

MANOR

CHURCH OF ENGLAND ACADEMY, YORK

LOCAL GOVERNING COMMITTEE MEETING

Minutes of the meeting held on Wednesday, 19th September 2018 at 6.30pm

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

In Attendance: Ms Louise Scaum (Vice Principal, Welfare)
Mrs Salli Radford (Head of Governor Services, Education)
Ms Isabella Kvist-Hansen (Governance Support Officer)

		Action
1.	Welcome and opening prayer The meeting was opened in prayer. All governors signed the Deed of Undertaking form required by the Diocese of York.	
2.	Election of LGC Chair and Vice-Chair Andy Richardson was unanimously recommended for appointment as Chair by governors. Proposed: Edie Jones Seconded: Sally Smith The recommendation would be taken to the Trust for approval. The election of Vice-Chair was deferred to the next meeting.	
3.	Apologies for absence, consent and declarations of interest There were no apologies as all members were present. It was noted that: <ul style="list-style-type: none">• Rob Yarrow's term of office was coming to an end and that the governor would not attend further meetings• David Judson had resigned from his role to focus on his position as a Trustee• Cerys Mawson had resigned from her role• Graham Reagan was attending his last meeting as a governor• Sue Duxbury was attending her last meeting as a governor. Governors thanked all outgoing governors for their work and commitment. The Principal outlined the input made by individual governors. Governors noted current skills gaps. Business interest forms were completed. There were no declarations of interest in the agenda.	
4.	Minutes of the meeting held on 5th June 2018 The minutes were agreed as a true and accurate record and were signed by the Chair.	

5.	Action Plan and matters arising	<table border="1"> <thead> <tr> <th data-bbox="212 297 268 331"></th> <th data-bbox="268 297 948 331">ACTION</th> <th data-bbox="948 297 1043 331">ITEM</th> <th data-bbox="1043 297 1275 331">STATUS</th> </tr> </thead> <tbody> <tr> <td data-bbox="212 331 268 421">1.</td> <td data-bbox="268 331 948 421">Feedback issues and suggested amendments for the Complaints Policy to the CEO / Trust Board (carried forward)</td> <td data-bbox="948 331 1043 421">3</td> <td data-bbox="1043 331 1275 421">Completed</td> </tr> <tr> <td data-bbox="212 421 268 533">2.</td> <td data-bbox="268 421 948 533">Skills Audit to be circulated and completed by all 'returning' governors</td> <td data-bbox="948 421 1043 533">3</td> <td data-bbox="1043 421 1275 533">Ongoing – some difficulties with format which Clerk will rectify</td> </tr> <tr> <td data-bbox="212 533 268 600">3.</td> <td data-bbox="268 533 948 600">Circulate proposals on link governor approach from September</td> <td data-bbox="948 533 1043 600">3</td> <td data-bbox="1043 533 1275 600">Completed</td> </tr> <tr> <td data-bbox="212 600 268 656">4.</td> <td data-bbox="268 600 948 656">Governors to email the Principal if they want to visit the CCF camp on the open day</td> <td data-bbox="948 600 1043 656">~</td> <td data-bbox="1043 600 1275 656">Completed</td> </tr> <tr> <td data-bbox="212 656 268 723">5.</td> <td data-bbox="268 656 948 723">The Chair and Edie Jones to complete the Diocesan paperwork, for the re-appointment process</td> <td data-bbox="948 656 1043 723">8</td> <td data-bbox="1043 656 1275 723">In progress with DofY to complete</td> </tr> <tr> <td data-bbox="212 723 268 779">6.</td> <td data-bbox="268 723 948 779">The Clerk was to arrange for David Judson's re-appointment to be ratified by the Trust Board</td> <td data-bbox="948 723 1043 779">8</td> <td data-bbox="1043 723 1275 779">N/A</td> </tr> <tr> <td data-bbox="212 779 268 835">7.</td> <td data-bbox="268 779 948 835">The Principal to run a staff governor election</td> <td data-bbox="948 779 1043 835">8</td> <td data-bbox="1043 779 1275 835">Completed</td> </tr> <tr> <td data-bbox="212 835 268 925">8.</td> <td data-bbox="268 835 948 925">The Principal to run a parent governor election in September</td> <td data-bbox="948 835 1043 925">8</td> <td data-bbox="1043 835 1275 925">Will be arranged once skills gaps identified</td> </tr> <tr> <td data-bbox="212 925 268 1126">9.</td> <td data-bbox="268 925 948 1126">The Principal was to write a paper with Mr Reagan about the pressure that pupils were under during the exams</td> <td data-bbox="948 925 1043 1126">6</td> <td data-bbox="1043 925 1275 1126">Completed and shared with governors. 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	Matters Arising	There were no matters arising.																																																				
6.	Principal's Report	<p>Previously distributed. The Principal presented his report, highlighting key events and information since the last meeting.</p> <p>June 2018 SIAMS inspection resulted in an Outstanding outcome Y11 leavers assembly held Principal attended the inspiring Diocese of York education conference Y7 - Y10 celebration evening held, with the next celebration scheduled for 7th November. Governors discussed the allocation of awards and the need to ensure recognition is fair and that the awards scheme is motivating to the wider student group. It was noted that governors are welcome to attend. Budget plan presented to the Trust Board Athletics finals – Manor had taken place in the schools championships Y11 Prom at Sandburn Hall was enjoyed by students and staff</p> <p>July 2018 New parents evening - Y7 intake were very positive about transition and were settling in well</p>																																																				

