



Minutes of St. Gregory the Great Finance and Staffing Committee meeting held on Thursday 28th January 2016 at 4.00pm in the school

	<p>Present: Robert Bennett (RB) Parent/Chair Khurshid Ahmed (KA) Staff (to join meeting later) Myfanwy Brown (MB) Foundation Pita Enriquez Harris (PH) Foundation Dervilla Maher (DM) Foundation Margaret Madden (MM) Foundation Chris Skerry (CS) Staff Marcella McCarthy (MMc) Principal</p>	
	<p>In attendance: Rodger Caseby (RC) Vice Principal Steve Jones (SJ) Principal Advisor Adrian Rees (AR) Associate Principal (to join meeting later) Nick Rose (NR) Principal Advisor Marie-Therese Weston (MTW) Associate Principal (to join meeting later) Hannah Forder-Ball (HFB) Primary Michaela Jelfs (MJ) Acting Head of Department Sandra Cromey (SC) Clerk Apologies: James Oates (JO) Parent David Forster (DF) Foundation</p>	
<p>1.</p>	<p>Welcome, Apologies, Prayer and quorum The Chair welcomed attendees. Due to Year 8 Parents' Open Meeting some staff would arrive later. Apologies were received and accepted. Prayer: The Chair began the meeting with the school prayer. Quorate: The meeting was quorate and began at 4.00pm.</p>	
	<p>Presentation – Religious Education (RE) Michaela Jelfs (MJ) gave a presentation on RE Department. She had been Acting Head of Department (HOD) since Term 4 so the 2015 results had not been under her remit. MMc and SJ joined the meeting at 4.06pm.</p> <p>A* had risen 2.6 points from 11% to 13.6%. This was despite issues relating to staff cover where the department had 12 cover teachers in an 18 month period (one class had had 2 whole years' of cover). Every class in Year 11 had been impacted by cover. There had also been the adverse impact of 10 pupils who had not turned up for exams in which they had been entered. So the predicted 57% for A*-C was 49.5%.</p> <p>Two tutored revision classes had so far taken place and 50 had attended in the first week followed by 30 in the second session. These were held before in</p>	



the morning before 8.45am and MJ and a colleague were paying for bacon sandwiches at their own expense as an incentive for attendance.

NR left the meeting at 4.09pm.

Homework essay questions on Year 10 papers were set for revision so that practical exam skills were facilitated at the same time as revision along with a timed essay every 2 weeks. There was a second intervention class for Year 10 non-attendees to keep them engaged and literacy was also addressed.

NR re-joined the meeting at 4.11pm.

Hours had dropped from 5 hours to 4 per fortnight so proportionally a lot of time had been lost for teaching this subject.

Year 9 faced the specification change for 2016 with the new GCSE so there was a lot of new content to cover. Next term there would be one on one tuition on Catholicism pre-GCSE was part of long term planning for 2017, and, every half term, there would be an extended writing task on Doodle [an online resource providing teaching, homework and assessment across 18 subjects] which would be used to monitor progress.

The Chair thanked MJ for making a great impression and the analysis that had been done.

Q: How would interventions be tracked? (RB)

A: A tracking system was being used over a 12-month period to identify underachievement i.e. under grade 7. PPA (Planning, Preparation and Assessment) system was used to adjust classes as interventions were found to work. This was for High ability (HA), Middle ability (MA) and underachievers. Achievement prediction was 48% which would need 18 students on grades D-C to hit target. Letters were also posted to parents with revision packs to help guide their children and letters were also sent to parents if students had not attended revision to obtain parental cooperation. (MJ)

Q: What was the experience of behaviour in these classes? (RB)

A: There were no issues with the top set (HA). MA were fine. The struggle was with the poor literacy group which tied in with poor behaviour. Weekly parents' meetings were held with this group. MJ had a good rapport with underachievers who were motivated and raising grade standard bit by bit. (MJ)

Q: Where did the 57% come from? (PH)

A: This was from the FFT (Fischer Family Trust) grade set for St Gregory's. (MJ)

MM clarified that MJ had been HOD at the school since September 2015 and MJ replied that she had taken over in Term 4 of last year.

