



St Boniface's Catholic College.

IMB Meeting

16 October 2017

Minutes Part I

Date of meeting: Monday 16 October 2017
Meeting opened at: 10:05
Meeting closed at: 14:07
Venue: Meeting room 2

Members Present

Dr P McGovern Chair
N Maslen Head
P Brown PB
L Clark LC
P Cotter PC

In Attendance

L Richards Clerk
L Adams LA - CAST (from 11:40)
T Herbert TH - Finance Manager (from 12:30)

Apologies

Fr. J Bielawski JB

23	Welcome - The Chair welcomed all those present. Apologies from JB	Action
24	Opening prayer - The College prayer	

25	Declaration of Interests - Nothing additional to add.	
26	<p>Approval and matters arising from the minutes of the meeting dated 19 September.</p> <p>Min 14 - 2017 - The Head to clarify the AAH (PS) Job description. The Head is meeting with the AAH this Friday - 8 September - The Head explained that the AAH currently had an outlined Job description. After discussion it was agreed that the AAH required clarity of his job role - <i>Action: Head</i></p> <p>Min 14 - 2017 - Assessment overview/ progress. It was agreed that our SIMS/Data Manager visit Cuthbert Mayne to spend time with their SIMS expert so Mark sheets can be ready for all the assessment data. After discussion regarding the assessment progress it was agreed that the data sheets would be ready to present at the October meeting. No visit has taken place - however mark sheets have been complete.</p> <p>The Head gave an overview of the Data Manager role within the College and what the plan was regarding the position. It was agreed that a conversation take place regarding the overall restructure of administrative staff and the Data Manager role. <i>Action: Head</i></p> <p>Min 14 - 2017 - Deficit and BG. A meeting is to be arranged with Marcus Taylor with both TH & the Head to discuss the historic deficit and British Gas. - Action closed.</p> <p>Min 15 - 2017 - Safeguarding. KCSIE - Clerk to ensure JB signs that he has read the KCSIE. - JB has not yet signed this. <i>The Clerk will deal with this as a matter of urgency. Action: Clerk</i></p> <p>Min 16/17 - 2017 - Headteacher update. Year 11 plan required as well as an overall College plan. Head of Year 10/11 to lead on this. The head reported that the deadline for this is the end of this week. <i>Action: Head to send report to IMB members when complete and report at the next meeting.</i></p> <p>Min 16/17 - 2017 - Headteacher update. Lesson Plans - Lean lesson plans are a requirement - this is to be reiterated to all staff. Action ongoing.</p> <p>Min 18 - 2017- Catholic Ethos. Behaviour - PC to meet with the deputy - Actioned.</p> <p>Min 18 - 2017 - Catholic Ethos. Prayer variety and when this will commence Head to talk PS - This is a working progress.</p> <p>Min 18 - 2017- Catholic Ethos. Edmund Rice Network - The Chair to Contact Roisin Maguire to see if she could come into the College - The Head has not yet had reply from Roisin Maguire. <i>Action: Head</i></p> <p>Min 18 -2017 - Catholic Ethos - "Saint Boniface" - is he covered in RE, can he be incorporated into RE lessons. The Head to report back at next meeting - to be re-introduced - Actioned</p> <p>Min 18 - 2017 - Catholic Ethos - To talk to PS regarding funding idea's ongoing.</p> <p>Min 18 -2017 - Catholic Ethos - Old Chapel - to obtain a quote for the works on this. The Head to report back on this. - The Cost quoted is £3500. LC to</p>	<p>Head</p> <p>Head</p> <p>Clerk</p> <p>Head</p> <p>Head</p>

	<p>talk to the Abbot regarding funding this. <i>Action: LC</i></p> <p>Min 18 - 2017 - Catholic Ethos. Arrange a visit to other Catholic Schools - Cardinal Vaughan & Thomas the Apostle Actioned - Thomas the apostle - The Head/ JB to visit after half term</p> <p>Min - 20 - Staff matters - See Part II.</p> <p>Part I Minutes dated 19 September 2017 were approved with amended Item numbers Part II minutes dated 19 September 2017 were approved with amended Item numbers.</p>	LC
27	<p>Headteacher report and action plan: Discussion took place and the Head led the board through the current action plan discussing the milestones and their RAG rating. The Head will update the action plan accordingly with the agreed RAG ratings and distribute to all board members before sending off to Ofsted. (see Plan attached) <i>Action: Head</i></p> <p>The following were also reported on:</p> <ul style="list-style-type: none"> • Leadership and Management • Quality of teaching, learning and assessment • Outcomes for students- update on data • Behaviour wellbeing and safety • Curriculum/Sixth form update from • Catholic Life <p>Board agreed to the RAG rating for the updated Action Plan - see new plan.</p> <p>The following were highlighted and discussed:</p> <ul style="list-style-type: none"> • Safeguarding - raising awareness regularly - it was agreed that quick fire questions be put to the staff regularly - <i>Action:Head</i> • Short discussion regarding pay committees and appeal panels - it was agreed that the next Meeting on the 21 November would commence at 9.30 with the pay review at 13:30 • Headteacher review also needed to be planned - the Chair suggested that LA lead on this - confirmation of this when LA arrived later on in the meeting. • Short discussion on the SPR process and whether certain patterns had emerged. The Head reported that one that appeared to be emerging was that teachers were planning for doing rather than learning. • PC gave an overview of a new book scrutiny review assessment document he had introduced into his two schools. <i>Action: PC to send electronic copy to the Head</i> • Middle leaders see Part II. • Attendance is now at 94% which is an improvement but not where would be acceptable. The Chair would like to have a category breakdown on attendance figures Year groups PP FSM etc. <i>Action: Head to produce report and distribute prior to next meeting</i> • Discussion on teachers reflecting on their lessons and building in time for this. • The Chair updated the board regarding post 16 education in the College. An agreement has been made with CAST that from 18/19, post 16 will be a joint provision between SBC & ND. The Head gave an overview of the meeting that took place. • Student's behaviour has had a significant improvement. • Link room and detentions have reduced considerably. The Head reported that fixed term exclusions were slightly higher than last 	<p>Head</p> <p>Head</p> <p>PC</p> <p>Head</p>

