

BD/31Mins (01)

DOMINIC BARBERI MAC
MINUTES OF THE 31st DIRECTORS MEETING
HELD ON WEDNESDAY 15 SEPTEMBER 2017 AT ST. GREGORY THE GREAT

	<p>Present: David Forster (F) (Chair)DF Gerald Crown (Parent) GC Marcella McCarthy (Principal) MM Paul Concannon (F) (PC) Peter Morrissey (F) PM Sue McGarry (Staff) SMcG Fraser Long (F) FL Adam Hardy (Diocesan Education Service) (AH)</p> <p>Apologies: Father Mervyn Tower (F) (FMT)</p> <p>In Attendance: Maureen Jackson (Governance Manager, Company Secretary) (MJ) Elizabeth Lutzeier (NLE) EL (left after SGTG feedback item) Georgina Paton (Chief Financial & Business Officer) (GP)</p> <p>Sue Smith (Clerk) (SS)</p> <p>The meeting opened at 6.30 pm.</p>	
<p>1</p>	<p>Opening prayer, welcome, apologies</p> <p>EL opened the meeting with a prayer and DF welcomed attendees and accepted apologies from FMT.</p>	
<p>2</p>	<p>Election of Chair of Directors 2017/18</p> <p>One nominee for Chair DF, left the room and was unanimously elected by attendees.</p>	
<p>3</p>	<p>Annual written Declarations of pecuniary and other interests</p> <p>GC, DF and MT to complete the above and return to MJ as soon as possible.</p>	
<p>4</p>	<p>Verbal declaration of interests pertaining to this Agenda</p>	

	None	
5	<p>Election of Vice-Chair of Directors 2017/18</p> <p>One nominee for Vice Chair GC, left the room and was unanimously elected by attendees.</p>	
6	<p>Declaration of any urgent matters arising since publication of the Agenda</p> <p>No new urgent matters declared.</p>	
	<p>Feedback from SGTG (BD/31Ag (11-12))</p> <p><u>SGTG A Level/GCSE results</u>-these had been circulated with the agenda. MM stated that initial analysis of these results has shown areas of concern. Due to the new exams some of the boundaries were grey but school had achieved more 9's than the national average and that A level results seem to have improved since last year. Concerns were expressed about maths results but this could be because of the new regime/methodology of the exam, DT has produced some erratic results, and English and RE standards need to rise.</p> <p>SGTG are looking at 3-year trends in all departments and each subject area will be graded by red, amber, green. Directors requested that a copy of this document be sent to them.</p> <p>Action 1: MM to circulate RAG rated analysis of 3 year trends by subject area</p> <p>Q: How are you planning as Principal to tackle these concerns? A: Robust questioning has taken place in subject areas of concern and good practice will be shared from others. A bid has been made for an ATS Specialist due to the large turnover of staff further training will be needed for new teachers.</p> <p>The RSC will want to see projections for Yr 11's and Yr 13's rise this year.</p> <p>Q: How are SGTG achieving in RE? A: School is heading in the right direction with results improved from 41 to 54 but this is still nowhere near the national average and as a Catholic school this is a compulsory subject for all pupils.</p> <p>SGTG will be reinforcing curricular work so that all skills taught in one subject can be transferred across others.</p> <p>The Diocese have an expectation that RE should have the best results in a catholic school and will want to know how quickly SGTG can improve theirs and whether they are in line with other schools in the area.</p> <p>SGTG are facing a lot of challenges and barriers to improve. It has been difficult to recruit and retain good staff and to change the way existing staff work. School is working smarter and there are more whole school initiatives in place. Staff need</p>	MM

support to believe they can achieve these improvements. MM reported that staff seem energised by the introduction of a new school uniform and seating plan for all classrooms.

AH stressed that there is an expectation from the RSC, EFA and the Diocese that SGTG need to improve standards and quickly.

There is a visit from the Diocese scheduled for Friday 15 September 2017, ref. RE inspection.

Pupil premium review-Bethan Owen undertook this and was positive in many respects saying that things had moved a long way since March. SGTG will be able to annotate precise success criteria when they report back to Ofsted. Significant work has been done in pupil progress meetings, data format has been made more consistent across all subjects/year groups as the more quantifiable measures school have the better. Bethan was happy with the planning going forward. She will be in the DfE team who will be back in school the week after half term.