Q: What was MJ modelling her work on? (MM)

A: Different things and changes which if they worked and showed improvements led to adjustments. (MJ)

PH and RB commented on the fantastic, impressive work undertaken by MJ.



	RB thanked MJ who left the meeting at 4.20pm with MMc. MMc returned at 4.21pm.	
2.	Declaration of any other urgent business Governors Fund (DM) and Governors' Network (RC)	
3.	Declaration of interests There were no declarations of interest declared for any items on the agenda. Due to a conflict of interest arising from professional work, MM was stepping down from being Chair of the Academy Committee (AC) but would continue to support the school in any way she could. The Committee was sorry to lose MM and RB thanked her for her work and contribution to the Committee. MTW joined the meeting at 4.22pm.	
4.	Approval of Minutes from meeting held on 19th November 2015 Subject to correction of page 2 item 2, the minutes and confidential Minute 2 were agreed as an accurate record of the meeting and signed by the Chair.	
5.	Matters arising from minutes of previous meeting PH queried item 9 on the agenda. RB and Clerk reminded the meeting that item 9 had been set in the annual schedule for agenda from summer 2015. Item 8 continued from 17 September 2015 Update of finance and financial review Q: Had Whitley Stimpson [firm of Chartered Accountants] completed the report of the investigation into SGTG's finances? (RB) A: No final report had yet been received but it was due at the end of week beginning 1 February 2016. (KS) Listed actions were completed and additional information given. Action 3: Interviews were currently being held for posts of Chief Business and Finance Officer and for Operations Manager. Action 6: Better support for the Finance team had been purchased from PS Financials. (KS) Action 8: Advice to RB from a surveyor regarding snagging was to keep nagging builders. £92k was still being held over from payment until work was completed.	completed
6.	INSET (In-Service Education and Training)/CPD (Continuing Professional Development) evaluation – carried forward from Curriculum & Achievement Committee meeting of 14th January 2016 RC had previously circulated 2 papers (Appendix A & B). PH wanted future outcome measurements added to evaluations (reference para 2 Appendix B 'Outcome measurements'). In his evaluation of September Inset days, RC had found no correlation between staff being happy with courses attended and impact. There were fewer complaints about courses. It was difficult to track the outcomes of CPD learning in relation to exams. RC was still amassing hard data for this.	



	<p>AR joined the meeting at 5.34pm.</p> <p>Q: How could quality of teaching be tracked? (PH) A: All sorts of variables and factors were involved such as feedback, learning walks and via students. (RC)</p> <p>Q: How were Inset topics chosen? (RB) A: Themes for the year were set by the Principal and through SEF (Self-Evaluation Form) across the school and national agenda. With a smaller budget (Appendix B), this year's priority was the delivery of the GCSE specifications e.g. RE. (RC)</p> <p>Q: How much time was set aside for this? (PH) A: Assessment was difficult for new specifications. (RC)</p> <p>Q: At what stage would the departments be familiar with new content and who would lead this? (PH) A: Ofqual (Office of Qualifications and Examinations Regulation) was dealing with new specifications for 2016, some subjects did not yet have the specifications. HODs would lead in their subjects. (RC)</p> <p>SJ pointed out that familiarisation sessions were run on new specifications and sample materials used with model student answers on which to work.</p> <p>Q: Did PiXL (Partners in Excellence) material cover the new specifications? (PH) A: These were drawn up by teachers who were in the same boat. (RC)</p> <p>CS added that in other schools, Key Stage 3 had started courses before they had been accredited e.g. History. The new specifications were broader than ever before</p>	
<p>7.</p>	<p>Pupil Premium (PP) RC had discussed PP at Curriculum and Achievement (C&A) on 14th January 2016. PP would be spent for example on staffing support for disadvantaged students. There was nothing further to report on at this meeting.</p>	
<p>8.</p>	<p>Budget update and review KS had provided Period 4 2015/16 handout (Appendix C) and gave an update. Appendix D cost centres and variances were discussed. The record of the minutes at this point is contained in Confidential Minute 2 for this meeting.</p> <p>During this part of the meeting, KA joined the meeting at 5.06pm and AR left the meeting at the same time.</p> <p>Leases and contract review – taken in item 12 of the agenda.</p>	
<p>9.</p>	<p>Budget proposal 2015-2016 New TLR and RR structure/Curriculum needs/New staffing structure MMc described how these items were on the agenda as good practice relating to running the curriculum well and tightly and to ensure that the curriculum was divided up in the right way. Curriculum review should happen all the time. Unfilled vacancies had provided savings. It was crucial for the model of staffing to be more effective and fit for purpose and this would undergo review. The MAC would direct SGTG to hold a review and action on this was awaited.</p>	



