



**Minutes of St. Gregory the Great Full Academy Committee meeting held on
Thursday 15th October 2015 at 4.00pm in the school**

	<p>Present: Margaret Madden (MM) Foundation/Chair David Forster (DF) Foundation Pita Enriquez Harris (PH) Foundation Khurshid Ahmed (KA) Staff Robert Bennett (RB) Parent Myfanwy Brown (MB) Foundation Dervilla Maher (DM) Foundation Chris Skerry (CS) Staff Marcella McCarthy (MMc) Principal</p>	
	<p>In attendance: Sandra Cromey (SC) Clerk Rodger Caseby (RC) Associate Principal Nick Rose (NR) Associate Principal Marie-Therese Weston (MTW) Associate Principal Hannah Forder-Ball (HFB) Assistant Principal (Primary) Apologies: Patricia Simon (PS) Foundation Steve Jones (SJ) Associate Principal Adrian Rees (AR) Associate Principal</p>	
1.	<p>Welcome, Apologies, Prayer and quorum The Chair welcomed attendees. Apologies were received and accepted. DM and KA would be arriving late to the meeting Prayer: The meeting opened with the school prayer. Quorate: The meeting was quorate and began at 4.13pm.</p>	
2.	<p>Election of the Chair and Vice-Chair MM was elected as Chair and PH was elected as Vice-Chair. Succession planning and Foundation rules regarding Chair (mandatory Catholic requirement) were discussed. MMc reported that the Franciscan Brother Colin could not be a full-time Foundation Representative due to study requirements. Action 1: MM to ask the Brother in charge of Greyfriars Priory whether Brother Colin could be co-opted as an Associate representative.</p> <p><u>Recruitment for Academy Representative</u> (Additional item 15 on revised agenda sent from Chair on 15 October 2015) was discussed. Advert could be placed in School Bulletin. The draft letter from the Principal to parents was discussed. Text would be altered from named Parent representative contacts to a sentence</p>	MM



	giving parents the opportunity to contact the school or to e-mail the Chair at chairsqgtg@dbmac.org.uk Action 2: Clerk to amend letter	Clerk
3.	Declaration of Any Other Urgent Business PH raised Chairs' actions on committees for Terms of Reference (TOR) for delegating ratification of policies.	
4.	Declaration of interests No interests declared for any items on the agenda.	
5.	Approval of Minutes of meeting held on 11th June 2015 Corrections: '1% of' was deleted from Action 9 and initialled by the Chair. The minutes were approved as a correct record of the meeting and signed by the Chair. Confidential minute in relation to item 5 of 11 th June 2015 agenda was also signed.	
6.	Matters arising from minutes of the previous meeting Action 6 c.f. as Action 3: RB to arrange date for learning walk with MMc. HFB ran learning walks every week at times to suit visitors. It was best to have a learning walk with link subject leaders. Action 7: Contracts had been terminated and the computers purchased as replacements. Action 9 c.f. as Action 4: MM to discuss Governors' Fund supplement to Pupil Premium with Kerry Simmonds (KS). Action 10: MTW reported that there had been issues with some staff in relation to the Mindfulness presentation. Action 5: £300.00 from Governors' Fund to pay for one hour presentation for whole school staff (invoice with MMc) was approved. DF requested that a report on the impact of this expenditure be produced. Action 6: MTW to prepare impact report for Finance and Staffing Committee meeting on 19 November 2015. KA joined the meeting at 4.35pm Action 11: MMc reported that there had been a meeting with Education Funding Agency (EFA) today to be followed by a meeting of Chairs on Monday afternoon. Monthly monitoring of the budget would be added to Finance and Staffing (F&S) agenda. Action 7: Clerk to add Monthly budget monitoring to F&S agenda.	RB MM MM MTW Clerk
7.	Review of Terms of Reference (TOR) for Full Academy Committee (Appendix A) DF stated that with regard to staffing, DBMAC was responsible for recruitment of Principals and Vice-Principals, so below the level of Vice-	



