

MANOR

CHURCH OF ENGLAND ACADEMY, YORK

LOCAL GOVERNING COMMITTEE MEETING

Minutes of the meeting held on Wednesday 27th November 2019 at 6.00pm

Present: Mr S Barber (Principal) Dr S Smith
 Mr A Richardson (Chair) Mr K Jones
 Mrs E Jones Revd A Gready
 Dr S King Ms C Day
 Mrs F Titterington

In Attendance: Ms L Mastin (Vice Principal)
 Ms C Lajoinie (Governance Support Office - Clerk)

		Action																
	Welcome and opening prayer The meeting was opened in prayer.																	
1.	Apologies for absence, consent and declarations of interest Apologies for absence had been received, with consent, from Dr D Cooper. There were no declarations of interest.																	
2.	Minutes of the meeting held on 9th October 2019 The minutes were agreed as a true and accurate record subject to a minor agreed amendment. Action Plan and matters arising <table border="1"> <thead> <tr> <th></th> <th>ACTION</th> <th>ITEM</th> <th>STATUS</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Provide Governors with a 2 - 3 page summary of the ADP</td> <td>7</td> <td>To follow in the course of the agenda. Completed.</td> </tr> <tr> <td>2</td> <td>On page 51 of the SEF - to include the SEN report</td> <td>7</td> <td>Completed</td> </tr> <tr> <td>3</td> <td>Recruiting to the Governing Body</td> <td>10</td> <td>Ongoing</td> </tr> </tbody> </table> <p>Matters Arising: With reference to page 8 of the minutes of the meeting held on 9th October 2019, a governor noted an inconsistency of language in relation to whether French as a subject was compulsory or optional. Following clarification, the Principal stated that French was compulsory for some students and that most students would be encouraged to take the subject. The clerk agreed to amend the minutes appropriately and return them to the next LGB meeting for signing. Actions: With reference to the Action Plan from the meeting of 9th October 2019: Action Point (AP) 3: The Principal stated that the LGB currently held a vacancy for a parent governor and that an election process would follow in January 2020.</p>		ACTION	ITEM	STATUS	1	Provide Governors with a 2 - 3 page summary of the ADP	7	To follow in the course of the agenda. Completed.	2	On page 51 of the SEF - to include the SEN report	7	Completed	3	Recruiting to the Governing Body	10	Ongoing	Principal
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3.	Principal's Report																	

The Principal advised governors that in preparation for LGC meetings, he and his team, in addition to uploading appropriate documents, had started to enter information directly into the main body of the Agenda template on Decision Time to further inform governors of relevant information prior to the meeting. The Principal drew governors' attention to Items 6, 7, 10, 11 and 12 of this meeting, as examples of this developing practice. With respect to the Principal's Report and uploaded papers, governors were informed that the Principal was obliged to follow the Hope Learning Trust template which was populated and attached, as was the current SEF and an executive summary of the SDP (including a brief November update). Governors were invited to turn their attention to the LGC Principal's report initially.

3.1 Pupil Progress

Governors were informed that there had been no change to Year 11 data, and whilst an A and P team report was attached the Principal noted that as mock examinations had recently finished outcomes would follow in the new year.

With respect to year 10, governors noted that the current progress score was 0.23, which was currently below the school's target. The Principal went on to note that it was very difficult to predict a Progress 8 score for Year 10 students at this point in time due to the length of time which would pass before they were due to complete Key Stage 4; although it was noted that the current year 10 cohort were 'very able'.

A governor observed that girls in year 10 were currently outperforming boys in year 10. In response the Principal noted that there had been a noticeable gender gap in the previous year's results, and that this would continue to be monitored, but went on to add that on occasion anomalous results, such as this one, were cohort specific.

With respect to year 8 students, the Principal noted that the school was happy with current progress and attainment.

3.2 Attendance

Overall attendance was currently: 96.1%.

Year 11 students were also attending well: 96.3%.

In response to a question, the Principal stated that the overall national average was c.94%.

