

	Autumn Meeting of School Improvement Group of St Augustine's school Wednesday 24 <sup>th</sup> January 2018 at 4.00 pm Minutes	Further actions
Minute	<p><b>Present; Foundation Governors; Mrs E. Siddall (Vice Chair), Mrs K. Boyes Head Teacher Mr M. Taylor; Teacher Governor Miss A. Robinson; Parent Governors; Mrs. K. O'Brien LA Governor, Mr M. Jaconelli. By Invitation; Mr P. Griffin Deputy Head Teacher; Clerk: Mrs S. Brown and Head of Faculty Geography- Mrs Richards</b></p> <p><b>Apologies for Absence; Dr D. Swiers (Chair), Mrs L. Blake, Mrs M. Baines, Mrs M. Harriott,</b></p> <p>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 and management of staff</li> <li>3. Overseeing the financial performance of the school and making sure it is money well spent.</li> </ol>	
SIG 1/18	<u>Opening Prayer</u> -The opening prayer was led by Mr Griffin	
SIG 2/18	<u>Apologies for absence.</u> Dr D. Swiers (Chair), Mrs L. Blake, Mrs M. Baines, Mrs M. Harriott,	
SIG 3/18	<u>Declaration of Interest.</u> -No declarations were made	
SIG 4/18	<u>Confidential Agenda Items</u> - None taken.	
SIG 5/18	<p><u>Middle Leaders ;Head of Faculty Geography- Mrs Richards</u></p> <p>Governors welcomed Mrs Richards and introductions were made. Mrs Richards reported that since joining the school, numbers of pupils' studying Geography have grown considerably so the main challenge for the department has been the uptake for the GCSE course.KS4 study has grown from 3 taking the exam in 2016, 27 in 2017 to currently, 60 entries. 80 students have taken up the subject in Year 10 due in part to pupil requirement to study History or Geography to meet EBacc. There have been some teaching issues coping with the increase and her main role has been training and supporting the extra teachers required who have mainly taught KS3 not KS4.</p> <p>Governors asked what type of training was offered and where. Mrs Richards confirmed in house training and planning was held after school or lunchtimes.</p> <p>The new course was causing concern nationally with paper 3 replacing coursework- instead of writing up field work pupils have to talk about it in the exam. Students are struggling with this, with lack of resources from AQA being one reason.</p> <p>Governors asked if recording during field trips would help students and Mrs Richards confirmed that students used their own devices to do this.</p>	

	<p>The recent mock exams have shown 50% of pupils were on or below target. She said papers had been marked harshly and to current boundaries. It is unsure whether these boundaries will change and there should be more clarity next year.</p> <p>Governors asked if resources were an issue, but Mrs Richards said she had been given money to buy extra books to cover the 3 GCSE classes being taught at the same time and this was suffice.</p> <p>The Head Teacher told governors that Mrs Richards had turned the department round.</p> <p>Governors thanked Mrs Richards and said they were impressed with her report. She then left the meeting</p> <p>Governors felt that since the last Ofsted inspection middle leaders' confidence was growing.</p>	
SIG 06/18	<p><u>Minutes of the last meeting</u></p> <p>Governors agreed the minutes for accuracy and content and were signed by the Chair</p>	Clerk to amend FGB to SIG wording
SIG 07/18	<p><u>Matters arising</u></p> <p>95/17 Emergency Response guide. An exemplar is yet to be received from NYCC</p>	
SIG 08/18	<p><u>Catholic Multi Academy Trust (CMAT)</u></p> <p>The Head Teacher confirmed the 3 Academy trusts would be called;</p> <ul style="list-style-type: none"> <li>• Nicholas Postgate Catholic Academy Trust – Northern</li> <li>• St Cuthbert's Catholic Academy Trust –Southern</li> <li>• St Margaret Clitherow Catholic Academy Trust-Central which includes St Augustine's School.</li> </ul> <p>It is likely that the Central area will convert in January 2019. Appointments are currently being sought for CEO. Avec Partnership have been appointed to deliver the required services to establish the new trust.</p>	
SIG 09/18	<p><u>Head Teacher's Report</u></p> <p><u>Staffing &amp; Resources</u></p> <p>The Head reported that funding for the HUB school had been cut and the service will now be centrally employed and likely be at Yorkshire House instead of through the school. 1 ATA has already been redeployed within the school and possibly the administrator.</p> <p>The remainder of the HUB school staff have the Transfer of Undertaking Protection of Employment (TUPE) rights but, as the roles will be different and lower in numbers, consultation is necessary. Governors were informed the consultation will include- change of work base, a change in Terms &amp; Conditions, job descriptions, number of hours worked and salary bands.</p> <p>After discussion, Governors agreed the consultation and the proposed restructure and accepted the proposals to;</p> <ol style="list-style-type: none"> <li>1. the use of NYCC Corporate templates rather than school templates</li> </ol>	

