



**Minutes of St. Gregory the Great  
Academy Committee meeting held on  
Thursday 8<sup>th</sup> June 2017 at 4.00pm at the school**

	<p><b>Present:</b> Robert Bennett (RB – Chair/Parent), Myfanwy Brown (MB – Vice Chair/Foundation), Gerald Crown (GC Director – Dominic Barberi Multi Academy Company (DBMAC)), Judith Fitzgerald (JF – Parent), Marcella McCarthy (MM – Principal), James Oates (JO – Foundation), Chris Skerry (CS - Staff) and Canon Mervyn Tower (MT- Foundation)</p>	
	<p><b>In attendance:</b> Rodger Caseby (RC - Vice Principal), Hannah Forder–Ball (HFB - Associate Principal), Pita Enriquez Harris (PH – Associate Member), Elizabeth Lutzeier (EL - National Education Leader (NLE)), Dervilla Maher (DM – Associate Member), Georgina Paton (GP – Chief Business/Finance Officer DBMAC), Adrian Rees (AR- Associate Principal) and Kathy Smith (KS - Clerk)</p> <p>The meeting was quorate</p>	
<p><b>1</b></p>	<p><b>Welcome, Prayer, Apologies, Election of Chair</b> RB welcomed everyone and Fr. Mervyn opened the meeting with a prayer. JF nominated and DF had seconded RB for the position of Chair. DF and Fr. Mervyn had checked with Adam Hardy (BES Director) and Fr Veazey of the Diocese that this nomination would be acceptable, given that RB is not a Foundation Representative. Fr. Mervyn confirmed that the nomination is acceptable, provided that the position of Vice Chair is taken from amongst Foundation Academy Committee Representatives (ACR). RB then left the room whilst ACR discussed, accepted his nomination and voted to elect RB as their Chair.</p> <p>RB re-entered the meeting to elect a Vice Chair, MB was proposed by JF and seconded by Fr. Mervyn for the position of Vice Chair. MB left the room whilst ACR discussed, accepted her nomination and elected her as Vice Chair. Both positions were given a term of 12 months. EL, HFB and RC arrived at 4.19pm RB confirmed that Fr. Mervyn would take the ACR lead for Catholicity within the AC.</p> <p><b>Apologies received and accepted:</b> David Forster (DF- Foundation)</p>	
<p><b>2</b></p>	<p><b>Declaration of Any Other Urgent Business</b> RB advised of a meeting due to take place on 12<sup>th</sup> June with Dr. Pike who has been</p>	

	<p>commissioned to carry out a governance review. The review is for the benefit of ACR who should take the opportunity to ask questions and raise issues as necessary. ACR <b>agreed</b> that both DM and PH who have been governors at this school for many years and have a wealth of knowledge and experience should meet with Dr. Pike and then keep ACR informed of progress. ACRs <b>agreed</b> to take Terms of reference for NLE under Any Other Business</p>	<b>DM/PH</b>
<b>3</b>	<p><b>Declaration of Business/Pecuniary Interest</b> There were no declarations declared in any item on the agenda</p>	
<b>4</b>	<p><b>Approval of Minutes and Confidential Minute from last meetings held on 9<sup>th</sup> March and 30<sup>th</sup> March 2017</b> The minutes and Confidential Minutes of the meetings held on 9<sup>th</sup> and 30<sup>th</sup> March 2017 were <b>agreed</b> as a correct record of the meetings, signed by the Chair and filed.</p>	
<b>5</b>	<p><b>Matters Arising from previous minutes</b> <u>9<sup>th</sup> March 2017</u></p> <p><b>MM's heavy workload</b> – PH advised that she had drafted the letter, however, the Ofsted inspection took place very quickly after the last meeting and events were then overtaken, thus the letter was not sent. GC confirmed that DF had raised the issue at a DBMAC meeting to inform Directors of the situation. ACR discussed whether a letter should still go forward to the diocese and <b>agreed</b> that given that the issue was raised well before the Ofsted Inspection and is well documented, a letter should be sent copying in Directors of the DBMAC; RB will draft the letter. ACR <b>agreed</b> that the email correspondence dated between 30<sup>th</sup> April and 2<sup>nd</sup> May 2017 discussing the letter should be included and appendixed to the end of these minutes.</p> <p><b>Review Maternity Cover Insurance</b> – GP advised that insurance cover for maternity leave is extremely high, therefore, she had doubled maternity provision in the budget.</p> <p><b>Exclusions listed within the monitoring report</b> – MM confirmed that student exclusion is monitored on a weekly basis by the Senior Leadership Team (SLT), further details are available within the Principal's Report. ACR requested figures for internal isolation, EL explained that criteria for isolation and detention are expected to change and will be implemented at the start of the new academic year. RC added that the bar will be raised and the criteria for sanction expanded, and advised that he is collating figures for behaviour by type of incident, location, subject area and time of day for a more thorough analysis of behaviour; ACR requested an anonymised list of that data.</p> <p>ACR asked HFB how poor behaviour is measured in the primary school. HFB explained that low level behaviour is dealt with at a classroom level and not formally recorded as in the secondary school, high level challenging behaviour can lead to exclusion or for staff to progress to an Education Health Care Plan (EHCP). GC</p>	<p><b>RB</b></p> <p><b>RC</b></p>

