

Developing the role of the Committee Chair

4.00 DECLARATION OF INTERESTS

4.01 None.

5.00 MINUTES OF THE LAST MEETING

5.01 Resolved:

- That the minutes of the meeting held on 12 November 2015 are agreed as a correct record and the Chair be authorised to sign them.

6.00 MATTERS ARISING

6.01 School Admissions – implications of St John Fisher increasing their admission numbers (minute 5.01 refers) – Drafting of the letter and discussions with the Diocese had not happened yet.

6.02 SEF/SDP (minute 6.11 refers) – These had been discussed in Committees.

6.03 Breakdown of the numbers of full and part time staff (minute 7.04.01 refers) – The Headteacher had provided this information.

7.00 COMMITTEE REPORTS

7.01 Achievement and Teaching Committee

The draft minutes of the Achievement and Teaching Committee meeting held on 30/09/15 had been circulated previously. An update was provided, including progress on the actions.

7.01.01 The minutes of the meeting held on 14/01/16 were not yet available. An update was provided inviting questions from governors. There were no further questions.

7.02 Leadership and Management Committee

The draft minutes of the Leadership and Management Committee meeting held on 03/12/15 had been circulated previously. An update was provided highlighting the following:

7.02.01 Budget – The Committee had discussed the financial projection for the next three years. Figures showed an estimated deficit of £758,960 at the end of 2018/19.

7.02.02 The next Committee meeting on 11/02/16 will focus on the financial position and the measures that need to be put in place to address the deficit.

7.02.03 **Q:** What are the reasons for the projected deficit?

A: The main reason is the payment of higher employment costs. Also, a lot of assumptions made are on the worst case scenario.

Headteacher
R Harker

7.02.04 The Committee had discussed the role of the SENCO. Governors had agreed for the role of SENCO to be a part of the extended School Leadership Team.

7.03 **Chairs of Committees**

Minutes of the Chairs of Committees meeting held on 03/12/15 had been circulated previously. An update was provided on the issues discussed, highlighting the following:

7.03.01 SEF/SDP – Each of the committees would be taking forward actions for their areas of the document.

7.03.02 Governor Skills Audit – Analysis of the audit had highlighted that Professional Skills (Finance and Legal) was an area where the skills were concentrated in a small number of governors.

7.03.03 Governor Website – Those governors who had not submitted their pen portrait and photograph were reminded to do so.

7.04 **Admissions Committee**

The minutes of the Committee meeting were not available. An update was provided inviting questions on the analysis of intakes.

7.04.01 The school intake is expected to be 181 pupils this year.

8.00 HEADTEACHER'S REPORT

8.01 The Headteacher's report had been circulated previously. The report had included updates on:

- School standards
- SEF & School Development Plan 2015-16 (including targets)
- Performance management for teaching staff 2015/16
- Lesson Visits – Term 1 2015/16
- Staffing – January 2016, including training
- Pupil numbers
- Work of the school including spiritual life
- Attendance
- Exclusions
- Racial incidents
- Prevent incidents

8.02 The Headteacher provided an update on the work done since September 2015 and the main points of discussion were as follows:

8.03 The RAISEonline 2015 Summary Report (unvalidated) was circulated to governors. The Headteacher went through the KS2 to KS4 value added data and explained that this was the schools own amended data, where any students who had not attended

during the year were not included.