Q: Has pupil premium achievement changed since March?

A: Although the pupil premium gap is closing this is because all data results are down. School is focusing on attendance, CSE, and drugs.

Q: What is the current whole school attendance figures?

A: In 2016 absence rates were at 7.2% (national average 5.2%) and persistent absence rates 22.2% of 7.2% (national average 13.1%) so all attendance figures need to improve.

Q: Will there be specific recommendations in the report?

A: Yes, a whole-school model will be in place so that pupil premium outcomes can be monitored in primary too.

Pupil premium report to be circulated to Directors along with names of DfE Inspectors expected to visit after half term.

Action 2: MM to circulate PP report to Directors

AH expressed concern that the Diocese had not been informed of the visit by the DfE as this should be done as a matter of course.

Safeguarding Review:-Hannah Forder-Ball has taken on the role of school lead for this area (DSL) and a number of actions have already been put in place.

Safeguarding practices that were thought to be adequate have needed to be updated. The role of pastoral leaders has changed which has made vulnerable pupil identification better.

OCC carried out a safeguarding audit and SGTG were deemed good with some outstanding features although there were a few areas that could not be rated. SGTG now only has 8 pupils on part time timetables reduced from 42 and these are for medical reasons.

MM

<p>Safeguarding report to be circulated to Directors for scrutiny.</p> <p>Action 3: MM to circulate Safeguarding Report to Directors</p> <p>The LADO will be returning to undertake the second half of the safeguarding audit at the end of September 2017.</p> <p>Most safeguarding areas of concern have been covered in the post-Ofsted action plan.</p> <p>DF is Safeguarding Director and will arrange a visit with Rob and use the report as a basis for their inspection.</p> <p>Action 4: DF to undertake Safeguarding visit with Chair of SGTG LAC</p> <p>Post Ofsted Action Plan</p> <p>All success criteria have been met for Safeguarding.</p> <p>Behaviour continues to be a concern although it is now a small number of students refusing to go to lessons. Referrals have been made to Kingfisher and 12 students are at Enterprise. There have been two permanent exclusions since July.</p> <p>The success criteria for leadership/management has shown a palpable improvement in courtesy and calm behaviour and there has been the lowest number of recorded incidents ever this week so things are on track.</p> <p>With regard to the progress of disadvantaged pupils, target levels have been officially set for years 10/11 and they are recorded in journals which are kept on their desks. Targets for years 7/8/9 will be going out this week. All pupils have been given high expectation targets for behaviour, uniform and aspiration.</p> <p>Some staff still need to learn how to de-escalate classroom behaviour and walk about paperwork being used by SLT is working well. Staff model calm, respectful behaviour to students. There has been a measurable improvement in attendance and baselines have been set for each year group. The success of secondary phase pupils moving to class promptly is still a work in progress but has shown improvement.</p> <p>Staff have welcomed the new seating policy; all desks face the front and the rows arranged in boy/girl format.</p> <p>Lesson delivery is good to outstanding, attainment progress is being measured, behaviour has improved in classrooms, and all pupils are encouraged to take 8 subjects.</p> <p>Jo Brown, the Anti-Bullying Co-ordinator with OCC has worked with SGTG on a whole-school anti-bullying protocol and pastoral staff have been trained. Form</p>	<p>MM</p> <p>?</p> <p>?</p>
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	<p>tutors are taking the lead for their pupils' care, mediation stations (safe places) have been set up around school, additional teachers put on playground duty, and all reintegration meetings now include the impact on victim/family etc.</p> <p>HFB has done some further work on "what constitutes bullying".</p> <p>Q: How do you record low level bullying? A: Flagged as friendship issues but if there are more than two incidents further investigations are undertaken.</p> <p>GC expressed concern about "uncovered" areas of school. Legally the coverage would come under "what is reasonable supervision in a secondary school" and SGTG would easily meet this requirement. Pupils experiencing behaviour incidents are advised to report them to their tutor, MM, or go to a mediation station.</p> <p>Roger is compiling quantifiable figures on behaviour incidents and bullying ones are recorded on SIMS.</p> <p>MM to send a behaviour letter to parents.</p> <p>Action 5: MM to send letter on behaviour to parents</p> <p>Section 48-Catholic Action Plan</p> <p>SGTG are expecting a visit from the Diocese on 15/09/2017 to discuss the school's action plan. Shaun Tucker has prepared a programme and FMT will be in attendance. The Diocese will offer verbal feedback at the end of the meeting on how to take things forward. The aim is to drive catholic ethos up in order for SGTG to become an "outstanding catholic school". Shaun to be asked to write up action points from the meeting.</p>	MM
7	Election of Principal Director, Breda Bowles -item withdrawn.	
8	<p>Election of Directors with specific responsibility for key areas (BD/31Ag (01))</p> <p>FMT to be asked to take the lead for Catholicity (Chair of Catholicity Committee)</p> <p>Lead for Performance Management to be agreed at a later date.</p> <p>All link directors to receive dates and papers of meetings from their school's LAC.</p> <p>Action 6: MJ to send dates and papers of meetings to link Directors</p> <p>Job descriptions and areas of responsibility/expectations to be drawn up for school link Directors.</p> <p>Action 7: MJ to draw up "Role responsibilities and expectations" for link</p>	<p>MJ</p> <p>MJ</p>