	<p>SJ drew a comparison with last academic year where savings had been found, some through natural wastage. SLT (Senior Leadership Team) were looking closely at modelling various scenarios which could be used once the process was clarified.</p> <p>Q: How would the review process work? (RB)</p> <p>A: Typically there would be a working party with proposals for a relevant body. The proposals would be sent out for consultation which involved Human Resources, Unions and all staff.</p> <p>Action 1: Principal to send out sample documentation on review processes.</p> <p>MM acknowledged how staff were working hard to cover vacancies and gaps in staffing and the Principal reiterated how the staff were extraordinarily supportive in a difficult situation. For example, in the earlier presentation MJ had described how she paid for breakfast for students herself. The representatives praised all the staff for their support.</p>	MMc
<p>10.</p>	<p>Report on Performance Management</p> <p>RC asked whether this had yet come back from the MAC (Multi Academy Company). It had been delegated to Pay Committee which would be sending a full report to Full Academy Committee to ratify. It had been ratified by DBMAC before Christmas.</p>	
<p>11.</p>	<p>Review Staff absence figures from start of term</p> <p>MMc reported that figures had been received yesterday which needed to be put into coherent shape. Analysis had shown a pattern of increasing staff absence for the last calendar year where a sizeable number of days lost were for the category of 'Other' absence i.e. not self-certificated nor medical certificated. These Other absences were for time off to attend special occasions, childcare beyond the staff absence policy allowance, and accompanying partners to medical appointments. These absences were not viable in the current financial situation. It had been noted that there had been a significant decrease when Term 1 and 2 for 2014 were compared with Terms 1 and 2 in 2015 where absences had halved. The 2015 absence total was larger than that of 2014 but it had taken place in the first part of the year and was going down.</p> <p>Q: Was there a long-term sickness figure? (RB)</p> <p>A: Figures would need to be separated out for e.g. phased return to work. Human Resources ensured support was given as appropriate. (MMc)</p> <p style="text-align: center;">MM left the meeting at 5.30pm for Parents' Evening.</p> <p>SJ knew of one long term absence where eight members of a department were stepping in to cover. A third of the timetable was covered by a couple of supervisors. Assured continuity of cover was given for exam classes. (MMc)</p>	
<p>12.</p>	<p>Health and Safety (H&S) and Site Management</p> <p>NR reported on 3 items.</p>	



Roof –

There had been a long ongoing problem regarding the roof from 2006 and various examinations of the roof had taken place. Leadbitter Construction were getting someone out to fix the roof and paying for this work.

HFB left the meeting at 5.34pm and returned at 5.36pm.

A roofing contractor would be looking at the roof next week (i.e. week beginning 1st February).

Snagging -

The Primary school was over a year old and there were still outstanding problem to be rectified e.g. incorrectly measured up window. About £90k was being withheld from the builders until this was done in February half-term when the school had down time.

