

MANOR

CHURCH OF ENGLAND ACADEMY, YORK

LOCAL GOVERNING COMMITTEE MEETING

Minutes of the meeting held on Wednesday, 20th September 2017 at 6.30pm

Present: Mr S Barber (Principal) Mr D Judson Mr G Reagan
Mr T Hanham (Chair) Ms C Mawson Mr M Quick
Mrs E Jones Mr D Hosier Dr S Smith
Mr A Richardson Mrs S Duxbury

In Attendance: Mrs E Mastin (Vice Principal)
Mr Indru Nariani (Vice Principal)
Dr D Cooper (Appointed Associate)
Dr S King (Appointed Associate)
Mrs Liz Andrews-Wilson (Governance Support Office - Clerk)

		Action
	Mr Hanham welcomed all attendees to the meeting. The meeting was opened in prayer.	
1.	<p>Note from the Chair, Proposal for LGC Chair 2017-18 (to be approved by the Board) and election of Vice-Chair</p> <p>Mr Hanham advised that would be resigning as a governor and the Chair of Governors at MCEA. He added that he and the Principal had met to discuss succession planning. The Principal advised that Mr Richardson been asked if he would be willing to be considered for the role of Chair, and he had agreed to this. The Principal asked if any other governor wished to be nominated for the role of Chair. No other governor put themselves forward.</p> <p>Mr Hanham proposed Mr Richardson for the position of Chair; this was seconded by David Judson.</p> <p><i>6.40pm – Andy Richardson left the meeting</i></p> <p>The LGC discussed Mr Richardson's suitability for the role, noting his good character, determination and willingness to support the school. It was also noted that Mr Richardson's job provided a very useful link for the MAT and the academy. The motion was passed nem. con.</p> <p><i>6.43pm – Andy Richardson re-entered the meeting</i></p> <p>The out-going Chair welcomed Mr Richardson back into the meeting and advised him that he had been elected as the Chair. It was agreed that Mr Hanham would Chair this meeting, as his final one. Mr Richardson thanked Mr Hanham for the time that he had been both a governor and the Chair of the LGC. The LGC wished Mr Hanham well for his future.</p> <p>The Chair asked if any governor would like to stand for the role of Vice-Chair. No nominations were received. It was agreed that Governors should consider the Vice-Chair role and anyone who was interested should speak to the Principal.</p>	All
2.	<p>Apologies for absence, consent and declarations of interest</p> <p>Apologies for absence had been received, with consent, from Mr R Yarrow. Rev C Coates was absent. There were no declarations of interest.</p> <p>Business Interest forms were handed out to governors on arrival and all were signed and returned, albeit for the two governors who were absent. The Principal advised that he would contact Rev Coates to ask him if he wished to remain on the LGC for 2017-18. The Clerk was to post Mr Yarrow's</p>	Principal

