



# St Bede's

Catholic School  
& Sixth Form College

**St Bede's Catholic Academy, (Lanchester)**

**GOVERNING BODY IMPACT STATEMENT 2015/2016 ACADEMIC YEAR**



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“School governors have an incredibly important role in setting high standards, holding Headteachers to account and ensuring money is well spent. I want all governors to live up to these expectations.

“Stronger governing bodies will drive aspiration in schools and help young people get on in life”.

Lord Nash DfE January 2014

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The Governing Body of St Bede’s Catholic School and Sixth Form College has a commitment to fulfil its core strategic functions:

1. Ensuring clarity of vision, ethos and strategic direction.
2. Holding the Headteacher and leadership to account for educational performance of pupils and the performance management of staff.
3. Overseeing the financial performance of the academy and making sure money is effectively spent for the benefit of pupils.

	Full Governing Body	School Staffing and Standards Committee	Finance and Building Committee	Children's Committee
<b>Issue/s addressed</b>	<ul style="list-style-type: none"> <li>Condition Improvement Fund</li> </ul>	<ul style="list-style-type: none"> <li>Supported staffing appointments.</li> <li>Received staffing updates.</li> </ul>	<ul style="list-style-type: none"> <li>Amendments to the Financial Handbook.</li> </ul>	<ul style="list-style-type: none"> <li>PREVENT</li> <li>CSE</li> <li>Universal Services</li> </ul>
<b>Actions Taken</b>	<p>Support HT with strategic condition/environment planning</p> <p>Assessment of pupil places, in school projections and DCC Pupil Planning Places.</p> <p>Agreement, in principle to a new build concept justified by condition, suitability and overcrowding</p>	<p>Agreed permanent status of NQT staff.</p> <p>Agreed to advertise TLR3 posts – following consultation.</p> <p>Student Support restructure supported and agreed subject to consultation.</p>	<ul style="list-style-type: none"> <li>Review of handbook noting requirement to publish VFM Statement, Register of Business Interest and changes to reporting requirements. Risk Management Plan and Risk Register reviewed and updated.</li> </ul>	<p>Heightened awareness of safeguarding.</p> <p>Introduction to a new student support model.</p>
<b>Challenge, Support and Impact</b>	<p>Impact assessed criteria against school needs</p> <p>Challenged Leadership and architect on feasibility and success criteria.</p> <p>Support to progress bid to writing and submission</p>	<p>Posts secured.</p> <p>Consultations completed.</p>	<ul style="list-style-type: none"> <li>Adopted and published on website in line with EFA expectations.</li> <li>"RO" recommendations carried out.</li> </ul>	<p>Impact assessments and governor awareness to allow a deeper q/a of safeguarding policies and procedures.</p>
<b>Evidenced by</b>	<p>Minutes.</p> <p>Submission of online bid and evidence based attachments.</p>	<p>Minutes.</p>	<ul style="list-style-type: none"> <li>Minutes and website.</li> </ul>	<ul style="list-style-type: none"> <li>Minutes/training PowerPoint</li> </ul>

