

	Meeting of the Full Governing Body of St Augustine's school Wednesday 5 th December 2018 at 5.30 pm Minutes	
Minute	<p>Present; Foundation Governors; Mrs E. Siddall (Chair), Mrs M. Baines (Vice Chair), Mrs M. Harriott, Canon E Gubbins ;Mrs K. Boyes; Mrs C. Dalton; Head Teacher Mr M. Taylor; Parent Governor; Mrs K. O'Brien; Teacher Governor Miss A. Robinson; LA Governor, Mr M. Jaconelli.</p> <p>By Invitation; Mr P. Griffin Deputy Head Teacher; Clerk: Mrs S. Brown</p> <p>Apologies for Absence; Foundation Governor Fr P. Keogh. Parent Governor; Mrs L. Blake</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. 	Further actions
FGB 123/18	<p><u>Opening Prayer</u></p> <p>The opening prayer was led by Mr Griffin</p>	
FGB 124/18	<p><u>Governing Body membership</u></p> <p>Governors welcomed Mrs Dalton, Foundation Governor</p>	
FGB 125/18	<p><u>Apologies for absence.</u></p> <p>Governors gave consent to the apologies for absence.</p>	
FGB 126/18	<p><u>Declaration of Interest.</u></p> <p>No declarations were made</p>	
FGB 127/18	<p><u>Confidential Agenda Items</u></p> <p>A confidential minute was made: Senior Leadership Performance Management</p>	
FGB 128/18	<p><u>Minutes</u> of FGB meeting 19/09/18 and extra ordinary meeting 4/10/18. Governors agreed the minutes for accuracy and content and were signed by the Chair. The subcommittee minutes will be discussed at full governor meetings after the committee has signed them off as a true record.</p>	
FGB 129/18	<p><u>Matters arising</u></p> <p><u>105/18 Temporary classroom update</u></p> <p>The Head Teacher reported that plans have been passed and costs for full completion are estimated to be £180,000 and a part loan is still being pursued from Trustee's. The classroom block will be used mainly to accommodate Special Educational Needs pupils and staff.</p> <p><u>R/C 7/18 Safer recruitment</u></p> <p>It was confirmed no refresher course was required after completion of Safer Recruitment Training.</p>	
FGB 130/18	<p><u>Catholic Life of the school</u></p> <p>The RE governor commented on the "fantastic" Y10 retreat which she attended witnessing the pupils totally engaged, enjoying themselves and sharing ideas and resources. If inspected she felt it would have been awarded outstanding.</p> <p>The Head said both retreats had been very successful and felt being staff led made it a more personal experience for the students.</p>	

FGB 131/18	<p><u>Catholic Multi Academy Trust (CMAT) - St Margaret Clitherow Catholic Academy Trust-Central</u> <u>SMCCAT Scheme of Delegation Governance framework-</u> previously signed and agreed. <u>Avec/Trustee Steering Group Newsletter.</u> Governors commented about the late receipt of the newsletter- the Head had received it the evening before and emailed to governors the morning of the meeting, but accepted the steering committee could not arrange distribution around their meetings. They discussed the current state of play.</p>	
FGB 132/18	<p>The Head Teacher reported; <u>Staffing and Resources</u> Mrs K. McCann has been appointed Science Teacher and will join the department on a permanent basis in January 2019. <u>Attainment</u> Mocks are in progress and results will be reported at the next governor meeting. <u>Racial or bullying incidents</u> There have not been any Racial or bullying incidents <u>Attendance</u> currently stands at 95.25%, an improvement of .25%on last year. Persistent Absences (PA's) has seen an improvement of 17%. Work continues with SEN children who have medical conditions. Pupil Premium (PP) attendance is better than last year with more focus in all areas on this group from staff. The PP Governor will meet with the Head after the mock exam results are known to compare achievement against non PP pupils. <u>Exclusions</u> The Head reported an increase in exclusions from the same period last year but they are still very low compared all the other secondary schools in the area. <u>Accidents</u> 2 minor accidents have occurred this term to date, neither reportable. <u>Pastoral</u> Some staff have completed "Emotion Coaching" training looking at how to deal with specific behaviours that challenge in the classroom. Governors accepted the Head Teacher's report</p>	
FGB 133/18	<p><u>Finance</u> Governors agreed the Schools Financial Value standard (SFVS) assessment form and it was signed by the chair.</p>	
FGB 134/18	<p><u>Safeguarding</u> The safeguarding team continue to work closely with at risk pupils.</p>	
FGB 135/18	<p><u>Chaplaincy Coordinator report</u> Governors accepted the busy and productive report. Mrs Baines RE governor said she met regularly with Mrs Rutter. The Chaplain invited Governors to join the termly Chaplaincy Team meetings. Governors asked for dates of the meetings. Mr Griffin received candidacy in Parish as a step towards being ordained a permanent deacon.</p>	Dates of meeting
FGB 136/18	<p><u>Inclusion Manager/SENDCo report.</u> Governors accepted the report from the Inclusion Manager.</p>	