	Business Interest form for him to complete.																																											
3.	Minutes of the LGC held on 5th July 2017 The minutes were agreed as a true and accurate record and were signed by the Chair. Action Plan <table><tr><th></th><th>ACTION</th><th>ITEM</th><th>STATUS</th></tr><tr><td>1.</td><td>Principal's PA to contact all the governors (and associates) to see who would like to attend a Safeguarding Training Session run by Jane Atkinson</td><td>3</td><td>Carried forward</td></tr><tr><td>2.</td><td>The COO to follow up on making sure that the above Safeguarding Training was held</td><td>3</td><td>Carried forward</td></tr><tr><td>3.</td><td>COO to forward the Finance Policy to the Chair and the rest of the LGC once approved</td><td>3</td><td>Carried forward</td></tr><tr><td>4.</td><td>The Principal to organise for a notice board to be place in the main entrance to articulate charitable giving</td><td>5.1</td><td>The Principal to display the notice board</td></tr><tr><td>5.</td><td>All governors to provide feedback to the Principal on the proposed agendas for the Resources Committee and Standards Committee</td><td>8.1</td><td>Feedback received, discussion on this agenda</td></tr><tr><td>6.</td><td>The Clerk to provide the Principal and the CoG with a list of governors from Sept and the beginnings of a committee membership structure, including the dates of the LGC, Resources Committee and Standards Committee meetings</td><td>8.1</td><td>Completed, see Tabled Item 1. Further discussion on the agenda</td></tr><tr><td>7.</td><td>Link Governors - Any requests to change or be added to a different link should be addresses to the CoG and the Clerk</td><td>8.3</td><td>On going</td></tr><tr><td>8.</td><td>The Chairs of the committee to clarify the preferred start time of their sub-committee</td><td>8.5</td><td>Completed</td></tr><tr><td>9.</td><td>CoG to seek clarification from the MAT Board as to whether or not Trustees of the Board are allowed to sit on an LGC</td><td>8</td><td>Completed</td></tr></table> Matters Arising <p>In relations to Action 1-3: The Principal advised that the COO was no longer in post, as she had secured another role elsewhere. He explained that she had been on a six month contract, as the Board did not want to commit to a long term contract due to financial pressures. The Principal and the LGC expressed their frustration at the resulting operational difficulties that the school was facing following her departure. The LGC wanted to pass onto the Board their judgement that there should have been a plan in place for the end of her contract/ if or when she left. The LGC raised concerns about the work that she had started going to waste and wished to ask of the CEO and the Trust Board who would be taking on her workload in the short term.</p> <p>In relations to Action 6: The Principal advised that the SIAMS Committee would meet three times a year and had the responsibility of feeding their work into the LGC. The Committee were to concentrate on making the LGC aware of what was being done in the school to that 'ensure high standards of religious education and liturgical experience are implemented and refined across the curriculum and that the distinctive ethos of the school is articulated and embedded and guides all that is done so that an outstanding judgement from SIAMS is achieved' (see the Academy Development Plan). The Principal advised that he was keen for the SIAMS Committee members to look at how this links to the schools ethos and the pastoral support provided to the pupils.</p> <p>In relations to Action 6: After some discussion it was agreed to start the Standards and Resources Committee meetings at 6.30pm, to enable working governors to attend. After the first meeting the Committees were to decide how to proceed. Mrs Duxbury was to consider which of the committees she would like to join and inform the Principal and the Clerk.</p> <p>The Principal proposed that the two Associate Governors become full LGC members, noted the time and dedication they both put into their roles. This was seconded by: Mr Hanham. Dr King advised that</p>				ACTION	ITEM	STATUS	1.	Principal's PA to contact all the governors (and associates) to see who would like to attend a Safeguarding Training Session run by Jane Atkinson	3	Carried forward	2.	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	<p>he would be happy to apply to become a Foundation Governor. The Clerk and the Chair were to follow this up with the Diocese, as the appointing body. Dr Cooper advised that a Foundation role would not suit her as she was non-faith. The Clerk advised of the LA governor vacancy and agreed to clarify with the Governance Advisor for HLTy as to whether this would be an appropriate role for Dr Cooper. The LGC were all in agreement with this motion. The Principal advised that he would review the LGC constitution with the CEO and the Trust Board. He wanted to propose that the LGC re-group following all the recent changes and maintain the currently number of governors.</p> <p>In relations to Action 7: Mrs Jones noted that the Pupil Premium data needed updating. She and Mr Nariani were to liaise to complete this.</p> <p>In relations to Action 8: The Chair advised that he had sought clarification from the Trust Board about dual appointments on LGCs and MAT Boards. He explained that new Government guidance did not allow for a person to hold a dual role, so no further dual appointments would be made within HLTy. The two such appointments within the Trust were to remain unchanged under the old guidance.</p> <p>Resources Committee minutes for signing off – 28.06.17 (last set clerked by the LA) Governors noted the minutes from this meeting and those present at that meeting agreed that they were a true and accurate record of the meeting. The minutes were signed by Andy Richardson.</p>	<p>CoG & Clerk</p> <p>Clerk</p> <p>Principal</p>
5.	<p>Resources (Overseeing Financial Performance) Headlines from the Budget Monitoring Report</p> <p>The Principal advised that the Monitoring Report that had been circulated with the agenda represented the financial position up to July. He noted that the deficit was less than previously predicted.</p> <p>The Principal advised that the Government had announced the new funding strategy, which would see MCEA receive £360,000 more than expected. He explained that at the moment the school receives £4,440 per pupil and this was to increase to £4,800. However, the announcement that public sector workers were to receive a pay rise, would mean that teacher's salaries would rise, but the school's budget was unlikely to match this. Governors noted that the National Funding Formula had been scrapped after the consultation period. A governor queried if the Principal had received any further communication about the lagged funding. The Principal advised that he had not heard and he was going to chase the EFA. It was also noted that the way that Pupil Premium was funded was going to change in the future.</p> <p>The Principal advised that he would keep governors up to date with any developments, particularly as November would be a critical time to get the next year's budget in place.</p> <p>Submission of any exceptions for pay review No report given.</p> <p>Review of restructure proposals The Principal advised that restructure proposal would be consider at the November meeting.</p> <p>Resources Committee Update No report given, as Committee not yet met this academic year.</p>	
6.	<p>Standards (Holding the Headteacher to Account)</p> <p>Principal's Report / 2017 Outcomes/Results The Principal drew governors' attention to the SEF achievement statement that had been circulated with the agenda and he tabled the '2017 Actual Results v Early National Analysis by School' (tabled item 2). He reported that MCEA's 2017 results had been outstanding and that the 2017 overall Progress 8 was estimated to be +0.4, but this could change. He reported that the target for 2017 had been +0.3, but with an outcome of +0.4 MCEA had exceeded this target. He advised that the national</p>	

