



**Minutes of St. Gregory the Great School
Full Academy Committee (FAC) meeting held on
Thursday 16th November at 4.00pm in the school**

	<p>Present: Sam Adams (SA – Staff), Robert Bennett (RB – Chair/Parent), Judith Fitzgerald (JF – Foundation), Marcella McCarthy (MM – Principal), James Oates (JO – Foundation) and Canon Mervyn Tower (MT- Foundation)</p>	
	<p>In attendance: Rodger Caseby (RC - Vice Principal), Elizabeth Lutzeier (EL - National Leader of Education (NLE)), Dervilla Maher (DM – Associate Member), Kathy Smith (KS - Clerk) Adrian Rees (AR- Associate Principal) and Sean Tucker (ST - Associate Principal)</p> <p>Apologies: Hannah Forder–Ball (HFB - Staff), Myfanwy Brown (MB – Vice Chair/Foundation) and Pita Enriquez Harris (PH – Associate Member),</p>	
1	<p>Welcome, Prayer, Apologies and Quroum MT led prayer and RB welcomed everyone to the meeting.</p> <p>The meeting was quorate</p>	
2	<p>Declaration of urgent Any Other Business MM advised that her Principal’s Report had not been included on the agenda, copies were made available at the meeting and will be circulated following the meeting. MM informed Academy Committee Representatives (ACR) that Directors of the Dominic Barberi Multi Academy Company (DBMAC) had sent a template for Principal’s report to all schools within the DBMAC. ACR agreed to take this item under Any Other Business and to ensure it is included on the agenda in future.</p> <p>ACR agreed to take approval of the Admissions Policy under matters arising and Governors’ Fund Policy under Any Other Business. ACR agreed to take Post Ofsted Action Plan and Support Staff review following matters arising.</p>	<p>MM</p> <p>KS</p>
3	<p>Declaration of Business/Pecuniary Interests There were no Business or pecuniary declarations declared in any item on the agenda.</p>	
4	<p>Approval of Minutes from Last Meeting held on 28th September 2017 Page 1 under Welcome, final sentence – SA confirmed that he works for the</p>	

	<p>DBMAC for 3 days a week and the other 2 for St Gregory's. Page 4, Finance and Staffing Sub Committee – 'RC' was deleted. Page 5 second paragraph, final sentence – '(DF)' was replaced with '(DBMAC)'. Page 6 fourth paragraph, first sentence – 'pleased' was inserted after 'were' and following 'to'. Subject to the amendments, the minutes were agreed as a correct record of the meeting, signed by the Chair and filed.</p>	
<p>5</p>	<p>Matters Arising from previous minutes Agenda item 15 and 16 had not been taken. Admissions: 'Admission Arrangements for the academic year 2018/2019' had been previously circulated to all ACR. DM explained that the Admissions Sub Committee are recommending the policy for approval, subject to the following amendment for Entry requirements at Key Stage 5.</p> <p>Entry Requirements was deleted and replaced in its entirety with the following:</p> <p>'For entry to Level 3 courses students are required to have a minimum of 5 grade 9-5 passes at GCSE, including Maths and English, with a grade 6 in subjects relevant to those they wish to study at A Level.</p> <p>For entry to Level 2 courses students are required to have a minimum of 6 grade 9-1 passes at GCSE, including Maths and English, with a grade 3 in chosen subjects.'</p> <p>ACR approved the policy and directed DM to ensure that it goes forward to the DBMAC for determination and consultation to the wider community via the Local Authority (LA) website.</p> <p>MM informed ACR of the school's decision with regard to 'In year transfers', advising that the school has closed KS3 and 4 admissions, and will only take students newly arrived in the county without a place at another school; given the vulnerability of the school at present. ACR questioned whether that statement had been discussed with the LA, MM confirmed that the LA had accepted it as a temporary arrangement</p> <p>Update on staffing structure – EL advised that GP had given her details of 2 through schools for benchmarking against. RB informed ACR that he had contacted David Forster and Paul Morrissey, both DBMAC Directors, to clarify the status of the support review and confirmed that it was a fact finding review rather than a cost cutting one.</p> <p>Whole School CPD – EL confirmed this had not yet happened.</p> <p>Update on Catholic Life – MT reported that he had met with ST and they are currently waiting for the Inspection report from the last inspection.</p>	<p>DM</p> <p>EL</p>