	Full Governing Body	School Staffing and Standards Committee	Finance and Building Committee	Children's Committee
<b>Issue/s raised</b>	<ul style="list-style-type: none"> <li>Results 15/16 AS, A2 and GCSE</li> <li>Pupil Premium.</li> <li>Closing the Gap.</li> </ul>	<ul style="list-style-type: none"> <li>Supported curriculum. Developments, Progress 8 measures.</li> <li>Examination analysis</li> </ul>	<ul style="list-style-type: none"> <li><b>Budget Update and Review</b></li> <li><b>15/16 Budget approval.</b></li> </ul>	<ul style="list-style-type: none"> <li>Safeguarding Review</li> <li>Pupil Admission Intake Yr7 September 2016</li> </ul>
<b>Actions taken</b>	<p>The GCSE results had been scrutinized in depth and the 5A* - C (including maths and English)</p> <p>At GCSE:</p> <p>Shift from modular to linear exams, measured by first entry.</p> <p>Weaker cohort on entry as measured by KS2 SATs.</p> <p>48 students failed to match up English and Mathematics.</p> <p>New GCSE courses and new grade boundaries</p>	<p>Received a detailed report on the changes to the Ofsted Framework with effectiveness of the Governing Body a key feature.</p> <p>Data updates and in depth analysis of exam performance. Scrutiny of performance at KS4 and KS5.</p>	<p>End of financial year 14/15 budget summary reported with areas of underspend and overspend challenged and noted – explanations accepted.</p> <p>Considered in detail budget allocation by heading. Teaching School additional revenue stream.</p> <p>Early predictions for 16/17 and 17/18 budget noted.</p> <p>Progress with CIF Bid – financial considerations.</p> <p>Transport Subsidy</p>	<p>Impact of E Safety strategies – briefing paper focus in response to DfE paper “New measures to keep children safe on line” (copy filed with minutes).</p> <p>Impact assessment of Single Central Register and safer recruitment arrangements.</p> <p>Critical Incident Management Plan and specific focus on arrangements for emergency situations, circulated and received.</p> <p>Agreed pupil places to PAN of 220 having assessed against admission criteria.</p>

	Full Governing Body	School Staffing and Standards Committee	Finance and Building Committee	Children's Committee
<b>Challenge, Support and Impact</b>	<p>Agreement to the following:</p> <p>3 year GCSE programme now in place.</p> <p>Investment in wellbeing support – School Counsellor and increase in CAMHS time.</p> <p>Extra time allocated to English and Maths, October Mock in English and Maths.</p> <p>New Raising Achievement Team with SIG Governor Involvement.</p> <p>Increased monitoring and robust PM process.</p> <p>Extrapolation of data using Pixl and SISRA.</p> <p>Intervention re- packaged.</p>	<p>Challenges for 15/16 were discussed. In particular, the move to linear A2 with a much reduced coursework element, impact of maths and English resits and removal of AS, the impact on the vocational offer and educational climate locally and the impact of quality apprenticeship provision by work based providers. The Chair commented on the challenges and that careful scrutiny would be required on how same would impact on recruitment and curriculum delivery into the future.</p> <p>Data interrogated at length including PP</p> <p>Committee requested that examination performance information of schools within the region be shared at the next appropriate meeting.</p>	<p>Best value principles applied to services and SLAs.</p> <p>Impact of pay settlements and expected changes going forward. Strategic “opportunity cost” decision making.</p> <p>Funds directed to areas of priority, linked to SDP.</p> <p>Pupil Premium spend analysis noted – notable “narrowing the gap” impact.</p> <p>Impact assessment of Health and Safety and financial policies.</p>	<p>Health check of policies.</p> <p>Questioning of application</p> <p>Health check of SCR.</p> <p>Support and challenge to be assured that systems and procedures in place were robust, relevant and proportionate.</p>
<b>Evidenced by</b>	<p>Production of an action plan.</p> <p>Detailed scrutiny and adoption of same by FBG and SSS Committee.</p> <p>Minutes of 14<sup>th</sup> October 2015.</p>	<p>Reports and minutes</p>	<p>Account reports, balance sheets</p> <p>Accounts Return to Company House</p> <p>Reports and minutes.</p>	<p>Reports, RAs and minutes</p>

