

MANOR

CHURCH OF ENGLAND ACADEMY, YORK

LOCAL GOVERNING COMMITTEE MEETING

Minutes of the meeting held on Thursday, 18th January 2018 at 6.30pm

Present: Mr S Barber (Principal) Mr G Reagan Mr M Quick
 Mr A Richardson (Chair) Mr R Yarrow Dr S Smith
 Mrs S Duxbury Dr D Cooper Dr S King

In Attendance: Ms Sarah Jackson (Governance Support Office – Cover Clerk)

		Action																																								
	Welcome and opening prayer The meeting was opened in prayer.																																									
1.	Apologies for absence, consent and declarations of interest Apologies for absence had been received, with consent, from Mrs E Jones, Mr D Judson and Mrs C Mawson. Rev C Coates was absent. There were no declarations of interest. Outstanding Business Interest forms Rev C Coates' Business Interest form remained outstanding. The Chair advised that he had tried to contact the Rev C Coates but had received no response so far.																																									
2.	Minutes of the meeting held on 22nd November 2017 The minutes had been previously distributed and were taken as read. Subject to one minor addition, the minutes were agreed as a true and accurate record and were signed by the Chair.																																									
3.	Action Plan and matters arising																																									
	<table border="1"> <thead> <tr> <th></th> <th>ACTION</th> <th>ITEM</th> <th>STATUS</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>The Chair and Principal to look at the link governor allocations to change the links into more generic headings/specific areas</td> <td>1</td> <td>On this agenda</td> </tr> <tr> <td>2.</td> <td>The Principal & Chair to contact Rev Coates to ask him if he wished to remain on the LGC for 2017-18</td> <td>3</td> <td>Ongoing</td> </tr> <tr> <td>3.</td> <td>The Chair to send the Clerk the Trust Board's Finance Policy – the Clerk to circulate with the next LGC agenda pack</td> <td>3</td> <td>Completed</td> </tr> <tr> <td>4.</td> <td>The Principal, Mr Reagan and Dr Smith to liaise about what was involved in being the Child Protection governor and the safeguarding course details</td> <td>3</td> <td>Ongoing</td> </tr> <tr> <td>5.</td> <td>The Principal (with the help of Ms Mawson and Mrs Jones) to review the Admissions Policy</td> <td>3</td> <td>Carried Forward</td> </tr> <tr> <td>6.</td> <td>The Clerk was to forward the LGC's recommendation to appoint Dr Cooper to the MAT Board for acknowledgement and ratification</td> <td>6.1</td> <td>Completed</td> </tr> <tr> <td>7.</td> <td>The Clerk to arrange for Dr King's appointment to be acknowledged by the MAT Board</td> <td>6.1</td> <td>Completed</td> </tr> <tr> <td>8.</td> <td>The Chair to raise the process of how queries from the LGC will be dealt with by the MAT Board, at the Chair's group</td> <td>7</td> <td>Ongoing</td> </tr> <tr> <td>9.</td> <td>The Chair to discuss at the Chair's meeting the process for how to inform the Resources and</td> <td>7</td> <td>Ongoing</td> </tr> </tbody> </table>		ACTION	ITEM	STATUS	1.	The Chair and Principal to look at the link governor allocations to change the links into more generic headings/specific areas	1	On this agenda	2.	The Principal & Chair to contact Rev Coates to ask him if he wished to remain on the LGC for 2017-18	3	Ongoing	3.	The Chair to send the Clerk the Trust Board's Finance Policy – the Clerk to circulate with the next LGC agenda pack	3	Completed	4.	The Principal, Mr Reagan and Dr Smith to liaise about what was involved in being the Child Protection governor and the safeguarding course details	3	Ongoing	5.	The Principal (with the help of Ms Mawson and Mrs Jones) to review the Admissions Policy	3	Carried Forward	6.	The Clerk was to forward the LGC's recommendation to appoint Dr Cooper to the MAT Board for acknowledgement and ratification	6.1	Completed	7.	The Clerk to arrange for Dr King's appointment to be acknowledged by the MAT Board	6.1	Completed	8.	The Chair to raise the process of how queries from the LGC will be dealt with by the MAT Board, at the Chair's group	7	Ongoing	9.	The Chair to discuss at the Chair's meeting the process for how to inform the Resources and	7	Ongoing	
	ACTION	ITEM	STATUS																																							
1.	The Chair and Principal to look at the link governor allocations to change the links into more generic headings/specific areas	1	On this agenda																																							
2.	The Principal & Chair to contact Rev Coates to ask him if he wished to remain on the LGC for 2017-18	3	Ongoing																																							
3.	The Chair to send the Clerk the Trust Board's Finance Policy – the Clerk to circulate with the next LGC agenda pack	3	Completed																																							
4.	The Principal, Mr Reagan and Dr Smith to liaise about what was involved in being the Child Protection governor and the safeguarding course details	3	Ongoing																																							
5.	The Principal (with the help of Ms Mawson and Mrs Jones) to review the Admissions Policy	3	Carried Forward																																							
6.	The Clerk was to forward the LGC's recommendation to appoint Dr Cooper to the MAT Board for acknowledgement and ratification	6.1	Completed																																							
7.	The Clerk to arrange for Dr King's appointment to be acknowledged by the MAT Board	6.1	Completed																																							
8.	The Chair to raise the process of how queries from the LGC will be dealt with by the MAT Board, at the Chair's group	7	Ongoing																																							
9.	The Chair to discuss at the Chair's meeting the process for how to inform the Resources and	7	Ongoing																																							

