

St Gregory's Catholic Comprehensive School Governing Body

Reynolds Lane, Tunbridge Wells, Kent TN4 9XL.

Full Governing Body Meeting held at the school on Tuesday 20th September 2011 at 4.30pm Meeting no. 50

Those present: Mr A Moffatt (Chairman), Mr S Adamson (Headteacher), Mr D Burgess, Mr D Cameron, Mrs P Foley, Mr C Harding, Rev. G Hovenden, Mrs J Lunn, Mrs D MacAdie, Mrs L McCarthy, Mrs J Storr, Fr P Stodart, Mr M Walker, Mr S McQuillan and Mrs L Birchard (Clerk).

Also in attendance was Miss P Kerr.

The meeting was quorate

1. Opening Prayer was said by Fr. P Stodart.
2. Apologies were received from Mr D Bramley, Mrs A Hickey, Mr M Oxley, Mr R Thomas and Mr A Cox. Apologies were also received from Mr R Phillips, prospective LA Governor (appointment due 6th October).
3. Disclosure of conflicts of interest – there were none.
4. Election of Chairman (nomination: Mr A Moffatt)
Mr Moffatt was proposed by Fr. P Stodart, seconded by Mrs J Storr and was unanimously elected as Chairman of the Full Governing Body for the year.
5. Election of Vice-Chairman - there were no nominations.
6. Terms of Reference (distributed with agenda) – these were approved with no amendments.
7. Appointment of:
Responsible Officer - Mr R Thomas
AEN, Child Protection and Looked-After Children Governor - Mrs P Foley
Training Governor - Mr M Walker
Fund Raising Governor - Mrs D MacAdie
Literacy Governor - Rev. G Hovenden
Numeracy Governor - Mrs J Lunn
Gifted and Talented Governor – Mr M Walker
8. Link Governors
Appointment of link governors – CC, CPD, ESU, EPD, NE, Admin, Site, Catering, Outreach, Chaplaincy, G&T
Mr Bramley was added to the list as support Link Governor for Numeracy and Enterprise, and Mrs Storr will assist Mrs Hickey as Link Governor to EPD. Mrs MacAdie did a link visit to the Catering area in July and will write up her notes shortly. There was a discussion regarding link visits and it was suggested that paired link visits may be beneficial to those Governors who had not done one before. Governors were urged to get dates fixed for their visits.
9. Minutes of meeting held **14th July 2011** (distributed with agenda) – these were accepted as a true and accurate record of the meeting.
10. Actions arising from the previous meeting:-
42/03 Review Education in Personal Relationships Policy re parental consultation **AH/LB(Oct 2011)**
48/01 Discuss with clergy idea of parents talking to congregations re St Gregory's **ongoing Fr. P**
Fr. Peter will raise this issue at the Deanery meeting next week. There is some urgency to get the message out about the school's exam successes, the new 'grammar streams' etc as the deadline for applications is 31st October so parents are making their minds up about schools now.
48/02 Mr Adamson to ask Mrs Whittle to identify a parent to speak at Corpus Christi **ongoing SA**
Mr Adamson has spoken to Mrs Whittle but has not heard back.
48/03 SLT to attend talks in parishes **ongoing SA**
Mrs Ruch is organising a schedule for Mr Adamson to speak at a Mass in each parish before the

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admissions deadline. He will be accompanied by the Lay Chaplain, Mrs Byrne. Fr. Stodart asked whether there would be literature to hand out at the other Masses for those who missed the talks and it was also suggested that copies of the school prospectus are also made available to prospective parents in the parishes.

50/01 SA

48/05 Fr. Peter to encourage clergy to join Governing Body **ongoing Fr. P**
Fr. Peter will raise this issue at the Deanery meeting next week.

49/01 Colourful sketches of the new front entrance to be displayed on school website **complete**

49/02 Coverage of the Duke of Edinburgh award could be extended on the school website **complete**
Mr Bohacek has written a report for the website.

