



**Minutes of St. Gregory the Great School
Full Academy Committee (FAC) meeting held on
Thursday 28th September at 4.00pm in the school**

	<p>Present: Sam Adams (SA – Staff), Robert Bennett (RB – Chair/Parent), Myfanwy Brown (MB – Vice Chair/Foundation), Gerald Crown (GC Director – Dominic Barberi Multi Academy Company (DBMAC)), Judith Fitzgerald (JF – Foundation), Hannah Forder–Ball (HFB - Staff) and James Oates (JO – Foundation)</p>	
	<p>In attendance: Rodger Caseby (RC - Vice Principal), Pita Enriquez Harris (PH – Associate Member), Elizabeth Lutzeier (EL - National Education Leader (NLE)), Dervilla Maher (DM – Associate Member) and Kathy Smith (KS - Clerk) Sean Tucker (ST - Associate Principal)</p> <p>The meeting was quorate</p> <p>Apologies: Marcella McCarthy (MM – Principal), Adrian Rees (AR- Associate Principal) and Canon Mervyn Tower (MT- Foundation)</p>	
<p>1.</p>	<p>Welcome, Prayer, Apologies, Election of Chair and Vice Chair RB led prayer and welcomed everyone to the meeting; brief introductions followed to welcome new staff Academy Committee Representatives (ACR) HFB and SA, and to extend a further welcome to ST. ST informed governors that he is an RE Specialist and is taking the lead on Catholicity and teaching life. SA informed ACR that he works for the DBMAC 3 days a week, and the other 2 days he is supporting the primaries and is based at St Gregory's.</p> <p>KS confirmed that one nomination for the position of Chair had been received from RB, proposed by JF and seconded by MB, RB was formally re-elected Chair. KS confirmed that one nomination for the position of Vice Chair had been received from MB, proposed by RB and seconded by JF, MB was formally re-elected Vice - Chair.</p>	
<p>2.</p>	<p>Declaration of urgent Any Other Business ACR agreed to take 'Admissions KS3' at the end of the meeting, and item 12 'Website development and compliance (RC) to be taken at this point. RC advised that the school was not totally compliant as ACR details had not been completed. RC distributed a form to collect ACR details for posting to the website.</p>	

3.	<p>Declaration of Business/Annual Register of Pecuniary Interests There were no declarations in any item on the agenda declared. ACR present completed the Annual Register of Pecuniary Interest.</p>									
4.	<p>Approval of Minutes from Last Meeting held on 8th June 2017 Subject to amending the status of ACR for JF from 'Parent to Foundation', and ensuring the 'email trail' was noted as confidential, the minutes were agreed as a correct record of the meeting, signed by the Chair and filed.</p>									
5.	<p>Matters Arising from previous minutes <u>Update on staffing structure</u> – to be presented to Finance and Staffing Committee on 2nd November, HFB will present the primary and AR the secondary figures; KS to add to agenda</p> <p>HFB explained that her support structure is down by 65 hours and is causing some difficulties. HFB advised that there is a recruitment freeze in place and this adds pressure to existing employees trying to cover those posts. RB will seek clarification from the DBMAC and urge Directors to unfreeze those posts for HFB to recruit to. ACR requested an update on staffing and Newly Qualified Teachers (NQT), detailing what support is in place for them and dates of when staff last received safeguarding training.</p> <p>EL advised that she is currently exploring current structures in place and benchmarking against similar schools; an action plan for the secondary school will follow in due course. EL confirmed that she will not be reviewing the primary school staff structure.</p> <p>ACR questioned whether the position of Executive Head had been advertised and appointed to, and requested clarity with regard to the recruitment process followed. GC confirmed that he would be advising ACR of a DBMAC wide position recruited to and commencing on 1st October 2017 during the meeting.</p> <p><u>Approval/Review of Policies</u> ACR discussed how often policies should be reviewed and agreed that policies should be listed with date of last review and date of next review. PEH advised that there is a list of policies against each sub – committee held within the Terms of Reference (TOR). GC pointed out that the DBMAC Audit Committee had produced a list of relevant policies which should exist in all schools, KS will request a list from Maureen Jackson, Governance Officer DBMAC and circulate.</p> <p style="text-align: center;">ACTION LIST FROM ACADEMY COMMITTEE MEETING ON 8TH JUNE 2017</p> <table border="1" data-bbox="261 1917 1426 2024"> <thead> <tr> <th data-bbox="261 1917 384 1955">No.</th> <th data-bbox="384 1917 1315 1955">Actions</th> <th data-bbox="1315 1917 1426 1955">Point</th> <th data-bbox="1426 1917 1554 1955">Rep/St</th> </tr> </thead> <tbody> <tr> <td data-bbox="261 1955 384 2024">1.</td> <td data-bbox="384 1955 1315 2024">DM and PH to meet with Dr. Pike re: governance review – Complete</td> <td data-bbox="1315 1955 1426 2024"></td> <td data-bbox="1426 1955 1554 2024">DM/PH</td> </tr> </tbody> </table>	No.	Actions	Point	Rep/St	1.	DM and PH to meet with Dr. Pike re: governance review – Complete		DM/PH	<p>Finance and Staffing</p> <p>RB</p> <p>EL</p> <p>KS</p>
No.	Actions	Point	Rep/St							
1.	DM and PH to meet with Dr. Pike re: governance review – Complete		DM/PH							

