

	<p style="text-align: center;">Autumn Meeting of School Improvement Group of St Augustine's school  Wednesday 22<sup>nd</sup> November 2017 at 4.00 pm  Minutes</p>	Further actions
Minute	<p><b>Present; Foundation Governors;</b> Dr D. Swiers (Chair), Mrs M. Baines, Mrs M. Harriott, Mrs E. Siddall (Vice Chair), Mrs K. Boyes <b>Head Teacher</b> Mr M. Taylor; <b>Teacher Governor</b> Miss A. Robinson; <b>Parent Governors;</b> Mrs L. Blake and Mrs. K. O'Brien <b>LA Governor,</b> Mr M. Jaconelli. By Invitation; Mr P. Griffin <b>Deputy Head Teacher;</b> <b>Clerk:</b> Mrs S. Brown</p> <p><b>Apologies for Absence;</b>  Not present: Fr. Pat Keogh, , Canon E Gubbins;</p> <p><u>3 Core functions</u></p> <ol style="list-style-type: none"> <li>1. Ensuring clarity of vision, ethos and strategic direction</li> <li>2. Holding the Head Teacher to account for the educational performance of the school and its pupils, and the performance of management of staff</li> <li>3. Overseeing the financial performance of the school and making sure it is money well spent.</li> </ol>	
SIG 124/17	<p><u>Opening Prayer</u>  The opening prayer was led by Mr Griffin</p>	
SIG 125/17	<p><u>Governing Body membership</u>  Governor's welcomed Mrs O'Brien, new parent governor and introductions were made.</p>	
SIG 126/17	<p><u>Apologies for absence.</u>  No apologies for absence were received.</p>	
SIG 127/17	<p><u>Declaration of Interest.</u>  No declarations were made</p>	
SIG 128/17	<p><u>Confidential Agenda Items</u>  A confidential minute was taken.</p>	
SIG 129/17	<p><u>Inclusion Manager Mrs J. Macauley- presentation to governors</u>  Mrs Macauley gave an excellent presentation to governors explaining and discussing all the areas involved in her role as Inclusion Manager and SENCo.</p> <p><u>SEND</u>  There are 14 children with an Education Health Care Plan (EHCP) and 52 pupils receive additional support (SEND)</p> <p><u>SEND Team</u>  There are 12 Teaching Assistants (TA's) allocated to specific pupils to assist in the classroom. They also have weekly one to one meetings with their pupil to discuss any issues, homework or personal. There is a weekly team meeting and the more experienced TA's share best practice amongst the newer staff.  A TA to cover maternity leave will soon go to advert.</p> <p><u>Exam Access Arrangements</u>  Mrs Macauley explained the department starts to gather evidence as early as Year 7 and 8 to prove a history of need for those pupils struggling with the curriculum. Screening for exam arrangements takes place in Year 9 and there are 8 pupils in year 10 and 13 in Y11 who have confirmed exam access arrangements.  There are lunchtime touch typing skills classes for those needing scribes, as scribing is time limited and will be phased out.</p>	

	<p><u>Additional Studies</u> The Inclusion Manager teaches additional studies 2 hours per fortnight to the 3 nurture year groups, on basic literacy and numeracy, to avoid removing pupils from lessons. She works closely with the English and Maths departments.</p> <p><u>Year 6-7 Transition</u> The Senco works closely with Miss Robinson, Head of Year 7 &amp; 8 and Primary Liaison Co-ordinator and attends annual reviews for EHCP pupils applying for a school place, and visits primary schools as part of the transition process.</p> <p><u>ASDAN</u> The Award Scheme Development and Accreditation Network has been reintroduced as a vocational qualification focusing on life skills alongside Math's and English and will be moderated by Mark Oliver from Woodlands School in return for science lessons for 2 of his school pupils. ASDAN is taught by an experienced TA.</p> <p><u>Looked After Children (LAC)</u> Mrs Macauley attends 44 meeting per academic Year regarding looked after children Governors asked how accurate primary schools were with their EHCP and SEND children processes. Mrs Macauley felt primaries were more able to manage with their greater TA support. One governor said primary schools were actively discouraged to send pupils down the EHCP route Governors discussed the advantage of lunchtime reading mentors for individual pupils and 3 governors volunteered to come in to school and assist and Mrs Macauley thanked them. A governor asked where there proven methods to show progress and Mrs Macauley agreed there were but a small number of pupils were so low academically that they will struggle to improve. Governors thanked Mrs Macauley and she left the meeting</p>	
SIG 130/17	<p><u>Minutes of the last meeting</u> Governors agreed the minutes for accuracy and content and were signed by the Chair</p>	
SIG 131/17	<p><u>Matters arising</u> 95/17 Emergency Response guide. An exemplar is yet to be received from NYCC 97/17 A crucifix is displayed in all rooms in the school. 118/17 School Fund Audited accounts. Governors discussed the School Fund accounts and will accept them when they have been audited.</p>	School Funds Audited accounts
SIG 132/17	<p><u>Catholic Multi Academy Trust (CMAT)</u> A confidential minute was taken</p>	
SIG133/17	<p><u>Denominational Inspection Report</u> Governors congratulated the Head teacher and staff on the excellent interim inspection report from Anthony Finnerty, Denominational Inspector/Diocese Secondary RE Consultant.</p>	
SIG 134/17	<p><u>Head Teacher's Report</u> <u>Staffing &amp; Resources</u> An advert will go out shortly for a PE teacher to cover maternity leave. Middlesbrough Schools Teaching Alliance <u>Attendance data</u></p>	

