

MANOR

CHURCH OF ENGLAND ACADEMY, YORK

LOCAL GOVERNING COMMITTEE MEETING

Minutes of the meeting held on Wednesday, 3rd April 2019 at 6.00pm

Present: Mr S Barber (Principal) Mr D Rycroft Dr S Smith
Mr A Richardson (Chair) Mr K Jones Mrs D Cooper
Mrs E Jones Mrs C Day Dr S King

In Attendance: Ms Louise Scaum (Vice Principal for Welfare)
Miss I Kvist-Hansen (Governance Support Office - Clerk)

		Action																
1.	Welcome and opening prayer The meeting was opened in prayer.																	
2.	Apologies for absence, consent and declarations of interest Apologies for absence were received with consent from Mr M Quick. There were no declarations of interest.																	
3.	Minutes of the meeting held on 30th January 2019 The minutes were agreed as a true and accurate record and were signed by the Chair.																	
4.	<p>Action Plan and matters arising</p> <table border="1"> <thead> <tr> <th></th> <th>ACTION</th> <th>RESPONSIBILITY</th> <th>STATUS</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>Governors to provide feedback to Principal on the Manor SEF document.</td> <td>All Governors</td> <td>Completed</td> </tr> <tr> <td>2.</td> <td>Distribute workload report to Governors</td> <td>Principal</td> <td>Completed</td> </tr> <tr> <td>3.</td> <td>Check if answers to questions raised by the LGCs have been received from the Trust Board.</td> <td>Chair</td> <td>Completed</td> </tr> </tbody> </table> <p>Action 2 – The Principal reported that structured conversations across all departments had taken place and the individual departments had provided feedback. The Principal had then analysed and identified themes arising from the feedback. He further reported that the school faced challenges in terms of budget restraints as some suggestions for reducing teachers' workload arising from the feedback were costly to achieve. The Principal had at a staff meeting talked about the ideas which were financial viable, which included structure of meetings, assessment calendar, making reports more simplistic and coaching on use of IT systems.</p> <p>The Principal advised that larger class sizes were unavoidable as the increase in income would secure that the school could keep the current staff structure. He added that the school was comparatively receiving significantly less funding due to low PP numbers. He advised that the final list of initiatives to reduce workload was not yet finalised, but they now had a list of things to discuss going forward.</p> <p>A Governor asked how this had been welcomed by staff and what feedback they had given on the exercise.</p> <p>The Principal replied that it was not easy to inform staff that some of their ideas on reducing workloads could not be fulfilled. The Staff Governor added that there was a feeling of frustration amongst staff due to the current financial situation and the lack of funding to schools nationally.</p>		ACTION	RESPONSIBILITY	STATUS	1.	Governors to provide feedback to Principal on the Manor SEF document.	All Governors	Completed	2.	Distribute workload report to Governors	Principal	Completed	3.	Check if answers to questions raised by the LGCs have been received from the Trust Board.	Chair	Completed	
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A Governor asked if the discussions around reducing workload had now been addressed effectively, and if the exercise had opened up for necessary conversations.

The Principal replied that most schools in the country were facing difficulties due to budget restraints and in terms of student-teacher ratios. He said that it was hard for some members of staff to realise that circumstances had changed due to austerity measures imposed by the national government. He advised that the school had to continue to grow to keep viable. He added that the conversations had raised awareness amongst staff about the current situation and made it clear that they had done everything they could to keep the current staff level.

The Chair asked the Principal to keep Governors informed on the list of viable actions that could be implemented to address teacher workload.

Principal

5. Principal's Report

The Principal's Report, the Academy Development Plan and the External Review Report were distributed with the agenda.

5.1 Mock Exam Data

The Principal presented a hand out of predictions from the mock exams held in March 2019 at the meeting.

The Principal reported that the current Y11 cohort was less able on entry compared to the previous year's cohort. It had been predicted that this cohort's achievements would be lower overall compared to last years' results, however the predictions based on the mocks data now showed differently. The Principal advised that some students had left over the course of the year and that it was likely that these students were lower ability students.

