p><u>LA governor vacancy</u></p> <p>LA governors are nominated by the local authority but appointed by the governing body. It is now also acceptable for a Governing Body to put a person forward to the Local Authority to be considered for nomination. Governors agreed to seek a suitable candidate for nomination.</p>	Seek a suitable candidate for nomination

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FGB 23/17	<u>Minutes of the last meeting.</u> (Previously distributed) The minutes of the FGB meeting held on 17 th January 2017 were agreed as a correct record and signed by the Chair.	
FGB 24/17	<p><u>Matters arising</u> 10/01/17 <u>Emergency Response guide</u> The Chair met with the site Manager and Clerk to governors and because of the depth of knowledge and preparation it requires, advised the Head Teacher to seek an exemplar from other Head Teacher's or County and he is awaiting a response.</p> <p>07/01//17 <u>B Block building concerns.</u> The Diocese still retains funding for B Block which will not be paid to the builder until the issues are rectified. Sharon Westcough has agreed to visit the school. Date tbc.</p>	Exemplar of Emergency Response guide
FGB 25/17	<p><u>Middle Leader report to Governors; Miss Magee Head of Faculty English.</u> Introductions were made and Miss Magee explained the challenges to the department and how the challenges were being met. The change in the National Assessment criteria from the National Curriculum levels to a flight path structure and the new GCSE examination are the main challenges and these were discussed with governors at length. Miss Magee felt there was a slow roll out from the exam board with criteria, resources and clarity. Lack of assessment criteria and knowledge from exam boards is a cause for concern and until the first exams have taken place, grading boundaries are unknown. The English department staff are attending all available training and teaching exemplars where available. Miss Magee explained new areas of focus in the new exam and the struggle to engage the modern child to tackle 19th Century text. The lack of tiers of the examination is also a concern, with only one exam set for all abilities which will be a struggle for the less able pupil.</p> <p>Lack of coursework is a big plus because of the volume of marking required and there was lots of intervention in place to improve SPaG (spelling, punctuation and grammar).</p> <p>Miss Magee assured governors that though the work load was very heavy the department was a happy one.</p> <p>Governors were mindful of staff being overwhelmed by the work load and appreciated Miss Magee identifying the challenges and how the department were dealing with them.</p> <p>Governors discussed a reward system for reading the classics and possibly watching the film versions of them. The staff governor offered to discuss best practice when filming pupils for the spoken language.</p> <p>Governors thanked Miss Magee for a fascinating insight to the English department and she left the meeting.</p>	

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<p>FGB 26/17</p>	<p><u>Head Teacher' report</u></p> <p><u>Attendance data</u> The Head reported a .02 % drop in overall attendance but governors accepted there was a particularly nasty adenovirus causing both pupil and staff absence. There is improved attendance in EAL, Pupil Premium and Persistent Absences and governors welcomed this.</p> <p><u>Exclusions</u> Comparable data from the previous academic year shows a marked improvement and governors commended the school on the strategies used to avoid excluding pupils.</p> <p><u>Behaviour & Safety</u> Governors were pleased that no reportable accidents have occurred in school this academic year.</p> <p><u>CMAT</u> The Chair and Head reported they have formed a subgroup with a primary head in the Central MAT and the 3 were creating the structure of the academy which will be shared with the Northern and Southern CMAT's and tweaked to meet their schools needs. The central sub group had also wrote Job Descriptions and Person specifications for the Chief Executive posts for all 3 CMAT's. They have also created schemes of delegation for the CMAT, Board and Trustees with clear responsibilities required. The next meeting is in March. The other divisions have been tasked with Teaching & Learning; and Finance.</p> <p><u>Middlesbrough Schools Teaching Alliance</u> The Head reported on current developments within the Alliance.</p> <p><u>Bishop visit</u> The Head was pleased to announce a planned full day visit from Bishop Draineay on June 22nd and invited all governors to visit the school on that day and meet the Bishop and attend assemblies.</p>	
<p>FGB 27/17</p>	<p><u>Chaplaincy report to governors -Catholic Ethos</u> Governors accepted the report and gave thanks to the Chaplain.</p>	
<p>FGB 28/17</p>	<p><u>Inclusion Manager report to Governors- SEN</u> Governors accepted the report and gave thanks to the Inclusion Manager and looked forward to her meeting with Governors a t a future SIG meeting.</p>	