49/03 Copy of the LA Review Report to be made available to Governor **complete**
The LA Review Report is available on Governors' FROG. Mr Walker also asked Mr Adamson for a copy of the Performance Management report to be made available to Governors. **50/02 SA**

49/04 Miss Kerr to attend September FGB to explain R.A.Ps (see item 13 below) **complete**

49/05 Chairman to write to parents for support of Kenyan project **ongoing TM**

49/06 2013 Admissions Policy – for approval (see item 12) **complete**

49/07 Working Group to meet to consider FGB structure **complete**
A Working Group has been set up and met. The Chairman will set a date for the next meeting **50/03 TM**

49/08 Fit for Mission to be discussed at CCC + feedback to SLT for school improvement
Ongoing AH/LB (Oct 2011)

49/09 Calendar of meetings for 2011-2012 will be attached to the FGB minutes **complete**

11. Headteacher's Written Report (distributed with agenda)

Spiritual Life of the School

Mr Adamson reported that an Induction Mass was being held today at Southwark for Dr Anne Bamford, the new Diocesan Director for Education. Mrs Byrne is in attendance to represent St Gregory's. On 7th October a Mass will be held at Westminster Cathedral to mark the close of the Year of Catholic Education and launch the Olympic Truce of 'One Hundred Days of Peace' for the London Olympics. All schools from the three Catholic dioceses of Brentwood, Southwark and Westminster are invited and Archbishop Vincent Nichols will concelebrate the Mass with Archbishop Peter Smith of Southwark and Mgr. George Stokes (representing Bishop McMahon) of Brentwood.

The Deanery Mass for Education will be hosted this year by St Gregory's on Monday 10th October at 4.30pm and will be attended by Dr Anne Bamford – all Governors are welcome to attend. Fr. P Stodart gave his apologies as he will be attending a three-day Canon Law event.

Academic

Mr Adamson reported excellent GCSE and A level results this summer, with many outstanding individual achievements - Cassie Davis gained a place at Oxford University. GCSE results were a record for the school (82% A*-C) and most students stayed on into the 6th Form. Credit was also given to the lower achieving students who worked hard to meet/exceed their targets. Governors asked whether their achievements are recognised and were reassured that the students not staying on are also invited to the Certificate Evening to be given their awards. The Level 2 ICT award will be available again and 7-8 students will be staying on to take it in place of A levels. Governors questioned whether any potential 6th Form students were lost to the grammar schools and were reassured that most stayed on at St Gregory's and six external applicants are joining.

Mr Adamson reported that there were some concerns with AS levels grades and there is significant scope for improvement and the school is working on it.

Some departments achieved 100% pass rates (MFL, Art etc) while in others there were significant improvements (RE pass rates were up 40% and PE got 94%). There were good performances in both the specialism subjects Mathematics and ICT.

These results were not luck, but were achieved through hard work and action taken by the SLT, working with departments (particularly Subject Leaders) to make them more accountable for the results. The

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strategy to enter students early for Mathematics and English paid dividends as it enabled Subject leaders to identify the 'D' students and to re-arrange classes to work with those students to get them up to a 'C' grade. Mrs Demetriou worked with 23 'D' grade Mathematic students getting 17 of them up to grades 'C' and above in a relatively short time (February-May). Another strategy was to identify 20 students who, according to FFT data were capable of gaining 5 A*-C including English and Mathematics but who were not engaged in their learning, and to work with them to ensure they meet their targets. The school set up a special focus group and gave these students extra support with Mathematics, English, Science and IT. 19 of the 20 achieved 5 A*-C, 15 of them gained 5 A*-C including English and Mathematics.

Governors congratulated the SLT on the turnaround of the examination results this year and thanked teaching staff particularly for the time they spent on revision classes, twilight sessions etc to support the students. It highlights the caring ethos of the school.

The examination results will be discussed in detail by the Learning & Teaching Committee when the RAISEonline data is available.

Staffing

New staff have settled in well. There has been one resignation – Mrs Gillian Clare (Science). Her job has been advertised and there have been a number of applications.

Admissions

There are 145 students on roll in Year 7 (PAN 180) and 118 in Year 12 plus 88 in Year 13 (total 6th Form 206, PAN 210). Some Year 12 students left after either taking the OCR ICT course and going on to study elsewhere and a few left as their AS outcomes were not good enough to continue.