	<p>year, as four students had been excluded for smoking - this had not been addressed previously.</p>	
29	<p>Board member visits Both PC and LC had visited the College and their reports distributed. Both gave an overview of their visits and highlighted areas of concerns - these concerns are set out in the reports - Attached.</p> <ul style="list-style-type: none"> • Pace & Rigour was an area of concern • homework setting and time allocated was also discussed <p>It was agreed that the way forward on this would be to identify the areas and the specific pupils who needed to keep up.</p> <ul style="list-style-type: none"> • Short discussion on the effective use of LSA's took place with the Head giving an overview of the current set up. <p>LC had also attending the College to observe two GCSE lessons and spoke to the RE team. LC gave an overview of this visit and stated her concerns to the Board (as set out in the report)</p> <ul style="list-style-type: none"> • Discussion on RE department took place highlighting that the need for a specialist teacher was imperative. <p>See Part II</p> <ul style="list-style-type: none"> • Discussion commenced regarding the MFL taught within in the College and the resource available to teach it. 	
30.	<p>Overall effectiveness - decision The chair explained that now the milestones/action plan had been reviewed with RAG status as a board would we be able to rate the overall effectiveness of the plan?</p> <p>After discussion it was agreed that the College was now on track to meet overall October milestones. rather than overall effectiveness</p> <p>PB - Left the meeting at 12:15</p> <p>At this point of the meeting it was decided that Item 31 & 32 could proceed with the Finance Manager in attendance. TB joined the meeting at 12:20</p>	
31	<p>Staffing matters The chair distributed an up to date draft curriculum model and documentation and curriculum statement for approval. He gave a concise review of the documentation, highlighting the areas in red on the documentation (curriculum statement & curriculum models 2018 -2019) the following were discussed.</p> <ul style="list-style-type: none"> • Tech & Drama - carousel. • Lesson length • Dropping RE by one hour • Adding in PHSE instead of RE (1hour) • PHSE Mapping - could incorporate some of the issues from RE <p>Questions from the IMB Q: Could there be clarity between English Literature and Language in KS4? A: Yes this could be done if required - lessons could even be defined by the teacher. Q: Could there be Clarity between science and the individual Sciences? A: In KS4 this would be clearer depending on which option block the students chose. A discussion on the science option blocks and the triple award. Q: Would parents be concerned at the number of GCSE the students were taking if they opted for a combined science option rather than individual? A: This is a concern we will put this to a straw poll at parents evening the individual sciences can only run if we have the interest. Discussion on triple science and options available took place.</p>	

	<p>The IMB approved the new Curriculum plan and the Curriculum statement. Staff Model - The Chair gave an overview of the new document. See Part II</p> <p>The IMB approved the new Model with the amendments referred to in Part II minutes.</p> <p>The Chair also asked TB to research KS3 funding and to cost Yr. 7 for 80,90 & 100 pupils - <i>Action: TH</i></p> <ul style="list-style-type: none"> • Provision for external Post 16 provision - The Chair gave an overview of the current situation regarding the commissioned investigation. The first draft of the report has been issued. After discussion LA advised that we should advise CAST and Jo Dennison the investigating officer what we are going to implement so this doesn't happen again. • Conflict of interest forms for budget holders. Need to be in by Wednesday, TH stated that all but one declaration of interest form completed and returned. Discussion on the missing form took place. <i>Action: TH to chase this up.</i> • Following Egguckland's contract for Post 16 vocational and a recent visit to them, TH reported that he will be using these templates. • Staff Provision - at least 20% of vocational student's time should be studying under College Staff i.e. no vocational student should be doing 5 days a week at the provider from 1 September 2017. The Vocational coordinator is challenging this and invoices for provision have been billed at 5 days a week. TH no Bills have yet been paid. We have received Top up money for SEN students from the LA <p>Discussion on current Yr13 provision within then college took place. The Head reported that we currently have 20 on roll, - ½ termly visits take place to the provision and the Safeguarding lead will be completing a safeguarding visit.</p>	<p>TH</p> <p>TH</p>
32	<p>Finance</p> <p>TH gave an overview of the tranche Payments and budget.</p> <ul style="list-style-type: none"> • Cashless system- TH enquired as to how this could now move forward as it was not using GAG money. After discussion it was agreed that TH would send the business case to CAST and they would in turn send to the EFSA. <i>Action:TH</i> <p>LA reported that due to work load Jo Flowers will be support the school and will be taking over LA's role.</p> <p>It was agreed that LA would lead on the Heads performance review. Date to be arranged.</p> <p>LA Left the meeting at 14:00</p>	
33	<p>Safeguarding</p> <p>Nothing to report</p>	
34	<p>Policies to be adopted:</p> <ul style="list-style-type: none"> • Assessment & Feedback • Staff Code of Conduct • CAST HR Policies <p>Board agreed to adopt all policies presented.</p>	
35	<p>Dates of next meeting</p> <p>21 November 2017 9:30 with the Pay panel commencing at 13:30</p>	

Date & Signature of Chair _____