3.3 Behaviour and Discipline

With respect to exclusions:

Fixed-term exclusions:

There had been twenty-three fixed term exclusions, comprising seventy-two days lost in total. Governors were informed that this total represented a reduction from the same point in the previous year.

Permanent exclusions:

Governors were informed of one additional permanent exclusion since the previous meeting. Further context was given by the Principal, who noted that it was for a significant behavioural event.

The Principal went on to explore further detail in his report, previously distributed, in relation to behaviour management, noting information related to 'high-tariff' students, the high exclusion rate in 2018-2019, the development of bespoke provision for those students presenting increased challenge, alternative provision which sought to address core skills, mental health problems, home tuition, sports and dual registration with Danesgate Community.

In response to a question the Principal agreed that the new approaches were costly, but importantly demonstrated inclusive practices, decreased disruption for all students and met individual needs.

3.4 SEND Update, Strategies and Interventions

Governors noted the information contained in the Principal's Report, previously distributed.

3.5 Staffing Update, including attendance

Governors noted that in relation to sickness absence:

- Teaching Staff: 1%
- Support Staff: 3%

There followed a robust discussion regarding sickness absence rates, reasons related to increased absence amongst support staff and an exploration of comparative data from the previous year regarding long-term sickness absence. The Principal gave relevant context regarding average sickness occurrence.

The Principal drew governors' attention to data showing that all positions were currently filled and training comprehensively listed.

Manor CE Academy: Self-Evaluation Form (SEF)

Manor CE Academy: Academy Development Plan (ADP) – Executive Summary

Governors then turned their attention to the two papers, previously distributed, and their relation and relevance to a future Ofsted Inspection.

The Principal outlined likely approaches related to the new Ofsted Framework and any inspection, noting in particular emphases on impact, 'deep dives' into five subjects, evidence and the source of this evidence (i.e. books, differentiation, pupil voice, staff voice), knowledge at middle leadership level, justifications, parent view, breadth of curriculum and a predicted school specific focus on elements related to key stage three and four. Governors were reminded that Manor CE Academy has a 2 year key stage 3 and key stage 4 start in year 9.

In response to a question the Principal stated that the Inspectors would speak to all leadership levels from the CEO to middle leaders. Ms Mastin, attending, noted that there was likely to be a focus on middle leadership and the classroom.

The Principal noted that it was one of the school's current priorities to 'become Ofsted ready', adding that he was confident in his staff, students and related outcomes. A governor observed that there was an excellent extra-curricular offer in place at the school. The Principal went on to propose that governors consider holding an extra-ordinary LGC meeting in the new year to discuss Ofsted Preparation for governors; going on to add that governors needed to explore what they needed to know, where to find the relevant information, how they held the school to account, relevant issues, strengths and weaknesses.

Proposal: Extra-ordinary LGC – Ofsted Inspection Preparation

Governors went on to discuss likely legislative changes to Ofsted inspection timetabling and the former rationales related to specific grades.

The Chair thanked the Principal for his report and invited any further questions, noting that the report was largely positive and demonstrated strong engagement with the GCSE cohort.

4. Staff Development

The Principal invited Ms Mastin to present information on the CPD training day that recently took place.

Ms Mastin informed governors that there had been a strong focus on developing and improving pedagogy, ensuring evidence based approaches were used and linking this to the new Ofsted framework and the development of a broad curriculum which would be examined closely in relation to intent, implementation and impact.

Governors were informed that the pedagogy focus would look at transition between key stage two and three. Ms Mastin went on to explain the specific context relevant to Manor CE Academy in relation to this, noting that there were over twenty feeder schools and therefore a wide range of experience in relation to particular subjects prior to attending the school.