- 8.04 This had resulted in the number of SEND pupils reducing from 26 to 17 with a corresponding impact on statistics reported.
- 8.05 **Q:** What happens when these 'missing' pupils don't attend?
A: All attendance procedures are followed. Also, off site provision is looked at. The Headteacher said that there was a file on all interventions and action taken with the 5 pupils concerned, showing the actions taken by the school. She explained what the data charts represented and it was clear that the 5 SEND pupils had a big impact on the data on disadvantaged.
- 8.06 The Headteacher talked about pupils at KS2 who came with low prior attainment. These 24 pupils did less well. Low attainment has been identified as a key priority following analysis of this data.
- 8.07 **Q:** What level do those with low prior attainment have when they arrive?
A: They are at L3 in Year 7.
- 8.08 **Q:** How will this work with assessment without levels?
A: The school is working with feeder primary schools Heads to see how this could be done.
- 8.09 The SENCO had differentiated between those pupils with SEND needs and those who simply had behavioural issues when they came in.
- 8.10 The Headteacher explained the average number of qualifications done by those coming in with low, middle and high prior attainment. She spoke about the subjects in which there was poor performance. There were concerns about level of U grades in RE and every effort was being made to make sure that grades are enhanced. The Headteacher added that even a grade E matters.
- 8.11 **Q:** How are parents involved in this?
A: Parents are kept informed and the school had met with parents about targets set for pupils.
- 8.12 Targets for all pupils for the next year are being looked at. The Chair of the Achievement and Teaching will discuss this on her next visit to the school.
- 8.13 Governors discussed vocational subjects, which do not count in the figures but are valuable to the pupils. The Headteacher talked about the opportunities through apprenticeships.
- 8.14 The validated data will be available in March 2016 and the Headteacher will circulate it to governors.

8.15	The Headteacher explained that the targets for 2016/17 are cohort specific and what the figures represented.	Headteacher
8.16	The HT3 figure for 5 A*-C, including English and Maths, was 71%. Interventions are planned to improve this.	
8.17	Governors questioned figures which appeared to show concerns.	
8.18	SEF/SDP – These documents had been circulated previously. The SDP had been RAG rated and included school commentary.	
8.19	The Headteacher informed governors that the SEF/SDP is to be validated externally by B11, an organisation that includes HMI inspectors.	
8.20	The SEF/SDP has also been shared with staff and some areas for improvement identified.	
8.21	Teacher's performance report – The anonymised report from the pay committee had been circulated previously. The Headteacher went through the report. For those requiring improvement, there were additional targets, additional observation, training and support for them to meet the required standard.	
	<i>[Therese O'Sullivan left the meeting at 7.30pm]</i>	
8.22	Director posts – The closing date for the Director posts is Friday 22/01/16, after which the interview panel will shortlist candidates for interviews.	
	The panel is as below:	
	<u>For the Science post</u> – Mary O'Shea, Mike Gan, Liz Cox (Headteacher) and Keith Briggs (SLT) in attendance.	
	<u>For the English post</u> – James Hillyard, Liz Cox (Headteacher), Mike Gan and Keith Briggs (SLT) in attendance.	
8.23	Father Tim Wiley talked about the Chaplaincy situation.	
8.24	The Headteacher informed governors that: <ul style="list-style-type: none"> • Gemma Hayden had been appointed for the Chaplain co-ordinator. • Myddleton Grange Retreat has been cancelled. • Lourdes visit – the Headteacher was looking for an appropriate approach to determine who can attend. • Section 48 inspection is due in March. Two members of the RE staff will be on maternity leave and therefore the school has asked for this to be deferred to the summer. • In the short term, the RE Department will cover the 	

Chaplaincy co-ordinator role whilst Gemma is on maternity. The long term plan was not in place yet and Governors asked for further information on this before plans were finalised.

8.28 A governor said that there needed to be a discussion on the role of Chaplaincy in the school, long term plans and what the school's policy was. The Headteacher said that discussions on the future role of Chaplaincy were on going.

9.00 CHAIR'S BUSINESS

9.01 There was no Chair's business.

10.00 CLERK'S BUSINESS

10.01 Governor briefing and training dates were noted.

11.00 ANY OTHER URGENT BUSINESS

11.01 The Headteacher asked for the governing body's approval for early finish for the school for staff training on Tuesday 8 March 2016. Governors discussed this and raised some objections.

11.02 These were discussed and the Headteacher noted that provision would be made for pupils to stay in school and leave at the usual finish time if they required.

Governors approved this request.

12.00 DATE AND TIME OF NEXT MEETING

12.01 The next full governing body meeting will be held on Thursday 28 April 2016 at 6.00pm.