### 

### Governing Body INTERIM EXECUTIVE COMMITTEE Minutes

**Committee: Interim Executive Committee**

**Chair: Mrs C Findlay (Vice Chair)**

**Clerk: Miss J Morris**

**Date of meeting: Tuesday 6 September 2016**

**Venue: School Library**

**Time: 8.am**

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

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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 L Hendry and Mr S Titchard.  **Declaration of Business Interests**  None declared. |  |
| **4**  **5**  **6**  **7**  **8** | **Minutes from meeting on 15 July 2016**  These were accepted and approved for publishing on the school website.  **Outstanding actions from previous meetings**  Updated. Governors and staff reminded to complete their actions.  **Devolved Formula Capital**  Mrs Taylor advised that part of the 2016/17 allocation has been used for new security doors and other work. There was £25k left for this year and Senior Leadership Team were discussing most cost effective way to spend the money. Quotes had been obtained for CCTV and upgrading of the lighting and sound systems in the main hall.  Mrs Taylor advised governors of some of the work that had taken place over the summer holidays:   * Decorating completed to ensure school ready for opening week * Library refurbishment * English rooms decorated * Room 9 completed * New windows in main hall * New student entrance at canteen end which is more robust and improves safeguarding * Access control at reception doors which has improved student noise and safeguarding. * IT has been upgraded room 12 and cable upgraded.   Governors thanked everyone involved in work.  **GCSE Results**  Mr Koltan distributed an additional summary sheet highlighting strengths and areas for development.  Key headline figures were:   * 71% of students achieved A\*-C grades in English * 67% of students achieved A\*-C grades in Maths * Most accurate tracking system to date * Students achieving 5 A\*-C now at 60% which is now closer to national averages * Basic measure for English and Maths is at 59%   A new Ofsted Framework has been published and this affects which category the school would be placed into. It is most important that the school emphasises the rapid improvement made over the 2 years and what we are still planning to do.  The main areas for development are:   * 42 disadvantaged students of which 14 were in year admissions. It was recognised that it is difficult to have an impact on students who arrive with us so late in their education. **Governors advised providing additional figures for Ofsted which did not include these students.** * The gap between disadvantaged and other students nationally has decreased from -52% in 2014 to -36% in 2016. This gap is still too large. (National gap is -26%) * Girls still need to improve achievement in English and Maths. There is still a 10% gap in performance against the national figure. * Need to increase the proportion of girls achieving A\*-C in Maths * Achievement in other subjects remains too low compared to national figures * A\*/A grades need to improve across all subjects * Students need to perform better in the open element for Progress 8 * Need to increase the proportion of students making more than expected progress in maths and English   **Mr Padgett advised that the new Ofsted Framework will focus on 2 key areas:**   1. **Disadvantaged students and closing the gap** 2. **Conversion on higher achievers (i.e. those who came in at KS2 at Level 5 but who did not get B or A/A\*)**   Mr Koltan confirmed that the more able pupil premium students have performed really well and this will be highlighted to Ofsted.  **Governors requested that the SEN and EAL cohort numbers are included on the data charts.**  **Governors requested that the data shows the conversion and transition matrices.**  **Ofsted Ready Meeting**  Mrs Scott-Herron confirmed that the SIP and SEF were almost complete and that the last Headteacher report should be referred to as detailed evidence.  Actions:  Headteacher to provide headline information to governors including the ‘so what’  Mr Grant and Mr Koltan to meet regarding pupil premium actions  Governors to inform Clerk of availability for next 2 weeks  **Any Other Business**   * **Multi Academy Trust**   Mr Grant provided an update on the Multi Academy Trust (MAT). Priestley College are looking to become an academy within the Multi Academy Trust and are now proceeding with the application. Discussions are taking place with Bridgewater High School and Penketh High School about conversion to MAT. National articles still to be approved and legal support will be built into the bid. Conversion date expected April 2017.   * **Level 4 Diploma in School Business Management**   Mrs Scott-Herron advised that a member of staff was enrolling on the above course of study and was seeking governor approval and any possible contribution to costs.  **Governors agreed to funding subject to budget allowance and that any financial support should be repaid if the member of staff leaves within 3 years. Mrs Findlay to act as the governor mentor.**  Meeting ended 9.30am   |  |  | | --- | --- | | **Date and time of next meeting:** | Friday 16 September 2016 at 8am | | **Agenda items** | * Governor Skills Analysis and Training Plan * SIP and SEF * Teacher Pay Scales | | |  |  |
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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** | **Impact/ link to SIP** |
| 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 | Seek clarity on what governors require. | |
| 31.3.2016 | Student feedback in key focus groups (pupil premium, gifted and talented etc.) on the school | 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 |  |  |
| 29.4.2016 | Look at teacher role models at KS4 to address dip in performance and attainment for girls. | Jko/LH | Immediate |  |  |
| 29.4.2016 | Address PP gaps, girls performance and progress 8 for middle ability students at KS4 | SLT | Immediate |  |  |
| 29.4.2016 | Governors and Headteacher to submit paper to Diocesan Board meeting for Multi Academy Trust. | ST/BSH |  | Report submitted to Liverpool Diocese.  Completed |  |
| 29.4.2016 | Provide training to staff and students on completing application forms | SLT | Staff Training Plan 2016/17 |  |  |
| **New Academic Year 2016/17** | | | | | |
| 6.9.2016 | Governors agreed to funding for L4 Diploma in School Business Management subject to budget allowance and that any financial support should be repaid if the member of staff leaves within 3 years. Mrs Findlay to act as the governor mentor. | AT |  |  |  |
| 6.9.2016 | Ofsted Ready Actions   * Headteacher to provide headline information to governors including the ‘so what’ * Mr Grant and Mr Koltan to meet regarding pupil premium actions * Governors to inform Clerk of availability for next 2 weeks | BSH, MG, Jko and Govs | 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 |  |