

	Meeting of the Full Governing Body of St Augustine's school Wednesday 20 <sup>th</sup> March 2019 at 5.30 pm Minutes	
Minute	<p><b>Present; Foundation Governors;</b> Mrs E. Siddall (Chair), Mrs M. Baines (Vice Chair) Fr P. Keogh ;Mrs K. Boyes; Mrs C. Dalton; <b>Head Teacher</b> Mr M. Taylor; <b>Parent Governor;</b> Mrs K. O'Brien; <b>Teacher Governor</b> Miss A. Robinson; <b>LA Governor,</b> Mr M. Jaconelli.</p> <p>By Invitation; Mr P. Griffin <b>Deputy Head Teacher;</b> <b>Clerk:</b> Mrs S. Brown</p> <p><b>Apologies for Absence; Foundation Governors</b> Mrs M. Harriott, Canon E Gubbins <u>3</u></p> <p><u>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>	Further actions
FGB 1/19	<p><u>Opening Prayer</u></p> <p>The opening prayer was led by Mr Taylor</p>	
FGB 2/19	<p><u>Governing Body membership</u></p> <p>Parent Governor Mrs Blake stepped down due to work/life balance. Governors thanked her for her contribution to the Governing body.</p> <p>One application was received for the parent governor vacancy. The parent has been sent a skills audit to complete.</p>	
FGB 3/19	<p><u>Apologies for absence.</u></p> <p>Governors gave consent to the apologies for absence.</p>	
FGB 4/19	<p><u>Declaration of Interest.</u></p> <p>No declarations were made</p>	
FGB 5/19	<p><u>Confidential Agenda Items</u></p> <p>A confidential minute was made: Staffing and Resources</p>	
FGB 6/19	<p><u>Minutes</u> of FGB meeting 5<sup>th</sup> December 2018. Governors agreed the minutes for accuracy and content and were signed by the Chair.</p>	
FGB 7/19	<p><u>Matters arising</u></p> <p><u>Admissions</u></p> <p>Governors discussed the Pupil Admission Number (PAN) and challenged the SLT about constantly taking more than 96. The Deputy Head explained 5 years ago the school was undersubscribed and with huge over-subscription in every year since, and wishing to provide places for as many applicants as possible, this is the sixth year that the governors have offered more than 96 places making it clear that this is not a permanent change. Governors accepted his reasoning.</p> <p><u>Christmas Concert</u></p> <p>Canon Gubbins had suggested communal carols be sung at the concert. These were sung in the middle of the concert and not at the end as suggested. The Chair said this did not deflect from the excellent music and singing of the children. It was agreed that the advent liturgy would celebrate the faith aspect of Christmas and the Christmas concert would remain a concert.</p>	
FGB 8/19	<p><u>Catholic Life of the school</u></p> <p>The lead governor for RE discussed the Catholic Life of the School action plan and felt it was well on the way to completion Mrs Baines explained the Ofsted</p>	

	<p>inspections and Section 48 inspection and said during the interim inspection 48 the school was reinforced as good - she feels the school is now outstanding.</p> <p>The Chaplaincy Co-ordinator, Mrs Rutter is ill and staff have stepped up to help support her role during her absence.</p> <p>Governors offered thanks to the Head of RE, Mrs Griffin and Mrs Baines</p>	
FGB 9/19	<p><u>School Development Plan</u></p> <p>The Head said independent learning was the focus in the classroom and staff had been sharing good practice and strategies used in some subjects are now being used in other curriculum areas.</p>	
FGB 10/19	<p><u>Head Teachers report</u></p> <p>The Head Teacher reported;</p> <p><u>Staffing and Resources</u></p> <p>Shortlisting had taken place for the Maths, English and PE teaching vacancies. The Head felt confident there was a strong field of candidates in all the subjects.</p> <p>Interviews will take place 22-27<sup>th</sup> March.</p> <p>A confidential minute was taken. The Deputy Head, Staff governor and parent governor left the room</p> <p><u>Racial or bullying incidents</u></p> <p>There have not been any Racial or bullying incidents</p> <p><u>Attendance</u> whole school currently stands at 95.37%, an improvement of .37% on last year. Work continues with SEN children who have medical conditions.</p> <p>Pupil Premium (PP) attendance is better than last year 94.01%, an improvement of 1.01%. Persistent Absences (PA's) have improved greatly from 71.3% to 89.05% by strategies put in place by the attendance officer.</p> <p>The Head informed governors that attendance must be broken up and reported separately for SEND and EHCP groups.</p> <p><u>Exclusions</u></p> <p>The Head reported an increase in exclusions from the same period last year due mainly to a challenging Y7 child and a small group of Y11 pupils.</p> <p><u>Accidents</u></p> <p>7 minor accidents have occurred this term to date, none reportable.</p> <p><u>Pastoral</u></p> <p>Three members of staff completed a mental wellbeing course to strengthen the provision offered to pupils with mental health issues. A shorter version of the course will be delivered to key staff in school over the coming year. The government's aim is for every school to have at least one trained 'Mental Health First Aider' by 2020. We have already met this target</p> <p><u>Teaching &amp; Learning</u></p> <p>Independent learning was the continued focus last month.</p> <p>Governor 'drop-ins' took place on 5th March</p> <p>Performance management review observations are underway.</p> <p><u>Curriculum</u></p> <p>Scarborough Sixth Form College dropped A Level German and this has left our pupils with no local pathway for the German post 16. Consequently, Spanish will be introduced into our Year 8 curriculum from September and run alongside French, this will replace the German slot that we currently run for Year 8. GCSE Spanish will then be on offer to pupils in Year 9 from September 2021 – first examination</p>	