	<p>Review of GSCE and A level results – AR reported that he had submitted a similar commentary to the previous 2 years, given that nothing extra had been requested. A late request came in to provide extra data, however, he was unable to satisfy that request at that time. RB confirmed that AR had presented further data to the Curriculum and Achievement Sub Committee. AR and JO will meet to discuss how ACR can navigate the present format, rather than ask staff to produce another report.</p> <p>Safeguarding Training – MT had completed PREVENT training and will forward his certificate to KS for filing.</p>	<p>AR/JO</p> <p>MT</p>
<p>6</p>	<p>Post Ofsted Action Plan (EL)</p> <p>EL reported back on feedback received following a recent HMI visit, stating that there were two main issues:</p> <ul style="list-style-type: none"> i) the pace of change was not quick enough, and ii) behaviour was not being tackled fast enough, allowing other students to damage other students' life chances. <p>ACR recognised that the school had focused on safeguarding, which is now looking good, to the detriment of other issues. EL stated that it was her fault that Teaching and Learning had not moved quickly enough and she is now focussing on it more. ACR acknowledged that they were aware of 51 students whose poor behaviour had been Rag Rated, and asked which of them are likely to be excluded at some point, and what is happening to the others. RC advised that the groups were RAG rated with 10 at Red, 20 at Amber and 20 at Green. Those at Green should be dealt with through classroom strategies and interventions, with extra training for staff, while the Red and Amber students are all planned to be on a programme to try and turn them all around.</p> <p>EL confirmed that change had taken place in the last few months, explaining that during May of this year corridors were cluttered with students hanging around, this is not the case today. ACR noted that EL had predicted a number of permanent exclusions would take place in the new academic year, however, only a few had taken place. EL stated that ACR may be anxious that the LA would push back on their judgements if students went to appeal, but they should not let that hinder the school trying to sort the problem. JF advised that ACR have to adhere to the procedures. EL reported that there was little doubt that a 'core' of students had behaved and disrupted classes persistently for a long time, and although it is important that we recognise young carers or vulnerable students, it does not excuse poor behaviour and the school should not tolerate it. MM advised that in order to exclude a student for persistent disruptive behaviour it is important to be able to demonstrate that the school has attempted to meet those students' needs, documentation is now much clearer and practises had improved. EL explained that the school still tolerates a level of behaviour that it should not and these students are seriously damaging their peers and staff.</p>	

MT asked how quickly the school should improve, EL stated that the DfE are not identifying any major issues, the school has improved just not as fast as the DfE would like to see.

EL confirmed that the Senior Leadership Team (SLT) are identifying both good and poor teaching, and noted that homework marking is poor. ACR recognised that whilst SLT are chasing students behaving badly, they are unavailable to address underperformance within both staff and students. RB asked if there is a lack of consistency amongst staff tackling behaviour and would the SEND review scheduled for 5th December identify any weaknesses. EL confirmed that there is huge inconsistency in how school policies are followed on a daily basis within school departments. EL advised that another inconsistency had surfaced, whereby not all staff had ensured that student targets were written in their planners. RC advised that SLT and Directors of learning are working to check each year group to ensure targets are written down clearly. ACR asked why this had not happened. EL confirmed that SLT are busy chasing students behaving badly, and it's taking their time. EL commented that Behaviour remains the priority.