The Principal added that leadership within teams was being encouraged, with staff asked to develop their own focus, try new things, evaluate impact, meet, discuss and progress as appropriate. A

	<p>governor and staff member was asked to outline her experience in relation to this approach. The staff governor gave a brief overview of the process and how it related to her subject and the anticipated and resultant overhaul regarding how students would now be introduced to the topic in key stage three. The Principal noted that the SLT would oversee the development of approaches across different subjects and would monitor impact at periodic points.</p> <p>A governor asked how many staff were working with exam boards, going on to note that the school needed to focus on all important points within the school cycle. In response Ms Mastin noted that some departments were looking at transition from key stage two to three, whilst others were focussing on elements related to key stage four, going on to give an example of a department that had stated it needed to continue its current focus and continue to improve classroom practice.</p> <p>The Chair observed that the school continued to develop a culture of continuous improvement. The Principal agreed and noted that the school's focus was to help teachers be better teachers in order to improve student outcomes. In response to a question, Ms Mastin stated that working with teachers that required significant improvement to their practice was a separate process that would be applied concurrently, going on to add that those teachers would not be deciding on departmental directions.</p> <p>The Principal noted that there was a Trust Training Day due to take place on 6th January at the school, outlining the day's programme and focus on mutual learning. Governors discussed the aims, outcomes, and logistics related to the training day and the general benefits of INSET days. The Chair invited the Principal to feedback to him following this training day so that he could pass on relevant information to the Board of Trustees.</p>	Chair/ Principal
5.	<p>Church Schools Distinctiveness Report There was nothing to report under this item.</p>	
6.	<p>Resources – Finance Update</p> <p><u>Standards:</u> The Chair of the Committee noted that a basic predicted performance information had been shared under Item 3.1, above, going on to give a brief precis of the most recent meeting. The Chair stated that she had been impressed by the information shared in relation to pupil premium students and that in relation to teaching and learning noted that learning walks were ongoing. Finally the Chair noted that Carol Scaddon, had attended the meeting and given an update on student stress and preparation for examinations.</p> <p>In relation to Safeguarding and the Single Central Record, the Safeguarding link governor noted that she had attended the school and reviewed the Single Central Record, had discussed the process with relevant back office staff; going on to advise that the process was reasonable and records kept up to date. Governors were informed that following a Link Governor Safeguarding Audit Report, she had noted that there remained one outstanding policy – the Physical Restraint Policy. The Principal stressed the importance of governors remaining up to date in relation to safeguarding training and went on to explain the likely process in relation to an Ofsted Inspection. There followed a comprehensive discussion related to governor safeguarding training and the maintenance of training records. In the course of the discussion it was noted that currently seven governors were trained in Safer Recruitment and that training remained current for the period of three years.</p> <p><u>Resources-Finance:</u> Governors received the minutes.</p> <p>The Principal drew governors' attention to a potential predicted surplus of c.£73,000, noting that this</p>	