	<p>Summer 2023. The Head of MFL has booked an intensive course in Spain during the summer holidays.</p> <p>Governors accepted the Head Teacher's report</p>	
FGB 11/19	<p><u>Health &amp; Safety</u></p> <p>There will be whole staff training on our next training day Monday 29<sup>th</sup> April on Working at Height and Manual Handling.</p>	
FGB 12/19	<p><u>Catholic Multi Academy Trust (CMAT) - St Margaret Clitherow Catholic Academy Trust-Central</u></p> <p>The Head and Chair explained the conversion date to academy for St Augustine's School had been brought forward to 1<sup>st</sup> June. This will place great pressure on SLT during revision for exams as they all teach key Year 11 groups.</p> <p>The finance department workload will be greatly increased and they will need to learn to use new software which has not yet been decided upon.</p> <p>Grave concerns were expressed at the speed required for the conversion and where the finances of the school will be held. Governors felt it was immoral to put money raised by parents for the primary use of St Augustine's pupils to be placed in a pot to be shared amongst all of the schools in the trust.</p> <p>LA governor Mr Jaconelli would need to step down at conversion. Governors intend to co-opt him as a governor after conversion.</p> <p>The Deputy Head will attend the latest update meeting on Friday 15<sup>th</sup> March 2019 a verbal update will be given at the meeting. He will also be attending the Project Steering Group Meeting on the 26<sup>th</sup> March. Mr Griffin agreed to email governors the notes from the meeting.</p>	
FGB 13/19	<p><u>Information Governance Audit report an action plan</u></p> <p>Governors discussed the audit and the 3 non urgent actions will be completed.</p>	
FGB 14/19	<p><u>Safeguarding</u></p> <p>Governors accepted the Safeguarding audit and action plan presented by the Designated Safeguarding Lead (DSL), Mr Griffin</p>	
FGB 15/19	<p><u>Chaplaincy Coordinator report</u></p> <p>No report due to illness</p>	
FGB 16/19	<p><u>Inclusion Manager/SENDCo report.</u></p> <p>Governors accepted the report from the Inclusion Manager.</p>	
FGB 17/19	<p><u>Governor visits.</u></p> <p>The Chair carried out drop in sessions following on from the presentations given to Governors by the Heads of Art, Music and Science and reported;</p> <p><u>Science</u></p> <p>The Chair spoke to Head of Science and again felt he has a very good knowledge of the department and pupils and is methodical in interrogating data.</p> <p>Two Year 7 classes of mixed ability were observed doing practical tests. During the lessons expectations were clear and focused .one Science teacher was very impressive giving pupils every opportunity for learning. He gave them exam tips.</p> <p>When the Chair spoke to the pupils, they clearly understood the lesson. The relationship between teacher and pupil was very good and all pupils were keen to learn.</p> <p><u>Music</u></p>	

	<p>A year 7 group using keyboards was observed. Pupils used headphones and were at different stages of ability. They were able to talk about their music experience and all were engaged in the lesson.</p> <p><u>Art</u></p> <p>A Year 11 class was observed. The lesson was calm, purposeful and pupils were engaged. The Chair spoke to one pupil who was concerned about completing her course work in time.</p> <p>The Head of Art spoke later to governors and felt she hadn't given the correct impression during her meeting at the School Effectiveness Committee (SEC). After discussion both Governors and the teacher were happier and reassured. Governors then viewed the Art GCSE exam work which was very good.</p>										
FGB 18/19	<p><u>Governor training</u></p> <p>The Head Teacher and the Chair will attend the Diocesan up-date meeting at All Saints, York on 28<sup>th</sup> March 2019.</p>										
FGB 19/19	<p><u>Finance</u></p> <p>Governors agreed the 2019/2020 start budget and were presented with the 5 year financial forecast.</p>										
FGB 20/19	<p><u>Policies</u></p> <p>Governors reviewed and accepted the following policies and procedures ;</p> <ul style="list-style-type: none"> <li>● Examinations Policy</li> <li>● Non Examinations Assessment Policy</li> <li>● Examinations-Access Arrangements Policy</li> <li>● Examinations- Complaints Procedure</li> </ul>										
FGB 23/19	<p>Events in the school and the Parish</p> <p>27<sup>th</sup> March 2019 7pm Easter Concert – Westborough Church</p> <p>5<sup>th</sup> April 7pm Auction of Promises (Lake Garda fundraiser)</p> <p>22<sup>nd</sup> May 7pm St Augustine's Got Talent – Westborough Church</p> <p>26<sup>th</sup> June 7pm Summer Concert – Westborough Church</p> <p>13<sup>th</sup> May -26<sup>th</sup> June GCSE exam season</p> <p>20-25<sup>th</sup> May School Admission Appeals</p> <p>4<sup>th</sup> and 5<sup>th</sup> July Primary School transition days</p>										
	<p><b>Date of next meetings</b></p> <table border="1" style="margin-left: 40px;"> <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> <tr> <td>03.07.19</td> <td>5.30pm</td> <td>FGB</td> </tr> </table>	15.05.19	4.00pm	SEC	19.06.19	4.00pm	RC	03.07.19	5.30pm	FGB	
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	<p>The meeting closed at 7.05pm</p>										