	Standards Committees at MAT Board level of the scrutiny that have been done at LGC level		
10.	The Principal to arrange for the MCEA Health and Safety Policy to be removed from the website	7	Completed
11.	The Principal was to raise the LGCs concerns about the lack of a Chief Operations Officer with the CEO	7	Completed
12.	The Principal to fill in the statutory policies for academies checklist. He would then ensure that any statutory policies not covered by HLTY would be completed and reviewed, and the website would be updated	11	Ongoing
13.	The Principal and Martyn Quick to meet to ensure that MCEA was policies compliant and cross reference the policies against the Scheme of Delegation	11	Completed
14.	The Principal was to provide copies of policies for LGC approval to the Clerk for circulation before the next meeting	11	Completed
15.	The Principal to arrange for all governors and Clerk to be issued with a security fob	13	Completed
<p>Matters Arising</p> <p>Action 5 - The Principal clarified that the Admissions Policy had not yet been reviewed but would be completed in time for the spring deadline.</p> <p>Action 8 - The Chair stated that this would be raised at the Chair's Group meeting next Monday. The Principal added that previously there had been insufficient time allocated for queries; however, now, it was a proper agenda item with points that were raised delegated to specific Trust officers.</p> <p>Action 11 - The Principal confirmed that he had emailed governors regarding this point; he added that Wendy Munro had taken on the new Operations Director role, working across the Trust. Dr King pointed out that Karen Forrester now had an extended remit to cover elements of the Chief Operations Officer role.</p> <p>Actions 12 & 13 – The Principal stated that the result of the meeting was that he and Mr Quick were satisfied that compliance was being met. There were a couple of policies still to add to the website.</p>			
4.	<p>Principal's Report (previously distributed)</p> <p>The Performance Management wording had been agreed regarding the teacher/pupil progress targets and this approach had now been implemented. The Principal commented on the following activities up to Christmas:</p> <ul style="list-style-type: none"> • The PTA Christmas Fair had raised over £2,000 • The Drama Department had lead on a great visit to London where pupils were able to engage with West End actors • The York Minster Carol Service had been a success with representatives from other HLTY schools also attending to create a Hope Voices Choir; the Minster had been very full as a result • 120 senior citizens had attended the lunch with pupils participating in different ways e.g. performing, catering, serving drinks. Lots of thank you letters had been received into school • The school took part in York Ainsty Rotary Club's fundraiser, the Santa Ride in Poppleton. In total £450 was raised • The Year 7/8 Christmas Disco was enjoyed by pupils and the money raised would be used for the reward scheme through the year 		