	Directors	
9	Membership of the Committees (BD/31Ag(03)) Membership of Committees agreed.	
10	Approval of the Terms of Reference for the Committees (BD/31Ag (04-08)) The ToR's for Audit, Catholicity & Ethos, Finance, Resources & Staffing and Standards & Achievement Committees agreed. Pay Committee ToR's to be further reviewed by FRS Committee (ref comments from SMCg) Action 8: FRS Committee to review ToR for Pay Committee	Chair of FRS C'tee
11	Annual review of the Governance Grid (BD/31Ag(09)) The governance grid has been significantly developed. Directors agreed to adopt as a working document. This document to be circulated to all chairs of LAC's to use. In order to ensure that people understand the importance of this document, training sessions to be arranged with them and link Directors by Rebecca Tonks from the Diocese. This meeting will be a 3-line whip with the session going through the grid, explaining good practice and how to take the contents of this document forward. Governance grid to be circulated to all LAC's and training date confirmed. Action 9: MJ to circulate Governance Grid to Directors, LAC Chairs etc. and to seek mutually convenient training dates from BDES Thanks were extended to MJ for her work on this.	MJ
12	Minutes of the meeting of 19 July 2017(BD/31Ag(10)) The minutes were approved with the following amendments: Clarification of item 9, re job interviews, the Diocese expects Director and diocesan involvement in jobs with protected Catholic status, ie Principals, Deputy Principals (or whatever is the layer below the Principal), Chaplains, and RE coordinators. Item 10 removal of "Executive" in Principal titles for Tara Davies, Breda Bowles and Lisa Smith.	
13	Actions arising from the meeting of 19 July 2017 The outcome of the request for rescheduling the repayment to the EFA is currently being looked at by another team. The EFA want much clearer rationale and longer term projections for the repayment of the debt.	

	<p>An action plan for the governance review needs to be drawn up.</p> <p>Action 10: DF will develop with the support of MJ</p> <p>The EFA will be coming in before Christmas to look at cost reductions/finance. SGTG at present have a large debt and there is no control over pupil numbers to aid funding. Costs can be reduced by further restructuring. The EFA is happy with the primary budgets.</p> <p>AH recommended that SGTG (GP) look at applying for a regional growth fund grant and to prepare a bid ready for the next round to finance the move to new documentation.</p> <p>Action 11: GP to prepare application for a regional growth fund grant</p> <p>Martin Post to visit with an Educational Adviser.</p> <p>It has been agreed by the EFA/RSC that the DBMAC can appoint an Executive Principal to act as Accounting Officer for 1 day a week. FL had agreed to undertake this role beginning on 01/10/2017 subject to job description and contract.</p> <p>Action 12: GP to arrange for documentation for EP</p> <p>AH advised there is a lot of support available for the DBMAC from Father Jonathon BANET, Jerry Dryden advice on recruitment/HR, Caroline Blestow, Comms officer advice on website compliance, use of social media, PC advice on marketing strategy, and Toni Guest has already agreed to attend Finance meetings.</p> <p>With the appointment of FL; MM and BB as Secondary and Primary Principals do not need to attend future Directors meetings but it would be useful if they could continue to do so without voting rights.</p>	<p>GP</p> <p>GP</p>
<p>14</p>	<p>Finance, Staffing, Resources Committee</p> <p>Numbers are being reworked at SGTG as the primary intake is down but years 7 and 6th form figures are up.</p> <p>Interviews are taking place for an interim Finance Manager and a trainee finance assistant next week.</p> <p>The post for Office Manager at OLC is being advertised and GP has sent paperwork for shortlisting. PC requested that administrative support to OLC is continued until a permanent appointment is made.</p>	
<p>15</p>	<p>Audit Committee</p> <p>The focus for the Audit committee is to continue to look at policies, compliance on the website, and to develop common reporting documentation for schools.</p>	

