

MANOR

CHURCH OF ENGLAND ACADEMY, YORK

LOCAL GOVERNING COMMITTEE MEETING

Minutes of the meeting held on Wednesday 23rd September 2020 at 6.00pm

Present: Mr S Barber (Principal) Dr S Smith
Mr A Richardson (Chair) Dr D Cooper
Dr S King Revd A Gready
Mrs C Day Mr R Nihill

In Attendance: Ms L Scaum (Vice Principal: Welfare)
Mr A Lethem (Support Services Manager)
Mr A Hill (Vice Principal: Attainment and Progress)
Mrs E Mastin (Vice Principal: Staffing)
Mrs S Vince (Governance Support Office - Clerk)

		Action												
	Opening Prayer from Rev Andy Gready													
1.	Election of Chair & Vice Chair Chair Nominations were received in the meeting for Mr A Richardson to continue as Chair and Mr Richardson confirmed he was happy to continue as Chair. No other nominations were received. The governors voted to elect Mr Richardson as Chair. Vice Chair No nominations were received prior to, or in the meeting. The Principal stated the school preferred to continue without appointing a Vice Chair, as they had the previous year. He confirmed the Heads of the working groups would share the responsibilities of the Vice Chair, where appropriate and necessary. The governors approved this approach.													
2.	Welcome, Apologies for Absence and Declarations of Interest Apologies for absence were received, with consent, from Kieran Jones and Sara Simpson and there were no declarations of interest. Fiona Titterington was absent. Mr Richard Nihill was welcomed as a new governor by the Chair. Mr Nihill provided a brief summary to the governors of his background and experience.													
3.	Minutes of the previous meeting held on 10th June 2020 The minutes were agreed as a true and accurate record. <table><tr><th></th><th>ACTION</th><th>Responsible</th><th>STATUS</th></tr><tr><td>1.</td><td>The Chair agreed to request a copy of the Trust level Risk Register for circulation at the next LGC meeting (Carried forward).</td><td>Chair</td><td>Carried forward</td></tr><tr><td>2.</td><td>Consider plans for governor recruitment.</td><td>Chair/Principal</td><td>Carried forward. The Diocese had been contacted regarding</td></tr></table>		ACTION	Responsible	STATUS	1.	The Chair agreed to request a copy of the Trust level Risk Register for circulation at the next LGC meeting (Carried forward).	Chair	Carried forward	2.	Consider plans for governor recruitment.	Chair/Principal	Carried forward. The Diocese had been contacted regarding	
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			vacancies. The Clerk agreed to provide details of the vacancies/types.	Clerk
	<p>It was noted that the minutes from the meeting held on 14th July would be approved at the next meeting. There had been no actions to report from that meeting.</p>			
4.	<p>Update from the Principal The Principal was invited to present his update.</p> <p><u>4.1 Risk assessment for wider re-opening</u> - previously distributed.</p> <p>The Principal thanked the Support Services Manager for his help in compiling this document. He noted the school had worked quickly to understand how the school operated under the new conditions mandated by the government. He noted that York Schools had worked more closely on this than they had in the past, with weekly meetings held throughout lockdown to discuss areas of common challenge and to formulate ways of working together.</p> <p>The Principal confirmed that every student was in a year group bubble with no contact with other year groups and little movement between rooms. Each room had been marked out with 2m distanced spaces with limited contact from teachers. He confirmed that some areas in school were used for multiple bubbles such as the hall and the Lunch Box, but these were cleaned down between uses. Although peak times were a challenge, the Principal felt that the new systems had worked really well and the pupils had adapted to the new routines brilliantly. He noted there were still challenges in how the teachers were adapting to the new ways of working and how the school supported highly vulnerable people to keep them safe. However, the school was doing all it could in this, and continued to follow government guidelines consistently.</p> <p>A Vice Principal confirmed the cleaning that the school had put into place had been effective, with some changes having been made where necessary, such as the purchase of a fogging machine for disinfecting rooms.</p> <p>The Principal confirmed face masks had not been made mandatory as other local schools had done, as there had been concern about the amount of additional work non-conformance would create for teachers. However the staff confirmed approximately 60-70% of children were wearing them voluntarily and the staff were actively encouraging them to do so. The school's stance was confirmed that the wearing of face masks was required but not mandatory, in communal spaces in corridors, though not in classrooms or when eating.</p> <p>A governor noted that the guidance provided to children and parents was excellent and queried what the process was to ensure the guidance was followed. It was confirmed this was being achieved by a highly visible presence of staff and encouraging people to take responsibility for their own well-being and that of others. It was noted it was important that this needed to be re-iterated and checked so people did not forget the importance of conforming to the rules.</p> <p>The Principal noted that it was a matter of time before the school had its first case of Coronavirus and the onus would then be on the school to prove social distancing measures had been followed, otherwise isolation would be required. The Principal noted it was difficult to keep colleagues socially distanced.</p> <p>The Chair provided very positive feedback on the communications to children and parents regarding the new procedures.</p> <p><u>4.2 Recovery Plan</u></p> <p>It was confirmed that the Recovery Plan was to take the place of the School Development Plan and that it contained the Trust's vision and strategies.</p> <p>The plan was to identify teaching strategies to allow children to catch up as soon as possible and to</p>			