	<ul style="list-style-type: none"> The whole school assembly on the morning of the last day of term included a brilliant video. <p>A number of other events took place including the voluntary Eucharist; a Careers Fair; and the handing out of iPads for Year 7's.</p> <p>The Principal explained that it had been an extremely long term and staff had been very tired. One student had to be permanently excluded at the end of term and a Governor Panel had been convened to review the decision – this was ongoing. No further details could be given due to governors' involvement in the process.</p> <p>The Principal confirmed that there had been a well-attended Year 10 evening on study skills in preparation for exams in two weeks' time. Also the Year 11 Parents' Evening last night had been very successful. The Principal added that all else was as described in the previously distributed Development Plan.</p> <p>Governors were asked for questions. In response to an enquiry, it was confirmed that staff and pupils had seen the thank you letters from the senior citizens; in previous years copies were included in pupils' portfolios. Governors agreed that the Chair would thank the PTA for all their work on the Christmas Fair.</p> <p>The Chair thanked the Principal for his report.</p>	Chair
5.	<p>Resources (Overseeing Financial Performance)</p> <p>The Resources Committee had only met on Monday 15th January and therefore Mrs Duxbury provided a verbal report.</p> <p><u>Finance</u></p> <p>The Monitoring Report for Period 3 had been examined. The deficit had been revised downwards from -£156,000 to -£135,000. However, two new costs had been proposed:</p> <ol style="list-style-type: none"> The school used a three boiler system and one boiler had been condemned. The request to replace one at a cost of £10,000 had been agreed by the Committee. There was a proposal to purchase the SIMS system at a cost of £34,000; the Committee had supported this proposal. <p>These two costs would be partially offset by an extension to Karen's secondment through to the summer which would bring in +£10,000. Both costs were recommended to the LGC for approval by the Committee.</p> <p>Mrs Duxbury summarised that the financial outlook was looking much better and that this was helped by the new funding formula. It would bring in:</p> <ul style="list-style-type: none"> +£164,000 in 2018/19 +£370,000 in 2019/20 <p>A governor queried the cost to the school of purchasing the new boiler, as the original company who provided it would surely be liable to replace the boiler. A governor explained that he understood that there was no warranty and nothing about this in the contract.</p> <p>A governor questioned the decision to only replace one, rather than all three, boilers. A governor explained that the plan was to replace one each year for the next three years.</p> <p>Another governor queried whether the money for the replacement boiler should come from the savings or reserve fund. Mrs Duxbury advised that it amounted to the same thing.</p> <p>Governors agreed that Mr Quick would email Karen Forrester to ask about the warranty.</p> <ul style="list-style-type: none"> Governors also agreed that, subject to another check of the documentation, the LGC would 	MQ

approve the Resources Committee's recommendation for the spend from the most appropriate stream of money.

Regarding the SIMS purchase, Mrs Duxbury advised that MCEA was attempting to bring the school system up to date. The Principal added that the SIMS product was the market leader and that the two other secondary schools in HLTY already used the system. A staff governor explained that it was an extremely easy way to transfer information.

A governor challenged whether it was the Trust Board who were standardising systems across the schools and, therefore, whether they should be purchasing the licence to cover all schools. The Principal replied that the Trust Board was not insisting on this purchase; and that Wendy Munro in her new role would be ascertaining whether a group deal could be arranged. He added that the £34,000 cost for purchasing SIMS was high, but it had already been reduced from over £40,000 as MCEA was looking to purchase the system via a different procurement company.

In response to further questions about set up and training time, the Principal explained that the procurement company would set up the system and all staff would be trained in its use. Although this would inevitably take time, the system was straightforward for staff to use. The staff governor added that many staff had used it in previous schools and advocated for its introduction at MCEA as it produced reports etc very easily.

