

Manor CE Academy
Minutes of the Meeting of the Local Governing Committee held on
Wednesday 21st November at 6:30 pm

Present:	Mr Simon Barber (Headteacher) Mr Dave Rycroft Mr Kieran Jones Dr Steve King Mrs Charlotte Day	Mrs Edie Jones Mr Andy Richardson – (Chair) Dr Sally Smith Mr Martin Quick
In Attendance:	Miss Isabella Kvist-Hansen (Governance Support Officer – Clerk) Mr Graham Reagan (Assistant Principal for SENCO) <i>until 18:52</i> Mrs Louise Scaum (Vice Principal for Welfare) <i>until 18:52</i>	

		Action																				
1.	<p><u>Welcome and opening prayer</u> The meeting was opened in prayer. The Chair welcomed everyone to the meeting.</p> <p>The Chair welcomed and introduced the newly elected governors to their first LGC meeting. Parent governors: Kieran Jones and David Rycroft Staff Governor: Charlotte Day</p>																					
2.	<p><u>Apologies for Absence and Declarations of Interest</u> Apologies for absence were received with consent from Debbie Cooper. There were no declarations of interests.</p>																					
3.	<p><u>Special Announcement</u> This item has been recorded as a separate confidential item.</p> <p><i>(Graham Reagan and Louise Scaum left the meeting at 18:52)</i></p>																					
4.	<p><u>Minutes of the meeting held on 19th September 2018</u> The minutes were agreed to be a true and accurate record of the meeting and were signed by the Chair.</p>																					
5.	<p><u>Action Plan and Matters Arising</u></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th>Action</th> <th>Item</th> <th>Who</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1.</td> <td>Appointment of Andy Richardson as Chair to be taken to Trust Board for ratification.</td> <td style="text-align: center;">2</td> <td>Clerk</td> <td>Completed.</td> </tr> <tr> <td style="text-align: center;">2.</td> <td>Election of Vice-Chair to be taken to next meeting with governors to consider this role.</td> <td style="text-align: center;">2</td> <td>All</td> <td>Agenda item.</td> </tr> <tr> <td style="text-align: center;">3.</td> <td>Skills Audit to be provided to governors in an editable format for completion and return to</td> <td style="text-align: center;">5</td> <td>Clerk</td> <td>Completed.</td> </tr> </tbody> </table>		Action	Item	Who	Status	1.	Appointment of Andy Richardson as Chair to be taken to Trust Board for ratification.	2	Clerk	Completed.	2.	Election of Vice-Chair to be taken to next meeting with governors to consider this role.	2	All	Agenda item.	3.	Skills Audit to be provided to governors in an editable format for completion and return to	5	Clerk	Completed.	
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4.	Parent election to be arranged.	5	Principal	Completed.	
5.	Staff governor election to be arranged.	5	Principal	Completed.	
6.	The Principal to discuss the absence of any on-going work on the Risk Register with the CEO.	5	Principal	Completed.	
7.	Governors to consider nominees for Trust Appointment roles on the LGC.	10.	Principal	Completed.	
8.	Coordinate calendar of governors meetings to be produced.	10.	Principal	Completed.	
9.	Governor/Parent views on Social Media and technology to be produced.	11.	Steve King	Completed.	
10.	Code of Conduct – clarification to be sought from Trust on personal/school Social Media accounts.	12	Principal	Completed.	
11.	An executive summary outlining the purpose of each paper to be requested from the Trust.	12	Clerk	Completed.	
12.	York Education /School Bus log-in details to be provided to all governors.	14	Principal	Completed. Carried forward for newly elected governors.	Principal
6.	<p><u>Principal's Report</u></p> <p>Governors noted the Principal's report which had been previously distributed. The Principal highlighted key events and information since the last meeting.</p> <p>September 2018</p> <p>Cognitive Abilities Tests (CATs) had shown good indications.</p> <p>The Opening Evening for Y5/6 had been very well attended. 260 students had manor as first choice of secondary school with the majority being from York. This was 30 less than last year but the school was still over-subscribed.</p> <p>A Macmillan Coffee Morning had taken place at the school.</p> <p>Directors of Learning meeting had taken place.</p> <p>October 2018</p> <p>The Parent Prayer Evening was very well attended.</p> <p>The Standards Committee had met.</p> <p>YoYo had been at the school to do prayer and reflection spaces with Year 7</p> <p>The Resources Committee had met.</p> <p>A Dance Showcase Event had been successfully held.</p> <p>A Music Showcase Event had been successfully held.</p> <p>York community Pride Awards had taken place. The school was shortlisted for the award. The Principal congratulated Burton Green Primary School from HLTy for winning the award.</p> <p>Meet the Tutor Event had taken place.</p> <p>The Prefect Meal had been successfully run by the school's catering students.</p> <p>November</p> <p>Y11 Presentation Evening would take place. This would be the last time to see Y11 leavers.</p> <p>CCF Remembrance Evening had taken place.</p> <p>External Safeguarding Review had been carried out.</p> <p>The Ethos Committee had met.</p> <p>The Principal had attended a gathering in London for Headteachers from CE schools. The event had been fruitful and an opportunity to network and make connections.</p> <p>The school was visited by teachers from India.</p> <p>Y11 Mock exam indications would be available in a couple of weeks.</p> <p>The HOPE Community Choir would perform at the school's annual Carol Service on 5th December at</p>				