	Full Governing Body	School Staffing and Standards Committee	Finance and Building Committee	Children's Committee
<b>Issues Raised</b>	<ul style="list-style-type: none"> <li><b>New Common Inspection Framework</b> Mr Harrison gave a summary explanation. Governors noted four graded judgements across all remits:  Leadership and Management Teaching, learning and assessment Personal development, behaviour and welfare Outcomes for children and learners</li> <li><b>School Development Plan 15/16</b>  Plan revisited in light of results.</li> <li><b>Annual adoption of Safeguarding Policy updates:</b> Including Keeping Children Safe in Education 2015, Prevent and Staff code of Conduct.</li> </ul>	<ul style="list-style-type: none"> <li><b>Deeper understanding of performance, revisit of SIP</b></li> <li><b>Progress 8</b></li> <li><b>Pupil Premium</b></li> </ul>	<ul style="list-style-type: none"> <li><b>Responsible Officers Report</b></li> <li><b>Apprenticeship Levy</b></li> <li><b>Transport Costs</b></li> <li><b>Financial Regularity</b></li> <li><b>Budget Announcement 2016</b></li> <li><b>National Funding Formula</b></li> <li><b>RPA</b></li> <li><b>Strategic Capital Investment</b></li> <li><b>Service Level Agreements</b></li> </ul>	<ul style="list-style-type: none"> <li><b>Policy Review</b></li> <li><b>Safeguarding update</b></li> </ul>
<b>Action taken</b>	<p>Impact assessment of SDP against achievement 14/15. Adoption of revised SDP.</p> <p>Receipt and understanding of new Ofsted Inspections.</p>	<p><b>Scrutinised the following:</b> Summary of 2015 RAISEonline. Inspection Dashboard. Challenging the most able.</p> <p>Committee scrutinised:</p> <p>Overall school VA and performance of LPA, MPA and HPA.</p> <p>English and Maths performance and particular focus on MPA.</p> <p>Disadvantaged students (PP) performance and KS4 performance of FSM, LPA and SEN.</p> <p>2015 – 16 predictions – Progress 8</p>	<p>RO recommendations acted upon.</p> <p>Awareness of Government policy and impact on budget.</p>	<p>A review of all approved Health and Safety Policies with brief descriptors for any key changes – document received.</p> <p>Draft revised Staff Code of Conduct received. Committee keen to ensure that this safeguarding document be circulated to all staff in both electronic and hard copy.</p> <p>The Chair asked how staff received appropriate training at all levels. IM answered by explaining that all staff receive appropriate safeguarding training, updates via email and staff briefing with bespoke safeguarding briefings as and when necessary. The next session programmed for early in the autumn term when IM would provide a session on safeguarding oneself as a member of staff.</p>

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<b>Challenge, Support and Impact</b>	Ensuring compliance and fit for purpose of safeguarding policies. Ensuring that staff are appropriately trained. Ensuring that policy is applied.	Challenged to explain strategies to stretch and challenge the most able.  Areas for improvement and school priority plans	Challenge by way of deep questioning of audit recommendations.  Challenge re efficiency of SLAs – vfm and impact  Support re Capital scheme and authority to draw on reserves.	Committee challenged that systems and procedures in place were robust, relevant and proportionate and checked that that LSCB Level 1, Prevent and CSE training had been provided to staff.
<b>Evidenced by</b>	Adoption of policy In depth scrutiny at SSS and Children's Committee. Minutes of FGB and Committee mtgs.	Minutes and reports.  SIG Gvnr reports following learning walk.	Minutes and reports.	Minutes and reports.
<b>Issues Raised</b>	<ul style="list-style-type: none"> <li>• <b>LSA consultation</b></li> <li>• <b>Admissions and School Roll</b></li> <li>• <b>Staffing and Curriculum</b></li> <li>• <b>Progress 8 and Data Dashboard</b></li> <li>• <b>Governor Toolkit</b></li> </ul> <p>Information in the pack included: A Governor Code of Conduct Examples of questions which could be asked on a learning walk School Self Evaluation Form (SEF) Research documents e.g. the National Governors' Association (NGA) 20 Questions for Governors The Governor Handbook</p> <ul style="list-style-type: none"> <li>• <b>Policy Review – Additional safeguarding policies</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>CIF Bid 15/16</b></li> <li>• <b>Admissions and strategic decision making</b></li> </ul>		<ul style="list-style-type: none"> <li>• <b>Student Support Structure</b></li> <li>• <b>Behavior management</b></li> <li>• <b>Exclusions</b></li> <li>• <b>Attendance</b></li> <li>• <b>Health and Safety</b></li> <li>• <b>SIG Gvnr visit</b></li> </ul>