In response to a further question, the Principal confirmed that he had received only two responses to his email inviting feedback and it was not negative.

- LGC governors approved the Resources Committee's recommendation for the purchase of the SIMS system.

Staffing

Mrs Duxbury advised that Liz Mastin (Vice Principal) had provided a report of the highlights:

- The advert for Technical Support was now out
- The main concern was the ongoing absence of a senior member of staff, and the impact of this absence on colleagues
- The CPD programme was shared
- The HLTY training day took place on 8th January.

Premises

Mrs Duxbury advised that Karen Forrester had presented the report. There were ongoing conversations with the builder. A governor advised that a six-figure sum had been given for replacing the render and so further quotes were being sought. Work was planned for after Easter but could be delayed as it might be better to complete the works during the summer.

Other issues discussed included:

- Karen would have an extension to her secondment
- The capital bid would not go ahead
- Karen would investigate car parking for parents
- Lettings continued to do well

A governor asked about the car parking issue and was informed that the car park was dangerous as it was overrun but pupils still walked across it. There was a wish to have a barrier to prevent parents' vehicles from entering. Another governor queried whether this would impact on facilities' support to school; and learnt that the barrier would only be in force at the start and end of the day. It

	<p>was noted that additional bike racks were required. Governors discussed the fact that there was nowhere obvious for parents to drop off children. Mrs Duxbury advised that the Resources Committee were still looking at the options.</p> <p>The Chair thanked Mrs Duxbury for her report and confirmed that the minutes would be sent to HLTY.</p>	
6.	<p>Standards (Holding the Headteacher to Account) Principal's Report Discussed above.</p> <p>Standards Committee update (29.11.17 minutes) The minutes had been previously distributed and were taken as read.</p> <p>Dr Smith presented the report. A member of staff remained off sick and staff were covering the role.</p> <p>The Hub area was considered very full and there remained an issue about separating those pupils with anxiety and providing supervision for them; as yet, this had not been fully resolved. Another governor advised that there was a recommendation to HLTY that it was staffed. Dr Smith explained that it was difficult to know which staff should provide this supervision e.g. TAs, Councillors etc and it was a question of space.</p> <p>The Principal stated that he had proposed a plan to fill in the rotunda, but this had been turned down. HLTY was unhappy that the LA was asking all Trusts about plans to create a new primary on the British Sugar site, but the LA had not taken up HLTY's original idea for a free school. Governors felt that it appeared that the LA was encouraging other trusts to expand but not HLTY, although MCEA was the most popular secondary school of choice.</p> <p>A governor stated that MCEA was facing a demand from the primaries to grow in size. The Principal added that a growth spurt was coming through the primaries and additional capacity was required.</p> <p>In response to the Chair's question, the Principal explained that the next meeting with the LA was in early February and this issue would be discussed then and the response brought back to the next LGC meeting.</p> <p>Dr Smith advised that re-marking had also been discussed at the Standards Committee meeting.</p> <p>The Chair asked whether his earlier work on behaviour had been taken into consideration in the review of the Behaviour Policy; the Principal advised that it was.</p> <p>In response to a governor's question, the Principal confirmed that the expectations on Year 10 was that they would gain better results; this was looking very positive.</p> <p>Governors discussed the issue of destination of pupils once they left MCEA; and how well their pupils settled in to sixth forms locally. It was noted that HLTY had also been knocked back with their proposal for a SEN sixth form.</p> <p>There were no decisions to be made by the LGC, as a result of this meeting.</p> <p><i>[the meeting adjourned for a five minute refreshments break]</i></p>	Agenda
10.	<p>Ethos Committee (07.02.2018) and SIAMS update</p> <p>It was noted that the 7th February Ethos Committee meeting had not yet taken place.</p> <p>Two governors had a preparatory meeting regarding the SIAMS visit. The Inspector would visit the school and talk to staff, parents, pupils and governors. The ethos of the school and the extent to which it was embedded would be a key factor that the Inspector would comment on; and monitoring this was part of the governors' role.</p> <p>The Principal had shared the draft Self Evaluation report. The Principal advised that he had not yet</p>	