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FGB 29/17	<p><u>MEA review</u> The Deputy Head reported on the review by the LA who are the commissioner for specialist MEA provision and discussed the strengths and also possible areas for development. The funding for the HUB is safe until March 2018 when it will be taken over by Traded Services. Potential risks were discussed.</p>	
FGB 30 /17	<p><u>Governor visits to school</u> Two foundation governors are planning visits to the school this term.</p>	
FGB 31/17	<p><u>Governor training</u> Dr Swiers, Mrs Brierley and Mrs Siddall are booked on the summer governor SINS on 18th May Mrs Baines is to attend the spring term Diocesan Inspectors meeting on February 17th and the Induction & Ongoing Formation of Staff training course on the 7th June 2017</p>	
FGB 32/17	<p><u>Finance matters</u> <u>Budget monitoring report from visit 15/02</u> from FMIS officer. Governors discussed the report. The Head felt balances were better than predicted. A dramatic rise in insurance for staff absence and cost of supply teachers was discussed and the Head teacher was tasked to bring in an external finance officer to review last year's spend and assess whether we would have been better on a different tier of insurance or whether two support staff with teacher cover when needed would be a better. Review the <u>scheme of delegation</u>- previously circulated. Governors agreed the scheme of delegation. <u>Scheme of delegation to the Head Teacher</u>. Governors agreed to increase the head Teacher's delegated power number 4 contained within the Budget Management Policy to £10,000; 4.The Head teacher shall not vire from one budget head to another any sum exceeding 0.5%* of the delegated budget £10,000 whichever is the lesser, without the consent of the Governing Body or, in the case of an urgent matter, the Chair thereof;</p>	Head/FMSIS officer to review financial spend
FGB 33/17	<p><u>Statutory documents and policies</u> <u>Policies reviewed:</u> Budget Management policy 2017</p>	
	<p>Dates for St Augustine's Masses and Services and Retreats until Summer Holidays 2017- First Fridays (Lunchtime in A4 12.35-1pm) 3rd February 3rd March 5th May 9th June 7th July Special Masses, Feasts and Services. 1st March- Ash Wednesday (2 services in school 9.30-10.15am/10.30-11.15am) Tuesday 28th March Reconciliation Services and Sacrament of Reconciliation (Services: 1.15-1.40pm/1.45-2.10pm followed by Sacrament of Reconciliation)</p>	

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	<p>Wednesday 29th March Lent Stations in the Parish (St Peter's Church 7pm) Friday 7th April End of Term Lent Services in school (9.15-10am/10.15-11am) Thursday 22nd June Full day visit from Bishop Draine, Diocese of Middlesbrough- all governors very welcome. Wednesday 28th June Year 11 Leavers' Mass (St Peter's Church 10 am followed by a buffet vtbc) Thursday 29th June Feast of St Peter and Paul Masses in school (9.15am-10.15am) Friday 21st July Thanksgiving Masses End of School Year in school (9.15am/10.15am) Year Group Retreat Dates 2017 (run by MY Mission Team) St George's Church, Eastfield. 9.45am-2.40pm Year 10 Friday 17th February Year 9 Friday 3rd March Year 7 Friday 24th March Year 8 Friday 7th July</p>	
	<p>The meeting closed at 5.45p.m.</p>	
	<p><u>Date of the next meeting</u> Strategic Improvement Group 4pm: 22nd March 26th April 17th May 12th July 2017 Full Governing Body meeting: 6pm: Summer 13th June</p>	