	<p>Attainment 8 is predicted to be 41.4; MCEA had secured an A8 of 55.3, making it the only school in York to increase their A8.</p> <p>The Principal reported that the school had achieved it's highest ever pass rate, with 83% of pupils achieving a standard pass 9-4 (A* - C). This was a massive 21% above the national average of 62%. He noted that the only grades reported in 2017-18 would be 9-5.</p> <p>The Principal reported that attainment in English was very high with 93.3% achieving 9-4. In Maths 85% achieved 9-4. He added that a record number of pupils (24%) achieved 9-7 in both English and Maths. With 30% of pupils achieving the top grades across the piece. 6% of MCEA pupils got a 9 (A**) in English and 5.4% in Maths (these were subject to re-marks). Half of the year achieved 9-7. A governor commented that was great to see that the quality assurance foci had been reflected in the results.</p> <p>The Principal reported that other subjects such as: Catering, Child Development, ECDL and Dance had all done extremely well. However, Art, Product Design, ICT, French, German and RS had not attained so well in terms of the school residuals.</p> <p>The Principal reported that Pupil Premium pupils had an estimated P8 of -0.22, which was much better than 2016 -0.37. Non PP pupils had an estimated P8 of 0.51, 2016 was 0.22. A governor commented that these results were evidence of great improvement, which needed to be congratulated. The LGC thanked the staff for all of their work, specifically the work they have done to close the gap for the PP pupils. It was noted that progress had been made across the board.</p> <p>Governors noted that the out going Year 11 were a very able cohort. The Principal advised that the current Year 11 were also able if not more so. The Vice Principal (IN) advised that the English department had a better continuity of staff through Year 10/11 and nurture groups were helping pupils sitting on the 4/5 boundary. He added that the walking-talking mocks sessions (looking at old exam papers) had gone really well, as pupils were being taught how to hit the marking criteria. The Vice Principal advised that he meets with the Director of English every week and both were pushing for accountability. He added that line management meetings were a focus for the staff.</p> <p>The Vice Principal (IN) advised that the new Maths curriculum expects pupils to record the process they have gone through to work out an answer, in order to gain the better marks. The LGC acknowledged the pressure that both departments have been under and commented on the professionalism and dedication of the staff.</p> <p>Headlines from the Academy Development Plan 2017-18 and SEF The LGC noted the content of the ADP. The Principal advised that the standards in RS had improved and the pupils were to sit a new exam this year. He added that RS needed to be pushed for better performance.</p> <p>The Principal advised that this year most subjects would be changing to the 9-1 grading system, where there was more pressure on memory recall. He explained that to support the pupils through the change approaches that had worked in English and Maths would be rolled out across the other subjects. Governors asked that the Principal move the 'Quality of teaching' section of the ADP into the standards part of the ADP. The Principal agreed to clarify if quality of teaching and quality assurance should go under standards.</p> <p>The Principal highlighted that a new Child Protection Governor was needed and would need to receive safeguarding training. Dr Smith volunteered for this role. The Principal, Mr Reagan and Dr Smith were to liaise about what was involved and course details.</p> <p>Standards Committee Update No report given, as Committee not yet met this academic year.</p>	Principal SB, SS & GR
7.	<p>Local Governing Committee (Strategic Direction) Governor Code of Conduct The LGC agreed to adopt the updated 2017 Governor Code of Conduct.</p> <p>Staff Governor election It was noted that Mr Hosier's term of office was due to end on 31.10.17. Mr Hosier was thanked for</p>	

