



**Interim Executive Board (IEB)  
Monthly Review Meeting Notes & Actions**

**Monday 18 December 2017 at 18:00 p.m. Sixth Form Centre –  
St Richard Gwyn Catholic High School**

**PART 1 (MEETING NOTES & ACTION POINTS)**

**Present:**

IEB: John Callan (Chair), Canon Doyle, Josie Snowden

Also Present: Paul Heitzman, Vicky Barlow, Paul Rowlands, Kath-Garrett Smith (Present for item 3), Jennie Williams (Clerk)

**Apologies taken**

Ray Wells (Deputy Chair)

Heidi Roe

Margaret Hanson

Nicola Ellis

Terry O'Marah

Claire Homard

Rita Price

Opening Prayer was led by Canon Doyle

**Notes**

**Actions/  
Outputs**

**Compl  
eted**

**Meeting Housekeeping (item 2)**

- Declarations noted (see attendance sheet)
- The IEB reviewed the minutes from the 20-11-17 and agreed they reflected the IEB meeting discussions and the agreed actions/outputs
- Matters arising
  - SWOT analysis for IEB will be reviewed at the January session
  - Governance update to be provided at January session – Kim Brookes from Flintshire County Council has been invited to attend next IEB meeting to provide the IEB with a governance update
  - Other items (financial mitigation plan for school, health and safety, IEB communications strategy are on agenda)
  - IEB was reminded that policies are available for comment in the IEB area
  - The IEB discussed the schools ability to comply with the new General Data Protection Regulations (GDPR)

Clerk to ensure items are put on agenda in January

✓

IEB members to provide feedback by 22.1.18

Clerk to explore with LA about GSPR support

✓

Notes	Actions/ Outputs	Completed
<p><b>Update from Curriculum Head – Head of Science (item 3)</b></p> <ul style="list-style-type: none"> <li>• The IEB was provided with a detailed overview of the Science department staff, including its strengths as a department with long serving experienced staff.</li> <li>• The Head of Department (HoD) provided an overview of performance in results and the continued results success in light of the new WJEC GCSE curriculum.</li> <li>• The HoD confirmed a challenge for the department was the early entry approach for some students who perhaps are not as mature or ready for early entry, and the introduction of the numeracy and literacy frameworks.</li> <li>• The HoD provided an overview of performance for Year 10, indicating that the departments results were on course to have high achievers</li> <li>• The HoD explained that performance of all students was monitored using a tailor made database, so all students were aware of their performance once they sit any test.</li> <li>• The HoD explained that there was currently no new text book available for the change in curriculum, but this had not presented a problem, as pupils had been provided with revision guides and in their preparations for examinations.</li> <li>• There was a discussion about grade boundaries and sublevel marking scheme and how this provided guidance for pupils as to how far they are away from a grade C.</li> <li>• The HoD provided an overview as to how the department tracked the progress of pupils, by their performance photo board which provided a visual reminder to department staff as to the predicted grade outcome for pupils for all year groups, and that pupil progress was discussed at regular departmental briefing sessions; the IEB noted the effectiveness of this visual reminder for the department</li> <li>• The HoD provided an overview of performance of key stage 3, including end of topic assessments so that they were used to sitting exams, and their cumulative performance was available to them so that they could see how they were performing.</li> <li>• The HoD provided an overview of performance of key stage 5 – explaining to the IEB that there were some concerns about performance in this group was currently below the ALPS targets, but the department was tracking this closely, the HoD explained that there was a lack of examination questions available for the new curriculum but the current member of staff was an examiner. The HoD explained that there was only 1 key stage 5 specialist in the team which was causing some resource challenges; additionally some of the pupil attitudes towards work ethic was not as good as it could be and there was also a lack of resources.</li> <li>• There was a discussion about the plan of action for A level Physics, including providing support for the current teacher.</li> <li>• The IEB noted the continued performance of the department and its continued success, and thanked the HoD and staff for their hard work and commitment.</li> </ul>		

Notes	Actions/ Outputs	Completed
<p><b>School Improvement Plan, Standards &amp; Performance Journey (item 4)</b></p> <ul style="list-style-type: none"> <li>• The IEB were provided with an overview of the performance meeting with Flintshire County Council – which had been positive and lots of positive items to talk about. The Headteacher provided an overview of the areas discussed including the schools financial deficit management, and the message they had received from the meeting was that a clear plan for financial management for the school needed to be embedded.</li> <li>• The Headteacher reported that the number of support days for the school would be reducing because of the removal of the special measures category.</li> <li>• The Headteacher informed the IEB that there had been an indication that the Cabinet member for Education had extended an invitation to visit the school to Kirsty Williams, Cabinet Secretary for Education, and the profiling for the school was very positive.</li> <li>• The Headteacher informed the IEB that the key to improvement for the school financially was the increase in pupil intake for year 7</li> <li>• VB confirmed that the school had been recognised for the hard work it had undertaken in partnership with the LA and GwE to turn its performance around.</li> </ul> <p><b>Headteacher Report (item 5)</b></p> <ul style="list-style-type: none"> <li>• The Headteacher provided the IEB with an overview of the Section 50 assessment visit, which had gone very well.</li> <li>• The Headteacher provided the IEB with an overview of the changes in staffing and requests for changes to working hours, and the recruitment of the Network Manager (Mike Mosiewicz). The Headteacher asked to IEB to support a Teacher request for reduction in hours following her return to work from maternity leave. The IEB discussed if this would create an operational challenge for the Headteacher, and was provided with a plan of action around this request that would satisfy the schools needs compared to the individuals. The IEB confirmed its support and asked the Headteacher to provide them with an update should the situation change.</li> <li>• The Chair and Headteacher confirmed that through discussions with the new Network Manager the school had a large amount of IT kit which was aging and many IT items having operating system which are old and potentially not able to be supported which was a risk for the school.</li> <li>• VB explained to the IEB that a large number of schools were also in this position and there would be guidance coming out from Welsh Government on the ICT strategy for schools for the new digital competency framework.</li> <li>• The Headteacher provided the IEB with an overview of the current performance for key stage 4, year 11's and 10's and the 'at risk groups'. The Headteacher reported that the current performance data was looking very positive for the school, but there was some concern about performance in the gender groups, which seemed to be a pattern for the school with the gap being seen at year 7. The Headteacher confirmed that the school and leadership team were keeping a close eye on this.</li> </ul>		