	<p>considered and examined by governors at each LGC.</p> <p>The Chair noted that it would be useful for governors to see the overarching Trust's Risk Register to better understand how the school's management of risk fitted within the wider Trust picture.</p> <p>Governors agreed that they should scrutinise the school's highest risks – here scored at 12.</p> <p><u>Risk Register:</u></p> <p><u>Brexit</u> – A governor confirmed with the Principal that there was both practical and mental health support in place for any staff that were European nationals.</p> <p><u>Asset Management</u> – Governors discussed this area and suggested a lifecycle mitigation plan. A governor asked how the graded numbers were agreed. In response the Principal stated that he had discussed and agreed the scoring element in depth with the Facilities Site Manager.</p> <p><u>Health and Safety Advisory Service</u> – The Principal advised that this had now been raised and was being managed at Trust level, due to a raised issue and general dissatisfaction with the advisory service.</p> <p><u>Student technology and access</u> – Governors discussed the Mobile Device Management (MDM) and the risks related to students accessing the school's network in ways that they should not be. The Principal invited Mr K Jones to visit the school and to help and advise on the best way to manage this situation both in relation to practical risk and the risk register.</p> <p><u>General observations</u> – The Chair proposed that further parameters be developed around categories and further clarity be developed on how numerical associations were defined. Another governor observed that new risks were a constant possibility. In response the Principal agreed to check parameters against the policy, and noted that it would be a live document which would easily accommodate any newly identified risks.</p> <p>Governors agreed to consider the Risk Register at the next meeting.</p> <p>Governors then discussed the role of governors in monitoring and managing risk; going on to agree that they would give the matter further thought and come to the next meeting with proposals.</p>	<p><i>Principal</i></p> <p><i>KJ/ Principal</i></p> <p><i>Principal</i></p> <p><i>Agenda</i></p> <p><i>All Govs.</i></p>
9.	<p>Chair's Report/LGC Strategic Direction Previously distributed.</p> <p>Governors noted receipt of the Chair's Report.</p> <p>The Chair highlighted current vacancies, noting the parent governor recruitment process planned for January 2020 and an additional trust appointed vacancy.</p> <p>The Chair then raised the matters of Link Governors and Committee Membership observing that there were currently three governors on the Resources Committee and six on the Standards Committee.</p> <p><i>Resources</i> The Reverend A Gready agreed to join the Standards Committee and to fulfil the role of Religious Studies Link Governor.</p> <p>The Chair tabled a paper listing current Link Governors, and went on to ask governors to consider potential future roles in conjunction with and following receipt of additional link governor guidance.</p> <p>The Chair asked the clerk to inform the Governance Service at CYC that there was an identified interest in further Link Governor training.</p>	<p><i>Clerk</i></p>
10.	<p>Stakeholder Engagement – Pupil Voice</p> <p>The Principal explained that the Trust had expressed a wish to see a different report at each LGC meeting representing the voices of different stakeholders – here pupil voice.</p> <p>Governors noted receipt of the detail contained in the agenda on Decision Time. A governor asked</p>	

	<p>was likely to change due to the fact that IT investment was yet to be included in the budget. The Principal then went on to outline the school's new contract with Vital, the reduction of the IT team to one staff member, a change of broadband provider, updated hardware and new email addresses. In response to a question the Principal stated that the school had been working with Vital since September and that so far the relationship was working well, noting that storage would be cloud based and the email provider was G-Suite. A governor noted that these changes would result in increased Microsoft licensing costs. In response the Principal noted that the rationale was to ensure consistency and synergised working across the Trust.</p> <p>The Principal then drew governors' attention to two requests for which he was requesting approval:</p> <p><u>Digital Walkie-Talkie devices:</u> Governors were informed that this would be a one-off cost of approximately £4,000, which would have a positive impact on operational activities.</p> <p><u>Tannoy:</u> The Principal gave examples of the useful nature of a Tannoy system in a school environment, noting examples such as lock-down procedures, remembrance day and wet breaks. Governors were informed that this would represent a one-off cost of approximately £10-15,000</p> <p><u>Synchronised clocks:</u> Governors were informed that it was possible to buy wirelessly connected devices to put up across the school.</p> <p>A governor asked why these matters had not been presented to the Resources Committee. The Principal stated that the school had not received the audit results in time to make the request, and subsequently the predicted reduction to the deficit had made the funds available.</p> <p>Governors were informed that the notes included in the agenda on Decision Time were more up to date than the minutes as circulated, further questions were invited.</p> <p>Resolved: Governors approved the purchase of the items as outlined above.</p>	
7.	<p>Premises and Maintenance The Chair noted the inclusion of the extensive report/information in the body of the Agenda on Decision Time and invited any comments and questions.</p> <p>The Principal noted that the ventilation system was now working properly, rendering was ongoing and that first aid training had taken place at the INSET day.</p>	
8.	<p>Risk Management The Chair noted that there were three items of relevance on the agenda regarding risk:</p> <ul style="list-style-type: none"> • Risk Management Policy; • Principal's training; • Risk Register <p><u>HTLY Risk Management Policy:</u></p> <p>Governors considered and approved the Risk Management Policy.</p> <p><u>Training:</u> The Principal noted that management of risk was becoming clearer within the Trust, adding that a score of 15 had been identified as high risk. Governors were informed that the numerical value was calculated by multiplying the 'impact' by the 'likelihood' of occurrence, and that currently the highest risk score at Manor Academy was 12. The Principal went on to outline any changes to the document and noted that it was a work in progress, currently being negotiated with the Trust's Chief Operating Officer. Finally the Principal noted that the Risk Register should be a standing item,</p>	