	<p>York Minster.</p> <p>Format of Principal's Report The Principal reported that the Trust had required Principals to align their reports presented to the LGCs. The Principal's report distributed with the agenda for this meeting was in the new summary format suggested by the Trust. The principal asked governors about their opinions on this new format and if they found it useful.</p> <p>A governor reported that the summary report was a duplication of information presented in the school development plan and minutes from committee meetings and found that it did not add value.</p> <p>A governor reported that the new report format provided a good summary for governors.</p> <p>The Principal agreed to discuss this matter further with the Trust.</p> <p>School on a Page The Principal reminded governors of the SOAP document. He advised that there was currently no changes to the data presented in the document but advised that changes would be made when the mock exam results were available.</p> <p>Manor Self Evaluation Form Governors noted the Manor SEF document which was distributed with the agenda. The Principal advised that the document contained sensitive information and was not to be shared outside of the meeting. He reported that the document was updated regularly and that the document was important if an Ofsted inspection was to take place. The Principal invited governors to provide feedback on the self evaluation.</p> <p>Safeguarding Visit A governor asked about the outcome of the external safeguarding visit. The Principal reported that the school's side-gate had been mentioned during the visit. The gate was currently open to allow access for cars. This was seen as a safeguarding issue because everyone could get access to the playing fields and students could leave the school unsupervised. The Principal advised that the gate was now being locked manually. Going forward the school would look into a permanent solution. This would be an expense for the school and would have to be discussed in more detail at the Resources Committee.</p>	<p>Principal</p> <p>All gobs</p> <p>Principal</p>
6.	<p><u>Resources (Overseeing Financial Performance)</u> Governors noted the minutes of the Resources Committee Meeting held on 10th October 2018, which was distributed with the agenda.</p> <p>Martyn Quick highlighted the following from the meeting: Governors leaving the LGC had left the committee without a governor with a financial background. The committee currently had no Chair. The school had had less income than expect but had received more than expected income from lettings. Ofsted awareness for all staff members had been discussed.</p>	
7.	<p><u>Standards (Holding the Principal to Account)</u> Governors noted the minutes of the Standards Committee held on 3rd October 2018, which was distributed with the agenda.</p> <p>Sally Smith highlighted the following from the meeting: Attainment and progress outcomes had been discussed at the meeting. English results were outstanding and Maths results were good. Attendance had gone down slightly.</p>	