ACR then asked what evidence is there to indicate improvement in this area, EL stated that before poor behaviour was prioritised, corridors were full of students, now they are clear, students are in class. EL stated that SLT are doing an excellent job during breaks and lunch periods in ensuring good behaviour, but we are not seeing Heads of Department sweeping up, that issue had now been identified and SLT will be working with Heads to empower them to do more. RB asked how and when that would happen, EL stated that actions are included within an empowerment plan.

ACR noted that during the DfE visit, Heads of Department did make an effort, however, their expectation appears to be that SLT will pick up behaviour issues, it is frustrating that teachers call on SLT before going to their Head of Department. EL advised SLT are now exploring different aspects from the Ofsted criteria to improve teaching and learning. RC stated that Subject leaders should also take on more monitoring. EL advised that Heads of Year (Directors of Learning) should know their staff and students. JO will meet up with EL to carry out a walkabout and look at evidence of poor behaviour.

RC confirmed that Paul Wileman had put a spreadsheet together containing information with regard to individual staff characteristics and lesson monitoring, it will indicate who the good and better teachers are and evidence outstanding teaching where it happens. EL confirmed that she meets with SLT every 2 weeks to talk about staff, to monitor what is taking place and to raise expectations. RC confirmed that staff had become used to SLT coming into lessons to monitor and observe, specifically in tutor time as well as in timetabled lessons.

ACR acknowledged that staff absence is a big issue and questioned whether staff

EL/JO

	<p>absence had deteriorated. AR confirmed that there are quite a few staff on maternity leave, this had been manageable during the first half of term, however, staff absence had deteriorated since. ACR requested an anonymised report on staff absence, short and long term for discussion at the next FAC scheduled for 1st March 2018.</p> <p>MT asked what staff morale is like, do staff feel under pressure. AR confirmed that a few staff had been challenged about their performance. MM advised that she holds a meeting every Thursday called 'SLT Chat' in the staffroom with cake to encourage staff to talk to her. AR concluded that generally staff are on board and want to implement fresh ideas, staff had not been in this situation before and therefore do not understand what it is like being in a school under special measures.</p>	AR
7	<p>Section 48 Update (ST) ST advised that inspectors had come into school on Monday 13th November to undertake a monitoring visit. They had observed primary and secondary lessons, prayer, tutor time, carried out a number of interviews with staff and students through the day, and were satisfied that progress is being made.</p> <p>Areas for further improvement included; behaviour, attendance, late comers, prayers need to be more meaningful, and the introduction of lighted candles. RC advised that staff may need to review risk assessments before implementing lighted candles. ST reported that the inspectorate were pleased with assembly and RE lessons, noting that students were compliant and behaviour good, and requested further work with regard to showcasing class displays and crucifixes.. ACR asked who the Catholic leads are, RC advised that it's Catherine Enticknap in Primary and Fran Walsh .in secondary.</p> <p>ST informed ACR of the need to recruit a new Year 5 teacher who is Catholic to be Primary RE coordinator. MT who was also present for the inspection felt that feedback was more negative and reported that inspectors are not seeing change quickly enough. RC stated that ST is having a positive impact in school and has a good working relationship with HFB. ACR noted that the DBMAC have directed that Catholic Life has to be the first item on the agenda for all committee meetings, following matters arising: KS will action.</p>	KS
8	<p>Support Staff Review EL confirmed that she had drafted a shadow support structure, which should only be shared with a small group at this time. EL advised that she wished to benchmark the structure against similar schools and against other primary schools within the DBMAC; AR, EL and JO will meet urgently to discuss further.</p>	AR/EL/JO
9	<p>Behaviour Update RC will re-circulate his report on behaviour and attendance, KS had not received it for circulation to ACR. RC advised that behaviour has remained the same as it was</p>	RC

in September, some behaviours have increased including; homework not handed in and, SLT increasingly being called to deal with student behaviour in Maths. RC explained that a lot of poor behaviour occur over break times, within maths classes and before school starts. ACR asked what action is being taken in maths lessons to deal with this behaviour. RC advised that there are a lot of new maths teachers this year and there are issues within particular lessons, the Head of Maths Department is also new to his post and relatively inexperienced. EL left the meeting at 5.14pm. AR confirmed that staff are focussing on maths, and in particular Year 8. JO asked if the school had engaged a maths consultant, AR confirmed that the school had put in a bid to the EFSA, but had as yet not heard back from it.. ACR questioned the proportion of incidents committed by that particular Year Group, RC advised it is a large proportion.