	Mock exams predictions	Last year's results
Attainment 8	54.05	53.95
Progress 8	0.31	0.28
Basics 9-5	62%	62%
Basics 9-4	80%	80%
EBacc 9-5	52%	32%
EBacc 9-4	68%	53%
P8 (Science 0.34, Languages 0.32, Humanities 0.70)	0.38	0.15
English 9-5	70%	80%
English 9-4	89%	90%
P8	0.14	0.52
Maths 9-5	67%	65%
Maths 9-4	82%	83%
P8	0.29	0.21
Open P8	0.33	0.38
Boys P8	0.30	-0.10
Girls P8	0.33	0.69
Disadvantaged P8	-0.07	0.25
SEN support P8	0.15	-0.13
SEN Statement	-1.14	-0.36

The Principal highlighted from the data that English was the anomaly as the P8 had worsened in English. The Principal added that they would look into this going forward.

He further reported that Languages looked very strong, and especially German looked very good. Maths results looked good as well and were above the results from the previous year.

Governors expressed that they were pleased with the figures and hoped that similar results would be achieved during the real GCSE exams.

A Governor asked if the students could choose whether to do German and French.

The Principal replied that this year students could choose. He expressed that this was better than imposing these subjects on all students.

A Governor noted that boys and girls had roughly achieved the same levels, and added that there was a gender divide last year.

The Principal advised that every year group was different and that a trend of a gender divide at the school was not traceable over time.

The Principal advised that the school overall had low numbers of disadvantaged students, but that a small number of students could contribute to large fluctuations in the data. A Governor expressed that nationally disadvantaged students underachieved compared to their peers, but at the school the achievements of disadvantaged students were stronger than the national average.

5.2 Behaviour by the Vice Principal for Welfare

The Vice Principal reported that there had been 3 exclusions within the spring half term. She advised that she was confident that they had seen a peak in number of exclusions and that the behaviour in school had improved. She added that 53% of the exclusions were sanctioned to Y10 students.

The Vice Principal further reported that links with other schools had been strengthened and that they were sending students to other schools while excluded for a fixed-term.

Going forward low level disruption and use of bad language would be much more in focus as more challenging behaviour had now been addressed. The Behaviour Policy would be re-launched in the May half term.

A Governor acknowledged the good work of Vice Principal and the impact it had had on the school. She added that as a whole there were very few children with behaviour issues.

The Principal reported that in inspection data, exclusions was a key area of enquiry.

The Vice Principal expressed that having evidence and arguments in place was crucial and added that sufficient and effective monitoring was taking place at the school.

The Vice Principal advised that there had overall been an increase in exclusions in York amongst secondary school. A Governor added that managed moves had taken place in York instead of exclusions. She expressed that completed training for Governors on exclusions had reinforced the importance of Governors having detailed knowledge about the legal requirements around exclusions.

5.3 Finance

The Principal reported an improvement in the financial position, with an in-year deficit of £196k now forecasted, relative to the £220k deficit agreed in the budget at the start of the year. The Principal advised that concerns had been raised about the financial position of all the schools within the Trust and challenges around balancing the budgets against agreed outturn positions. He added that all overspending had to be agreed by the Trust Board.

The Principal reported that staff absence had been high that year with 3 people long-term absent. He added that the school depended on contingency in the budget to manage this situation.

The following discussion has been recorded as a separate confidential item.

5.4 External Heath check

The Principal reported that the external review had been carried out by the Principal from Egglecliffe School. He advised that this was a very good school which was similar to Manor. Reviews were arranged for all schools within the Trust.

The Principal advised that he was content with the recommendations for consideration included in the report.

A Governor suggested that they could pick up on these recommendations at the next Standards Committee meeting.

A Governor expressed that the recommendation to simplify the SEF and Academy Development Plan was useful going forward.

The Principal explained that he was following Trust templates but agreed that the information in the documents could be more condensed.

A Governor suggested that the reviewer would pick up on any issues with the Trust templates during his reviews of the other schools. They would then get to know if it was identified as a common issue, or whether the template was used differently by other Headteachers.

A Governor noted that SEND reporting to Governors were mentioned in the report and added that this was something to be looked further into at the Standards Committee meeting.

A Governor added that it was also suggested that Governors should be more rigorous in monitoring how the Y7 catch up funding was spent.

The Principal reported that going forward the SLT would focus on the new Ofsted framework and the curriculum in terms of intent, implementation and impact. He advised that they should spend more time on the intent behind the curriculum and focus on what they were aiming to achieve. He further advised that work on fleshing out a plan to address this would be undertaken by the SLT.