Taster days went well
Young Leaders award evening held
Y7 parents evening held
Billy Elliot performances had highlighted student ability and enthusiasm
Sports day – governors noted that parents were invited

September 2018

INSET day held
Visit from Andy Wolf, a school leadership consultant
Church of England PQH to be delivered by Ebor TSA
Malawi visitor in school

The Principal listed trips undertaken by students during the summer term.

2018 results:

The Principal advised that outcomes had been generally positive, though some subject areas had performed less strongly than in 2017. Governors noted that the 2017/18 Y11 cohort had shown slightly higher attainment on entry and that the school had therefore anticipated improved results. It was noted that the data was not validated at this point and included comparisons based on SISRA data which included data for around one third of schools.

Governors noted the key data shared in the report:

	School	York average
EM 9-4	80%	70.6%
EM 9-5	61%	47.5%
EBacc 9-4	53%	
EBacc 9-5	32%	
Attainment 8	54.3	

In response to a question regarding the cautious predictions provided by staff prior to exams, the Principal advised that predictions were data driven, recommending that this be considered in detail at Standards Committee.

In response to a question regarding individual Progress 8 scores, the Principal advised that this information was not publicly released, though the school did know individual scores.

The Principal advised that the Progress 8 score showed above average outcome at 0.35 across all subjects. Governors noted the Principal's ambition to achieve a Progress 8 score of 0.5. Governors discussed the data, expressing their keenness to see National Progress 8 scores. It was noted that school data was not yet validated and therefore should not be analysed too far at this point. The Principal advised that he was seeking to access data across the city.

Governors noted the very strong Pupil Premium (PP) Progress 8 score, with this being above zero.

Governors noted subjects with predictions close to actual outcomes, noting the very strong performance across English Language and Literature. It was noted that Maths was not as strong, and that the Principal was working with Directors of Learning to analyse Maths progress. It was noted that outcomes in Religious Studies were strong.

Governors noted positive areas and areas for focus across the range of subjects. In particular governors noted the impact of a small number of students' outcomes in Maths on the overall Progress 8 score. The Principal reassured governors that the quality of teaching was being addressed where appropriate.

Governors noted that some predictions had been less confident than others due to the impact of reformed GCSE grades. It was noted that History and Geography had failed to meet the predicted outcomes. The Principal advised that outcomes in Languages were subject to internal scrutiny following disappointing results, particularly in German.