	<p>2. accept the recommendations of the selection/ restructure for appointments or redundancy</p> <p>3. appoint a Selection Committee to carry through the school process and hear representations</p> <p>4. Appoint an appeal committee to hear any appeals</p> <p><u>Attendance data</u> -Attendance in school is 95.69%, -due in part to the flu epidemic, and the Head added that the attendance officer had many positive strategies in place to engage and encourage pupils in continuous good attendance. Poor attenders are also constantly reviewed with some placed on attendance warning orders .In some cases fines are imposed.</p> <p><u>Exclusions</u> -The school continues to have a very low percentage of exclusions. There have been 12.5 days of exclusions this academic year opposed to 36 for the same period last year.</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 continues to thrive.</p> <p><u>Data</u>- After the recent mocks teachers are working with pupils towards the GCSE exams. A group of pupils targeted by lack of effort met individually with a panel of Senior Leaders and discussed their effort and commitments and letters have been sent home to parents regarding this and asked for their support in achieving the best GCSEs that they possibly can.</p> <p><u>School Development Plan</u> The Head Teacher discussed the SDP and the actions and desired outcomes. Governors agreed to look over the actions and give feedback at the next meeting</p>	SDP Agenda FGB meeting
SIG 10/18	<p><u>Safeguarding</u> The Deputy Head reported there was an increasing number of pupils on various stages of Child Protection.</p>	
SIG 11/18	<p><u>Health &amp; Safety (H&amp;S)</u> The site manager has still not received the inspection report and governors agreed to discuss the findings at the FGB on 28<sup>th</sup> February 2018</p>	Agenda FGB meeting
SIG 12/18	<p><u>Governor visits to the school</u> Mrs Baines and Mrs Harriott assisted with reading mentoring. Mrs O'Brien met with the attendance officer and shared best practice. She reported that the attendance officer had all strategies in place and was an asset to the school.</p>	
SIG 13/18	<p><u>Governor training</u> Governors School Improvement Network Meeting – Spring 06/02/2018</p>	
SIG 14/18	<p><u>Finance</u> Governors accepted the revised budget. Governors accepted the audited school fund account.</p>	

	<p>The bursar reported on the payroll themed audit conducted by J Darley from Veritau North Yorkshire who picked a collection of paperwork including sick notes to check. All were in order. A second signature is required by the employee after the reintegration meeting with the Head Teacher.</p>	
SIG 15/18	<p><u>Policies</u>  Governors agreed to adopt the Governor Disciplinary policy and accepted the following reviewed policies:  Child Protection Policy  Dealing with Allegations of abuse against teachers and other staff  Teaching &amp; Learning policy  Disability (Examinations) Policy  Internal moderation policy  LAC/CLA Policy  Governors also agreed the Assessment and marking policy but requested that a sheet be added to the policy showing the cycle of the assessment and marking, evidencing all areas are addressed.</p>	
SIG 16/18	<p><u>Other business- School Retreat Days</u>  The Head Teacher informed governors that the Middlesbrough Youth Mission Team is on hold and the school is without a provider to run the retreat days so the Year 9 retreat day planned for 9<sup>th</sup> February has been postponed.  The meeting closed at 5.05pm</p>	
SIG 17/18	<p><u>Calendar of Meetings</u>  <b>Full Governing Body 2017/2018 All Wednesday 6pm</b>  Spring 6pm 28th February 2018  Summer 6pm 20th June 2018  Refreshments from 5.30pm  <b>School Improvement Group (SIG) All Wednesday 4pm</b>  28th March 2018  23rd May 2018  18th July 2018</p>	
	<p>Events in the school and the Parish  <b>Dates for St Augustine's Masses and Services and events in School</b>  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  5<sup>th</sup> and 6<sup>th</sup> July Transition Day</p>	