	<p>advised that the DBMAC Audit Committee is exploring a process of standardising reporting across all areas for all schools. HFB reported on the current google form that St Gregory's primary school uses, stating that it is appropriate for primary behaviour and could be shared across the MAC. RC confirmed that the number of behavioural incidents are down by 20% in comparison to this same period last year. MM explained that the flow chart discussed at the previous meeting for parents to understand the behaviour sanction process pre-dates the current system, so a new one is in draft.</p> <p>The following reports based on 'To observe new procedures for managing behaviour' Had been previously circulated to ACR:</p> <ol style="list-style-type: none"> <li>1. JF and JO accompanied by AR and MM, completed a Learning Walk, visiting Newman building, DT, Humanities, Maths, Science, MFL, Isolation on 11.05.17</li> <li>2. DM accompanied by EL and PH accompanied by MM, completed separate Learning Walk visiting Maths, Science and MFL and After School Detention on 3<sup>rd</sup> May 2017</li> </ol> <p>All other actions were either included on the agenda for further discussion or had been completed.</p> <p>There were no matters arising from the Confidential Minutes.</p>	
6	<p><b>Principal's Report</b>  <b><u>Post Ofsted Action Plan Update</u></b></p> <p>The 'Post Ofsted Action Plan had been previously circulated to all ACR. MM distributed the 'Principal's report to Academy Representatives June 2017' to those present. MM advised that her report focused on the Post Ofsted Action Plan (POAP); a parents' meeting has been scheduled for 14<sup>th</sup> June 2017 to go through the action that school is facing, and to present a strategy for taking the school forward. MM confirmed an increase in ACR visits to 'monitor behaviour and well-being of students', which had been very welcome, and confirmed that arrangements to visit the school should be made through Rosemary Gelder her PA.</p> <p>MM explained that the POAP had been agreed by ACR and the DBMAC with further support from the NLE. The POAP had been based on key points raised as recommendations within the Ofsted Report, with Behaviour and Safeguarding remaining high priorities. HFB confirmed that as 'Designated Officer' (DO) systems she is setting up are increasing capacity, and she confirmed that she had trained lead members of staff in Key Stages 3,4 and 5 as Deputy Designated Safeguarding Lead (DSL) Officers to share the load and support her.</p> <p>MM confirmed that the Home School Link Worker (HSLW) will be moving to Our Lady's to take up a HSLW post there; the school will not be replacing her. ACR questioned what would happen to the work she carried out. HFB explained that the pastoral managers would share the case load previously carried by the HSLW, and</p>	

regular weekly meetings are now held between HFB/MM and these pastoral managers to look back over the past week and look forward to the next week.

ACR questioned whether the demise of the HSLW post is a loss to the school. MM confirmed that the work is still being undertaken. ACR asked whether the pastoral managers now have an increased workload, MM advised that there had been an alteration to the way in which they work and a re-distribution of their workload; MM assured ACR that the school is not removing what it can offer to families, but utilising skills not previously used. ACR asked if this restructure is contributing to the budget savings necessary to present a balanced budget. MM confirmed that the primary reason for these alterations was not to save money, an adjustment to the duplication of jobs was necessary to rationalise posts. RB confirmed that he had met with HFB (DO) and will be present for the Safeguarding Audit scheduled for September 2017.