	<p>Attendance in school is 95.7%, nationally it stands at 97%-the Head felt this was due to the time of year and pupils suffering from colds and sickness. The Deputy Head said processes were in place to fine parents and take them to court. Unauthorised holidays cause the biggest absence due to being a coastal town and parents unable to have time off during school holidays and our large group of MEA children.</p> <p><u>Exclusions</u> The school continues to have a very low percentage of exclusions.</p> <p><u>Racist Incidents and bullying incidents</u> No incidents have been reported this term</p> <p><u>Teaching Alliance</u> The Head reported the teaching Alliance was thriving and working well with other schools in the Diocese.</p> <p><u>Data</u> The Deputy Head discussed the 2017 KS4 School Dashboard, which provides an overview of school performance based on attainment and progress achieved at GCSE, and compares the performance against national averages.</p> <p>Highlights include Performance 8 figure of +0.78 (top 4% in the country), 74% achieving English and Maths at Grade 4+ and results and progress significantly above national average for most groups and most subjects.</p> <p>Governors challenged the school over three subjects where progress was below national average. <b>It was suggested that the school should consider developing strategies and investigate their cost implications to address</b></p> <ul style="list-style-type: none"> <li>a) the effect on results of certain subjects repeatedly attracting groups of disaffected students</li> <li>b) the effect on results of anticipated long term staff absence such as maternity leave, especially when it occurs when teaching Yr 11s.</li> </ul> <p>Governors sent congratulations to all staff, and thanks for their work and commitment to the pupils.</p> <p><b>School Development Plan</b> The Chair said there will be a formal update of the School Development Plan (SDP) at the January 2018 SIG meeting</p>	SDP Agenda January 2018 SIG
SIG 135/17	<p><u>Admissions 2018</u> Mr Griffin confirmed the school has agreed to take 110 pupils in the primary to secondary allocations for Year 7 September 2018 entry. There have been 259 applications to date.</p>	
SIG 136/17	<p><u>Safeguarding</u> An update to the current Child Protection Policy (CPP) has been released and will be discussed at the SIG in January 2018</p>	CPP Agenda January 2018 SIG
SIG 137/17	<p><u>Catholic Ethos Chaplaincy report to governors</u> Governors accepted the excellent report</p>	
SIG 138/17	<p><u>Health &amp; Safety (H&amp;S)</u></p>	H & S reports

	Both the whole School H & S inspection on 1 <sup>st</sup> November and the H& S inspection of the Science department on 5 <sup>th</sup> October were successful. The site manager has not yet received the inspection report and governors agreed to discuss the findings at the FGB in January 2018	Agenda January 2018 SIG
SIG 139/17	<u>Governor visits to the school</u> The Chair met with the Deputy Head and Clerk to Governors to discuss the school admissions and appeals process to confirm all was in order. Mrs Boyes visited the Maths department.	
SIG 140/17	<u>Governor training</u> <u>Bishop's Study Day</u> The Head and Chair attended the Bishop's Study Day <u>Governor SIN</u> The Clerk attend the SIN meeting <u>Diocesan Academies Reform 3<sup>rd</sup> October.</u> Mrs. Harriott attended the presentation and tasked the clerk to forward the notes of the meeting to all governors. <u>Section 48 Inspection 3<sup>rd</sup> October. Hinsley Hall Leeds</u> Mrs. Baines attended training regarding changes to the inspection for 2018. She informed governors a pilot scheme has been introduced involving 5 schools and if successful this will be rolled out Nationally. <u>Young Carers'</u> Mrs Blake attended a Young Carers' award ceremony on 30th October and heard how the extra responsibilities at home can leave young carers struggling to keep up at school. She also talked about occasional bad feeling from other pupils when school don't issue after school detentions to carers knowing they are needed at home.	Clerk- forward notes
SIG 141/17	<u>Finance</u> Governors accepted the revised budget	
SIG 142/17	<u>Policies</u> Governors accepted the NYCC General Complaints and Procedure/policy and the Admissions policy for 2019/20	
SIG 143/17	<u>Calendar of Meetings</u> <u>Full Governing Body 2017/2018 All Wednesday 6pm</u> Spring 6pm 28th February 2018 Summer 6pm 20th June 2018 Refreshments from 5.30pm <u>School Improvement Group (SIG) All Wednesday 4pm</u> 24th January 2018 28th March 2018 23rd May 2018 18th July 2018	
SIG 144/17	Events in the school and the Parish Dates for St Augustine's Masses and Services and events in School 20 <sup>th</sup> November in school 7pm GCSE Presentation Evening 5 <sup>th</sup> December Chamber Choir Charity event at Morrison's all day 7 <sup>th</sup> December 1.20-2.20 pm Chamber Choir, Carols and mince pies for Parishioners in the hall 8 <sup>th</sup> December SAJO playing in town, Christmas Celebrations. 9am – 3.30pm 13 <sup>th</sup> December 7 pm Christmas Concert -- Westborough Church 13 <sup>th</sup> December Christmas lunch in school	

	<p>14<sup>th</sup> December Year 7 Panto trip 9.30 – 12.30 pm 15<sup>th</sup> and 18<sup>th</sup> December Chamber Choir signing at Tesco's 19<sup>th</sup> December 7-8 pm Chamber Choir – Advent Liturgy – St Peter's Church 21<sup>st</sup> December End of term Carol Service, in school 9<sup>th</sup> February 2018 Year 9 Retreat Day 7<sup>th</sup> March 2018 7 pm Easter Concert – Westborough Church 23<sup>rd</sup> May 7 pm St Augustine's Got Talent – Westborough Church 24<sup>th</sup> June 7pm Summer Concert – Lisvane Hall, Scarborough College 2<sup>nd</sup> July Year 7 Retreat Day 5<sup>th</sup> and 6<sup>th</sup> July Transition Day <b>Services and Masses in the Parish TBC</b></p>	
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