	<p>Principal should be added to TOR as delegated to staff. RB stressed that the 3 sets of TOR should be rationalised for communality. MB corrected 3 years to 4 (page x of draft). PH pointed out that there were 10 representatives and not 12 (page x). Action 8: DF to compare TOR for all 3 committees with those of other schools in DBMAC. Action 9: Chairs of committees to harmonise TORs in consultation with the Principal. Subject to redrafting, and comparison by DF (Action 8), the Committee approved the TOR.</p>	<p style="text-align: center;">DF</p> <p style="text-align: center;">RB/PH/MM/MMc</p>
<p>8.</p>	<p>Principal's Report (Appendix B) Highlights included: Late gate – weekly downward trend in lateness</p> <p>Q: RB and MM questioned status of SLT (Senior Leadership Team) review (page 3 of report) and requested an organisational chart. A: MMc was adjusting for change in the line management structure with the four members of the core team managing four departments. Other departments were being grouped in notional Faculties e.g. Maths and computing were coupled together; Design and Technology with Art; Physical Education with Performance Art.</p> <p>Q: TACT team? (Teaching and Learning Culture Team page 3) (MM) A: AR and MMc were working on this to set up coaching triage and lesson observation for teaching and learning so that this could be cascaded through the staff to create a culture of observation. (MMc) Q: How did the isolation unit compare with parking (page 4)? (PH) A: Parking was a cooling off space and short term measure. Isolation was a quiet space for working as an alternative for misdemeanours that would otherwise merit fixed term exclusion. (MMc)</p> <p style="text-align: center;">DM joined the meeting at 4.50pm.</p> <p>Q: How many students could be contained in isolation? (RB) A: The maximum would be 8. Letters were posted to parents informing them of the isolation. (KA) Q: What was the DfE (Department for Education) discussion (page 4)? (RB) A: The conversation was about children, value for money and KS4 resits. The main focus was on teaching and learning (which was not impacted by financial issues). The DfE was revisiting the school on 26th November. (MMc) It was noted that RB was free to attend that day.</p>	



Q: When was the HMI (Her Majesty's Inspectorate) monitoring unit expected post-Ofsted (Office for Standards in Education)? (DF)

A: They were expected but when was unknown as HMI usually arrived the day after letting the school know it was coming. (MMc)

Questions relating to HFB's Primary School Report were taken next.

Q: What were the 'robust whole strategies' to deal with the 3 challenging children (**page 22**)? (PH)

A: Individual high level training was needed for these children and robust strategies were in place to deal with the interventions needed. One child had gone to a specialist school (Northern House). One had complex needs and sensory processing issues requiring holistic provision and one child was awaiting CAHMS (Child and Adolescent Mental Health Services) interview. (HFB)

RB suggested that GP (General Practitioner) push for CAHMS via the school nurse to help expedite interview. This method was in use for CP (Child Protection) cases but for a young child (Year2) it was possible to push for a quicker referral. (HFB)

Q: What had given rise to the LEA (Local Education Authority) discussion on exclusions? (RB)

A: The County Hall was concerned with issues regarding permanent exclusion (PEX) of the most vulnerable and simultaneously most challenging students where there was a dual duty of care of staff and other students. The meeting arose because there had been 3 permanent exclusions of vulnerable students at St. Gregory's which had caused alarm at County Hall. It was clear that County Hall did not have the paperwork relating to these cases at the meeting and that there was a lack of understanding at County Hall about the nature of the catchment area for the school. (MMc and MM)

HFB left the meeting at 5.05pm.

Q: Was there a change of policy with PEX?(RB)

A: No. This dealt with extreme behaviour where pupils were already at the top of the monitoring and intervention process. The school had a low PEX rate (c.1 per year) and of the 3 cases, one was drug-related and the other two were involved in an incident concerning assault where the police were involved. (DM, NR, MM, MMc)

The County was cutting down on provision to a huge extent and the meeting had also been concerned with expressions of interest for a group of special schools to link up together for GAP (Great Aims Programme) –type provision.

Q: Were the research groups (**page 11** para 4) for all pupils or a few? (MM)