RB

MM confirmed that new guidelines with regard to 'reduced timetables' had been produced by the Local Authority (LA). Ofsted had picked up on these as a potential safeguarding risk, thus, all reduced timetables in place had now been reviewed. MM advised that there were around 30, there are now 13 in place. ACR noted that as a result of some of these students returning to mainstream there had been an increase in behavioural incidents. ACR asked if there were any outstanding inappropriate timetables still in place, MM confirmed that all reduced timetables will have been reviewed by the end of this term, personalised programmes are also reducing, staff are monitoring the impact of these measures as an ongoing process. ACR questioned the process if a problem between a tutor and a student was identified and what action would be taken. MM stated that restorative justice would be the process, and in exceptional circumstances possibly moving the student away from that tutor. ACR noted that confrontation between student and teacher can be a good life skill for later in life as students commence their working lives.

### **Behaviour**

MM confirmed that new protocols of 'ready respectful safe' had been introduced to staff at Inset day and implemented with the 'fresh start' additional staff inset day, at which some ACR attended. An introduction to the new protocols was then held with students through assemblies, tutorial discussions and group work. MM explained that sanctions for not adhering to the protocols had been simplified and students now know that there is a consequence for inappropriate behaviour. MM confirmed that the locked gate has identified many students as latecomers and this has become the main reason for detention.

ACR questioned how the protocols are working in practice and what impact they are having. MM confirmed that there are currently a large number of detentions taking place, these are being logged, tracked, monitored and evaluated. There are trends of some students finding themselves in detention on more than one occasion. A refusal to follow an instruction from a teacher is a concern, it is the Number 1 factor in detentions. EL commented that she had seen low level disruption in a class today, however, the protocols are at an early stage and staff had been accepting of poor

behaviour in the past. MM advised that the system is working well and is proving effective in most cases.

### **Anti-Bullying**

Anti-bullying had been highlighted in the Ofsted Report, systems have been put in place to address this. Pastoral Leaders have evaluated the 'Oxfordshire' protocol and are using a version of this to provide a 'script' for all staff to use to provide a consistent approach across the school. The Mediation stations are manned at break and lunchtime and have proved useful for Year 7 in particular, impacting directly on lesson attendance and providing a specific time for a student to access pastoral staff. Staff also have 'walkie talkies' and wear blue reflective jackets, thus they are very visible to students. The high level of SLT visible within the school grounds is proving effective in the prevention of incidents occurring.

### **Curriculum and Staffing**

MM confirmed that a number of staff are leaving, Khursh Ahmed (Head of Behaviour and Maths teacher) had left as have three teachers from the same department, including the head of Maths. MM is looking for a Maths Consultant to support new staff in that department and seeking funding for that. ACR questioned the teacher student ratio if not all teachers are being replaced, MM explained that given that student numbers are decreasing, there is no requirement to replace all teachers who are leaving.

MM advised that AR has led on recruitment and has recruited an experienced Head of Science and a new member of SLT with responsibility for Catholic Life and positive behaviour.

### **Attendance**

MM confirmed that there had been a peak in attendance following the 'fresh start' implementation, also some students who were non attendees on a regular basis had left the school. ACR noted that Fixed Term Exclusions had risen following the clamp down on poor behaviour, however, that is expected to reduce as the behaviour protocols are embedded.

### **POAP**

EL confirmed that she is working 2 days a week and not 3 as suggested. The priority for safeguarding and behaviour had already been thoroughly discussed earlier in the meeting. ACR asked what is happening to the role of 'Executive Principal' and 'Accounting Officer', noting that Ofsted had stated that MM should not be the Accounting Officer. GC confirmed that the DBMAC are working on this to identify funding required and from where. GC advised that by the start of the new academic year, MM should be relieved of the role of Accounting Officer, the Directors have recognised the burden on MM and are currently attempting to resolve that issue.

