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### Governing Body INTERIM EXECUTIVE COMMITTEE Minutes

**Committee: Interim Executive Committee**

**Chair: Mr S Titchard (Chair)**

**Clerk: Miss J Morris**

**Date of meeting: Thursday 31st March 2016**

**Venue: School Library**

**Time: 8am**

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| **­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­Governors:** Mrs C Findlay (CF), Mrs B Scott-Herron (BSH), Mr P King (PK), Mrs L Hendry, Mr M Grant (MG) |  |  |  |  |
| **Apologies:** Mr S Titchard (ST), Mrs J Griffiths (JG), Mrs S Brammeier (SB),  **In attendance:** Mr B Padgett (BP) (Diocese),Mrs B Dutton (BD) (LA), Mrs A Taylor (AT), Mr P McAleese (PMc) Miss J Morris (JM) (Clerk), Mrs R Agnew (RA) |  |  |  |  |

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| **1**  **2**  **3** | **Welcome and Opening Prayer**  Vice Chair welcomed everyone and opened the meeting with a short prayer.  **Attendance and Apologies**  Apologies from Mrs S Brammeier, Mr S Titchard and Miss J Griffiths.  **Declaration of Business Interests**  None declared. |  |
| **4**  **6**  **7**  **5** | **Minutes from meeting on 18 March 2016**  These were accepted and approved for publishing on the school website, subject to agreed amendments.  Action to ‘Report on what school is doing to improve progress of key groups in Years 7- 9 in English and/or maths’ to be assigned to JKo and not PMc.  Replace word ‘secondary’ with Church’ (page 3 para 7).  **Teaching and Learning : Triangulation with KS3 and KS4 Data**  Mr McAleese referred to the PowerPoint on the Staff Observation Schedule and School iP.  Key points:   * HMI column lists those teachers who have been observed * Further broken down by year group observations to triangulate with KS3/4 data * Colour coded in line with School iP * More outstanding lessons being taught in Year 11 * No outstanding lessons and 2 rated as inadequate in Year 9 which correlates with performance data and low attendance figures. Compulsory twilight sessions and further training is being delivered to these teachers. * Overall good teaching and some outstanding teaching in Year 7. * More lesson observations required for Year 8. * Middle leaders are working together to share ideas and self-evaluation. * 68% of teaching is good or better based on School iP which correlates with the student progress * Profile for each department linked to competencies. Now able to identify strengths as well as area that require improvement   **Mr Padgett** asked if there was an element of ‘student attitude to learning’ that would make it difficult for the teacher to have a successful outcome. Mr McAleese advised that in one observation it was the approach by the teacher that did not engage with the students. Where this had been identified the teacher had been buddied up with an outstanding teacher.    **Mrs Findlay** noted that the areas of outstanding teaching was primarily delivered by members of senior leadership team and or experienced teachers.  **Mr King** asked if there were common themes amongst those teachers ‘requiring improvement’. Mr McAleese advised that out of the 19 teachers, one had been observed 4 times and was now on a Teacher Experiencing Difficulty plan. One teacher has now left and the remaining 3 are being coached by SLT.  **Mr Grant** observed that if a ‘requires improvement’ rating triggers a follow up observation then these should not be included in the data as this gives a skewed picture as the teacher will be double counted. Mr McAleese to review the figures.  Mrs Taylor joined the meeting at 8.25am.  Mrs Scott-Herron advised that there are a number of teachers on UPS3 pay band and they need to continue to ensure that they are working to and delivering at this level. Pay awards are still dependant on teachers meeting this level.  **Mrs Findlay** stated that governors would expect to see more scores of ‘1’ for these teachers especially when seeing ‘good’ teaching by the NQT’s. School needs to ensure it is getting value for money from these higher paid teachers.  **Mr Padgett** raised concerns about labelling teachers, whereby one lesson that is rated as ‘requires improvement’ does not mean that they are an RI teacher and vice versa with grade 1 assessments. Mr McAleese advised that it is not just a snapshot picture but taken from a number of lesson observations and work scrutiny and the progress of students that gives an overall picture of teacher’s ability.  **Mr King** asked what SLT would expect the spreadsheet to look like in 12 months’ time. It is anticipated that there would be a larger and more detailed profile which could be built on each year and identify key strands. Each department would have better focus on their staff performance, areas for development and where areas of outstanding practice are taking place.  **Mrs Dutton** asked if SLT can identify whether marking and feedback is a weak area and to what extent are the Departmental Improvement Plans flexible enough to address this. Mr McAleese confirmed that this is still work in progress for some departments. One-off training sessions have been delivered one key areas which need to be improved. Some Heads of Department have adapted DIP to meet needs but not all. Marking and feedback was driven by the Headteacher as a key area for improvement.  Mr McAleese advised that there is a compulsory twilight training session on Assessment for Learning and 2 training days in July which will be bespoke based on the information on the spreadsheet.  Mr McAleese left the meeting at 8.40am.  **Any Other Business**   * **Boteler Trust Funding**   A formal letter has been submitted to the Boteler Trust from the Chair of Governors to support the request for funding. This includes an outline recovery plans. Increasing student roll is critical and this is linked to the Transition Programme 2016. Support from the Trust will reduce in line with an increase in our student numbers.  **Mrs Dutton** suggested looking at feasibility of providing transport to bring in students from out of the area. Mr Grant confirmed that Priestley College are considering providing transport from Cadishead and Irlam and recommended exploring the options of transport with parents at the open evening in September with a view to starting in September 2017.  Governors noted that the school is providing a range of opportunities to bring in primary school parents and children to the school but recognised that friendship groups are very powerful when deciding on final choice of high school.   * **LCVAP Bids 2016/17**   Mrs Taylor advised that there were currently 2 bids in for funding. School had been awarded £51k for the replacement of fire doors and £32k for replacement windows. The latter was not as much as hoped for but work can now continue over the summer holidays.  **Outstanding actions from previous meetings**  See updated action list attached to the minutes.  **Meeting ended at 9.10am**   |  |  | | --- | --- | | **Date and time of next meeting:** | Friday 29 April 2016 at 8am | | **Agenda items** | * Outturn Budget 2015/16 (AT) * Ratification of Budget 2016/17 (AT) * Finance Audit Report (AT) * Progress of Year 7 mid ability students in English and maths (PMc) * Dashboard of headline issues (BSH) * Set completion date for Transition Plan (ST) | | |  |  |
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Miss J Morris: Clerk to the Interim Executive Committee