	<p>if there were sport representatives at the school. In response Ms Mastin stated that there were different houses at the school and each house had a sports representative.</p> <p>In response to a question regarding the distribution and completion of the student voice survey, governors were informed that students would complete the survey during form time.</p>	
11.	<p>Safeguarding Governors' attention was drawn to the notes in the body of the agenda. The Chair thanked the Safeguarding Link Governor for her comprehensive update earlier on in the meeting.</p>	
12.	<p>Health and Safety Governors' attention was drawn to the notes in the body of the agenda. With regards to the visit report, it was noted that this had occurred as a result of a qualifying complaint from a parent. Governors were informed that the report fully exonerated the school from any wrongdoing.</p> <p>A governor noted that a crossing outside the school would be useful, but observed that this could only be done by the Council.</p> <p>Finally the Principal drew governors' attention to the new management process now in place, noting the excellent and impressive work done on this by the Facilities Manager.</p>	
13.	<p>Policy Review Governors were informed that following a recent complaint, the panel had recommended that the school and LGC review any policies related to the hardship fund and student welfare including the Charging and Remissions policy, with the specific remit of ensuring that the policies were fair for all members of the school's community.</p> <p>The Principal agreed to bring a proposed update for the Charging and Remissions Policy to the next meeting.</p>	Agenda
14.	<p>Any Other Business</p> <p><u>Governor training:</u></p> <ul style="list-style-type: none"> • Dr S King had attended Exclusions training. • Rev A Gready had attended the Introduction to Governance and vision and ethos training. • Mr K Jones had attended the vision and ethos training and the exclusions training. • Mrs F Titterington had attended the CYC Safeguarding training and Introduction to Governance training. • Governors were informed that Dr D Cooper had also attended the safeguarding training and training on the new Ofsted framework. • Mr A Richardson had attended Risk Management training. 	
15.	<p>Date of next meetings</p> <ul style="list-style-type: none"> • Wednesday 12th February 2020 • Wednesday 25th March 2020 • Wednesday 10th June 2020 <p>The Chair wished all those present a Merry Christmas.</p>	

The meeting closed at 8pm.

Signed: Andrew Richardson Date: 12/10/20
Mr Andy Richardson (Chair)

**Action Points from the LOCAL GOVERNING COMMITTEE MEETING
held on 27th November 2019**

	ACTION	ITEM	WHO	WHEN
1	Parent Governor election process	2	Principal	January 2020
2	The Principal agreed to give the Chair feedback on the Trust Training Day to allow him to feedback to the Board of Trustees.	4	Principal /Chair	January 7 th 2020
3	<p><u>Risk Register:</u></p> <ul style="list-style-type: none"> The Chair agreed to request a copy of the Trust level Risk Register for circulation at the next LGC meeting. Mr K Jones agreed to visit the school and to help and to advise on the best way to manage the risk related to student technology and access both in relation to practical risk and the risk register. The Principal agreed to check parameters and definitions related to numerical values against the risk management policy Governors agreed to give the role of governors in relation to risk management at the school further thought and come to the next meeting with proposals 	8	<p>Chair</p> <p>KJ/Principal</p> <p>Principal</p> <p>All govs</p>	February meeting
4	The clerk to inform the Governance Service at CYC that there was an identified interest in further Link Governor training.	9	Clerk	Asap

Future agendas:

- Risk Register – February
- Charging and Remissions Policy - February

Proposed additional meeting:

- Extra – Ordinary LGC – Ofsted Inspection Preparation