### **Support for Staff**

MM confirmed that feedback from teaching staff is that SLT are more visible and they feel better supported. ACR asked about staff morale, CS confirmed that it is

	<p>improving.</p> <p><b><u>Section 48 Report</u></b> MM reported that a new member of SLT with responsibility for Catholic Life will focus on that role with a view to moving the judgement set rapidly upwards.</p> <p><b><u>Changes to EAL Department</u></b> MM reported EL had tracked staff absence which had reduced following the implementation of 'fresh start'. MM advised that she had been made aware of misinformation being fed to parents and staff with regard to the EAL Department closing; MM stated categorically that it will not close. MM confirmed that the staff survey had contained some inappropriately leading questions. MM explained that EAL students had in some cases been following a less appropriate and challenging curriculum and taking an English exam qualification which is not accepted by universities, parents had raised concerns over this.</p> <p>MM confirmed that staff had raised the closure of the EAL Department. Staff were assured that EAL does need support. ACR noted that fixed timetabling and taking EAL students out of lessons was not effective. RB will draft a letter stating to parents and staff assuring them that they had been misinformed over its closure. ACR thanked MM for her report.</p>	<b>RB</b>
<b>7</b>	<p><b><u>Approval of Budget 2017/18</u></b> The following reports had been previously circulated to ACR.</p> <ul style="list-style-type: none"> <li>• Upgraded Working Budget – as of 7 June 2017</li> <li>• Upgraded Working Budget low sixth form numbers as of 7 June 2017</li> <li>• Report generated by FPS Web:08 06 2017: Georgina Paton</li> </ul> <p>ACR noted that the budget had been discussed in depth at the Finance and Staffing meetings of 11<sup>th</sup> and 25<sup>th</sup> May 2017, at which a deficit of £146K was confirmed. Following the meeting on 25<sup>th</sup> May, GP had carried out further work to be in a position to present a balanced budget to this committee. GP advised ACR that the fall in sixth form numbers was a major contributory factor to the deficit, and even if the school makes rapid progress, student numbers will take a few years to pick up. GP had therefore based this year and future budget on low admission numbers.</p> <p>ACR questioned whether the Pupil Admission Number (PAN) should be changed. GP advised that it was not necessary, given that the primary school continues to be full, there has been a decline in numbers for Years 7 -11 and sixth form.</p> <p><b><u>Upgraded Working Budget</u></b> A review of Educational Support Staff to be carried out by EL, leading to possible redeployment of staff from the secondary school to vacancies in the primary school</p> <p>GP advised that savings made from the actions below should cover the £146K deficit</p>	<b>EL</b>