Q: Would the whole payment be withheld until the work was done? (RB)

A: Yes. (NR)

Q: What about the door and flooding by the playground and the shower? (RB)

A: Beards had done the work based on the schedule from the architect and this had been wrong so it was the architectural practice that was at fault here. (NR)

HFB added that showers were needed for the children in Primary.

RB congratulated NR for getting things underway.

Cleaning -

Appendix E & F had been previously distributed. Appendix E showed the proposed staffing for Site caretaking and cleaning. NR outline Human Resources issues e.g. erroneous 50-hour contracts (now down to 47 hours); weekend supervision of 2 staff. Interviews had been held for the Operations Manager post today. Appendix F regarding Provision of Cleaning Services filed in Confidential Minute 2.

Q: Was there a maintenance schedule for the site? (RB)

A: Hitherto, maintenance had been reactive rather than proactive apart from hedge-cutting and H&S checks for fire-extinguishers and alarms.

The move to a lettings agency enabled deployment of site staff to day hours rather than working to 10.00pm which would enable more work to be done on site and the proposed Apprentice would support scheduled maintenance. (NR)

Q: Who makes the decision on the proposal? (RB)

A: The Leadership team but such reviews were always brought before the representatives. (NR)

Q: What was the cost of cleaning materials? (PH)

A: The firm. Regarding the cleaners (Appendix F), there were 15 vacancies and in the contract, the company was taking on 8. A Contract was the right way forward in place of in-house cleaners. (NR)

Q: How confident was the school that there would not be problems as with the previous cleaning company? (MB)

A: The previous problems related to DBS (Disclosure and Barring Service)



	checks i.e. safeguarding issues, and cleaning products being left around where there were young children. The new company would put in the necessary measures. (HFB & NR)	
13.	<p>Any Other Urgent Business</p> <p>a) Request from Oxford East Partners (OEP) RC relayed request from OEP for a representative to be part of the proposed governors' network with the aim of mutual support. This would involve attendance at termly meetings of the group.</p> <p>Action 2: RB to discuss with James Oates (JO) & RC would send further details to RB.</p> <p>b) Governors Fund DM brought a request from Peter Umney-Gray regarding the previously agreed Governor Fund allocation for the EAL (English as an Additional Language) play. Due to insufficient uptake the proposed play cannot proceed. Representatives were asked instead to approve the use of the agreed funding at a reduced amount of £375 (initially £450) to run a drama club for EAL students. Representatives approved the change of use from a play to drama club for EAL.</p> <p>c) Signatories DM raised the matter of signatories for Governors' Fund now that both Patricia Simon and MM had left the AC. PH was a signatory and it was agreed that other representatives present at this meeting should also become signatories for the Governors' Fund account at NatWest bank. Action 3: DM, RB and MB to become signatories.</p>	<p>RB/RC</p> <p>approved</p> <p>agreed</p> <p>DM/RB/MB</p>
14.	<p>Date of next meeting – 12 May 2016.</p> <p>The Chair thanked those present and the meeting closed at 6.03pm.</p>	

ACTION LIST FROM FINANCE & STAFFING COMMITTEE 28 January 2016

No.	Actions	Rep/Staff responsible
1.	To send out sample documentation on review processes for representatives.	MMc
2.	To discuss Oxford East Partners networking request with James Oates (JO) & RC to send further details to RB.	RB/RC
3.	DM, RB and MB to become signatories for Governors' Fund.	DM/RB/MB

Appendix 1:

Appendix A – CPD Evaluation 2014-15



Appendix B – CPD 2014-15 Overview
Appendix C - Confidential filing
Appendix D – SGG Cost Centre Structure
Appendix E – Site Staffing Review
Appendix F - Confidential filing

Appendix 2:

3 items filed as

CONFIDENTIAL Part 2 Minute no. 8 Appendix C DBMAC 20/01/16 Period 4 2015/16

CONFIDENTIAL Part 2 Minute no. 8 Budget update and review

CONFIDENTIAL Part 2 Minute no. 12 Appendix F Proposal information for The Provision of Cleaning Services for SGTG [Revised 12th January 2016]