	<p>his work and his contribution to the LGC. It was noted that another staff election was not to take place in the immediate future. The Principal was to speak to the CEO about the LGC constitution.</p> <p>Formal resignation of the Chair of Governors Covered under Item 1.</p>	
8.	<p>HLTY Updates Board minutes 19.07.17 The LGC noted the Board minutes from the meeting held on 19.07.17. A governor commented that it would be helpful to see a more detailed report under item 10.3 Risk Register Update and asked for that feedback to go back to the Trust Board.</p> <p>A governor presented a challenge to the Trust Board, asking for some clarification of which policies HLTY were dealing with and which ones the LGC needed to action. An action was raised for the Trust Board to provide a list of policies that are required.</p> <p>Governors raised concerns about the uncertainty that had arisen following the departure of the COO. The LGC advised that they want to know that MCEA <u>is</u> compliant with each policy and asked for some clarification from the Board on this issue. Governors wish to know who holds the responsibility for the signing off of policies and it was noted that some of the policies risked not being kept up to date while some may not be relevant to MCEA.</p> <p>Risk Register – three main risks The Principal reported that the three main risks to MCEA, that had been forwarded to the Board were:</p> <ol style="list-style-type: none"> 1) Budget risk presented by the deficit budget, the resulting action would either be securing lagged funding or further redundancies 2) Performance standards 3) Leadership instability – caused by the SLT movement to Barlby and embedding the new SLT structure <p>The Principal asked governors to advise him of any other risks that they felt need raising. The governors raised the following potential risks:</p> <ol style="list-style-type: none"> 1) the fact that HLTY were migrating from an overseeing capacity to a more remote role could become a risk 2) the standardisation of the different academies in the MAT might become a risk if a school did not feel like they fit into the mold 3) lack of communication in the Trust, from the top down 4) central team roles (such as the COO), just stopping with no plan in place 5) the deterioration of existing systems, while awaiting HLTY overarching policies and procedures <p>A governor reiterated the point that was made earlier, about the fact that the LGC would like to see more detail from the Trust about the HLTY overarching risk register. The LGC asked that the MAT Board disseminate this information through their Trust Board minutes.</p> <p>Central Team update The LGC noted the staffing changes in the central team. Jo Brighton (HR Manager), Jo Lynch (COO) and Sue Dixon (PA to the CEO) had all moved on.</p> <ul style="list-style-type: none"> • Jerri Ryder had been appointed as the Executive Administrator • Mick Waring had been appointed as the Financial Controller • The Central Team had moved into their new offices at VoYA <p>Health and Safety Group Update The Health and Safety Group had been the responsibility of the COO and with no replacement in post, it had been agreed on 19.09.17 that Wendy Munro (VoYA) and Karen Forrester (MCEA) would temporarily take on this responsibility and continue the COO's work. Part of which would be reviewing policy documents. Governors raised concern about who would be backfilling Karen's role.</p>	<p>MAT Board</p> <p>MAT Board</p>
9.	<p>SIAMS Committee update No report given.</p>	