Governors noted that Computer Science outcomes were of particular concern, with the Principal advising that this was being followed up. It was noted that previous results had been strong and that the picture would therefore need further analysis, with this to be reported to Standards Committee.

	<p>It was noted that Art scores were not as anticipated due to in-year teacher marking of controlled assessments being too generous. It was noted that outcomes in Performing Arts subjects were not as strong as expected due to specific circumstances outlined by the Principal.</p> <p>The Chair thanked the Principal, noting that results were generally positive.</p> <p>School on a Page</p> <p>The Principal advised that the SOAP was being shared with governors at the request of the Trust Board. It was noted that a Principal's Report template was also now in place across the Trust and would include key progress tracking data, behaviour & attendance data, information on the quality of teaching and learning and other aspects of the school. It was noted that the Principal had included key risks, with governors noting these:</p> <ul style="list-style-type: none"> • deficit budget • maintaining outstanding outcomes • resolving leadership instability <p>The SOAP was noted. Governors asked the Principal to continue to give an overview of school activities in addition to the data covered by the report template.</p>	
7.	<p>Resources (Overseeing Financial Performance)</p> <p>Minutes of the Resources Committee meeting held on 5th and 20th June 2018 (summary of current issues, questions & discussion)</p> <p>The minutes of the meetings were noted. Sue Duxbury advised that an additional meeting had been held due to budget preparation deadlines. It was noted that classroom improvement work planned for the summer holiday had been completed.</p> <p>Sue advised that the allocation of the 5% contribution to central MAT funds was still to be confirmed. It was noted that Waites building company was still discussing ongoing issues with the school, with Martin Quick advising that the school and Trust were considering options to ensure that defects in the main building were addressed. It was noted that the school believed it had a strong case. It was further noted that the company responsible for The Hive construction was also being pursued to resolve ongoing issues.</p> <p>Sue advised that key risks and opportunities would be monitored by the Resources Committee. It was noted that a provisional accounts figure would be available for the October meeting.</p>	
8.	<p>Standards (Holding the Headteacher to Account)</p> <p>Minutes of the Standards Committee held on 13th June 2018 (summary of current issues, questions & discussion)</p> <p>The minutes of the meeting were noted. Sally Smith provided a verbal update, advising that discussion had taken place regarding exam issues, with concern for student mental health raised as an issue at the meeting. Sally advised that governors had received results predictions and that the committee had considered student attendance which had been impacted by Flu earlier in the year.</p> <p>A governor reported that the committee had been advised to view predicted outcomes with some caution due to the reformed GCSE grades, though this had not adequately explained the differential evidenced by results.</p> <p>Exam difficulties</p> <p>Governors noted the Principal's paper regarding exam issues. The Principal advised that student anxiety appeared to have increased and to be impacting a wider group of students. It was noted that a number of students had failed to complete all planned exams due to anxiety. This was discussed.</p> <p>Governors noted that workshops for parents enabling them to better support exam preparations would be re-run in the current academic year.</p>	
9.	<p>Ethos Committee and SIAMS Update</p> <p>Update from the Ethos Committee & SIAMS Committee (summary of current issues, questions & discussion)</p>	