A: Students can be tracked on 4Matrix e.g. attendance for vulnerable



	<p>low attenders. Groups can be searched for Pupil Premium (PP) and non-PP in order to identify the vulnerable. (MMc)</p> <p>Q: Were 'Aspirational Families' (page 12 para 2) the families or the children? (MM)</p> <p>A: This was to pull in and involve the families of particular students. (MMc)</p> <p>Q: The Attendance figure was 94.6% (page 7). How did this compare with the national average? (MB)</p> <p>A: 93.8%. The national average used to be 94.8%. (RC)</p> <p>It was highlighted that Eid and holidays taken at the start of term lowered attendance figures. With the latter, pupils could be up to 10 days' late back to school. (MTW)</p> <p>PH reminded the school that fines were £60.00 per child for absences.</p> <p>Q: What group was being looked at in the Persistent absentee graph (page 8)? (PH)</p> <p>A: Absentees were divided into PP and non-PP from the second week of term. Improvement was being tracked. (RC)</p> <p>Q: Why was Year 10 the worst for absences? (MM)</p> <p>A: Overall school attendance was affected by a small number of low attender children. (RC)</p> <p>Q: What explains the below predicted grades (page 10)? (PH)</p> <p>Q: Were the teachers' markings optimistic? (MM)</p> <p>A: Fischer Family Trust (FFT) forecasts for Key Stage (KS) 2 were close but below the predicted grades. There was a lack of exactitude because one teacher had a problem with moderating and marking. (MMc)</p> <p>Q: When was the TLR (Teaching & Learning Responsibility (Payments)) review taking place? (RB)</p> <p>A: AR had spoken to the County about TLRs and the school was at the pre-stage of review which would enable consistency and fairness across departments. TLR 3 were fixed term and should not run on indefinitely. (MMc, RC)</p> <p>Representatives discussed how to link visits with staff presentations at committee meetings. Notice regarding presentations needed to be given to staff and a pro forma template for link visits was being dealt with by AR. RB had done a science link visit with Adam Easton (AE) today.</p> <p>Action 10: MMc to remind AR of link visit template and to invite AE to present at the Curriculum & Achievement (C&A) meeting on 5th November.</p> <p>KA would do a Maths presentation on 3rd December if Goran Lennartsson was not free to do so or Maths could be on 19 November and Religious Education presentation could be held on 3 or 23 December</p> <p>Action 11: Clerk to add Presentation schedule to C&A agenda.</p>	<p>MMc</p> <p>Clerk</p>
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	The Chair recorded thanks to the Principal for the report.	
9.	<p>Approval/Review of School Improvement Plan (SIP) Item deferred to next Curriculum and Achievement Committee meeting. Un-tabled handout on Ofsted comments (Appendix C) and school action plan from Self Evaluation Form (SEF) on School Aspect was distributed by MMc. SIP would emerge from SEF. The bold italics in the first column showed how Ofsted comments had been translated into actions.</p> <p>It was noted that the handout was from a policy <i>live</i> working document and therefore subject to change. Departmental plans would need to dovetail with SIP and SEF, AR was working with departmental leaders so that their plans would be in the same format.</p> <p>Q: What about the budget? (RB) A: The budget had been addressed first and staffing had been the area for cutting back. (MMc)</p> <p>From a governance point of view, it was hard to monitor the SEF and to know that the actions were done. (DF) RC pointed out that it was a live working document with a <i>Monitoring and evaluation</i> column. DF felt that there was a need for a schedule to go through the online document to evidence that the representatives were doing so. Action 12: MMc to send out link for live document to representatives. Action 13: To add monitoring of SIP to Full Academy Committee agendas.</p>	MMc Clerk
10.	<p>Pupil Premium (Appendix D) RC's document showed more green (traffic light alert system) compared with last year's. More generalised strategies were less successful than those with a specific focus so the school would move to interventions based on particular groups and monitor progress of disadvantaged students against similar groups of non-disadvantaged peers as well as whole school figures. Nurture strategies were successful in supporting targets. The Primary breakfast had been extended to Secondary for a term's trial but was not continuing because of the low take-up. There were 'emergency breakfast' packs for those who needed them. Some Aspiration subject areas had a low take-up (e.g. instrumental tuition with three students) but was successful for the students supported. To include a greater number of students, this area could include other extra-curricular opportunities.</p>	