10.	Safeguarding No report given. The Principal reiterated that he would follow up on the safeguarding training, as this would become a risk if left un-actioned.					
11.	LGC training The LGC noted the Governor Training Programme that had been circulated. The Clerk provided the LGC with further detail about the Meeting Management Software Demonstration. She explained that the Governance Service were trialling a software package, which enabled governors to log into a secure portal in order to access papers and correspondence about governance. It was noted that sending governance papers out to personal email addresses would not be allowed under the new General Data Protection Regulation (GDPR) which comes into effect in May 2018, replacing the Data Protection Act 1998. It is the hope that this software will enable Schools, Governors and Clerks to be compliant with this law. Dr Cooper and Dr King advised that they would attend the Meeting Management Software Demonstration, on 27.09.17 on behalf of the LGC. Martyn Quick advised that he would be attending the Health and Safety in Schools and Academies – Fire, Construction and Maintenance training session on 7.11.17. The Chair invited governors to attend the SIAMS training at the Diocese and noted the dates of the training from the end of the agenda.					
12.	Policy Updates Admissions Policy 2019 – 2020 The LGC noted the Admissions Policy for 2019-2020, with governors commented that the proposed policy was overly complicated. The Principal advised that the LGC no-longer had delegated powers to make a decision on the Admissions Policy. He explained that the Diocese and CYC had come together to work on the Policy and had suggested some changes. He listed a few minor wording changes. He explained that the interpretation of 'regular worship' had been considered to be a bit woolly so was being looked at. He advised that the scope of the policy had been increased to include Skelton. The Principal advised that the decision would be taken by the Trust Board, in consultation with CYC who were trying to change the admissions policy. He reported that the ballot system giving 20 children the opportunity to go to MCEA was to remain unchanged. He explained that the area known as 'York's Rural West' was still without representation. The Principal advised that there was a piece of work to be done on the Admissions Policy to sort out the admissions process after 2019-2020. He noted that the Trust Board were keen to see primary school children from within the MAT given priority places and that they wanted to include Skelton but accepted that other areas would need to be dropped. The Principal asked if Ms Mawson and Mrs Jones would take on this piece of work and asked them to contact the CEO. Governors commented that they would like to be involved in any consultation on this issue between the CEO, Trust Board, CYC and the Diocese.	CM & EJ				
13.	Confidentiality The Chair reminded the governors that the discussions and papers derived from this and all governor meetings were to be kept confidential.					
14.	Any other business Mrs Jones advised that 91% of voters had said 'yes' to the Neighbour Plan. It was now awaiting the rubber stamp from CYC.					
15.	Date of next meetings: The dates of the LGC meetings for 2017-18 (all at 6.30pm) are: <table><tr><td>Weds 22nd Nov 2017</td><td>Thurs 18th Jan 2018</td><td>Weds 14th March 2018</td><td>Tues 5th June 2018</td></tr></table>	Weds 22 nd Nov 2017	Thurs 18th Jan 2018	Weds 14 th March 2018	Tues 5th June 2018	
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	The meeting on the 22 nd November 2017 will be held in the Apple Lounge (the classroom above the Archbishop's Suite).	
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The meeting closed at 8.50pm

Signed: Andy Richardson Date: 22/11/2017
Mr Andy Richardson (Chair)

**Action Points from the LOCAL GOVERNING COMMITTEE MEETING
held on 20th September 2017**

	ACTION	ITEM	WHO	WHEN
1.	Governors to consider the Vice-Chair role and to speak to the Principal if they wish to pursue their interest	1	All	Nov 2017
2.	The Principal to contact Rev Coates to ask him if he wished to remain on the LGC for 2017-18	2	Principal	Nov 2017
3.	Principal's PA to contact all the governors to see who would like to attend a Safeguarding Training Session	4	Principal's PA	Nov 2017
4.	The Principal to follow up on making sure that the above Safeguarding Training was held	4	Principal	Nov 2017
5.	The Chair to chase the Trust Board for a copy of the Finance Policy – the Clerk to circulate	4	Chair (AR)	Nov 2017
6.	The Principal to display the notice boards (to articulate charitable giving)	4	Principal	Nov 2017
7.	Link Governors - Any requests to change or be added to a different link should be addresses to the Chair and the Clerk	4	All	Nov 2017
8.	Mrs Duxbury to consider which of the committees she would like to join and inform the Principal and the Clerk	4	SD	Oct 2017
9.	Dr King to apply to be a Foundation Governor. The Clerk and the Chair were to follow this up with the Diocese	4	Chair (AR) & Clerk	Completed
10.	The Clerk to clarify with the Governance Advisor for HLTY about the LA governor vacancy	4	Clerk	Completed
11.	The Principal to review the LGC constitution with the CEO and the Trust Board	4	Principal	Nov 2017
12.	The Principal to clarify if quality of teaching and quality assurance should go under standards section of the ADP	6	Principal	Nov 2017
13.	The Principal, Mr Reagan and Dr Smith to liaise about what was involved in being the Child Protection governor and the safeguarding course details	6	Principal, SS & GR	Oct 2017
14.	The Trust Board to provide a list of policies that are required	8	MAT Board	Nov 2017
15.	The Trust Board to provide clarification of policies (see item 8)	8	MAT Board	Nov 2017
16.	Ms Mawson and Mrs Jones to contact the CEO about the Admissions Policy	12	CM & EJ	Nov 2017

Future agendas:

- Review of restructure proposals