	<p>The minutes of the Ethos Committee held on 8th May 2018 were noted.</p> <p>The Chair advised that the SIAMS outcome was Outstanding, thanking the three members of staff on the committee for their very positive contribution. The Chair would write to thank the staff involved for their work.</p> <p>The Principal advised that a Eucharist had been held for Y7 and Y8 students on the first day of the autumn term.</p> <p>The Chair advised that Chaplaincy was being further developed by the committee.</p>	
10.	<p>Local Governing Committee (Strategic Direction) Chair's report</p> <p>Governor Recruitment and Elections: The Principal advised that two parent governor vacancies needed to be addressed, with desirable skills to be communicated to parents once this information was agreed. The Principal suggested that experience of finance / accounts and / or school performance data would be helpful, with governors suggesting an understanding of mental health issues and legal issues.</p> <p>The Chair advised of a Trust Appointed governor vacancy, asking for suggested nominations to be forwarded to the Principal. The Principal agreed to email governors requesting nominations.</p> <p>Ways of working review: The Chair reminded governors that they had moved to the new committee structure with less sub-committees a year ago. The governors had committed to reviewing how the structure was going.</p> <p>The following points were made:</p> <ul style="list-style-type: none"> • Standards meetings are productive but long due to the expanded remit which now includes welfare • Could agendas be made more effective by reducing the number of standing items at Standards? • Could more reports be circulated in advance? • Could the presentation of data be rethought to aid Governor understanding, though SLT would need to ensure governors were still informed well enough to challenge • Resources may need to reconsider dates to allow budget finalisation • Resources reporting is appropriate but focussed on budget issues • MinutePad is helpful but could not be accessed to support committees as these groups were not clerked by the Governance Service <p>The Chair summarised the points made, advising that there was currently no proposal to change the overall structure, asking the committees to consider their own agendas to ensure effectiveness.</p> <p>The Principal agreed to arrange a coordinated calendar with all meetings included.</p> <p>Skills audit: The results were awaited, with Jess Swarbrick to confirm a deadline for completion.</p>	
11.	<p>Technology/Social Media</p> <p>The Chair asked governors to revisit the issues raised at the last meeting relating to support for parents in understanding technology and social media. The Principal asked governors with strong views on the support currently provided to outline their concerns. Steve King agreed to lead on this. The Principal advised that the school subscribed to a web resource for parents and that other resources were available.</p>	
12.	<p>HLTY Updates</p> <p>Hope Learning Trust Code of Conduct: Governors considered the Code of Conduct, raising issue with the blanket requirements relating to social media accounts. This was discussed and would be taken back to the Trust board with a request for clarification on the use of personal and school accounts.</p> <p>In response to a question regarding implementation of the Code, the Principal advised that the document would need to be implemented following approval at Trust level. It was noted that the Code was applicable to all staff and included a section applicable to Trustees and Governors.</p> <p>Discussion followed regarding responsibility for presentation of standing agenda items and papers</p>	

	<p>from the Trust and whether these were for discussion, consultation or receipt. Governors requested an executive summary to advise on the purpose of each paper to enable appropriate action.</p> <p>The Code of Conduct was noted.</p> <p>Central Team Update (for information): Standing item – to be shared once available.</p> <p>Risk Register: The Principal advised that the school's three risks remained unchanged. The risk areas were noted:</p> <ul style="list-style-type: none"> • Resolving the deficit budget • Maintaining outstanding outcomes • Resolving leadership instability <p>It was noted that no updated Risk Register had been received from the Trust, with governors expressing concern that local risks were not being addressed formally. It was noted that the Principal would continue to log schools risks via the SOAP.</p> <p>The Chair proposed consideration of school risks at the next meeting under the Principal's Report.</p> <p>Governors agreed that they were keen to feed school information relating to risk to the Trust Board, with the Principal and Chair agreeing to determine what action the Trust was taking on risk before the next meeting.</p>	
13.	<p>Safeguarding</p> <p>The Principal advised that Louise Scaum had been appointed named Safeguarding lead and would audit school processes. It was noted that the Trust had commissioned an external review of Safeguarding processes across the Trust, with this to take place in November. It was further noted that an additional external testing of SEF judgements across the Trust would be arranged.</p> <p>It was noted that Sally Smith would input to the Safeguarding review in her capacity as Safeguarding link governor.</p> <p>Louise Scaum advised that a new central system, CPOMS, was now in place to manage Child Protection referrals and concerns, explaining that this aided staff understanding and management of referrals and prevented concerns being missed. Louise advised that information sessions were being run for staff on a range of Safeguarding issues to widen awareness and knowledge.</p>	
14.	<p>LGC training</p> <p>Trust specific training sessions: The 2018/19 Training Programme was noted.</p> <p>To book a place governors should email governance.service@york.gov.uk</p> <p>Debbie Cooper advised that she had attended the LA's termly briefing, providing a verbal update and undertaking to share resources provided by the LA following the briefing:</p> <ul style="list-style-type: none"> • Maxine Squire would become acting Director of Children's Services from 24th September • School Wellbeing Service – a summary had been provided which Debbie did not believe aligned with the school's experience. Governors discussed this issue, noting wider issues across a range of agencies including referrals from other services to the Wellbeing Worker team which had limited capacity. • Apprenticeship Levy - some schools were accessing the levy to fund training to new or existing staff. It was noted that a HLT Trustee at the briefing was keen to consider how to get better value from this. The Principal advised that he had secured funding for training for an existing member of staff. It was noted that additional costs fell to schools when arranging cover / backfill to enable training. • Results - York was reported to have the widest gap between PP and non PP outcomes, with this continuing to widen. A social mobility steering group was sharing learning from Redcar and Cleveland due to the similarities in the PP cohort. • York Schools and Academies Board – This group was commissioning sector-led school improvement projects using centralised funding, with the briefing outlining this process. • Virtual School Headteacher – Looked After Children were generally known to schools but children adopted from care were not always identified. Karron Young, the Virtual Headteacher, was keen to encourage the sharing of information in an appropriately sensitive way to support this potentially vulnerable group. It was noted that significant 	

