



St Boniface's Catholic College.

IMB Meeting

19 September 2017

Minutes Part I

Date of meeting: Tuesday 19 September 2017

Meeting opened at: 10:15

Meeting closed at: 13:35

Venue: Meeting room 2

Members Present

Dr P McGovern Chair
N Maslen Head
Fr. J Bielawski JB
P Brown PB
L Clark LC
P Cotter PC

In Attendance

L Richards Clerk

Apologies

T Herbert TB - Finance Manager

11	Welcome - The Chair welcomed all those present - Agreed that Item 8 would now be discussed before item 4 (left in number order on the minutes)	Action
12	Opening prayer - Fr Jon led the prayer	
13	Declaration of Interests - Nothing additional to add	

14	<p>Approval and matters arising from the minutes of the meeting dated 6 September.</p> <p>Min 2 - Min 24 - 2017 - Minutes to be uploaded onto the website. This will be up to date by the next meeting. Action: Closed - Clarification was given as to what Financial details should be included.</p> <p>Min 24 - The Head to clarify the AAH Job. The Head is meeting with the AAH this Friday - 8 September - Clarity on job description to be given. <i>Action: Head</i></p> <p>Min 24 -2017 - The Head suggested he contacts Sarah Adams as she is due to visit the College before October ½ term to present some CPD and could advise at the same time. Action :Closed</p> <p>Min 24 - 2017 - Article for the tablet - The Chair suggested that he find out what information they required before he would agree to release any information. - <i>Action: Head to report back to the IMB when contact has been made. The tablet has now printed the article and all members have been shown it.</i> Action : Closed</p> <p>Min 27 - Vocational update The Chair advised that Marcus Taylor needed to be informed due to the Financial implications Action: Closed. The Chair also advised that the Head produce a reporting statement in readiness for Ofsted to show that we have actioned this specific vocational issue. To Be discussed later in the meeting.</p> <p>Min 5 - Assessment overview/ Progress - a brief meeting has taken place. New mark sheets need to be produced. 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. <i>Action: Head to inform Data Manager</i></p> <p>Min 7 - Visit to a good Catholic school - Action: Closed</p> <p>Min 7 - Discipleship within the College - discussed at Catholic ethos item. - Action: closed.</p> <p>Min7 - Catholic Ethos working group members to be contacted. Action: Closed</p> <p>Min 8 - Curriculum model update - discussed later in the meeting</p> <p>Min 9 - Deficit - The Head reported that last year’s surplus will be paying back our deficit - Action Closed</p> <p>Min 9 - British Gas - The Head reported that it has been agreed that a settlement be made to clear the debt.</p> <p>A meeting is to be arranged with Marcus Taylor with both TH & the Head to discuss the historic deficit and British Gas.</p> <p>The Part I minutes dated 6 September 2017 were approved - It was agreed that in future the Head would appear in “members present” and not “Attendees”.</p> <p>The Part II minutes dated 6 September were distributed and approved, with actions to be discussed later in the meeting.</p>	<p>Head</p> <p>Head</p> <p>Head</p>
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15	<p>Safeguarding The Clerk had explained that there were still statutory governance that needed to be completed by the IMB.</p> <ul style="list-style-type: none"> • Statement of Intent (Safeguarding) required signatures from both the Safeguarding IMB member and the Chair - this was actioned • KCSIE - The Clerk had presented the IMB with a document to sign that they had read KCSIE document. - This was actioned - with the exception of JB as he left the meeting early. <i>Action: Clerk to ensure JB signs</i> 	Clerk
16/17	<p>Headteacher update: <u>Assessment system</u> - The Head gave an update on the new assessment process and a short discussion took place:</p> <ul style="list-style-type: none"> • The Head gave an overview of what he will be expecting from English and Maths. • Consideration was given to how intervention can take place. FFT target document was distributed. <p>Discussion on the targets took place highlighting how aspirational they appeared to be. The Head asked the IMB to consider whether the targets should be in line with the top 20% or Top 50%</p> <p>Question by the IMB Q: Who will be populating this? A: AHT- Curriculum and Assessment Q: Regarding Basic 5+ Yr11 targets. Do we know which students comprise the 42%. A: We will know when the analysis is completed this week.</p> <p>We need to ensure that we make the data talk about the students. Ensuring that class teachers know where they need to concentrate. Q: When are the Mocks A: Two sets of mocks - Walking talking and normal mocks in January.</p> <p>PB - We need an overall college plan - but a year 11 plan too. <i>Action: The Head</i></p> <p>Q: Has there been consideration of intensive revision lessons on English & Maths. Discussion took place on this. Q: Who would be good to lead on this? A: AHT (C&A).</p> <p>After further discussion it was agreed that the Head of Year 10 &11 would be good to work with AHT (C&A) on this as he engages well with the students. Decision that they would work together on hitting targets in English and Maths.</p> <p>It was also suggested by the Chair that the next meeting be held in the AH's office so we were able to put names/faces to the statistics. A short discussion took place on free school meal students and whether funds from this could be spent on the interventions. It was also commented that quality of learning and attendance needs to be addressed. Discussion on the funds left and how to allocate them took place.</p> <p>The free school meals students need to be targeted for this. PC- PP figures need to be drilled down to the individual students. The following was confirmed after discussion:</p> <ul style="list-style-type: none"> • Assessment drop is the week after next • Data analysed the following week • Plans in place the following week, ready for the next meeting • Next meeting will take place in Assistant heads office so we are able to put names/faces to the statistics 	Head

