

MANOR

CHURCH OF ENGLAND ACADEMY, YORK

LOCAL GOVERNING COMMITTEE MEETING

Minutes of the meeting held on Wednesday, 30th January 2019 at 6.00pm

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

In attendance: Miss I Kvist-Hansen (Governance Support Office - Clerk)
 Mrs E Mastin (Vice Principal for Staffing)

				Action
1.	Welcome and opening prayer The meeting was opened in prayer. The Chair welcomed every to the meeting.			
2.	Apologies for absence and declarations of interest Apologies for absence had been received with consent from Martyn Quick and Dave Rycroft. There were no declarations of interest.			
3.	Minutes of the meeting held on 21st November 2018 including a confidential item The minutes and the confidential item were agreed as a true and accurate record of the meeting and were signed by the Chair.			
4.	Action Plan and matters arising			All Govs
	Action	Responsibility	Status	
1.	York Education /School Bus log-in details to be provided to newly elected governors	Principal	Completed	
2.	Discuss Trust-wide summary Headteacher's report with Trust.	Principal	Completed	
3.	Governors to provide feedback to Principal on the Manor SEF document.	Principal	Carried forward.	
4.	Present solutions to gate issue for discussion at Resources Committee.	Principal	Completed	
5.	Send governors highlights from the External Safeguarding Visit.	Principal	Completed	
6.	Approve and sign policies	Chair	Completed	
7.	Send document to governors on Trust-wide policies currently in place.	Clerk	Completed	
<p>Action point 2 – The Principal reported that going forward he would be using the Trust recommended format and added that he would continue to share the Academy Development Plan to give a comprehensive update to Governors.</p> <p>Action point 3 – This was changed to an action point for all Governors to complete before the end of February 2019.</p> <p>Action point 4 – The Principal reported that the school gate was now manned and that the car park</p>				

	<p>issue had declined. He advised that the Chancellor had included extra funding for schools in the budget and it had been announced that the school would receive £53,000 to be spend on capital projects. The Principal suggested that some the funding could be spent on the necessary improvements to the school gate. He added that there were several other projects to consider. Firstly, improving the reception area. He reported that the hatched window currently in place was not very welcoming and instead a permanent reception desk in the foyer could be installed. The work would be complete by tearing down a wall and making an extra doorway into the office. Secondly, the Principal suggested to improve the main hall and reported that there had been problems with the sound system which needed updating. Thirdly, improvements to the yard facilities for students as there was currently no where for them to sit and take shade. It also easily got muddy.</p> <p>Action point 6 – A Governor reported that policies were scrutinised at the committees and asked if the amendments had been included before the policies had been signed.</p> <p>The Vice Principal reported that the committees reviewed new policies and discussed amendments and added that the Chair had signed off the policies which were previously approved or only contained minor changes.</p>	
5.	<p>Principal's Report Governors noted the Principal's report which was distributed with the agenda.</p> <p>The Principal highlighted key events since the last meeting:</p> <p>November 2018</p> <ul style="list-style-type: none"> • There had been a visit to Eggescliffe School. The Principal reported that Eggescliffe was an outstanding secondary school and part of a Multi Academy Trust with only primary schools. It was planned that the school would do a review of Manor. • The Principal was currently undertaking a National Professional Qualification for Executive Leadership (NPQEL). As part of the training he would be working on a project titled 'How to Attract Outstanding Schools to the Trust'. • The Standards Committee had met on the 24th of November <p>December 2018</p> <ul style="list-style-type: none"> • The Minister Service had taken place. It had been a great success and was very well attended. • The Resources Committee had met on the 5th of December • A lunch for elderly citizens had taken place. There had been high demand for spaces. • There had been a Drama Evening for the GCSE drama students which went very well. • The Christmas Dinner at the school had been held. • There had been a disco for Year 7 and 8 • The Trust Board had held a meeting on 19th December 2018 • There had been an inflatable slide installed for a day at the school. It had been enjoyed by both students and staff. • A whole school assembly had taken place on the last school day before the Christmas holidays. • There had been a 'Physics at Work' trip. It had been very inspirational for the students. • A collection for Rotary Club had taken place. <p>January 2019</p> <ul style="list-style-type: none"> • During the holidays there had been a Ski trip to Austria. The trip had been very successful with a lot of snow. • The Hope INSET day had taken place. The focus had been on Teaching and Learning. • The Principal had completed 4 out of 6 days of his NPQEL • The student running club had completed a 5k run. This was great progress for the runners and a great achievement overall. • There had been a Performing Arts trip to London. The students had seen the musical Les Miserables. <p>A Governor informed that Governors would like to receive invitations to events like the Drama Evening. The Principal reported that the school would make sure to send invitations out.</p>	