RC advised that there had been 3 incidents of bullying recorded, the same students and victim were involved in all 3. MM confirmed that the students had all received fixed term exclusions and that initially 1 of the parents had been supportive of the school; after the second incident that parent became disengaged with the school. ACR asked if the 3 students were part of the 51 previously referred to, RC confirmed that they were.

Attendance

RC stated that attendance is rising but below national, and below where we were at this time last year; a target of 94% has been set. RB asked what action would be taken to improve, RC advised that SLT are now very visible at start and end of school, and in school breaks, and staff are looking at strategies that reward ACR asked about lateness and holidays. RC stated that there are some agreed holidays evident in the primary data but not in the secondary. RC said that there were some students suspected as being on holiday at the start of term, and that that this affected attendance data in September. ACR asked how statistics would look if those on holiday were not counted in. RC confirmed that attendance is lower in Year 7 than for previous cohorts and confirmed that Pupil Premium (PP) children are the biggest group for non- attendance. RC explained that staff are looking at persistent absence in Years 10 and 11.

ACR requested a copy of the strategy and action plan for improving attendance for discussion at the next FAC.

RC informed ACR of an incident, which had taken place today, it had been dealt with appropriately and involved an intruder on site. Potentially an ex-student had tried to gain access to the school and had been referred to the police. ACR asked if there had been any serious or significant issue arising from this, RC confirmed there had not.

ACR had been alerted to a traffic near-miss, where, 2 boys on bikes had nearly been hit by a car dropping off students at an inappropriate place. This incident would form part of discussions with the LA concerning traffic safety around school.

RC
Agenda
next
meeting

	<p>ACR then discussed the problem with traffic outside of the school at pick up and drop off times. JO asked about pupil voice and the best way to gather student opinions, MM stated that ideas could be put through the school council and then rolled down into tutor group time. ST confirmed he had a list of concerns raised by students across the school, which could feed into school council. ACR requested feedback from school council for the FAC next meeting. ST will ask a specific question, 'give 3 words that describe what it is like to be in this school.'</p>	<p>ST Agenda next meeting</p>
<p>10</p>	<p>School Improvement Plan (SIP) (MM)</p> <p><u>Primary</u> ACR discussed the SIP for the primary school, which has been made available on googledocs. ACR noted the SIP had been costed and identified 5 priorities based on the Ofsted criteria. ACR questioned whether the SIP had been included in the budget; HFB was not present to respond to that. ACR noted that the commentary was useful and highlighted the greater focus on attainment of vulnerable groups and support of new and inexperienced staff.</p> <p><u>Secondary</u> The secondary SIP is also available on googledocs. ST confirmed he is working on section 48, based around a new framework. ACR questioned who is ultimately responsible when groups are described as the lead, MM confirmed that Pastoral Managers are line managed by HFB, and Directors of Learning report to Pauline Wileman. MM advised that the SIP is a working document and is referred to on a regular basis by staff. She noted that precise measures and milestones were still missing from the document, and needed to be included so as to make clear what good progress actually meant. MM will discuss with EL to rectify that omission, as milestones should be factored into success criteria for performance management objectives. MM encouraged ACR to become familiar with their own link areas within the SIP.</p> <p>ACR questioned how the SIP is collated, MM explained that the headings are taken from the Post Ofsted Action Plan, actions dictated by EL are then added under those headings. ACR noted that EL sets the scene for the character of the school and its strategic direction.</p> <p>ACR questioned progress for the Sixth Form Open evening, which although not held till February 2018, asked if planning should have already commenced and checked that it would be aimed at both internal and external students. ACR discussed value added and student grades and asked if students obtained the grades that they wanted and were able to pursue their career as expected. AR to report back to Curriculum and Achievement Committee on 7th December. ST left the meeting at 5.56pm.</p> <p>ACR agreed that the SIP should become a standing item on the agenda.</p>	<p>MM/EL All ACR</p> <p>AR C&A Sub Comm</p> <p>KS</p>