2.	Draft a letter re: MM's heavy workload – Complete	RB		
3.	Provide an anonymised list of of collated data regarding incidents of behaviour – RC to provide a list of incidents by; type, location, time of day as discussed by Senior Leaders at their regular meetings, RC to circulate	RC		
4.	Attend Safeguarding Audit in September 2017 – Audit was cancelled and rescheduled for 18th October, HFB will feedback to RB on the following day.	HFB		
5.	Draft letter to parents assuring them that EAL Department is not closing – complete	RB		
6.	Carry out review of support staff – ongoing for secondary school	EL		
7.	Email Sutton Trust and TA report to KS to circulate to ACR – complete	EL/KS		
8.	Responsibility for Improving website – ongoing	RC		
9.	Obtain quotes for outsourcing catering – ongoing will be presented to Finance and Staffing Sub Committee on 2nd November 2017	GP		
10.	Increase premises budget to similar level as other schools - ongoing	GP		
11.	Re-negotiate the repayment loan with EFA – RB confirmed that the first instalment had been repaid – complete	EL/MM		
12.	Defer Management Accounts for Current Year to Finance and Staffing Sub Committee – complete	KS/RB		
13.	Produce a summary indicating support required for Primary School Lead – ongoing	HFB		
14.	Circulate Finance draft minutes of 25 th May – complete	KS		
15.	Complete skills audit – complete	All ACR		
16.	Complete PREVENT training – all ACR except Fr. Mervyn had produced their certificate of completion	All ACR		
17.	Organise set up of new Governor Fund and arranged cheques in line with decisions made – JO to attend Barclays to become a signatory, JF to bring a proposal to the next AC meeting clarifying what the funding will be used for	JO JF		
18.	Provide job descriptions for Executive Principal and Accounting Officer, and remit of NLE – complete (GC to circulate)	GC		
19.	Review Open evening and formulate marketing recruitment plan – EL confirmed that planning had commenced too late in the term for this year's parent evening. A strategic plan is now in place for next year. The School Prospectus has been completed along with a flyer for distribution to primary schools. EL will email the prospectus and flyer to KS for circulation to ACR. ACR noted that MM has invited herself to the primary schools within the DBMAC to	EL/KS		