	Full Governing Body	School Staffing and Standards Committee	Finance and Building Committee	Children's Committee
<b>Action Taken</b>	<p>Chair presented a monitoring visit report.</p> <p>Governors noted that the difference between Attainment 8 and Progress 8 is that Progress 8 takes into account the starting point. Each school receives a Progress 8 score.</p> <p>The GB are to revisit staffing needs for 2016/2017 in light of a shift in curriculum towards EBACC subjects, reduced funding and group sizes in Key Stages 4 and 5. The First Committee would support HT to consider the matter in detail.</p> <p>The Chair suggested that a glossary of education terms would be helpful for Governors. The Headteacher responded stating that this will be provided for the Governing Body.</p>	<p>Draft Bid progress received</p> <p>Admissions information received</p>		<p>Progress updates provided.</p>



	Full Governing Body	School Staffing and Standards Committee	Finance and Building Committee	Children's Committee
Challenge, support and Impact	<p>Chair had conducted a thorough learning walk and relayed observations to HT and Governors.</p> <p>Chair attending as an observer, safeguarding induction training and feedback comments to IM.</p> <p>First Committee to address curriculum mismatch in detail and on behalf of FGB.</p> <p>Governors agreed to undertake safeguarding training.</p> <p>Governors to complete Self-assessment.</p> <p>The Audit Report identified a small number of low risks which have been noted and addressed.</p> <p>Governors on the Finance Committee have been made aware of the management report and the fact that all identified risks have been addressed.</p>	<p>Deep knowledge gained of the bid:</p> <p>Condition</p> <p>Suitability</p> <p>Overcrowding</p> <p>Initial design intent</p> <p>Challenged leadership on managing oversubscription and supported the headteacher proposal thereto.</p>		<p>Chair of Committee visit and deep discussions with leads</p> <p>Governor involvement on H/S Group</p> <p>Debate on effectiveness of exclusions</p> <p>Questioning of strategies and impact</p>

	Full Governing Body	School Staffing and Standards Committee	Finance and Building Committee	Children's Committee
Evidenced by	<p>Verbal and written Learning Walk report. THAT the various report be received and noted;</p> <p>THAT the Governing Body ensures that the Authority Governor is aware of the Code of Conduct and Procedure for the removal of Authority Governors;</p> <p>THAT the Governing Body notes the Teachers Pay Proforma was submitted to the Local Authority by the deadline of 2 October 2015;</p> <p>THAT the First Committee be delegated responsibility to review the Teachers Pay Policy 2015/2016;</p> <p>THAT the Governing Body notes the terms of reference for the Finance, Premises and Grounds Committee has been updated to reflect the procedure for expenditure/virement beyond delegated limits.</p>	<p>Bid Report submitted</p> <p>Admission data</p> <p>Children's Committee ratification</p> <p>Minutes and reports</p>		Minutes, data and reports
Issues Raised	<ul style="list-style-type: none"> <li>• Interview of a Senior AHT</li> <li>• Staff Restructure of Student Support Services.</li> <li>• Admission and roll – expected high volume of applications</li> </ul>	<ul style="list-style-type: none"> <li>• Further data updates – summer term</li> </ul>		

	Full Governing Body	School Staffing and Standards Committee	Finance and Building Committee	Children's Committee
<b>Action Taken</b>	<p>Appointment of Mrs H Windle to post of Snr AHT.</p> <p>Agreement to progress to consultation the revisions to the staffing structure.</p> <p>Agreement to plan for an oversubscribed pupil roll for September Intake.</p>	<p>Deliberated on PPE results and improvements against 15/16 data</p> <p>Pupil Premium Plans May data shared</p> <p>Areas for intervention identified</p> <p>Awareness of new grading arrangements.</p> <p>SIP progress</p>		
<b>Challenge, support and Impact</b>	<p>Rigorous interview procedure and challenging question to affirm appointment.</p> <p>Revisit of staffing structure to assess for being fit for purpose.</p> <p>Delegation to Children's Committee to plan for potential 8 Form Entry.</p>	<p>Challenge on IMD and FSM deprivation factors – impact at pupil level.</p> <p>Impact of linear quals and action/strategies deployed.</p> <p>Support for SEN – personalized approach/SEN exam arrangements.</p> <p>Scrutiny of HMI visit at Post 16.</p> <p>Mr Guest was challenged on strategies to narrow gaps and levels of progress.</p> <p>SIP 16/17 overview document priorities planning and impact measures.</p> <p>Questioning:</p> <p>What are we doing to...?</p> <p>What are the plans for...?</p>		
<b>Evidenced by</b>	<p>Minutes and Reports. FBG 26.01.16</p>	<p>Minutes and reports</p>		

