

	<p style="text-align: center;">Meeting of School Improvement Group of St Augustine's school Wednesday 23rd May 2018 at 4.00 pm Minutes</p>	Further actions
Minute	<p>Present; Foundation Governors; Mrs E. Siddall (Chair), Mrs M. Harriott, Mrs M. Baines (Vice Chair), Dr D. Swiers , Canon E Gubbins; Parent Governors; Mrs. K. O'Brien, Mrs L. Blake, LA Governor, Mr M. Jaconelli. By Invitation; Mr P. Griffin Deputy Head Teacher; Clerk: Mrs S. Brown</p> <p>Apologies for Absence Miss A. Robinson, Mrs K. Boyes, Mr M. Taylor.</p> <p>Not present: Fr. Pat Keogh.</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 and management of staff 3. Overseeing the financial performance of the school and making sure it is money well spent. 	
SIG 40/18	<u>Opening Prayer</u> -The opening prayer was led by Canon Gubbins	
SIG 41/18	<u>Apologies for absence;</u> Governors agreed the apologies for governors not present at the meeting	
SIG 42/18	<u>Declaration of Interest.</u> -No declarations were made	
SIG 43/18	<u>Confidential Agenda Items-</u> None taken.	
SIG 44/18	<u>Minutes of the last meeting</u> Governors agreed the minutes for accuracy and content and were signed by the Chair	
SIG 45/18	<p><u>Matters arising</u> 10/17, 57/17, 95/17, 109/17, 131/17,26/18</p> <p>Emergency Response guide. An exemplar is yet to be received from NYCC. Governors asked that the Head teacher or Site Manager contact North Yorkshire Education Services for the exemplar. A small group of Governors will meet and review the guide.</p> <p>27/18 new buildings project.</p> <p>Canon Gubbins reported that Sharon Westcough was currently on sick leave and Dr Jim Weston has stepped in to manage the Property department at the Diocese.</p>	Head/ Site Manager to contact North Yorkshire Services

SIG 46/18	<p><u>Catholic Multi Academy Trust (CMAT)</u> No updates. The memorandum of understanding must be agreed and signed by the end of the summer term. Clerk to forward the memorandum to governors Governors asked when parents will be informed of the move to CMAT and the Deputy Head confirmed a letter was sent to all parents and carers on 4th May 2018.</p>	Clerk to send memorandum to Governors
SIG 47/18	<p><u>Head Teacher's Report</u> <u>Staffing & Resources</u> Nothing to report <u>Racist Incidents and bullying incidents</u>-No incidents have been reported this term. <u>Attendance.</u> Attendance stands at 95%, the school is doing everything possible to encourage good attendance. Authorised and unauthorised holidays have a negative effect on attendance figures' and penalty notices are being issued. <u>Exclusions</u> An 11.5 days exclusion issued this term. This is a 25% improvement on exclusion figures for the same time last year. <u>Admissions</u> The Deputy Head discussed the appeals process for the primary to secondary transfer children, current numbers on roll and the problems with accommodating students with access arrangements at exam times. He also discussed the overcrowded corridors at change over and break times and the problems accommodating students in the lunch hall. Governors felt the pupils coped well and were very well behaved as they moved around the school and suggested a staggered lunch break. The Deputy Head said that this had been raised at school, and would be worth looking at again, though there are issues with the Hall being used for PE as well as timetabling complications. <u>Catholic Ethos</u> Governors requested Catholic Ethos always be a separate agenda item and not just at Full Governing Body meetings. 30 pupils took their confirmation vow. Canon Gubbins reported the confirmation group of pupils and adults had attended a retreat at Thicket Priory York and had a wonderful time. The group had also completed a charity walk raising £350 with proceeds split between CAFOD and the Media Trust. Photographs of the students involved are on CAFOD website.</p>	

	A group of students accompanied by the School Chaplaincy Coordinator and other members of staff are going on the annual Pilgrimage to Lourdes during the summer half term.	
SIG 48/18	<u>Safeguarding</u> The Deputy Head and Safeguarding Lead reported an extremely busy term with numerous new child protection cases or police involvement with students and the Pastoral team.	
SIG 49/18	<u>Head teacher's Objectives</u> The Chair reported the Head Teacher had met his objectives set for the previous academic year. Three Governors will be appointed to review the Head Teacher's performance and formulate a new set of objectives for the academic year in the autumn term.	
SIG 50/18	<u>Health & Safety (H&S)</u> Road safety continues to be an issue despite occasional patrolling outside school. Governors have spoken with two neighbours who agreed school manages all concerns regarding parking well.	
SIG 51/18	<u>Governor visits to the school</u> Mrs Blake joined the Young Carers group and talked with pupils. Governors continue to visit the school and help with reader mentoring.	
SIG 52/18	<u>Governor training</u> Governors School Improvement Network Meeting. The clerk attended the governor SINS and distributed a report regarding Pupil Premium and ways of improving NY attainment gap for disadvantaged pupils against the National gap. She updated governors on GDPR. The clerk also informed governors of the new requirements for Careers issued by the DfES Careers Strategy (December 2017) involving the Gatsby Benchmarks for all year groups and the need for a Link governor for Careers. A small group of governors agreed to meet and discuss the Pupil Premium report and the Careers information and report at the FGB on 20 th June.	
SIG 53/18	<u>Finance</u> The Deputy Head informed governors that although FMIS officer previously reported a possible £110,000 deficit in budget ,there was a £20,000 surplus with £187,000 carried forward	
SIG 54/18	<u>Policies for review</u> Governors approved the following polices: Examinations Policy , Resolving issues at work, Whistle blowing policy, Developing performance policy, Capability policy and procedure, Governor school visits policy, Disciplinary policy, Charging and lettings policy, Scheme for Paying governors,	

	<p>Single equality Scheme, on examination assessment policy, ICT Policy. Governors agreed to adopt; data breach reporting policy- (Information security incident reporting policy) and the School Information Policy.</p> <p>Canon Gubbins asked about the school's policies and approach to transgender children. Deputy Head said that, as some governors are aware, there had been instances previously and that the school community as a whole had behaved in a sympathetic and supportive way. Confidence was expressed in pupils and staff being able to be as supportive in the future. There is no specific policy as issues are covered under existing policies and pastoral procedures.</p>	
SIG 55/18	<p><u>Any Other Business;</u> <u>PTA table top sale</u> The two Parent Governors reported a table top sale will be held in school on Saturday 14th July from 10am – 2pm in aid of school funds £10 per table and this is open to the public. <u>Review of Governing Body meetings.</u> Governors agreed to review the committee structure</p>	
	<p>The meeting closed at 5.30 pm</p>	
	<p><u>Calendar of Meetings</u> <u>Full Governing Body 2017/2018 All Wednesday 6pm</u> Summer 5.30pm 20th June 2018 Refreshments from 5.00pm <u>School Improvement Group (SIG) All Wednesday 4pm</u> 18th July 2018</p>	
	<p>Events in the school and the Parish 20th June 7pm Summer Concert –Westborough Church 5th and 6th July Transition Day</p>	