<p>and leave the school with a surplus of around £23K:</p> <p>1. Review of other staff – excluding Finance who have already been reviewed Outsourcing catering</p> <p>ACR noted that as student numbers decrease in the secondary but rise in the primary school, the impact overall on teaching staff is likely to be a loss of 3.6 Fte teaching staff across the school.</p> <p>GP advised that the repayment loan may be re-negotiated to allow St Gregory to repay with two equal instalments of £175K over the next two years, providing there is a plan to generate a surplus going forward to rebuild its reserves and enable primary schools to access their reserves.</p> <p>ACR questioned the number going into the sixth form in September 2017, AR confirmed the figures as around 90, the same as the previous year. ACR discussed formulating a recruitment and marketing plan to increase both Year 7 intake and sixth form numbers, for SLT to persuade Year 11 students to stay on to sixth form this year, to review how the open evening could be expanded for recruiting students.</p> <p>GP advised that staffing costs should be around 72-75% as opposed to the current 80%, using the James Cowper Kreston Benchmark figures. ACR discussed the deployment of Teaching Assistants (TA) and their impact on raising attainment. EL referred ACR to the Sutton Trust and ‘Teaching Assistants – A guide to good practice (Oxford School Improvement (OSI), which details interventions and their impact. EL will forward the link to KS for circulation to all ACR. HFB advised that all her teaching staff were qualified, and that the ratio for teacher per student decreases as students move through the Key Stages. HFB confirmed that she uses the data supplied by the Sutton Trust in the primary school.</p> <p>ACR noted that recruiting students is essential against a reduction in staff to meet a 75% staffing target. EL gave some data from the DfE indicating that St Gregory employs more TA than similar schools. However, it is not clear if the data refers to an all through school and numbers of TA deployed in the Nursery would skew the total figures for the whole school. ACR noted that an IT Manager across the DBMAC had been appointed and will commence in July; this should save all schools some funding if IT is improved and reduces administrative hours. PH left the meeting at 6.28pm. AR and EL left the meeting at 6.30pm.</p> <p>A number of actions came from the discussion, listed below:  TA should be appropriately deployed – part of the support staff review  The website requires improvement - MM  Catering should be outsourced – GP  Priority areas identified within the POAP should be budgeted for - GP  The repayment loan should be re-negotiated - EL/MM</p>	<p>MM/RB/RC</p> <p>EL/KS</p> <p>EL MM GP GP EL/MM</p>
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8.	<p><b>Management Accounts for Current Year</b> ACR <b>agreed</b> to defer this item to the next Finance and Staffing Sub Committee meeting, due to the lack of time to prepare current management accounts as GP has been working with considerable constraints due to the loss of staff in the Finance Department. RB will meet with GP before the end of term to review the current year management accounts.</p>	<p>Finance and Staffing Sub Committee  <b>GP/RB</b></p>
9.	<p><b>Safeguarding Update</b> MM confirmed that the Safeguarding Audit due to take place this week had been postponed due to the illness of the Local Authority Officer due to carry out the audit, however, staff know what to work on and will continue to improve the systems and processes they are engaged in.</p> <p>MM advised that the school is using an online system to capture relevant data. GC suggested that the system may be rolled out for all schools within the DBMAC if proved useful. HFB added that the primaries could use google documents, which is adequate for their requirements, although if all schools used the online system then they would qualify for a reduction in subscription. ACR asked if the data can communicate in all schools across the DBMAC, HFB confirmed that it could share data and run reports.</p> <p>HFB informed ACR of significant safeguarding incidents occurring at St Gregory's and in the local community. HFB confirmed that a student from St Gregory's is being held in police custody for involvement in a very serious crime; HFB is also liaising with the police with regard to drug exploitation. HFB advised that the police would like to trial a knife arch at St Gregory's for a specified period. ACR acknowledged and advised that this is an operational decision and communication with students and parents would need to be well managed. ACR asked who would progress that action, and requested that the Academy Committee should be kept informed. GC advised that Directors of the DBMAC should also be informed. HFB stated that she would be busy next week with the phonics test for Year 1, hopefully she could draft a summary indicating what support she required and reasons for choosing this route. HFB reported that the police are willing to hold workshops for parents, and have scheduled one for staff and governors in September.</p> <p>ACR questioned the number of students HFB felt had been targeted for exploitation, HFB confirmed the number as 30. HFB advised that the police are also willing to come into school to work with at risk students and those already involved. HFB explained that she is still working with police with regard to sex exploitation and has built up a good working relationship with Thames Valley Police. ACR were concerned that HFB's workload would be too high and asked her how she was currently managing that. HFB confirmed that she delegates well, has very supportive staff and had recently restructured to build capacity within the school and local community. ACR asked if HFB had enough funding, she replied that she had good support from Dr. Barnardos and had also trained the KS3,4 and 5 Leads to become</p>	<p><b>HFB</b></p>

	<p>DSL. ACR asked HFB to prepare a report summarising her work and impact. JF left the meeting at 6.46pm.</p> <p>ACR asked if there were any behaviour links to those 30 students, HFB advised that not for all, but the negativity emanating from those students had helped to identify that they were under pressure, staff wish to get to a point where they can prevent incidents in the first instance. HFB praised the pastoral managers in their attitude and approach to changing the way they worked, their commitment and strength as a team. ACR thanked HFB for her verbal presentation.</p>	<b>HFB</b>
<b>10</b>	<p><b>Behaviour report</b> There was nothing further to report under this item, which had been previously discussed under the Principal's Report.</p>	
<b>11</b>	<p><b>Pupil Premium Report</b> The following reports had been previously circulated to ACR:</p> <ul style="list-style-type: none"> <li>i) Academy Representative Link Visit – JF/RB 24.11.16</li> <li>ii) Pupil Premium Governor Link Visit – Rob Bennett 18.5.17</li> <li>iii) Pupil Premium Plan 2015-2016 – evaluation October 2016, Updated May 2017</li> <li>iv) Use of Oxford City Council Cultural Grant 2016-17</li> </ul> <p>RC explained that following the Ofsted Inspection, which had criticised the lack of data supporting the evaluation of the Pupil Premium Programme 2015/16, he had updated the report which had been previously circulated to ACR. RC advised that he had evaluated the programme in October 2016, and had since updated the report and filled in the data gaps. RC added that he did not feel that this updated evaluation required a change to the actions implemented for the current 2016/2017 plan but did strengthen the case for some changes.</p> <p>RC explained that the transitional year of KS3 assessment had made it difficult to assess progress in Maths and English, which had opted to start the new GCSE courses early. The predictions for GCSE based on the end of KS3 data now seem overly optimistic, especially in Maths. RC confirmed that now the new KS3 assessment had been rolled out, it is much easier to monitor student progress.</p> <p>RC reported that figures for the progress of disadvantaged pupils in Maths indicate that the way they had been supported in Maths (extra set and HLTA) had not been effective. The model for supporting literacy (small group withdrawal targeted at younger pupils) had been more effective, as had different methods of grouping in other core subjects. With the appointment of a new Head of Maths, staff continued with the existing system this year, but recognised that change is needed.</p> <p>ACR noted that staff need to monitor the impact of interventions with vulnerable pupils more effectively, and to focus on strategies to tackle poor attendance. RC advised that poor attendance is probably the major inhibitor to the progress of disadvantaged students (and a pattern that is continuing this year). RC added that</p>	