	<p>funding was available to support this group. The Principal would take action on this. It was noted that Louise Scaum was the Designated Teacher for Looked After Children and the Adopted from Care cohort.</p> <ul style="list-style-type: none"> • Role of link governor discussed by those attending the briefing – Main points had been shared with the Chair. It was noted that significant resources were available via the School Bus platform. The Principal would ensure that governors were provided with log-in details. <p>Governors formally recorded their thanks to Liz Andrews-Wilson for her support for the governing board.</p>	
15.	<p>Policy Updates There were no policies to consider.</p>	
16.	<p>Actions/Items to Raise with the Trust Board The appointment of Andy Richardson as Chair would be taken to the Board for ratification.</p>	
17.	<p>Any other business There were no items under AOB.</p>	
18.	<p>Date of next meetings: The dates of LGC meetings for 2018-19 (all at 6.30pm) were noted:</p> <ul style="list-style-type: none"> * Wednesday 21st November 2018 * Wednesday 30th January 2019 * Wednesday 3rd April 2019 * Wednesday 12th June 2019 <p>The Principal would clarify arrangements for committee meetings.</p>	

The meeting closed at 8.45pm

Signed: Andy Richardson Date: 21/11/18
Mr Andy Richardson (Chair)

**Action Points from the LOCAL GOVERNING COMMITTEE MEETING
held on 19th September 2018**

	ACTION	ITEM	WHO	WHEN
1	Appointment of Andy Richardson as Chair to be taken to Trust Board for ratification.	2	Clerk	Next Board meeting
2	Election of Vice-Chair to be taken to next meeting, with governors to consider this role.	2	All	21/11/18
3	Skills audit to be provided to governors in an editable format for completion and return to Jess Swarbrick for compilation.	5	Clerk	21/11/18
4	Parent governor election to be arranged.	5	Principal	21/11/18
5	Staff governor election to be arranged.	5	Principal	21/11/18
6	The Principal to discuss the absence of any on-going work on the Risk Register with the CEO. <i>(carried forward from 5/6/18)</i>	5	Principal	21/11/18
7	Governors to consider nominees for Trust Appointed roles on the LGC.	10	All	21/11/18
8	Coordinate calendar of governors meetings to be produced.	10	Principal	21/11/18
9	Governor / parent views on social media and technology to be coordinated.	11	Steve King	21/11/18
10	Code of Conduct – clarification to be sought from Trust on personal / school social media accounts.	12	Principal	21/11/18
11	An Executive Summary outlining the purpose of each paper to be requested from the Trust.	12	Clerk	21/11/18

12	York Education / School Bus log-in details to be provided to all governors.	14	Principal	21/11/18
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