There is a degree of urgency to get the message out to the primary schools about the advantages of sending children to St Gregory's to boost admissions. Mr Adamson said that the examination results were good and that he will be meeting parents in the parishes to get that message across. There is a focus on primary liaison with taster days, Open Evening/Days etc. Tunbridge Wells is a very competitive area and parents can now enter their child for the 11+ tests and know the outcome before selecting a school, which has had a big impact on the school admissions in the last two years. The Skinners Kent Academy will be attractive with its new building and uniforms, directly competing for local students. Parents need to know what is distinctive about education at St Gregory's. Mr Adamson, accompanied by the Lay Chaplain, went back to the primary schools to meet Year 5 parents after the taster days – there was a good turnout of parents in Tonbridge and Tunbridge wells, but only three parents attended at St Mary's.

There was a discussion regarding the non-Catholic primary schools. Over 1/3rd of the school intake are Anglican and parents at the CofE primary schools should be made aware that applications from non-Catholic children are welcome. Schools do have activity links with the local primaries and this improves awareness. The St Gregory's Street League and similar activities should make parents more aware of St Gregory's school as an option.

Fr. P Stodart left the meeting at 5.25pm (the meeting was still quorate).

There was a long discussion around the impact of transport from Crowborough and the surrounding villages. Governors were disappointed on the media coverage of the school's examination results and the need for more positive publicity. Mr Adamson said that Mrs Stanley regularly sends publicity to The Courier but they do not publish the articles. The Skinners Kent Academy advertises the school in Index and on the back of buses, so they get quite a few articles about the school published.

Fr. P Stodart re-joined the meeting at 5.30pm

There was a discussion on how well faith schools perform nationally and the need to advertise this. Parents fixate on league tables but forget about the importance of school ethos. If a 'grammar' child comes to St Gregory's he/she will perform equally well academically but will also benefit from the holistic education at St Gregory's. Parent Ambassadors are a very powerful voice for the school. Things, such as the St Gregory's Street League, are also an excellent way to get the school more attention and should be widely publicised.

PTA

Mr Adamson said how grateful the school is for the excellent support of the Friends of St Gregory's. Last week was the Dragon Boat Race and the PTA is meeting this evening to discuss future events.

Buildings

An artist's impression of the new front entrance was shown to Governors. Mr Teckkam is involving students in art work for the 'wrapping' and there will be an aspirational quote to go with the art work. The new front entrance will make the school more accessible for physically disabled visitors. The work should be complete by the end of October, unfortunately missing the Open Days. Mr Harding said that the opening of the new front entrance plus the excellent examination results were an ideal opportunity to get the press involved to 'market' the school. Mr Adamson was asked to use these opportunities to set up some publicity as part of the recruitment drive.

50/03SA

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One of the parents from the Business Initiatives Group is involved in video/marketing and it was suggested that he could be asked to help. Mr Cameron said he would contact the parent. **50/04 DC**

The removal of the toilets and conversion into an ICT suite will be complete this week, making a huge difference to the North Building corridor.

Curriculum

This Year 7 will have two 'grammar' stream classes for the G&T students. Speedway is being extended into Years 8 and 9 for the less able students who need additional support in literacy and numeracy. Ten students (8 boys/2 girls) were interviewed and were successful in being selected for the XL program (a Princes Trust initiative) being coordinated by Noel Bradbury, Barry Cooper and Elaine from Bliss Café. The students will spend one day each week on an accredited course working in the Bliss Café developing real life skills. This is an innovative course designed for students who have difficulty accessing the curriculum, it gives them goals and helps boost self esteem. Mr Cooper is very experienced and has run similar courses before. This is very prestigious for St Gregory's as no other school in the area runs this Princes Trust project. There is an Open Evening on 26th September 7-8pm in the school Dining Hall to launch it and the XL programme officially starts on Monday 3rd October.

Governors asked how many students who took the 11+ tests opted to come to St Gregory's. The Clerk was asked to investigate whether the information was available from KCC. **50/05 LB**

Mr McQuillan said that that CAT scores and KS2 scores would be a good indication. The two 'grammar' stream classes represent 60 children out of the 145 intake which is a large proportion of bright students. Governors said that 7 Luke/Anna must be managed well and there must be some mobility. The 11+ stigmatises children at a young age and there were concerns about the 'middle' group of students. Mr McQuillan said that staff are well aware of differentiation and set challenging targets for all students. He will prepare a short training session for Governors on traffic light data / AfL/ predictors etc. **50/06 SMQ**
The Chairman thanked Mr Adamson for his report.