	received any responses to the draft report and asked governors to read and comment as the document was owned by all present.	All
7.	<p>Local Governing Committee Strategic Direction</p> <p>i) New allocation of Link Governor roles The Chair reminded governors that HLTY had suggested there were too many governors; however, the slimmed down governing body was now struggling to cover the previous Link Governor roles. He and the Principal were therefore looking at allocating the roles along faculty lines so that Link Governors would meet with their relevant Director of Learning. Governors agreed that, on the one hand, governors would enjoy their allocated area if they had some prior knowledge; but, on the other hand, the role was about listening and fact finding rather than prior knowledge.</p> <p>The Chair advised that he and the Principal would gain further clarity on the role of the Link Governor and whether a set of base questions would be appropriate. Where governors already had an ongoing relationship, it was suggested that this continued for the time being; other governors should await further guidance. This would be brought to the next meeting.</p> <p>ii) SLT report on the future growth of MCEA The report had been previously distributed and was taken as read.</p> <p>The Principal explained that Karen Forrester was looking at the cost implications before a decision could be made. Two additional rooms were needed and options included: converting a staff room into a classroom; converting an IT room into a classroom; assessing the usage of other space e.g. the dance studio to consider dual usage in the future.</p> <p>A governor questioned the impact on teachers if a staff room was lost. The Principal confirmed that this was a space used by TAs and not teaching staff. Another governor raised the issue of the staff social rooms. The Principal advised that these functioned as work bases and were not large areas; however, they were worth consideration. The longer-term potential of the Applefields' idea was noted.</p> <p>A governor raised the issue of form provision and the impact on the quality of teaching. Another governor pointed out that form size was different to class (teaching) size. The Principal explained that, according to research, class size was not an issue for more able students. However, it entailed more work for staff. On the other hand, schools could not afford to maintain the smaller class sizes.</p> <p>A governor challenged that, if the results dropped in four years' time, then the class size issue had to be noted as a factor. The Principal stated that, currently, Year 8 standards were not sliding and the year group figure stood at 232. The governor challenged that this required longer term monitoring as there was a concern that a history of increasing the intake figure was not as well planned as it should be.</p> <p>The Chair added that, in his opinion, the intake figure had already been agreed. The Principal explained that currently the number in Year 7 stood at 217; the figure of 232 in Year 8 was the largest in the school. The Principal added that the CEO wanted it to be higher, but he was challenging this. Last year the intake was 220 plus appeals which took it up to 232. The Principal explained that the argument for raising the intake number was that other schools were doing this and parents did not choose MCEA on the basis of small class sizes. Several governors challenged this assumption.</p> <p>A governor explained that they had concerns that the class size issue was being chipped away year on year without it being properly considered. The Principal explained that this was a financial issue. The governor challenged this stating that the financial issue did not preclude discussion and consideration. Another governor added their own words of caution and asked whether the CEO had given specific examples of other schools that had increased their intake figure.</p> <p>The Chair summarised that the Principal was stating that 232 should be the absolute maximum; and that the LGC were backing this resistance against higher efficiency demands. The Principal added</p>	Principal and Chair Agenda