5.1 Mock Exam Result

The Principal reported that the mock exam results would be discussed in details at the coming Standards Committee. He highlighted that the data was positive and that the projected progress 8 (P8) score was 0.34. The projected score for SEN students were significant lower than their peers'. The Principal added that students doing very well and students underperforming would equally have a lower progress scores and contribute to a lower overall P8 scores.

Governors discussed P8 scores, the usefulness of the score and how the score was difficult to predict.

A Governor asked if the P8 score of 0.34 was based on the assumption that the national average remained the same as.

The principal confirmed that last year's national average had been used for the estimation. He added that it was expected that the final P8 score would be well above national average like the previous year.

The Principal reported that attainment scores were expected to be lower than the previous 3 years due to the cohort and the fact that they had joined the school with lower entry data. He added that this did not mean that they were not doing well.

5.2 Staffing Update

The Principal reported that leadership work on reducing teachers' workload had been initiated and added that this work was in line with the new framework published by Ofsted. He advised that he had been deeply analysing feedback from a recently completed staff survey. He added that finding sufficient responses to the outcome of the survey had been debated. It was challenging to address some of the concerns raised by staff in a time where schools, and the public sector in general, were facing cuts in funding and had to make difficult decisions to manage already constrained and stretched budgets.

The Principal agreed to send the workload report to Governors.

The Principal reported on challenging staffing issues:

The Vice Principal for Curriculum had been absent since late November 2018

The Head of Math had been absent since mid November 2018 and finding cover had been difficult.

A Teacher of German had been absent since October 2018.

A Governor noted that The Exams Officer and the IT development manager had left the school.

The Principal reported that the Attainment and Progress Team had been reduced but that the Trust had provided support and cover. He added that two colleagues from Barby High School were providing support. He advised that there had been no applications for the Exam Officer's job.

The Principal reported that a colleague who had moved to Vale of York Academy had returned to Manor as Assistant SENCO. The Principal further reported that the Assistant Principal for SENCO was now being line managed by the Vice Principal for Welfare, which had allowed the Assistant Principal to focus more on SEN.

5.3 Teaching and Learning

The Principal reported that another focus in the new Ofsted framework was to assess how well the curriculum was delivered and how it impacted on students.

The Principal reported that the Government's ambition was to see 90% of students complete the EBacc. He advised that a key section of the School's Self-evaluation was about curriculum and values. He added that the school offered subjects that did not count in national averages and that he was confident that the school was offering an appropriate curriculum.

The Vice Principal added that the new Ofsted framework had been positively received by staff and that the school's curriculum offers fitted well into the framework.

The Principal stated that he suspected that the law would change to allow Ofsted inspections of