<p>PB to ensure that there is a connection with either himself or Deputy Head (St Cuthbert Mayne) to ensure AHT (C&A) Head of Year 10 & 11 are confident in analysis. The Chair was concerned with the timings of this. The Head reiterated the timings of the process. It was agreed that there was no room for slippage, Pace and rigour was required.</p> <p><u>Safeguarding</u> The Head explained that there were 3 Staff members in the Student Success centre and he would like to consider training up one of the staff as the deputy Safeguarding lead. This was agreed to be a good solution for the future</p> <p><u>SPR - update</u> The Head reported the following on the new Student Progress Reviews and gave an overview of his findings highlighting the following:</p> <ul style="list-style-type: none"> • Feedback has been good • Actions are good • There is an understanding of what is expected to getting learning outcomes correct. • Collating data at the moment • The Head of school improvement (CAST) could see the value of the SPR although still in its infancy. <p>Question from Chair: Q: Would this give you enough information for improving quality of teachers? A: The feedback is focussed on learning.</p> <p>The Head gave an overview of the process and what the AHT was doing to address the milestones for learning. Q: How do you know the quality of the observers? A: presently the observations are being completed in Pairs always with one of the AHT or the Head</p> <p>Discussion then took place on lesson plans. The Chair - all staff need to be reminded that it is a requirement to write a lesson plan. It was agreed that the Head would reiterate that the completion of the lean lesson plans are mandatory to all staff. <i>Action: Head</i></p> <p>LC has agreed that she will be come in regularly to observe lessons.</p> <p>Question from IMB member: Q: When will the work scrutiny take place and monitored within the cycle? Work scrutinise - A: The head explained the cycle. First two weeks SPR's Week 3 book scrutiny Week 4 Student voice Week 5 collating information.</p> <ul style="list-style-type: none"> • RSC Jonathan Bishop - in on Friday <p>The Chair - this would be good to use as a practise for when Ofsted visit.</p> <ul style="list-style-type: none"> • Student feedback would also be good. <p>Q: How has behaviour been? A: much improved but bubbling a little bit this week - there has been a notable improvement at lunch time and a marked difference when there is no management present.</p>	<p>Head</p>
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	<p>Fixed term exclusions - 2 FTE - The Head gave an overview them</p> <p>PC - There has been an improvement, I will liaise with the Deputy Head on this. <i>Action: PC</i></p> <ul style="list-style-type: none"> We are using the Ready, Respect, Safe <p>Q: rewards, what have we in place? A: this is a work in progress, presently we are encouraging emails to go home to parent- Deputy Head and the Pastoral team are working on this.</p> <p>Discussion on RSC visit this Friday took place.</p>	PC
18.	<p>Catholic Ethos Progress</p> <p>JB distributed a report highlighting areas of discussion and consideration to ensure Catholicity was more visible within the College. The Following were highlighted</p> <ul style="list-style-type: none"> Introduction of prayer three times a day further discussion on this will take place as this will be a new initiative to some staff. Further discussion needs to take place with PS & JB as to the variety of prayer and when this will commence. <i>Action: JB</i> Space required for allocated prayer time. Crucifix in every classroom can commence - explanation on the meaning of the crucifix should be given too Fiona Hutchings has arranged Buckfast retreats to take place for Yr7 students over 2 weeks. Holy week celebration to take place and SBC has been invited to piggy back on to ND's celebrations regarding this. To keep up connection with Edmund Rice network - The Chair gave a brief explanation of the network and their connection to the College. SBC have been invited (3 Ticket) to the Edmund Rice conference and the Chair felt it would be advantageous for us to send representation. After discussion it was agreed that due to the dates of the conference we would not be able to send representation. It was decided that the Chair would speak to Roisin Maguire to see if she could come into the College. <i>Action: Chair</i> Mapping the Liturgical calendar to the school events - PS will liaise with the Chaplin. Patron saints - to be allocated to subjects within the school Discussion on the possibility of having a statue of St Boniface commissioned by a local artist - after discussion on this it was agreed that in our current circumstance it would not be viable and was certainly something to consider in the future. <p>A short discussion commenced regarding St Boniface and whether this was actually covered within RE - They will report back on this <i>Action: Head</i> <i>Action: Head to check out whether St Boniface is incorporated within RE lessons.</i></p> <p>The Head will also talk to PS regarding this and his funding suggestions. <i>Action: Head</i></p> <ul style="list-style-type: none"> Emmaus walk - purposeful path to walk around the college and perhaps now consideration could be made as to renovating the statues that the College already hold _ sacred hear & Our lady. <p>PB added that it is important to concentrate on the resources that will make the biggest difference and what is going to get us there so students can live it. Discussion on this took place emphasising on what makes a good catholic school - Students could work on the Emmaus walk Working group of students - to work on the Emmaus walk.</p> <ul style="list-style-type: none"> Discipleship within the College and discussion took place on whether a CU would be appropriate. Actions not words group was suggested. Encouraging students to work with those with disabilities, homeless and the elderly this would flow on from the Catholic ethos. 	<p>JB</p> <p>Chair</p> <p>Head</p> <p>Head</p> <p>Head</p>