16	Standards & Achievement Committee MM to take the chair at the start of the first meeting until a new Chair for the year is elected	
17.	Catholicity and Ethos Committee Nothing to report.	
18.	Report from strategic Working Party The Diocese and nominated Directors met on 08/08/2017 at Coleshill to look at top level strategic issues. Meeting date to be agreed after this meeting to discuss a wider remit for modelling etc with information from GP.	
19	SGTG Governance Review and Action Plan (Tabled, attached, BD/31Mins (02), BD/31Mins (03)) MJ started reviewing document from Dr Calvin Pike and Directors to feedback areas for clarification. Action plan to be drawn up showing how issues have been dealt with (ref Action 10)	DF/All
20	Director Training (BD/31Ag (13)) In view of “free” training and expertise available from the Diocese this to be taken up and arrangements made for training sessions for Directors/Principals/ Academy representatives as soon as possible. Action 13: MJ to work with BDES to set up appropriate training sessions	MJ
21	AOB SMcG’s term of office as a Staff Director will come to an end on 21 October before the next Directors’ meeting so grateful thanks were extended to Sue for all her contributions especially in relation to policies and detail. The Diocese has appointed a SIP for all schools.	
22	Review of the effectiveness and impact of the meeting Items dealt with expeditiously, and Directors found it helpful and honest. Tough issues were discussed and if everything gets done this will have a positive impact.	
	Meeting closed at 9.05 pm with a prayer.	

Appendices (documents and reports discussed)

Annual written Declaration of pecuniary and other interests (BD/31Ag(02))
Membership of the Committees (BD/31Ag(03))
Approval of the Terms of Reference for Audit Committee (BD/31Ag(04))
Approval of the Terms of Reference for Catholicity & Ethos Committee (BD/31Ag(05))
Approval of the Terms of Reference for Finance, Resources & Staffing (BD/31Ag(06))
Approval of the Terms of Reference for Pay Committee (BD/31Ag(07))
Approval of the Terms of Reference for Standards & Achievement Committee (BD/31Ag(08))
Annual review of the Governance grid (BD/31Ag(09))
Minutes of meeting 19 July 2017 (BD/31Ag(10))
SGTG A level results (BD/31Ag(11))
SGTG GCSE results (BD/31Ag(12))
Director training (BD/31Ag(13))
Review of governance of DBMAC & SGTG by Dr Calvin Pike March 2017
Response to review of governance July 2017
SGTG Ofsted Inspection Report March 2017
SGTG Improvement Plan Key Objectives

Actions from 13 September 2017 Meeting

	Action (with completion date)	Outcome
6	MM to circulate RAG rated analysis of 3 year trends by subject area	
	MM to circulate PP report to Directors	
	MM to circulate Safeguarding Report to Directors	
	DF to undertake Safeguarding visit with Chair of SGTG LAC	
	MM to send letter on behaviour to parents	
	MJ to send dates and papers of meetings to link Directors	
	MJ to draw up "Role responsibilities and expectations" for link Directors	
10	FRS Committee to review ToR for Pay Committee	
11	MJ to circulate Governance Grid to Directors , LAC Chairs etc. and to seek mutually convenient training dates from BDES	
13	DF will develop with the support of MJ	
	GP to prepare application for a regional growth fund grant	
	GP to arrange for documentation for EP	
20	MJ to work with BDES to set up appropriate training sessions	