<p>Primary provision was very successful. Partly successful interventions had closed the gap for PP to 11% but the National average was 6%. A recommendation of the External Governance Review was not to provide blanket provision but to be more focused in meeting specific need. In order to monitor this, PP were being defined in 4 groups to aid research and tracking of data: PP + SEND (Special Educational Needs and Disability); PP + Vulnerable; PP + Low attendance; PP + Risk of Exclusion (behaviour/conduct). Mentoring for KS3 had been changed because of low attendance on Wednesdays where pupils who would benefit were absent. Instead of blanket mentoring, support would be for identified pupils within PP groups. Regarding Aspiration, students in Yr9 had been on visits to Russell Group universities and an 'Aim for the Stars' group was under construction for more able children (not just C-D borderline). Q: Why was the SEN group smaller than previously (page 15 of Principal's Report)? (MB) A: This was all under Jo Rose's remit of inclusion and increased flexibility of work with students and earlier interventions for re-integration. There had been some success there. (RC) Q: Why was the gap in attainment smaller in post-16 (compared with the rest of the school and PP)? (PH) A: Smaller numbers were because a lower proportion of PP continued into 6th Form. As 6th Form selected the more able, there was not much of a gap. (RC) RC spoke of resilience where being disadvantaged bred qualities of endurance and aspects of character so that pupils could be successful later in life because they have had to struggle. Q: Why was there a difference in percentage (figures in brackets) in 2014 results between KS3 and the Early Years (EY)? (PH) A: The EY represented <i>one</i> child so the goal had been met. (RC) Some of the indicators used e.g. National curriculum levels at KS3, were now obsolete and would be revisited. RB felt that this would be useful for a presentation on change. MMc was already planning a presentation for staff and parents to which representatives were welcome. Action 14: MMc presentation on new indicators to be agenda item for C&A meeting on 28 April 2016. RC asked representatives if there were any other indicators to measure PP plan e.g. for Primary School, that they wished to have in future. RB would like punctuality, behaviour and attendance data. RC pointed out that PP was for raising aspiration and attainment.</p>	<p style="text-align: center;">MMc</p>
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<p>11.</p>	<p>Budget update This item was deferred to the next F&S meeting.</p> <p>Regarding today's Link visit to Science Department, a chemistry teacher was leaving at the end of term and RB had been told that an advert to replace had not yet been produced. There was no budgetary restriction so this needed to be done.</p>	
<p>12.</p>	<p>Review of Policies <u>Equality</u> – updated copy to be obtained. Action 15: MMc to e-mail policy to representatives for approval at the next meeting (C&A on 5th November). <u>School Nurse Protocol</u> – (RC) This was not yet ready. Responses were being collated from staff. There were adjustments to be made to the protocol e.g. no longer a drop in service because now nurse was full-time on site. There were issues relating to the Local Authorities request concerning the provision of condoms and morning after pill in relation to Catholic teaching. Comments about this would be received at the annual meeting next Thursday morning. DM and MM might attend. Action 16: RC to send protocol to representatives for approval at next FAC meeting (3rd December). <u>Admissions Policy (Appendix E)</u>– (DM) There were two main changes: on page 3, the introduction of criterion number 4 regarding priority for children from the Nursery; on page 3, in relation to the criteria for oversubscription, point 2 had been introduced regarding priority being given to the children of staff.</p> <p style="text-align: center;">DF left the meeting at 6.00pm.</p> <p>PH requested that the formatting of the policy be in the same form as other policy documents. Q: Should the children of staff be a category? (MM) A: Within the category, they were a priority for the right of reception and, in Admissions codes generally (cf. St Joseph's, Thame), this was dealt with in the oversubscription criteria. (DM) It was pointed out the Admissions Committee looked after children in the county as a whole and was rigorous in its legal compliance.</p> <p>There was no process for election of Chair of Admissions in its Terms of Reference (TOR) as the Chair was appointed from the FAC. DM was re-appointed as Chair of Admissions.</p> <p>The Committee agreed the Admissions Policy. DM requested that the policy be taken to Monday's Board meeting for</p>	<p style="text-align: center;">MMc</p> <p style="text-align: center;">RC</p>



	approval.	
13.	<p>Item 14 of the agenda was taken before item 13 to allow observers to depart before matters of governance.</p> <p>Governance</p> <p>(a) Subscription to Governor Services This still seemed not to have been paid. The Clerk had contacted Governor Services and was awaiting reply. MM reported that the subscription to Modern Governor had not yet been renewed.</p> <p>(b) External Review This would be revisited to assess progress made against the Reviewer's recommendations in the December FAC meeting</p> <p>(c) Governor Training <i>Finance training for Maintained Schools – RB (looking for similar specifically on Academies)</i> <i>GP Safeguarding and Child Sexual Exploitation – RB</i> <i>Head teacher appraisal – MM</i> <i>School Performance - MM</i></p> <p>(d) Governors' Fund KA had invoiced MMc for £250.00 subsequent to his request for leaving gifts (Amazon vouchers) for the staff who had left in the summer. The Committee approved the payment.</p> <p>From Action 9 of the FAC minutes for 11th June 2015, RC to identify an aspect of expense for to purchase for PP.</p> <p>Q: Governors' Fund used to receive a percentage from lettings. Was this ongoing? (DM) A: No. This was frozen. (KA, MM). The lettings contract was not yet signed. As the site belonged to the Anglican Diocese, there were restrictions on how the letting of buildings operated i.e. for educational purposes and for use only during the day time. (MMc) MMc suggested that a capped amount be applied to Governors' Funds applications (for discussion at next F&S meeting). PH stated that originally the representatives were responsible for 10% of all capital projects. This did not apply now that the school was an Academy. (MMc) The Parent Staff Association (PSA) had a separate fund. It was noted that representatives do not raise money. This was done only by the PSA.</p>	RC
14.	<p>Health and Safety and Site Management (Appendix F) This item of the agenda was taken before item 13.</p>	