12. Approvals Required

- Admissions Policy 2013 (distributed with agenda)

Mr Moffatt advised Governors that the Admissions Committee had met to consider the 2013 Admissions Policy. There had been a long debate on whether to reduce the PAN to 150 or keep it at 180. The overall view was to keep the Published Admissions Number at 180 but review it next year. No changes were made to the 2013 Admissions Policy or to the Supplementary Information Form. Last year there was some comment by the Diocese on the format of the Supplementary Information Form. Other schools ask non Catholic families to submit a letter with their applications to demonstrate strength of commitment instead of leaving space on the form. The information is needed as all applications have to be ranked under the coordinated admission scheme (under 1st Preference it was possible to rank just the top 180 applications). It was decided not to amend the SIF as KCC legal department had carefully scrutinised and passed it. Governors approved the 2013 Admissions Policy. The Clerk will send a copy of the determined policy to the Diocese and to KCC for consultation. **50/07 LB**
The Clerk advised Governors that a new Admissions Code of Practice will shortly be introduced which may (or may not) impact the policy.

- The Admissions Committee Terms of Reference were approved with no amendments

- PM & PRG report

Mr Moffatt reported that the Performance Management and Pay Review Group had met with the Headteacher and Senior Leadership Team to discuss objectives/performance but were unable to complete the review as the Bursar was on holiday and his input was needed. Mr Adamson is also awaiting some threshold applications.
The PM&PRG will report back at the December FGB meeting. **50/08 TM**

- 2011-12 School Development Plan (distributed with agenda)

Mr Adamson and the SLT have produced a smaller, more focussed SDP, which is more accessible to staff.

The 2011-12 School Development Plan has 6 objectives with targets and Staff are aware of these targets and are accountable for their subject. An accompanying document sets out in greater detail how each of these objectives will be achieved.

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Governors discussed the targets for 2011-2012:-

Key Stage 3	Targets for 2012 FFT D
No. of Pupils	178
% Achieving L5 in both English and Maths	79
% Achieving L5+ in English	86
% Achieving L5+ in Maths	85
% Achieving L5+ in Science	87
% Achieving L6+ in English	53
% Achieving L6+ in Maths	64
% Achieving L6+ in Science	55
% Making 2 levels of progress in English from KS2	48
% Making 2 levels of progress in Maths from KS2	69

Each student has his own targets, but collectively each subject area must meet their targets (e.g. 85% of students must achieve Level 5+ in Mathematics).

GCSE	
No. of Pupils	174
% Achieving 3+ A*-A	22
% Achieving 5+ A*-C including English and Maths	75 (FFT 65%)
% 5 A*-C	90 (FFT 80%)
% Making 3 levels of progress in English from KS2	77
% Making 3 levels of progress in Mathematics from KS2	73
KS4 APS capped	346

The 2011-2012 targets for GCSE were set using FFT band D as a guide, but were more aspirational (e.g. the FFT target for 5 A*-C is 80%, not 90%).

Nationally students are expected to make three levels of progress but again these targets are more challenging e.g. 77% target for English against FFT target 72%. Governors asked the implications of what happens if these targets are not met. What are the risks versus the benefits of setting challenging targets like these. Mr Adamson responded that KCC expect the school to achieve FFT Band 'D' but aspirational targets will inspire students and staff to meet the challenge and build on this year's successes. Strategies put in place last year worked.

St Gregory's has joined PiXL (Partners in Excellence) and adopted the 2+2+1 rule to boost results. Current Year 11 have sat OCR National examinations (equivalent to 2 GCSEs), plus the ICT OCR course (also equivalent to 2 GCSEs), and the final GCSE can come from elsewhere. The current Year 11 started the OCR course in Year 9. The bulk of students will be taking GCSEs and raising attainment in English and Mathematics is key to maintaining headline figures.

Ofsted look at the student group in a variety of ways (prior attainment / SEN/FSM/gender etc) and a lot of work has been done with Subject Leaders on student grouping analysis so they know where the successes are and where improvements can be made to close the attainment gap.