	Full Governing Body	School Staffing and Standards Committee	Finance and Building Committee	Children's Committee
<b>Issues Raised</b>	<ul style="list-style-type: none"> <li>• Raising awareness of MAT models.</li> <li>• KS4/KS5/PP - PPE Data – analysis of January PPE's.</li> <li>• HMI QA visit 8 March 2016</li> <li>• Admission Policy 17/18</li> <li>• Receipt of SGSS briefing papers.</li> </ul>			
<b>Action Taken</b>	<p>THAT Governors agree to the school progressing the conversion process to a Multi Academy Trust and a Working Party be set up to determine the way forward;</p> <p>THAT Mr Allen, Mr Guest and Mrs Graham's reports re PPEs be received with interest and thanks;</p> <p>THAT school provide a link to enable Governors to access the secure portal.</p>			

	Full Governing Body	School Staffing and Standards Committee	Finance and Building Committee	Children's Committee
Challenge, support and Impact	<ul style="list-style-type: none"> <li>Rigorous questioning of benefits for St Bede's re MAT conversion. As minuted:</li> <li><i>Could the Trust be forced to take a school into the MAT?</i></li> <li><i>Do all of the schools in the MAT have to abide by the same regulations?</i></li> </ul> <p><i>Would there be a lead school?</i>  <i>Would St Bede's be able to support schools going through conversion?</i>  <i>Can we specify that we will be a Catholic Academy Trust?</i>  <i>Is there a limit to the number of schools in a MAT?</i></p> <p>Scrutiny and strategic questioning of PPE impact  <i>What is the school doing to address issues during the period February to June?</i>  <i>A Governor asked whether giving a mock and target result will demotivate students if there is a gap.</i>  <i>What are the key issues across the key stages and for PP students – more depth analysis?</i>  <i>What are we doing about the key issues?</i></p>			

	Full Governing Body	School Staffing and Standards Committee	Finance and Building Committee	Children's Committee
<b>Evidenced by</b>	<p>Minutes of FGB mtg held on 25.02.16.</p> <p>Reports filed with the minutes.</p>			
<b>Issues Raised</b>	<ul style="list-style-type: none"> <li>• CIF Bid – Progress.</li> <li>• DFE QA Report.</li> <li>• Academy Developments – MAT and Funding Formula.</li> <li>• School Admissions.</li> </ul>			

	Full Governing Body	School Staffing and Standards Committee	Finance and Building Committee	Children's Committee
Action Taken	<p>In light of not being successful for CIF:</p> <p>The Headteacher also presented a proposal to refurbish the main school hall. Finance Committee colleagues had previously agreed in principle to progress this potential capital refurbishment scheme; project managed by AA Projects and funded from our reserve. Governors endorsed the decision of The Finance Committee to progress the project to tender stage and with a view to work being undertaken during the summer holiday period.</p> <p>Governors would be updated with developments re MAT and it was noted that as a catholic academy we would also follow the guidance of the Diocese.</p> <p>Action plan to progress QA visit was affirmed.</p> <p>Noting the PAN of 220 and that 15 appeals had been lodged for September 2016 intake, it was agreed to increase the admission limit for this year group to 235.</p>			