		<i>introduce St Gregory's to parents and children and will take the flyers with her. ACR noted that the only students admitted to Year 7 this September, came through from the primary, there is much work to do in the locality to persuade DBMAC primaries to send their children to St Gregory's</i>	MM	
6.	<p>Review range of Sub-Committees in place and agree FAC Terms of Reference (TOR)</p> <p>ACR discussed the current Sub – Committee structure and agreed that more work should be carried out in smaller groups. PEH advised that ACR had been attending all AC and Sub – Committees to ensure they were kept informed over the funding crisis last year due to the difficulties in obtaining reports from Senior Leaders.</p> <p>ACR agreed membership of Sub- Committees as follows:</p> <p>Curriculum and Achievement – HFB, RB, JO,MM Finance and Staffing – JF, HFB, MB, MM, RB, RC, SA Catholicity and Ethos to report into Curriculum and Achievement – HFB, MB, MT, ST and Catherine Enticknap Admissions to report into Curriculum and Achievement – DM, MM and ACR as available</p> <p>The following draft/final minutes had been previously circulated: Curriculum and Achievement Sub Committee 4th May 2017 Admissions Sub- Committee 25th May 2017</p> <p>'Academy Committee Terms of Reference 2016/17' had been previously circulated to all ACR. GC reminded ACR of the 'Scheme of Delegation to be used alongside the TOR. Governors approved the TOR; MB left the meeting at 5.14pm.</p>			
7.	<p>Review Post Ofsted Action Plan – to include items 8 and 9 (EL/MM)</p> <p>'Post Ofsted Action Plan' had been previously circulated to all ACR. ACR were encouraged to read it and post questions direct to MM.</p>		All ACR	
8.	<p>Update on Safeguarding (HFB)</p> <p>HFB updated ACR on 'My Concern' software package, advising that staff are no longer using paper files and now log directly onto the system. ACR asked if the system could produce reports, HFB explained that pastoral managers already complete a return on the system which could be made available to ACR.</p> <p>ACR questioned what analysis could be provided around significant events, HFB assured them the system could provide reports, for example around boys identified as at significant risk around drugs and exploitation. HFB advised that she is currently meeting with Social Care and Thames Valley Police to discuss what action can be taken around the continuance of bringing a knife into school. ACR asked if that is possession only, HFB confirmed it was. HFB reported on a meeting</p>			

	<p>scheduled for 18th October which will look at formulating a protocol following the recent safeguarding audit; ACR noted that an agreed protocol was required by all schools within the DBMAC. ACR observed that one of the recommendations coming from the small group comprising: HFB, Social Care and Thames Valley Police was to think more about the reasons a student felt the need to bring a knife into school. HFB advised that there is a knife culture within the community, thus Thames Valley Police are asking the school if they would consider the use of a Knife Arch. The Local Authority (LA) are also looking at this issue on a countywide basis. KS left the meeting at 5.30pm PEH agreed to take minutes from this point on.</p> <p>GS and EL expressed serious concern about possible adverse publicity for school as a result of using a knife arch in school. HFB reminded the meeting that this action had been agreed at a previous Full Academy Committee meeting. EL had left that previous meeting prior to the relevant discussion. ACR agreed that before a knife arch is used in school they wish to see the protocol for its use. The safeguarding link AR (DF) should also approve the protocol.</p>	
<p>9.</p>	<p>Update on Behaviour (MM)</p> <p>EL recommended that the ACRs focus on monitoring success criteria rather than actions in the plan. Actions are being undertaken but school will only improve if those actions are effective. E.g. 96 lessons were seen on the most recent walkabout – but are the success criteria being met?</p> <p>EL reviewed a department re behaviour for learning and judged that all the teachers (7 or 8) need further INSET. The biggest issue is that of teachers continuing to talk over pupils who are engaged in low level disruption. EL is planning a whole school CPD around keeping the class calm. ST is establishing tutor time walkabouts to ensure that this time is also used to maximise learning.</p> <p>Seating plans: EL - a recent review showed widespread use of recommended seating plans. Only four staff were not doing this. Teachers have fed back that pupil compliance has improved since most staff are using these consistently.</p> <p>Calm, respectful behaviour and Organisation: these areas need more work to improve.</p> <p>High expectations: EL - Expectations are not high enough because too many staff are not yet used to what a class looks like when all the pupils are paying attention.</p> <p>Targets: EL had recommended at a previous meeting that where CATs data is available as well as SATs, the higher of the two will be used to set GCSE targets. This hasn't been embedded yet; EL needs to explain more thoroughly to staff the rationale behind this and will be working with HODs to embed this practice.</p> <p>ACR asked what evidence there is that target setting improves attainment, since some successful schools do not use explicit targets. EL replied that in her previous school she used this method of target setting to good effect.</p>	