A Governor asked what level of detail the curriculum intentions should have.

The Principal replied that intentions for each subject for all year groups would be addressed. He added that they would look into how this was manifested in the individual lessons.

A Governor noted the recommendation around assessment and feedback policy and asked if this had been addressed.

The Principal replied that they had had a debate about this. He explained that they allowed departments to have individual marking policies and this was therefore managed by the individual departments. He advised that the SLT had access to evidence and carried out internal checks based on departmental review to make sure that the overall expectations were met. The approach to assessments was therefore different, but the evidence had to be the same throughout the school.

A Governor raised that computing had been mentioned through student voice to be the least enjoyed subject, and asked how this was being managed.

The Principal said that computing results had been poor the previous year. The curriculum had been revamped based on feedback from Y11 students. He added that improving computing was a priority for the school, and that he would report further to the Standards Committee.

A Governor asked if the school had received feedback on the external review report from the Trust.

The Principal reported that the positive review was mentioned at a Trust meeting. The CEO of the Trust had further sent an email to the Principal to say that he was delighted to see the good results.

The Principal informed that Applefields had been inspected the previous week, which had also included inspection of the satellite provision at Manor. The inspector had been really impressed with the satellite provision, and the students there had expressed that they felt they were a part of Manor, which was very positive and outlined the strong cooperation with Applefields. The Principal had following the inspection received a very appreciative email from the Headteacher at Applefields.

The Principal reported that he was delighted that the school had received 3 pieces of good external reviews. Firstly, the SIAMS inspection, then the external review by the reviewer from Eggescliffe, and lastly the Applefields inspection.

Governors expressed that they were delighted about the positive reviews. They agreed that the external reviews provided useful information, which allowed Governors to continue to challenge the Principal and guide the strategic direction of the school.

Agenda

Agenda

Agenda

<p>6.</p>	<p>Resources (Overseeing Financial Performance) The minutes from the Resources Committee held on 13th February 2019 were distributed with the agenda.</p> <p>Dr S King highlighted the following:</p> <ul style="list-style-type: none"> - The school was on budget with the planned deficit of £196k. - In terms of staffing the school was coping with the long term absence. The Committee had been looking into supply cover insurance. - Staffing illness levels had been discussed and the cover in place had been recorded. - In relation to premises, the ongoing issues with buildings had been discussed, as well as upgrade of CCTV system. - Lettings were positive and income had increased from last year. <p>6.1 Student iPads A Governor raised a question about iPad repairs. She had experienced that the school iPad had been repaired by an unauthorized Apple dealer and the warranty had therefore been invalid. She suggested that parents should be made aware of this.</p> <p>The Principal replied that the schools had repair insurance in place. He advised that it had been suggested that the procedure around repairs could change going forward to a system where increased payments from parents were imposed every time an iPad needed repairs. He added that the main issue with the current procedure was that the repairs were expensive for the school through the insurance scheme.</p> <p>Governors discussed if iPad repairs should be solely the responsibility of the individual, and how this could be an issue for disadvantaged families who could potentially be unable to afford the repairs.</p> <p>The Principal agreed to make sure that parents were aware of procedures around use, finance and repairs of iPads.</p> <p>6.2 Proposal for improvement of spaces used during free time The Principal informed that the Vice Principal for Welfare had proposed to buy equipment to improve school spaces used by students during breaks and free time.</p> <p>The Vice Principal reported that there had been a spike in behavior incidents during free time and lunch. She suggested purchasing outdoor furniture to occupy the students and prevent them from getting bored during lunch time. She added that they had to look into what was possible when the year groups increased. She suggested that there was pockets of space around the school currently not used, which could be equipped with benches and canopies and changes could also be made to the playground and the rotunda.</p> <p>The Principal added that they were planning on using some of the Government's additional funding for capital spending to cover the expenditure.</p> <p>Governors agreed to discuss the proposal further at next Resources Committee meeting.</p>	<p>Agenda</p>
<p>7.</p>	<p>Standards (Holding the Headteacher to Account) The minutes of the Standard Committee held on 6th February 2019 were distributed with the agenda.</p> <p>Mrs D Cooper, Chair of the Committee, highlighted the following:</p> <ul style="list-style-type: none"> - The PP Lead had attended the meeting and they had discussed what information should be presented to the Committee. The PP Lead had responded well to Governors' request for data and information. - Mock data for the current Y11 had been scrutinised (this was prior to the second mock results presented at this meeting). The results had generally been weaker but progress was good. - Issues around forecasting had been raised and discussed. - Governors had received extra information through a roadmap into data. Governors were always able to challenge, but the roadmap was excellent as additional help. - The Vice Principal for Staffing had commented on teaching reviews in the current cycle. Changes had been made to the cycle of reviews to make sure it addressed areas of 	