11	<p>Report from Pay Review Sub Committee (JF)</p> <p>JF reported that the Pay Sub Committee had met on 9th November and had followed the 'Teacher Pay Policy' an LA model discussed and agreed with the relevant trade unions, and 'Performance Development for Teaching Staff 2017/18 – Reviewers Guide', and 'Performance Development for Teaching Staff 2017/18 – Guide for Reviewees', both of which were extremely useful to aid understanding the process.</p> <p>JF confirmed that 48 teachers had been scrutinised within the paperwork offered, and ACR examined a selection from both primary and secondary. Across both primary and secondary 25 teachers had been recommended for pay progression, JF will report those figures to the DBMAC. JF advised that the budget takes account of pay progression and has already built in the pay awards. JF stated that ACR had noted the changes within the Performance Development Guides resulting in tighter targets for progress and outcomes.</p> <p>ACR questioned whether the Pay Policy used in the Pay review had been approved by the DBMAC as yet, RB will check with Maureen Jackson Governance Officer.</p>	<p>JF</p> <p>RB</p>
12	<p>Governance: Skills Audit/training and recruitment/link visits (RB)</p> <p>RB confirmed that all ACR had completed the audit questionnaires and he just needs to add HFB's. RB confirmed that the audit is indicating a range of skills and experience across the Committee. RB reported that the Committee still has a vacancy for a parent and foundation ACR. ACR noted that MB has written to the parishes requesting they advertise our vacancies within their newsletters. MM stated that parent forum, will meet again next term, and may come forward if approached. SA stated that he had been unable to access governor training via Governor Services, ACR suggested he try again as this had happened to other new ACR.</p> <p>'Governor Link to Sixth Form' had been previously circulated to all FAC members. ACR clarified the process for governor link reports, initially once written they should be passed to the link teacher and then onto MM. If an ACR does not hear back from the teacher then the report should be forwarded to MM, who will then release it for circulation.</p> <p>RB will carry out a link visit with regard to PP. ACR discussed how they could ensure that SEN is covered given that 2 key SEN staff are leaving the school at the end of this year. MM advised that the SENCO post would be filled on a temporary basis through internal recruitment. ACR requested more details with regard to alternative provision, once these staff had been appointed. MM confirmed that the LA are undertaking a SEND Review on 5th December, which should give leadership and management a steer on what is required and what needs to be in place. ACR agreed to discuss the review at the next FAC.</p> <p>Draft minutes of Curriculum & Achievement Sub Committee meeting held on 12th</p>	<p>RB</p> <p>Agenda next meeting</p>