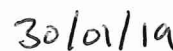
	<p>The Holistic Therapist had been introduced to help with mental issues, which had had a good effects on the students.</p> <p>At the next committee meeting Y11 mock exam results would be discussed a well as applying for the apprenticeship levy.</p>	
8.	<p><u>Ethos Committee and SIAMS Committee</u></p> <p>The Chair of the Committee gave a verbal update to the LGC.</p> <p>He highlighted the following: A Chaplaincy Assistant had joined the school. Eucharist had been held with year 7 and year 11. The SIAMS Inspections had gone very well and the school had passed as 'Outstanding'. It had been discussed whether wording in the Admissions Policy was in line with the national church advice. A date for further discussion on this matter had been scheduled. The positive student outcomes had been noted.</p>	
9.	<p><u>Local Governing Committee Strategic Direction</u></p> <p><u>Election of Vice Chair</u></p> <p>The Chair advised that the LGC did not have a Vice-Chair. None of the governors present at the meeting put themselves forward for the role.</p> <p>A governor suggested that the Chairs of the Standard- and Resource Committees could act as Vice-chairs of the LGC.</p> <p>Governors agreed to proceed with this solution once a Chair of the Resources Committee had been elected. Final ratification was deferred to the January LGC meeting.</p>	Agenda
10.	<p><u>HLTY Update</u></p> <p>Governors noted the HLTY update which was distributed with the agenda.</p> <p>The Principal reported that the Graham School and Pinder School in Scarborough were expected to join the Trust at the beginning of 2019.</p> <p>A governor asked how many schools were now a part of the Trust. The principal reported that including the two schools in Scarborough, there were 5 secondary schools and 4 primary schools. He further reported that the Trust was 'secondary heavy' as 80% of pupils within the Trust attended secondary school and only 20% primary school.</p>	
11.	<p><u>Safeguarding (standing item)</u></p> <p>The Principal agreed to sent governors highlights from the External Safeguarding Visit.</p>	Principal
12.	<p><u>LGC Training</u></p> <p>The Chair reported that he had, together with Governors Debbie Cooper and Edie Jones, participated in Exclusions Training on 22nd October 2018 arranged by City of York Council.</p> <p>Kieran Jones reported that he had participated in training related to suicide prevention arranged by the City of York Council.</p> <p>The Principal advised that it was good practice to refresh training related to safeguarding, FMG and Prevent training every two years. This training could be completed through online training modules.</p>	
13.	<p><u>Policy Updates</u></p> <p>The Principal reported that during the transition into an academy a lot of work had gone into making</p>	

	<p>clear which policies were covered by the Trust and which belonged to the school. He advised that the school's policies needed to be approved by governors and signed off by the Chair.</p> <p>A governor suggested that policies related to behaviour, child protection, attendance and safeguarding could be scrutinised at the Standards Committee.</p> <p>A governor asked if the Trust currently had all the policies in place and noted that it would be beneficial for governors to get more information about trust-wide policies. The Clerk agreed to send documentation of Trust-wide policies currently in place to governors.</p>	<p>All govns/ Chair</p> <p>Clerk</p>
14.	<p><u>Items / Actions for the Trust Board</u></p> <p>The LGC raised the following item for the Trust Board: Governors would like to receive information about the CEO of the Trust's retirement and succession planning going forward.</p>	
15.	<p><u>Any Other Business</u></p> <p><u>Committee dates</u> The Principal reported that the Committees would take place on the following dates:</p> <p><u>Standard Committee:</u> Thursday 29th November</p> <p><u>Resources Committee:</u> Wednesday 5th December</p> <p><u>Committee Membership</u> Kieran Jones joined the Standard Committee. Charlotte Day Joined the Standard Committee. David Rycroft joined the Resources Committee.</p> <p><u>LGC start time</u> Governors discussed whether it would be beneficial to start the LGC meetings earlier, taken into consideration governors' working hours and other commitments.</p> <p><u>Governors agreed that future LGC meetings would start at 6:00pm.</u></p>	
16.	<p><u>Dates of future meetings</u></p> <ul style="list-style-type: none"> - 30th January 2019 6:00pm - 3rd April 2019 6:00 pm - 12th June 2019 6:00pm 	

The meeting closed at 20:32



Chair, Andy Richardson



Date

MANOR CE ACADEMY ACTION POINTS
From the Meeting of the Local Governing Committee held on 21st November

	Action Point	Item	Responsibility	Timescale
1.	York Education /School Bus log-in details to be provided to newly elected governors	4	Principal	Before next LGC
2.	Discuss Trust-wide summary Headteacher's report with Trust.	5	Principal	Before next LGC
3.	Governors to provide feedback to Principal on the Manor SEF document.	5	Principal	ASAP
4.	Present solutions to gate issue for discussion at Resources Committee.	5	Principal	Before next Resources committee
5.	Send governors highlights from the External Safeguarding Visit	10	Principal	ASAP
6.	Approve and sign policies	13	All governors/ Chair	ASAP
7.	Send document to governors on Trust-wide policies currently in place.	13	Clerk	ASAP

Items for the Next Agenda:

LGC Vice-chair