	<p>that last year the school had won the appeals process but the CEO had been unhappy with this result.</p> <p>A governor questioned the size of classes at VoYA. The Principal explained that Pupil Premium numbers were higher at VoYA and therefore there were greater levels of funding.</p> <p>iii) Confirmation of Dr D Cooper and Dr S King appointments Governors noted the confirmation.</p> <p>Dr Cooper questioned her governor title. The Principal advised that she would be designated a 'Trust Appointed Governor', following a re-constitution of the LGC.</p> <p>Mrs Duxbury and Mr Yarrow reminded governors that their terms of office as parent governors ceased this year and both were planning to step down from the role.</p> <p>The Chair acknowledged this and raised the issue of governor numbers again. This was particularly an issue when attempting to convene, for example an Exclusion Panel. A governor questioned whether the Trust could loan governors for this. The Chair would ask. The Principal confirmed that LGC numbers and composition were outlined in the Scheme of Delegation.</p>	Chair
8.	<p>HLTY Updates</p> <p>i) Board minutes / Central Team Update (for information) The minutes of the MAT Board meetings held on 8th November and 13th December 2017 had been previously distributed and were taken as read. The LGC noted the minutes.</p> <p>ii) Risk Register The Principal confirmed that the risks remained the same: the budget; the achievement of an Outstanding grade; leadership of the school as it was a new and relatively inexperienced team; and long term absence of a senior member of staff.</p> <p>A governor challenged the fact that there was no clear statement on what HLTY considered the risks to be. Governors agreed that clarity was needed as this was a standing item.</p> <p>The Principal advised that the workload of the absentee had been distributed to other members of staff who had taken on extra responsibilities: Tom Candlin had been appointed to be the Pastoral Lead & Ethos Co-ordinator; Indru Nariani was undertaking the timetabling; Rebecca Loman was responsible for options etc.</p> <p>The Chair asked whether an additional person was required. The Principal replied that they had been able to backfill the role. A staff governor confirmed that the first term stepping into the additional responsibilities had been challenging; but since then the backfill had helped. In his opinion there was now capacity and the school was in a stronger position than before Christmas. A governor challenged that MCEA was, however, still lacking capacity within SLT e.g. for pastoral responsibilities. The measures mentioned were just a temporary fix. The Chair added that he and the Principal discussed this issue at their regular meetings.</p> <p>iii) Health & Safety Group Update There was nothing to report. HLTY had the Health & Safety Policy.</p>	Principal
9.	<p>Safeguarding Mr Reagan confirmed that all staff were up to date using the online Safeguarding training module. There were two new starters into school that needed to undertake it. Governors were informed that both Mr Reagan and Liz Mastin had now gained levels 1-3 and two further members of staff would also upskill shortly and therefore there would soon be four Safeguarding Leads.</p> <p>In response to a governor's question, Mr Reagan confirmed that he had the lead role but the others were in place in case he was out of school. This also provided a more robust system for logging child protection issues.</p> <p>Mr Reagan and Liz Mastin had recently attended a presentation by VoYA about a new safeguarding software application called CPOMS. Unlike the current system, all staff would be able to log in and</p>	

	<p>record any small issue – sometimes this ability to bring together several small issues was crucial.</p> <p>Dr Smith confirmed that she had attended governor training on safeguarding; however, she was struggling with access to the online training.</p>	
11.	<p>LGC Training</p> <ul style="list-style-type: none"> • Dr King had attended the SIAMS training. • Both Dr King and Dr Cooper had previously completed the Effective Governance training. • Dr Cooper would attend the Termly Workshop on 31st January. 	
12.	<p>Policy Updates The three policies had been previously distributed and were taken as read.</p> <p>i) HLTY Complaints Policy The Principal confirmed that this policy could be adopted for MCEA. At times, staff received abuse by phone or in writing. A governor commented it was positive for a policy to show that parents would be treated with respect.</p> <p>A governor challenged some of the content of the Complaints Policy, particularly Stage 3 which was unhelpful; and Stage 4 seemed inadequate. The Principal suggested that the governor discusses this with the CEO, to recommend a possible amendment to the Complaints Policy.</p> <p>Governors would be expected to run a Complaints Panel should the need arise. Thanks were extended to Jess Swarbrick for her procedural advice at a previous panel.</p> <p>ii) HLTY Appraisal Policy</p> <ul style="list-style-type: none"> ○ Governors had no questions and unanimously adopted the policy. <p>iii) HLTY Scheme of Delegation</p> <ul style="list-style-type: none"> ○ Governors had no questions and unanimously adopted the Scheme of Delegation. <p>iv) HLTY Finance Policy Governors discussed the matter and agreed that £25,000 was not a sufficient amount to delegate from HLTY to the LGC. This needed to be raised with the Board.</p>	<p>RY & CEO</p> <p>Principal</p>
13.	<p>Items to Raise with the Trust Board</p> <ul style="list-style-type: none"> • Can governors within the Trust be loaned to other governing bodies, if there are insufficient numbers to convene a governor panel? • Risk Register: clarity was sought from HLTY as to their views on the identified risks • An increase in the sum of £25,000 delegated spend to the LGC in the Finance Policy 	
14.	<p>Any other business The Principal read out an email from the Drama teacher which identified the need for c.£400 to purchase new bulbs and sundries. The teacher raised the issue of two microphones owned by MCEA which were never used but were valued at £400 each. Could these be sold to pay for the new items?</p> <ul style="list-style-type: none"> ○ Governors discussed the matter and agreed that, as long as the microphones were sold with a disclaimer 'sold as seen', then the sale could go ahead. <p>Governors were pleased with the Drama teacher's proposal.</p> <p>There was no further business.</p>	
15.	<p>Date of next meetings: The dates of the LGC meetings for 2017-18 (all at 6.30pm) are:</p>	