	Full Governing Body	School Staffing and Standards Committee	Finance and Building Committee	Children's Committee
<b>Challenge, support and Impact</b>	<p>Governors were delighted to note that senior Leaders and governors have a sound, well evidenced and realistic understanding of what is required to ensure that the academy makes rapid and sustained improvement.</p> <p>Support to progress Main Hall refurb to Tender stage.</p> <p>Appropriate challenge re HMI QA Report and Action planning. Noting that the HMI had met with Governors form the GB Strat Group.</p> <p>Supported the Headteacher in planning for * Form Entry and increasing PAN as a result.</p>			
<b>Evidenced by</b>	<p>Minutes of FGB mtg held on 20<sup>th</sup> April 2016.</p> <p>Reports filed with the minutes.</p>			



	Full Governing Body	School Staffing and Standards Committee	Finance and Building Committee	Children's Committee
Issues Raised	<ul style="list-style-type: none"> <li>• Review of Pupil Premium</li> <li>• Formative observation of summer examinations.</li> <li>• MAT progress – inability to form “empty MAT”.</li> <li>• Environment issues – progress of caterer.</li> <li>• Health and Safety</li> <li>• National Funding Formula.</li> <li>• Teaching School Update.</li> <li>• GCSE and A Level Predictions</li> <li>• Curriculum developments.</li> <li>• Behavior and Attendance.</li> <li>• SDP 16/17</li> <li>• 16-19 Data Dashboard.</li> <li>• Budget Plan 1617.</li> <li>• Governors Skills Audit – annual review of Committee Structure.</li> <li>• Policy review.</li> </ul>			

	Full Governing Body	School Staffing and Standards Committee	Finance and Building Committee	Children's Committee
Action Taken	<p>Governors agreed to undertake the online LSCB safeguarding training – IM to provide login details.</p> <p>Governors agreed to support families via transport subsidy and Sibling Scheme.</p> <p>Noted the safeguarding impact of the H&amp;S Group – Fr park representing the GB.</p> <p>A number of strategies have been employed in order to support students in achieving their potential in English and Maths.</p> <p>Receipt of Data Dashboard and SDP 1617.</p> <p>Approval of 16/17 Budget Plan; recognition of Finance Committee in preparing same.</p> <p>Summary of skills audit received with recognition of balance and breadth of skills across the GB.</p>			

	Full Governing Body	School Staffing and Standards Committee	Finance and Building Committee	Children's Committee
<b>Action Taken (cont.)</b>	<p>Approval of the following policies:</p> <p>Data Protection and Information Sharing</p> <p>Attendance Management Policy</p> <p>First Aid Policy</p> <p>Visitors to School Policy</p> <p>Statement of Policy on Substance Use and Misuse</p> <p>Teacher Performance Management 2016/2017 and Pay Review 2016/2017</p> <p>Revisit of ways of working</p> <p>Governor Code of Conduct</p> <p>SIG Gvnr linked to SDP</p> <p>SIG Gvnr visits</p> <p>Committee structure and membership reviewed</p>			
<b>Challenge, support and Impact</b>	<p>All policies impact assessed and on School Website in line with regs.</p> <p>Deep analysis of in year budget and projected budget 2016-2018.</p> <p>Agreement to at risk investment in CIF Bid 16/17.</p> <p>Analysis of pupil number trends/regional landscape/condition of school.</p> <p>Analysis of Year End Report, Academy policies – Register of Business Interest and RO Reports.</p>			

	Full Governing Body	School Staffing and Standards Committee	Finance and Building Committee	Children's Committee
<b>Challenge, support and Impact (cont)</b>	<p>Safeguarding arrangements further improved.</p> <p>Health and Safety inspection positive recognition of robust policies and procedures.</p> <p>SIG Gvnr role further established deeper understanding of school developments at all levels, cascaded back to Full Governing Body.</p> <p>Staffing and Standards merged to create School Staffing and Standards Committee – well established.</p> <p>Gvnrs receive greater detail and understanding of school issues, SDP 14/15,15/16 and 16/17 – Support and provide critical friend to leadership in a closer more effective role.</p>			
<b>Evidenced by</b>	<p>Minutes of FGB mtg held on 9<sup>th</sup> June 2016 and reports.</p>			