Principal

	<p>schools judged 'outstanding'.</p> <p>Governors expressed that it was their view that it would be good to be inspected.</p> <p>The Principal added that he would like to get another outstanding judgement. External reviews were indicators of the school's performance and the Egglecliffe review, which was planned to be carried out in March 2019, would also give a good indicator.</p> <p>5.4 Maths, English and SEN Reviews</p> <p>The Principal reported that the SEN review carried out by the Trust had been critical mainly because the Assistant Principal for SENCO was too stretched. The Principal advised that this was a circumstantial issue due to current vacancies. The Principal added that he had not been given a chance to engage in the review process.</p> <p>Governors expressed concerns about not receiving information from the Trust about the SEN review and noted that they had also not been informed about the outcomes of the Maths and English reviews carried out by the Trust.</p> <p>The Principal reported that the SEN review had been presented at the Trust's Standard Committee for scrutiny without involvement from the school.</p> <p>The Principal advised that he had written a paper to make it clear where the school currently was in terms of SEN support. He added that he was confident that appropriate SEN support was in place.</p> <p>A Governor reported that it was disappointing that she, as the SEN Link Governor, had not been involved.</p> <p>A Governor noted that if Governors had been given a chance to see the report they could have reflected on the points raised and asked questions to the Principal accordingly.</p> <p>A Governor reported that a Trust framework for reviews was needed. She added that the Trust needed to communicate better and put a strategy in place. She asked about the Trust's framework for accountability and how clarity was secured to allow Governors to receive appropriate information following Trust reviews. She expressed that clear guidance on who reported to whom and lines of reporting overall within the Trust were needed.</p> <p>Governors agreed that the line of work and responsibility between the Trust's Director of Maths/English, the subject leaders at the individual schools, the Principal and the Vice Principal and the LGCs could be clearer. They outlined that transparency should go both ways. Governors would raise their concern as an action for the Trust Board.</p>	
6.	<p>Resources (Overseeing Financial Performance)</p> <p>Dr S King highlighted the following from the Resources Committee held on 5th December 2018:</p> <ul style="list-style-type: none"> • Possibility of implementing a Trust-wide IT strategy and cloud based servers had been discussed. • Governors had raised concern about the high cost of iPad repairs • The long term absent staff members and the cost of supply cover had been discussed • It had been noted that letterings were positive and well managed 	
7.	<p>Standards (Holding the Headteacher to Account)</p> <p>The minutes from the Standards Committee held on 24th November 2018 were distributed with the agenda.</p> <p>Mrs D Cooper suggested that next year the sequence of meetings should be changed, to make sure that the information reported from the Standard Committed to the LGC was updated. Standards Committee and Resources Committee meetings would benefit from being held prior to LGCs for the coming academic year.</p> <p>Governors agreed that when the calendar 19/20 was released from the Trust this should be carefully planned.</p> <p>Mrs D Cooper reported from the Standards Committee: The new Pupil Premium Strategy had been discussed</p>	

	<p>The Committee would look closer at spending of PP funding going forward. GCSE results from last year had been discussed The Committee would keep a close eye on the gaps between PP/non-PP and Boys/girls The Committee would focus on QA and T&L The Committee had discussed attendance and exclusions. With the increase in exclusions it was crucial to have a clear, transparent and robust approach to the behaviour policy. The Safeguarding Audit had been reviewed</p> <p>A Governor noted that it said in the minutes that a new behaviour policy would be implemented after Christmas. The Principal clarified that this this would happen in the summer.</p>	
8.	<p>Ethos Committee and SIAMS Update The minutes of the Ethos and SIAMS committee held on 14th November 2018 was distributed with the agenda. The Chair highlighted from the meeting: The Committee had reflected back on the SIAMS inspection which was really good and had resulted in an 'outstanding' judgement. The Committee had been looking at chaplaincy in the school. The Chaplain currently held various responsibilities and chaplaincy was an ongoing development.</p> <p>A Governor asked about the discussion that had taken place in relation to the admissions policy. The Principal reported that a compromise had been made and that the wording in the policy had been changed.</p>	
9.	<p>Local Governing Committee (Strategic Direction)</p> <p>9.1 Chair's report The Chair reported that he had been invited to take part in the Governance Review of the Trust and had met with the external reviewer to talk about levels of governance and communication between LGCs and the Trust Board. The Chair had used the chance to raise some critical issues.</p> <p>9.2 Vice Chair It had been suggested at the previous LGC meeting that the role of Vice Chair could be shared between the Chairs of the Standards and Resources Committees. Both Committees had now elected a Chair and Governors agreed to the suggestion.</p> <p>Vice Chairs of the LGC: Mrs D Cooper and Mr M Quick</p>	
10.	<p>HLTY Updates The update was distributed with the agenda.</p> <p>The Chair agreed to check if he had received answers to the questions raised by the LGCs from the Trust Board.</p> <p>The Principal reported that a Trust recruitment day had taken place for trainees who had completed the Initial Teacher Training.10 interviews had been held and 6 would join the Trust in NQT positions. He advised that two would join Manor. The Principal added that this was a new way of recruiting and a way for the Trust to be ahead of the game.</p> <p>A Governor asked how confident the Principal was in making a judgement that early in their training. The Principal reported that they had all received good reports from their first placements. They had come across as very well organised and passionate about their subjects. He advised that he was confident that you could tell a lot from the interviews.</p>	Chair
11.	<p>Safeguarding The issue with the gate was discussed under item 4.</p> <p>The Principal reported that the Single Central Records had been updated and any previous issues had been corrected.</p>	