Mr Adamson took Governors through each of the six SDP objectives in detail. They queried the target of 70% good or better lessons (objective 3). Mr Adamson explained that, while the target is to have no inadequate teaching, the school has a number of GTPs and NQTs whose standard is inconsistent so it is realistic to expect some 'satisfactory' lessons instead of good, but this will improve as they gain experience. The last Ofsted inspection rated 67% of lessons observed good or better.

Governors went through the more detailed plan looking at how these targets will be met. Each task has a measurable target and a date by which it must be complete, plus who is responsible. These are linked to performance management making staff more accountable.

Governors asked why only 70% of lessons are targeted for KAGAN – some lessons do not suit this teaching method, but Governors were assured that all staff know how to use it. There was a discussion regarding active engagement – Ofsted base their judgements purely on the lesson observation so it is up to staff to use a mini plenary etc to demonstrate to observers. Governors asked

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about the AfL comments in student books and how these are measurable targets through work scrutinies.

There was a long discussion regarding objective 6 "To plan for the impact of change to pupil numbers and adjust the staffing and curriculum accordingly". SLT are meeting with Schools Personnel Services on 30th September to discuss further staffing planning and prepare for possible redundancies. Mr Adamson will share the outcomes of this meeting with Governors. **50/09 SA**

There was a discussion regarding the strategies in place to boost admissions, worst case scenario, changing the curriculum provision, larger class sizes with fewer TAs etc. In discussions with other Headteachers Mr Adamson said that St Gregory's is not the only school considering cuts in staffing levels. St Gregory's maintain a good staff to pupil ratio. Mrs Storr commented that St Gregory's is a wide ability school with a large range of needs which often require more staffing.

The revised School Development Plan is more succinct and targeted. Governors approved the 2011-2012 School Development Plan.

- 2011-13 School Development Plan

This is ongoing and will be reviewed at the December FGB meeting.

50/10 SA

Fr. P Stodart and Mrs J Storr left the meeting at 7pm (the meeting was still quorate).

13. Raising Attainment Plans

Miss Kerr gave a talk on RAPS (Raising Attainment Plans). Handouts of the Powerpoint presentation were distributed. The rationale behind Raps is to hold Subject Leaders to account for their subjects. The RAP is like a ladder with a series of activities/rungs which have to be climbed to achieve the targets set in the School Development Plan.

RAP progress is discussed at Line Management meetings. There is a Learning and Teaching RAP as well as individual subject RAPs, each covering 2 terms, which are measured as the terms progress. All staff have targets linked to the RAPs and this is reflected in performance management. To ensure consistency there are themes across all subjects. In terms 1 and 2 this year the focus is on active engagement. All subject areas use the same template (which is the same as the SDP). Miss Kerr showed Governors an example of the MFL RAP and explained how this would be shared with the MFL team to achieve their targets. The SLT moderate the RAPS to ensure consistency, that targets are measurable and are linked to the SDP, and that targets are robust enough. Governors asked how change is monitored – through progress.

The Chairman thanked Miss Kerr for sharing RAP's with Governors.

14. Ofsted Preparation

Mr Adamson and Mr Bradbury are attending an Ofsted Preparation training seminar on 29th September. It was proposed that Governors set aside a Saturday morning to prepare for Ofsted. The Clerk was asked to email out to find the best availability of Governors on either Saturday 1st or 8th October. **50/11 LB**

15. Governor Training

Governor Training Day **Saturday 4th February 2012 10 – 3pm.** Governors were asked to email any ideas for the February Training day to Mr Walker **50/12 ALL**

16. Correspondence – there was none

17. Any other business of which prior notice has been given

- Business Interest Forms – **please complete and return to Clerk a.s.a.p** **50/13 ALL**
- 27th September 8.30-12 KCC drop in session to show what services will be on offer in future. Mr Adamson said that Mr Cox will attend this. **50/14 SA/AC**
- 100 Club – the license has been applied for. The 100 Club needs to be launched with maximum publicity. Mr Adamson will discuss this with Mrs Stanley. **50/15 SA**

18. Confirmation of date of next meeting: Thursday 15th December 2011 at 4.30 in room 611

* This meeting will be followed by the Christmas Carol Service*

19. Governors joined in the Lord's Prayer to close the meeting at 7.05pm.