	<p>concern. Computing had been mentioned as an area of concern.</p> <ul style="list-style-type: none"> - In terms of welfare, the Committee had talked about the absence report mechanism and how parents were contacted. - Qualification of the Holistic Therapist had been discussed. It was informed that the therapist might not be in place for the coming year as this responsibility might be taken over by a member of staff. - The committee had discussed the SEND report and concerns raised by Governors had been addressed. 	
8.	<p>Pupil Premium Update Cover under item 7.</p>	
9.	<p>Safeguarding There was nothing to address at this meeting.</p>	
10.	<p>Ethos Committee and SIAMS Update The minutes of the Ethos Committee meeting held on 14th March 2019 were distributed with the agenda.</p> <p>Mr A Richardson, Chair of the Committee, outlined the following:</p> <ul style="list-style-type: none"> - Structural changes to the Chaplaincy role had been discussed. - An update on collective worship had been given to the Committee. - Development in RS had been discussed as well as procedures around students withdrawing from RS. - The positive outcomes of the Eggescliffe review had been presented. - The meeting had been very positive overall. 	
11.	<p>Local Governing Committee (Strategic Direction)</p> <p>11.1 Chair's report</p> <p>The Chair reported that he had been approached by the Vicar of Clifton who had shown an interest in getting involved in the LGC. He advised that he would arrange for the paperwork to be completed through the Diocese, and hopefully the Vicar could participate in the next LGC meeting in June.</p> <p>The Chair advised that work was being undertaken to renew Governors' term of office through the Diocese. The terms of office for the Chair and Mr M Quick's needed renewal in May and Dr S Smith's term of office was due for renewal in August.</p> <p>With reference to information in the HLTY update, the Chair reported that consideration was being given to creating a Welfare Committee, separating this role out from the existing Standards Committee. At Manor, a previous governance structure of five sub-committees had been reformed into the current structure to align with the Trust, and at some point the LGC might also wish to consider whether it would be beneficial to split Welfare and Standards governance.</p> <p>Governors discussed positive and negative aspects of having one additional committee. Governors were generally not in favour of having more meetings.</p> <p>The Principal suggested that they could arranged two meetings back-to-back. This would be discussed further when more information was received.</p> <p>The Chair agreed to put forward the views of Governors at the Trust's Chairs' meetings.</p>	
12.	<p>LGC Training Governors noted the advertised CYC training session 'A Governors Role in Exclusions' on 20th May 2019. The Clerk informed that the session would be led by Governance Services Manager, Ms Salli Radford and Head of the School Services, Mr Mark Ellis.</p>	
13.	<p>HLTY Updates Governors noted the distributed update from the Board of Trustees</p>	

14.	Policy Updates There were no policy updates for this meeting.	
15.	Items to Raise with the Trust Board Governors found that the current structure of the LGC agendas resulted in items being duplicated. 'PP Update' which has recently been added as a standing item, as well as the item 'Safeguarding' were both already covered under 'Standards (Holding the Headteacher to Account)'. Governors would like to receive feedback on the agenda structure, and how much the standardised agenda can be altered by the individual LGCs.	
16.	Any other business There were no additional items raised for discussion.	
17	Date of next meetings: Wednesday 12th June 2019 at 6:00pm	

The meeting closed at 7:59pm

Signed:  Date: 12/06/19
Mr Andy Richardson (Chair)

**Action Points from the LOCAL GOVERNING COMMITTEE MEETING
held on 3rd April 2019**

	ACTION	ITEM	WHO	WHEN
1.	Keep Governors informed on list of viable actions that can be implemented to address teacher workload.	4	Principal	LGC 12 th June 2019

Future Agendas:

LGC:

Update on SLT work to address the intent of the curriculum

Standards Committee:

Recommendations in Egglecliffe review
Computing

Resources Committee:

Proposal for improvement of spaces used during free time