	<p>support clearly pays dividends for 16-19 pupils in terms of both academic and (to a lesser extent) vocational courses, and in progression to education, employment and training, which is much better than the national average. We need to work on mirroring this success at KS4 by adopting best practice.</p> <p>ACR questioned how staff generate an initiative, RC advised that the Sutton Trust publishes a raft of interventions which are commonly used. ACR asked whether TA carry out specific tasks or are they allocated to specific students. RC explained that much depends on how a TA is deployed and how qualified they are, they are not utilised as general assistants.</p> <p>ACR asked what staff would learn from a Pupil Premium review, RB reported that he had visited the school several times and now has a clearer idea of that evaluation, changes made and combining strands. RC confirmed that staff would focus on the interventions that worked well and provided the highest impact. ACR asked how they would know that interventions had impacted. RC stated that clearer progress impact measures would be defined for 2016/17 including: additional focus on attendance would be evidenced by improved attendance, roll out of Duddle KS3 measures should provide improved tracking of student progress, review provision and monitoring to ascertain whether targets are being met and earlier identification of disadvantaged students would all contribute to impact. RC added that EL had advised that the success criteria in the next plan (2017/18) should be more quantitative. ACR thanked RC for his report.</p>	
<b>12</b>	<p><b>Communications and Website</b> MM confirmed that the website would be revamped over the summer break. ACR asked if it would be available during August when results are due out, MM confirmed that the work has been timed in order to prioritise this.</p>	
<b>13</b>	<p><b>Approval/Review of policies</b> There were no policies for approval or review at this meeting.</p>	
<b>14</b>	<p><b>Governance</b> <b>Sub Committee Reports:</b> The draft minutes of the Finance and Staffing Sub Committee meeting held on 11th May had been previously circulated to all ACR. The draft minutes of the Finance and Staffing Sub Committee meeting held on 25<sup>th</sup> May 2017 would be circulated shortly.</p> <p>The draft minutes of the Curriculum and Achievement Sub Committee meeting held on 4<sup>th</sup> May 2017 had been previously circulated to all ACR.</p> <p><b>Academy Reps Vacancies</b> ACR are aware that there are still Foundation, Parent and Staff vacancies to fill. A skills audit questionnaire has been distributed to all ACR and Associate Representatives for completion. ACR noted that once analysed there will be a better idea of skills and experience gaps.</p>	<p><b>KS</b></p> <p><b>All ACR</b></p>