	<ul style="list-style-type: none"> • St Boniface feast day June 5 - ensure it is significant. Discussion on how this could take place. PS to lead on this. • Friday the 5 January - Epiphany - Holy days of obligation - Mass in school and church. • Buckfast Abbey's millennium celebrations - As LC is the millennium secretary she will keep us up to date and ensure we can have an involvement and an invite. • Old Chapel - reopening of the old chapel to expose the stained glass window - Action: The Head to get a quote for the works on this. <i>Action: Head</i> • Banners on the wall in the hall to be removed so that only the crucifix is there. New Banners to be produced around the five W's - PS and the Art department to lead on this. • Creation of Catholic Ethos working group - JB listed those involved - planned to meet once a term. • Post section 48 report- PS will produce an action plan for this and will liaise with Sarah Adams and JB. The Head commented that PS needs to be aware that he is not to own all the actions. <p>Discussion on groups took place the Head felt that there would be too many groups - It was agreed that there would be two groups a "working group" & "Discipleship group" of which the students would be able to feed into and meet once a term. The Head agreed he would meet with line managers to discuss one of the UPS staff members to lead this with Sarah Adams.</p> <p>A short discussion took place regarding visiting a Good/Outstanding Catholic school - with reference to the "Tablet" It was agreed that it maybe advantageous to visit both Cardinal Vaughan - in Kensington & St Thomas the Apostle in Pekham. <i>Action: The Head & JB to arrange visit</i></p> <p>The Chair added that Louise Adams suggested a restructure of our agenda So that School improvement was first and Governance matters after.</p> <p>Discussion on Louise Adams role and how we can rearrange the IMB meeting to make better use of her resource. The IMB is answerable to her.</p> <p>Agenda restructure discussed at Item 11 of the meeting.</p>	<p>Head</p> <p>Head</p>
19.	<p>Curriculum model update</p> <p>The Following was reported:</p> <ul style="list-style-type: none"> • 17 October meeting to discuss curriculum model • Major fall in student numbers 150 since last September • Highly significant financial implications. • Next September lower pupil numbers. • We need an audit of staff's second subjects. • £15,000 for PP do you we consider putting some of this towards maths resource. <p>See part II</p> <p>Vocational</p> <p>Discussion on Pre-vocational & vocational provision.</p> <p>Discussed at Item 11 in more depth.</p>	
20.	<p>Staff Matters</p> <p>Replacing the IT technician. IT technician handed in notice.</p> <p>The Head would like to consider the possibility of employing a company called Magica to be our IT support rather than employing an onsite technician. Overview of this was given.</p> <p>The Cost is £10,000 for SLA. meeting Thursday</p> <p>Q: How up to date is SBC IT equipment?</p> <p>A: Better than other schools.</p> <p>It was agreed that the Head would look further in to Magica before an advert is produced for the post. <i>Action: Head</i></p>	

	<p>Before the close of the meeting the following was agreed: Restructure of Agenda to follow the following format:-</p> <ul style="list-style-type: none"> • Introductions • Minutes approval • Matters arising • Action plan • Head reports and improvements <ul style="list-style-type: none"> ○ Leadership ○ Teaching & learning ○ Curriculum/Sixth form ○ Catholic Life. ○ Board Member visits • Overall Effectiveness • Governance <ul style="list-style-type: none"> ○ Finance ○ Safeguarding ○ Premises <p>Discussion on mentors for the Head took place - it was suggested that although the Chair was happy to take on this role a serving Head would be advantageous.</p> <p>The IMB agreed: St Cuthbert Mayne would be SBC's link school (SLT) Plympton - Maths & English PB would mentor The Head St Cuthbert Mayne's Deputy to mentor SBC's Deputy St Cuthbert Mayne's SLT for new appointees A mentoring plan to be devised for this.</p>	
21.	<p>Finance matters - Update Students on Roll have places on vocational courses but no transport to get there. TH has concerns as there is no budget set for this. The vocational advisor and SEN lead have attended the training venues to risk assess and check they are safe. The Head of Vocational had not yet sorted this out. Same Position as last year. Short discussion on the transport fees and why we pay for them took place. These costs have now been approved and will be set off against the money the vocational students bring in. <u>Cashless catering system</u> The Clerk had distributed the document setting out the 3 options for the cashless system. The Head gave an overview of the reasons for this and how the provision would fund itself with the profit from our canteen. After discussion it was agreed that this would be approved and although the preferred option was the dearer it offered more for its money. The Board agreed to go with option 3</p> <p>Staff member - salary review. Please see Part II</p>	
22	<p>Dates of next meeting 17 October 2017 - 10.15am</p>	

Date & Signature of Chair _____