	<p>October 2017 had been previously circulated.</p> <p>Draft minutes of Finance and Staffing Sub Committee meeting held on 2nd November 2017 had been previously circulated.</p> <p>Minutes of Admissions Sub-Committee meeting held on 14th September 2017 had been previously circulated.</p>	
13	<p>Website Compliance (RC) ACR discussed and questioned what should be displayed on the web site and what is not there, acknowledging that Maureen Jackson Governance Officer had sent a list of statutory documents that should be on the web site to ensure school's compliance. ACR noted that there are 2 links to the governor page, one should be taken down and the other one updated. SA offered to explore the governor page and take the necessary action to ensure its compliance. AR advised that he and Ellen (School Administrator) had gone through the website and updated it so he was surprised to hear that it was still not compliant. RB stated that there are a number of policies on the DBMAC website that should be on ours, SA and AR will look at those together.</p>	<p>SA</p> <p>AR/SA</p>
14	<p>Approval/Review of Policies Admissions – the policy had been previously circulated and discussed under matters arising. DM advised that the policy has to go out for consultation by mid-December but requires DBMAC approval first.</p> <p>Teachers Pay – had been dealt with under Pay review</p> <p>Governors Fund Policy – had been previously circulated to all ACR prior to the meeting. JF confirmed that she and JO are going in to Barclays next week to finalise a change of signatories. ACR discussed the process for accessing funds, and agreed applications up to a maximum of £500 should be considered via email by at least 3 ACR. ACR approved the policy and management of the fund.</p> <p>'2017 Child Protection and Safeguarding Policy forSchool' had been previously circulated to all ACR. The policy is an LA model and was approved, subject to ensuring it was completed with the name of the school.</p>	<p>MM</p>
15	<p>Any Other Urgent Business (Chair must be notified in advance) 'Principal's Report to Representative Committee' was distributed to those present and will be widely circulated following this meeting. ACR discussed the report, noting that some staff are leaving at the end of the year and provision will be in place for the start of next term.</p> <p>SLT are re-writing the Homework Policy to outline basic principles of marking and standards that are expected; to be followed up on INSET day on marking best practise and techniques. ACR noted that learning walks will establish the impact of</p>	<p>MM</p>

<p>this marking initiative.</p> <p>MM confirmed that the recent safeguarding audit had evidenced improvement in this area. Behaviour management has led to a calmer school. MM advised that as staff leave, she is taking the opportunity to explore those roles and examine how they can be better replaced.</p> <p>MM advised that Directors had produced a number of policies for our consideration.</p> <p>ACR noted that Fraser Long had also been appointed as Accounting Officer, however, this had not yet been formally announced by the DBMAC.</p> <p>The meeting ended at 6.34pm</p>	
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Full Academy – 1st March and 7th June 2018

Curriculum and Achievement - 7th December 2017 and 3rd May 2018

Finance and Staffing – 8th February and 24th May 2018

Actions from FAC meeting held on 16th November 2017

NO.	Action	Rep/Staff responsible
1	Circulate Principals' report and ensure standing item on agenda	MM/KA
2	Ensure Admissions Policy is sent to Diocese for determination	DM
3	Whole School CPD	EL
4	Simplify pupil data analysis for reps	AR/JO
5	Complete PREVENT training and send certificate to KS	KS
6	Formulate anonymised staff absence (short and long term) report for next FAC meeting	AR
7	Ensure Catholic Life is first item on the agenda for all committee meetings	KS
8	Discuss support staff review, benchmark against similar schools and present to next FAC meeting	AR/EI/JO
9	Re-circulate behaviour and attendance report submitted to FAC meeting 16 th November 2017	RC
10	Strategy and action plan for improving attendance to be agenda item for FAC meeting	RC/KS
11	Feedback from school council to next FAC meeting	ST
12	Add measures and milestones to SIP and add to performance management objectives	EL/MM
13	Report on students obtaining grades they wanted and whether they pursued careers they wanted to for	AR/C&A Sub Committee

Signed by the Chair _____

1st March 2018

	Curriculum and Achievement Sub Committee 7 th December 2017	
14	Add SIP as a standing item to FAC agenda	KS
15	Report pay progression awards to DBMAC for approval process	JF
17	Has the Pay policy been approved by the DBMAC, check with Governance Officer	RB
18	Carry out safeguarding link visit to find out how 2 key people leaving post are covered	RB
19	SEND Review update add to agenda for next FAC meeting	KS
20	Update governance page on website	SA
21	Ensure website compliant with up to date policies	AR/SA
22	Add name of school to Child Protection and Safeguarding Policy	MM

KS 18th November 2017