	<p>Governors asked how the new Assistant SENDCo had settled in post. The Head reported she had stepped up in the Inclusion Manager's recent absence and was very good in her role.</p> <p><u>Weekly lunchtime reading sessions</u></p> <p>Governors noted they sometimes attended and no pupils were present at the sessions. They also asked for notice if it is a school closure and they were not required to assist.</p>	
FGB 137/18	<p><u>School Admissions.</u></p> <p>During a meeting with the Chair and Deputy Head teacher it was agreed the Published Admission Numbers (PAN) would remain at 96 and the school would accept 110 children for Y7 2019 entry</p> <p>There have been 294 applications to date with a good number of Roman Catholic children applying.</p> <p>In year movement is very low with very few pupils leaving the school unless they move out of the area.</p> <p>There are constant admission requests for all year groups and long waiting lists for places.</p> <p>The Deputy Head attends around 40 appeals annually with few upheld.</p>	
FGB 138/18	<p><u>Health & Safety.</u></p> <p>No reports.</p> <p>There will be a full assessment of the school buildings by CAPITA on 24th January 2019.</p> <p>All staff will receive working at height training at the April inset.</p> <p><u>Lock Down Procedure</u></p> <p>After the last Mock exam in the gym, Senior Leader's will go through the procedure with pupils should a lockdown emergency occur during an examination.</p> <p>The whole school will discuss the procedure in registration on Friday 7th of it occurring during lesson and break times.</p>	
FGB 139/18	<p><u>Policies</u></p> <p>None reviewed</p>	
FGB 140/18	<p><u>Governor visits.</u></p> <p><u>RE</u></p> <p>The RE Governor discussed her report and confirmed that all action points have been dealt with the ongoing audit.</p> <p><u>Attendance</u></p> <p>The Attendance Governor reported the attendance officer was doing an amazing job but that she had requested training for reassurance she was doing everything as required and correct procedures were in place.</p> <p>The Deputy Head said training was being arranged. He reported next week was attendance awareness week in school.</p> <p><u>Best practice</u></p> <p>The Head reported staff were assisting with training Caedmon and Ebor Schools in their transition to Progresso, the same MIS system as St Augustine's School.</p>	
FGB 141/18	<p><u>Governor training</u></p> <p>No training booked yet for the academic year.</p>	
FGB 142/18	<p><u>Any Other Urgent Business</u></p> <p><u>Length of School uniform skirts</u></p>	

	<p>Canon Gubbins reported a parishioner's concern at the shortness of some of the pupil's skirts. Governor's agreed it was difficult to police outside school and it was an age old problem due to fashion trends. The Head said he always told pupil's that when wearing school uniform on or off the premises they were ambassadors of the school and should respect this. He will discuss the concern with pupils in assemblies.</p>																	
FGB 141/18	<p><u>Events</u> 18th December Christmas Concert Westborough Methodist Church 7pm 11th December Advent Liturgy St Peter's Church 7pm</p>																	
	<p>Date of next meetings</p>	<table border="1"> <tr> <td>30.01.19</td> <td>4.00pm</td> <td>SEC</td> </tr> <tr> <td>13.02.19</td> <td>4.00pm</td> <td>RC</td> </tr> <tr> <td>20.03.19</td> <td>5.30pm</td> <td>FGB</td> </tr> <tr> <td>15.05.19</td> <td>4.00pm</td> <td>SEC</td> </tr> <tr> <td>19.06.19</td> <td>4.00pm</td> <td>RC</td> </tr> </table>	30.01.19	4.00pm	SEC	13.02.19	4.00pm	RC	20.03.19	5.30pm	FGB	15.05.19	4.00pm	SEC	19.06.19	4.00pm	RC	
30.01.19	4.00pm	SEC																
13.02.19	4.00pm	RC																
20.03.19	5.30pm	FGB																
15.05.19	4.00pm	SEC																
19.06.19	4.00pm	RC																
<p>The meeting closed at 6.45pm</p>																		