	<p>A Governor asked if the school had made sure that the records would stay updated. The Vice Principal confirmed and added that everything had been cleared out.</p> <p>Action points from the Safeguarding Audit would be discussed at the Standards Committee.</p>	
12.	<p>LGC training</p> <p>12.1 Termly Workshop Mrs D Cooper had participated in the Governors' Termly Workshop held on 29th January 2019 at City of York Council. She highlighted the following from the workshop:</p> <p>Inclusion Review Phase 3 of the Inclusion Review had now commenced SEN students' results at the end of year 6 and year 11 were very poor in York There was a sense of children in their final years being 'off-loaded' to Danesgate Behaviour related issues had been characterised as unidentified needs The aim was to get the individual students in the right learning settings Whole school approach to SEN was important</p> <p>School Improvement Project Fund Going forward focus would be on measuring successes of the projects All projects were presented The projects had to take into consideration CYC priorities The Director of the Ebor-Hope Teaching Schools Alliance had submitted a Hope Learning Trust project – the Governor would seek more information on this.</p> <p>Complaints Procedure – new guidance The new guidance was for maintained school but advise would be given to multi academy trusts The Governor had raised a question about clerking complaints panels. It had been advised that clerking could be provided but that these panels were not as serious as exclusion panels. The complaints procedures in place had to be shown on the schools' websites and be tailored to the individual school The guidance should allow for complaints against the Headteacher, an individual Governor and the entire Governing Board The guidance should ensure that third parties had a complaints procedure in place</p> <p>Link Governors Arranging meetings between Link Governors was discussed School Bus resources and templates had been distributed</p> <p>Governors thanked Mrs D Cooper for sharing the information from the workshop.</p> <p>12.2 Other Training Updates Mr K Jones reported that he had participated in the training Welcome to Governance in a MATs on 22nd January 2019 at CYC.</p> <p>Mr K Jones reported that he had not yet been allocated a Link Governor role. The Chair agreed that going forward a Link Governor responsibility would be allocated based on Mr K Jones's skills and interests. Governors would review the current Link Governor roles going forward.</p>	Agenda
13.	<p>Policy Updates There were no policy updates for this meeting.</p>	
14.	<p>Items to Raise with the Trust Board Governors would like to receive information about the framework for Trust reviews and how the Trust secures that schools and the LGC receive appropriate informed about outcomes of the reviews. The Governors would further like to receive clarification about the line of work and responsibilities between the Trust's Director of Maths/English, the Subject Leaders at the individual schools, the Principal and the Vice Principal/s and the LGCs.</p>	
15.	<p>Any other business There were no items for discussion not already covered by the agenda.</p>	

16.	Date of next meetings: <ul style="list-style-type: none"> • 3rd April 2019 6:00 pm • 12th June 2019 6:00pm 	
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The meeting closed at 8:04pm

Signed: Andy Richardson Date: 03/04/2019
 Mr Andy Richardson (Chair)

**Action Points from the LOCAL GOVERNING COMMITTEE MEETING
 held on 30th January 2019**

	ACTION	ITEM	WHO	WHEN
1	Governors to provide feedback to Principal on the Manor SEF document.	4.3	All Governors	Before 28 th Feb 2019
2	Distribute workload report to Governors	5.2	Principal	Before next LGC 3 rd April 2019
3	Check if answers to questions raised by the LGCs have been received from the Trust Board.	10	Chair	Before next LGC 3 rd April 2019

Future agendas:

Link Governor Roles – allocate to new Governors