	<p>Data: ACR requested a report of behaviour incidents grouped by type of incident, time and location. RC provided this data from the past two weeks, compared to a fortnight in May 2017 when school was last full. ACR noted that the two major categories for behaviour incidents are disrupting learning and defiance. For both these categories, the number of incidents in the latest fortnight was approximately half that in May.</p> <p>ACR noted that some types of incident didn't seem to have been reported accurately. For example GS knew that his son had witnessed a fight, whereas no fight was reported in this data. RC replied that many new staff have joined school and are not yet familiar with reporting incidents on SIMS.</p> <p>ACR asked about mobile phone related incidents. HFB replied that a small no. of pupils and their parents are not supporting school's mobile phone policy. HFB is persisting, however, and will continue to be firm with non-complaint pupils and if necessary their parents too.</p> <p>'Community Around School': HFB will be meeting with support groups in the community re behaviour in school, focusing on how school manages some of the most severe problems including mental health, child exploitation, etc.</p> <p>ACR thanked RC for the behaviour data report and were to see early signs of improvement and look forward to using future reports to help monitor pupils' behaviour and well-being. RC agreed in addition to provide a commentary alongside the regular reports, with more detail, e.g. that what is referred to as 'racist/homophobic' behaviour now encompasses <i>all</i> prejudice-based behaviour. HFB agreed to produce a similar report re safeguarding incidents.</p>	RC and HFB data report
10	<p>Update on Catholic Life (MM) <u>Section 48 Inspection:</u> 'Section 48 Inspection 18th – 19th October 2016' had been previously circulated to all ACR. ACR briefly discussed the latest Section 48 review, however; only the Chair (RB) and GS had seen the plan produced, or the inspectors' recommendations.</p> <p>HFB suggested that ACR move the standing item on Catholic Life to higher up on the agenda. ACR discussed having a separate sub-committee to monitor Catholicity and noted that such a sub-committee had existed before SGTG became an Academy. HFB suggested that in order to manage SLT and governor workload, this could be a working party on Catholicity reporting to the subcommittee for Curriculum and Achievement. ACR agreed.</p> <p>Suggested membership of the working party on Catholicity:</p> <ul style="list-style-type: none"> • HFB, ST, MT (Foundation ACR), Catherine Enticknap (Lay Chaplain) <p>EL and ST left the meeting at approx. 6pm.</p>	HFB MT

	<p>Actions already undertaken: HFB reported that an action plan re Catholicity has been written on which ST will lead. He has already begun evaluating the primary. School is already sending staff on training re Catholic Life in a primary school.</p> <p>ACR requested deeper data on the RE GCSE results in time for the next C&A meeting.</p> <p>ACR agreed that at the next Section 48 review, MT should represent ACR and MM and ST (as PICCL) should represent the SLT, on the basis that SGTG is an all-through Catholic school.</p>	AR data MM &ST
11	<p>Review of GCSE and A-level results (AR) ‘KS4 Subjects Performance Analysis Dashbaord 2017 Actual, Performance Data Overview and Exams Analysis 2016-2017’, had been previously circulated to all ACR. <i>NB Agenda item states ‘GCSE and A Level’ performance; however, only GCSE data was received or discussed.</i> GS and RB requested a change to the format of GCSE performance data reported in September. ACR have made such requests before regarding the Excel spreadsheet data format for GCSEs, which some ACR struggle to follow. New Staff ACR SA opined that AR has a heavy workload at the start of term and that his data support team currently lacks the necessary skills to produce more easily understood reports, but noted that they will receive training.</p> <p>ACR were grateful for the commentary that AR had sent earlier today in response to a request by RB. ACR who had had time to read the commentary on GCSE data found it very helpful and suggested ways for making it even better. ACR agreed to ask AR for more detail (e.g. SMART targets) re how improvements will be made to teaching and learning.</p>	JO to ask AR
12	<p>Website development and compliance (RC) ACRs noted that the website has been redesigned for better navigation and updated with information about the current school year. RC pointed out that the website is still not Ofsted-compliant. RC handed out forms for ACR to enter their details. These will be uploaded to the website asap. RC noted a few other minor ways in which the website is not Ofsted-compliant. ACRs agreed that the relevant changes should be made immediately.</p>	RC
13	<p>Training – ensure compliant with DBS checks, PREVENT Training, Safeguarding Training No new ACR training had been undertaken since the last meeting in June.</p>	
14	<p>Review of LAC Representatives’ skills audit (RB) A skills audit of ACR serving in June 2017 has been completed. RB will receive a summary of the skills audit and circulate it for ACR to discuss. A training plan for all and individual ACR can then be agreed.</p>	RB

Agenda items 15 & 16 were not taken.

The meeting was adjourned at 7.05pm

Dates of forthcoming meetings:

Full Academy –16th November 2017, 1st March and 7th June 2018

Curriculum and Achievement - 12th **October** and 7th December 2017 and 3rd May 2018

Finance and Staffing – to include Pay Review Committee: 2nd November 2017, 8th February and 24th May 2018