	<table border="1"> <tr> <td style="text-align: center;">Weds 14th March 2018</td> <td style="text-align: center;">Tues 5th June 2018</td> </tr> </table>	Weds 14 th March 2018	Tues 5 th June 2018	
Weds 14 th March 2018	Tues 5 th June 2018			

The meeting closed at 8.40pm

Signed:  Date: 14/03/18
Mr Andy Richardson (Chair)

**Action Points from the LOCAL GOVERNING COMMITTEE MEETING
held on 18th January 2018**

	ACTION	ITEM	WHO	WHEN
	Action 1 – 7 were all carried forward from the meeting held on 22nd November 2017			
1.	The Chair and Principal to look at the link governor allocations to change the links into more generic headings/specific areas	3	Chair & Principal	Feb 2018
2.	The Principal & Chair to again contact Rev Coates to ask him if he wished to remain on the LGC for 2017-18	3	Chair & Principal	Feb 2018
3.	The Principal, Mr Reagan and Dr Smith to liaise about what was involved in being the Child Protection governor and the safeguarding course details	3	Principal, SS & GR	Feb 2018
4.	The Principal (with the help of Ms Mawson and Mrs Jones) to review the Admissions Policy	3	Principal, CM & EJ	Spring 2018
5.	The Chair to raise the process of how queries from the LGC will be dealt with by the MAT Board, at the Chair's group	3	Chair	Feb 2018
6.	The Chair to discuss at the Chair's meeting the process for how to inform the Resources and Standards Committees at MAT Board level of the scrutiny that have been done at LGC level	3	Chair	Feb 2018
7.	The Principal to fill in the statutory policies for academies checklist. He would then ensure that any statutory policies not covered by HLTy would be completed and reviewed, and the website would be updated	3	Principal	Feb 2018
8.	The Chair to thank the PTA for all their work at the Christmas Fair	4	The Chair	ASAP
9.	Mr Quick to email Karen Forrester regarding the boiler warranty	5	MQ	Feb 2018
10.	The Chair and the Principal would gain further clarity on the role of the Link Governor and whether a set of base questions would be appropriate	7	Principal & Chair	Feb 2018
11.	Governors to read the draft Self Evaluation in preparation for SIAMS visit	10	All	Feb 2018
12.	Mr Yarrow to discuss with the CEO, to recommend a possible amendment to the Complaints Policy	12	RY & CEO	Feb 2018

Future agendas:

- New allocation of Link Governor roles
- Feedback on the LA meeting re the future growth of MCEA
- Ethos Committee & SIAMS Committee feedback
- Revised Complaints Policy