	<p><b>Academy Reps Training – any since last time</b> The following courses had been completed:</p> <ul style="list-style-type: none"> <li>• Channel General Awareness module (18/4/2016) – James Oates</li> <li>• Prevent e-learning training course – had been completed by RB, JO and PH and their certificates given to KS for filing in the Governor File.</li> </ul> <p>RB advised that all ACR are required to complete the Prevent training and forward their certificates to KS.</p> <p><b>Governors’ Fund</b> – ACR <b>agreed</b> to set up a new account with new signatories: JF, JO, MB and RB. Funds currently within the Governors’ Fund would be transferred to the new account. In the meantime, ACR <b>agreed</b> that Margaret Madden (former ACR) who is still a signatory could countersign two cheques, one to transfer the balance and one for £500 for Sarah Kallay to pay for materials for the Year 5 advanced skills workshop as <b>agreed</b> on 9<sup>th</sup> March 2017; DM will action.</p>	<p><b>All ACR</b></p> <p><b>DM</b></p>
15	<p><b>Any Other Urgent Business (Chair must be notified in advance)</b> Terms of Reference for NLE – ACR asked where the terms of reference are, and sought clarification with regard to the remit of the NLE for this school. MM advised that improving is an issue of capacity rather than capability. ACR raised concern that they are responsible for decisions made but not able to make those decisions, the role requires clarification, who is the NLE accountable?</p> <p>GC confirmed that EL would be appointed as Executive Principal, but not Accounting Officer. The Accounting Officer will be appointed on a one day per week basis, and employed by the DBMAC. ACR requested clearer job descriptions for the roles of Executive Principal and Accounting Officer. ACR also required clarification with regard to the relationship between the Executive Principal and the Academy Committee. ACR acknowledged that the first priority is to ensure St Gregory’s begins the road to improvement. GC will take that back to the DBMAC.</p> <p><b>SEND</b> – SEND Department Link Visit Report – Dervilla Maher 22 February 2017, had been previously circulated to all ACR and deferred from the last Academy Committee meeting. MM advised that there are some inaccuracies within the report. DM reported that Sarah Kallay (SK), previously Assistant SENCO had now been promoted to the role of SENCO. However, the role had previously been full time and SK has undertaken the role alongside 30 teaching hours per week. MM confirmed that SK’s teaching timetable was not as reported, and would further reduce next term and stated that SK is not the only individual working with SEND. MM explained the national formula used for working out the hours for a SENCO. There is a separate SENCO currently working 2.5 days per week in the primary school, which will increase to full time in September.</p> <p>DM advised that she asked how the SEND budget was spent, and how each</p>	<p><b>GC</b></p> <p><b>GC</b></p>

	<p>individual child's funding is allocated, and then spoke to GP. GP had informed DM that the school spends more on inclusion than they receive in funding, GP is currently working on a report which will identify where, how and on what the funding is spent. DM confirmed that LAG spending also impacts on SEND. DM is also keen to follow up on the current level of CPD on offer to SEND staff. ACR questioned how SEND students are initially identified, whether staff are updated on changing needs of students. MM confirmed that students are identified as part of induction and mentoring and their profiles regularly updated. ACR thanked DM for her report.</p>	
<p><b>16</b></p>	<p><b>Date of next meeting</b>                  Academy Committee – TBC                  Finance and Staffing – TBC                  Curriculum and Achievement Sub Committee -TBC</p> <p>All meetings will start at 4pm</p> <p>The meeting ended at 7.35pm</p>	

KS 11<sup>th</sup> June 2017

**ACTION LIST FROM ACADEMY COMMITTEE MEETING ON 8<sup>TH</sup> JUNE 2017**

<b>No.</b>	<b>Actions</b>	<b>Point</b>	<b>Rep/Staff responsible</b>
1.	DM and PH to meet with Dr. Pike re: governance review		<b>DM/PH</b>
2.	Draft a letter re: MM's heavy workload		<b>RB</b>
3.	Provide an anonymised list of of collated data regarding incidents of behaviour		<b>RC</b>
4.	Attend Safeguarding Audit in September 2017		<b>RB</b>
5.	Draft letter to parents assuring them that EAL Department is not closing		<b>RB</b>
6.	Carry out review of support staff		<b>EL</b>
7.	Email Sutton Trust and TA report to KS to circulate to ACR		<b>EL/KS</b>
8.	Responsibility for Improving website		<b>MM</b>
9.	Obtain quotes for outsourcing catering		<b>GP</b>
10.	Increase premises budget to similar level as other schools		<b>GP</b>
11.	Re-negotiate the repayment loan with EFA		<b>EL/MM</b>
12.	Defer Management Accounts for Current Year to Finance and Staffing Sub Committee		<b>KS/RB</b>
13.	Produce a summary indicating support required for Primary School Lead		<b>HFB</b>
14.	Circulate Finance draft minutes of 25 <sup>th</sup> May		<b>KS</b>
15.	Complete skills audit		<b>All ACR</b>
16.	Complete PREVENT training		<b>All ACR</b>
17.	Organise set up of new Governor Fund and arranged cheques in line with decisions made		<b>DM</b>
18.	Provide job descriptions for Executive Principal and Accounting Officer, and remit of NLE		<b>GC</b>
19.	Review Open evening and formulate marketing recruitment plan		<b>RB/RC/MM</b>

**APPENDIX 1:**

**Letter re: Principal's workload**

Email discussion between ACR dated 30<sup>th</sup> April to 2<sup>nd</sup> May 2017