Notes	Actions/ Outputs	Completed
<p><b>(Headteacher Report_item 5 continued)</b></p> <ul style="list-style-type: none"> <li>• The IEB asked the Headteacher about the approach for interventions, the Headteacher provided reassurance that the approach with middle leaders and the performance data which had significantly improved was helping the school to identify which students to target for interventions.</li> <li>• The Headteacher informed the IEB that two school days had been lost due to the snow as the school had to be closed for health and safety reasons.</li> <li>• The IEB were informed that there was currently one complaint live, that some of the IEB members had already been involved in.</li> <li>• The Headteacher informed the IEB that attendance for the school was at 94.2%</li> <li>• The IEB were informed about the communications that had been put in place to ensure that the wider community and stakeholders were aware that the school had been placed out of special measures</li> <li>• The IEB discussed sending out a thank you note to the previous Governing Body, the school confirmed that this had been actioned</li> <li>• The Headteacher informed the IEB that the Admissions Team had indicated that 120 year 6's had applied for SRG as its first choice, but the actual numbers were yet to be confirmed.</li> </ul>		
<p><b>Safeguarding Update (item 6)</b></p> <ul style="list-style-type: none"> <li>• The IEB were provided with an update on the schools progress to implement its safeguarding strategy including staff training which had been completed and support staff updates which would be running in the following term.</li> <li>• The IEB were provided with an overview of the number of looked after children (8 in total), and that there were a number of pupils known to the Child Protection Agency (2 in total), and pupils classed as at need (6 in total).</li> </ul>		
<p><b>Complaints (item 7)</b></p> <ul style="list-style-type: none"> <li>• The IEB were informed that there was currently one live complaint, that some of the IEB members had already been involved in.</li> </ul>		
<p><b>Section 50: Interim Review Update (item 8)</b></p> <ul style="list-style-type: none"> <li>• The IEB were provided with an update on the Section 50 visit and the report provided in the pack was discussed by the IEB.</li> <li>• The Headteacher reported that the school had made good overall progress against the Section 50 recommendations and the Inspector had been impressed with what they had seen.</li> <li>• The feedback for the school had been that the school has made significant and rapid progress in addressing the key recommendations. This includes transforming many aspects of governance, leadership, management and curricular provision, whilst also developing further, aspects of chaplaincy, prayer and collective worship and moral and spiritual development. The school clearly has accepted the challenge and with a common vision, had set in place effective and sustainable systems which are embedded. These are producing positive outcomes and are embedded in practice at all levels.</li> <li>• The school leadership team reported that the visit had been very positive, and an affirming experience for the staff.</li> </ul>		

Notes	Actions/ Outputs	Completed
<b>Health &amp; Safety Update (item 9)</b> <ul style="list-style-type: none"> <li>The link IEB member for Health and Safety provided the IEB with an update on progress, including the visit to review the school site.</li> <li>The IEB were informed that a report on the findings of the visit were being drafted and would be shared when available.</li> <li>The IEB were informed that the LA had also been involved in the visit and had reported that the school were proactive in its approach to health and safety.</li> <li>The IEB were informed that there were a couple of things that had been picked up during the visit and this mainly concerned staff awareness of health and safety as an everyday activity.</li> </ul>		
<b>IEB Communications (item 10)</b> <ul style="list-style-type: none"> <li>There was a discussion about the ongoing communications of the success of the school and performance at GCSE level which is ongoing.</li> <li>The IEB was reminded that there had been an indication that the Cabinet member for Education had extended an invitation to visit the school to Kirsty Williams, Cabinet Secretary for Education, and this profiling of the school was very positive – any updates on this would be provided to the IEB</li> </ul>		
<b>Meeting Review Session (item 11)</b> <ul style="list-style-type: none"> <li>The IEB agreed that this meeting had been successful – the format and content of the meetings continues to work for the IEB and the school, the agenda is well thought through and minutes reflect discussions.</li> <li>The IEB thanked the School, Diocese, Clerk and LA for its continued support.</li> </ul>		
<i>There was a part 2 item discussed at this session (please see separate minutes)</i>		
Closing Prayer by taken by Canon Doyle		