Signed…………………………………………………………………………………………… (Chair/Vice Chair)

Date………………………………………………………………………………………………

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| **Date of meeting** | **Action** | **Owner** | **Timescale** | **Progress** |
| 18.9.2015 | Governors section of SIP to include KPI’s | ST | ASAP |  |
| 6.11.2015 | Dashboard of headline issues (attendance, finance, staffing, curriculum etc.) to be provided to IEC | BSH | 29 April 2016 |  |
| 18.12.2015 | SLE and Diocesan support to be mentioned in half term 2 Teaching and Learning Report. | PMc | Immediate | Completed (in Headteacher report) |
| 18.12.2015 | Persistent Absentee figures to show actual PA’s as well as other categories. | JLeo | Immediate | Completed (in Headteacher report) |
| 18.12.2015 | Feedback from the teachers on the School iP System. | PMc | May 2016 | 31.3.2016:  **PMc to** undertake as part of Teaching Review |
| 18.12.2015 | Update report on the implementation and success of Operation Encompass initiative. | BSH | tbc | 31.3.2016:  Verbal update to Governors on success of this initiative. Completed |
| 29.1.2016 | Set completion date for Transition Plan (with Diocese and LA support) | IEC | ASAP | Agenda item for 29 April 2016 |
| 4.3.2016 | Parents Group to review the new Progress reports | JK0/AM | ASAP | 31.3.2016:  Struggling to get a response **BSH to chase** |
| 4.3.2016 | Year 10 WA reports to include predicted grade that incorporates all coursework and exams (e.g. French and Geography) | Jko | For next data reports | Completed |
| 4.3.2016 | Thank you letter to AT and PG for Health & Safety Inspection outcome | Chair | ASAP |  |
| 4.3.2016 | Circulate IEC meeting date for next term | JM | Immediate | Completed |
| 4.3.2016 | Circulate key dates for governor involvement in Staffing Restructure | ST | Immediate | 31.3.2016:  **BSH to provide update on dates** |
| 18.3..2016 | Report on what school is doing to improve progress of key groups in Years 7- 9 in English and/or maths | PMc | 29 April 2016 |  |
| 18.3.2016 | Next WA data to include A\*-D column for year 10 students | JK0 | 15 July 2016 |  |
| 18.3.2016 | Governors and Headteacher to submit a formal request to Boteler Trust for funds including a School Recovery Plan | BSH/ST | Immediate | Completed |
| 18.3.2016 | Governors and Headteacher to produce a School Recover Plan | BSH/ST | Ongoing |  |
| 18.3.2016 | Contact Admissions Team for final school admission numbers and why some schools are being allowed to oversubscribe | BD | Immediate | 31.3.2016:  **BD** to circulate overview of admission details and geographical forecasts. |
| 18.3.2016 | Governors and Headteacher to consider an early Ofsted Inspection | BSH/ST | Immediate | 31.3.2016:  Subject to GCSE results |
| 18.3.2016 | Consider buying Governor Support SLA | ST | ASAP | 31.3.2016:  **JM** to circulate details of SLA |
| 18.3.2016 | Book time for governors cluster group to meet heads of departments in line with School Improvement Calendar | BSH/JM | ASAP |  |
| 18.3.2016 | Governors/ Headteacher to draw up action plan for a mini Ofsted review in summer term | BSH/ST | Immediate |  |
| 31.3.2016 | Circulate staff stress audit. Incorporate student views. | AT/AM | 17 June 2016 |  |
| 31.3.2016 | Student feedback in key focus groups (pupil premium, gifted and talented etc.) | AM | 17 June 2016 |  |
| 31.3.2016 | Obtain parent view on providing school bus from September 2017 | BSH/AM | Open Evening September 2016 |  |
| 31.3.2016 | Remove follow up observations from figures for teachers on an RI | PMc | Immediate |  |

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| **Date of meeting** | **Confidential Actions** | **Owner** | **Timescale** | **Progress** |
| 15.1.2016 | Revise job description for music teacher post to meet new requirements | BSH | By April 2016 |  |
| 15.1.2016 | Explore job share/part time teaching opportunities in other schools to avoid redundancies | BSH | Immediate |  |
| 15.1.2016 | Explore outsourcing options to reduce costs | BSH/AT | Immediate |  |