	<p>RB gave an update on a tour of the building with Vicky Davies. He had concerns about how the oversight of the site was dealt with given the lack of a Bursar. Information was stored chaotically in files kept in a store cupboard in the Link Corridor. Someone needed to go through the files which included maintenance schedules. (NR)</p> <p>MMc had spoken with the replacement in the Diocese in charge of buildings (Toni Guest) regarding the roof guarantee for St Gregory's. Q: Was the roof in the contract or not? (MM) A: An architect had been into the school yesterday. The building was constructed by Leadbitter but managed by the architects who were working with Leadbitter to re-survey the building again regarding ingress of water. In relation to snagging, the Anglican Oxford Diocese had already sent a surveyor round as it had responsibilities too for buildings on their site. The rusty beams in the Plant Room should be dealt with under dilapidation payments to the Diocese. (NR) £16k had been set aside in the budget for starting a programme of redecoration. (KA, MMc) MM suggested that Toni Guest be invited in to help create an action plan. Action 17: Copies of contracts to be obtained from architects and Toni Guest. KA volunteered to sort out the files housed in the store cupboard and go through the paperwork on Monday of half-term.</p> <p>RB thought that there was a need for a Sub-Committee to deal with Health and Safety (H&S) and the Site. Action 18: Provisional meeting on premises to be held after half-term before the next meeting on 5th November 2015. The good news was that the Fire Risk assessment from 20 February 2015 was now current although the emergency lighting issue remained to be dealt with. Vicky Davies was obtaining costings. Action 19: New Fire Risk Assessment to be conducted in new year 2016. MTW, NR and RC left the meeting at 6.27pm.</p>	<p>NR/MMc</p> <p>MM</p> <p>RC</p>
<p>15.</p>	<p>Recruitment for Academy Representative Election discussed under item 2 of this agenda.</p> <p>Any Other Urgent Business PH's proposal on Chairs' actions for policies in TORs agreed.</p> <p>Due to the school's current situation, meetings had become lengthy and the Chair checked whether the Committee was o.k. with this. It was</p>	



	<p>agreed not to have a separate committee for the Primary school, but to have slightly longer meetings so that time was taken to discuss this section of the school.</p> <p>The meeting reflected on what difference the committee had made for pupils by today's meeting.</p>	
16.	<p>Date of next meeting – 3rd December 2015</p> <p>The Chair thanked those present and the meeting closed at 6.42pm.</p>	

ACTION LIST

No.	Actions	Responsible
1.	To ask the Brother in charge of Greyfriars Priory whether Brother Colin could be co-opted as an Associate representative.	MM
2.	To amend election letter to parents from Principal and Chair of Representatives	Clerk – done
3.	To contact MMc to arrange date for learning walk (carried forward from Action 6 of 11/6/15)	RB
4.	To discuss Governors' Fund supplement to Pupil Premium with Kerry Simmonds (carried forward from Action 9 of 11/6/15)	MM/KS
5.	£300.00 from Governors' Fund to be paid for Mindfulness presentation (invoice with MMc).	MM
6.	To prepare impact report on Mindfulness Presentation for Finance and Staffing Committee meeting on 19 November 2015.	MTW
7.	To add Monthly budget monitoring to F&S agenda.	Clerk
8.	To compare TOR for all 3 committees with those of other schools in DBMAC.	DF
9.	Chairs of committees to harmonise TORs in consultation with the Principal.	RB/PH/MM/MMc
10.	To remind AR of link visit template and to invite Adam Easton to present at the Curriculum & Achievement meeting on 5th November.	MMc
11.	To add Presentation schedule to C&A agenda.	Clerk
12.	To send out link to live SIP document	MMc – done
13.	To add monitoring of SIP to Full Academy Committee agendas.	Clerk
14.	Presentation on new National Curriculum level indicators (MMc) to be agenda item for C&A meeting on 28 April 2016.	MMc
15.	To e-mail Equality policy to representatives for approval at the next meeting (C&A on 5 November).	MMc
16.	To send School Nurse Protocol to representatives for approval at next FAC meeting (3rd December).	RC
17.	Copies of building contracts to be obtained from architects and Toni Guest. To sort files & documentation relating to premises found in Store Cupboard.	NR/MMc KA
18.	Provisional meeting on premises to be held after half-term before the next meeting on 5th November 2015.	MM
19.	Fire Risk Assessment to be conducted in new year 2016.	RC

Appendix A - Full Academy Committee Terms of Reference

Appendix B - Principal's Report

Appendix C - OFSTED comment/action plans (untabled)

Appendix D - Pupil Premium Analysis 2014-2015

Appendix E - Admissions Policy

Appendix F – Discussion paper on Health and Safety and Site Management at SGTG