	<p>implement tests to assess where catch-up was required. It was also noted that a provision for tutoring had been made by the government which could mean approximately £80,000 for the school to spend on catch-up strategies, possibly aimed more at disadvantaged pupils. It was confirmed that this money would need to be applied for in writing if the school wished to access it.</p> <p>The Principal noted a new Behaviour policy had been introduced and attendance was being closely monitored. More children had been absent at the beginning of the year which was inevitable, but any children who were self-isolating or symptomatic due to Coronavirus were not counted against attendance figures. There had been a pattern of parents keeping children off school who had colds but not Coronavirus symptoms. Despite this, attendance was still approximately 96%, which was above the local average. It was agreed that it was unlikely the school would be held accountable for attendance figures this year so the focus had been on individuals who may not return to school. The Principal confirmed children were sent home if they displayed any Coronavirus symptoms and if they had been sent to school instead of self-isolating, because they could not obtain a test. The fact that Test and Trace was still not operational had caused issues with both staff and children having to take more time off, whilst awaiting a test and then test results. The Principal confirmed an NHS letter had been issued to parents which clearly defined the symptoms of Coronavirus in comparison to a common cold. The recovery plan also included a strategy for vulnerable children who had not engaged well during lockdown so if home learning was required again, these issues could be resolved.</p> <p>A CPD programme had also been established to respond to staff needs regarding the new ways of working. It was confirmed a training day was to be scheduled to present strategies to assist teachers and children with the new ways of working.</p> <p>The Principal confirmed that the Recovery Plan objectives and actions would be tracked at every LGC and he requested this be added to the standard agenda plan. The Governors noted the plan was impressive and the fact that all schools were working from the same document provided cohesion across the Trust.</p> <p><u>4.3 GCSE Outcomes</u></p> <p>The Principal noted the Progress 8 score was significantly lower than expected at 0.2 but confirmed this had not been standardised and did not take into account the increases schools had made. All schools were much closer together this year and so the Principal noted the standardised figure in brackets (0.42) was more realistic and almost identical to the previous year, with the Fischer Family Trust (FFT) report backing this up in terms of where schools lay around the median of the national mark.</p> <p>The figure of 0.42 reflected the school's expectations for that cohort, but it was noted that boys, SEN and Pupil Premium students had not done as well as previous years. The Principal confirmed the Standards Group would review the results in more detail.</p> <p>A governor asked whether the school was envisaging the use of Centrally Assessed Grades (CAGs) in the next year and whether the school would follow the same process if they were. The Principal confirmed the government had stated there would not be any CAGs used in 2020-2021. Other options could be the introduction of a series of formal tests in exam conditions throughout the year to provide the data for a grade which was standardised, or prioritising Year 11 students to take socially distanced or on-line exams. The Principal confirmed if CAGs were introduced then the school would follow the Ofqual guidance which would not be any different to how the school had approached it this year. He noted there had been a lot of changes made to exams, so he anticipated the government would want exams to go ahead, given the effort made to do this.</p>	Clerk
5.	<p>Resources – Finance update</p> <p><u>Management Accounts 2020</u></p> <p>The short Budget report showed a previous surplus of £27,000, which was currently at £56,000. This was more than was expected (given catering and letting had been removed), for a number of</p>	

	<p>reasons such as Local Government Pensions scheme rebates and not appointing to vacant roles. The budget represented a positive picture with fears surrounding the impacts of the loss of income due to the pandemic being unfounded.</p> <p>The Principal noted the Trust were implementing tighter management of budgets across the schools, which included asking permission to spend any budget surplus.</p> <p>The Chair asked if one of the reasons the budget was in a positive position was because the school now received more income per child than previous years. The Principal confirmed this was the case but noted there had been more prudent management of the budget and closer scrutiny from the Finances and Resources committee. He also noted the outstanding impact the Finance Officer had on the management of the budget. It was also noted the school was popular and could fill admissions places, which led to increased income for the school.</p>	
6.	<p>LGC Strategic Direction</p> <p><u>6.1 Working Group Membership & Schedule of Meetings</u></p> <p>Resources Group: 14 October, 13 January, 10 March, 19 May Standards Group: 4 November, 20 January, 17 March, 26 May Ethos Group: 11 November, 24 March, 9 June</p> <p>All the dates for the committee meetings were agreed.</p> <p><i>Committee Membership</i></p> <p>The Chair had communicated with the governors prior to the meeting and it was confirmed that Steve King had agreed to remain as Chair of the Resources Group, and Fiona Titteringham had requested to join the Resources Group.</p> <p>In the meeting, Mr Nihill requested to join the Ethos Group as he had knowledge and expertise which would benefit the school. He also agreed to join the Standards Group.</p> <p>It was noted that the next new governor the school sought would need skills relevant to the Resources Group.</p> <p>It was noted that the start time of 4.30pm for the Standards Group would be an issue for Mr Nihill due to work commitments. As there were a lot of staff who attended these meetings, the timing of it was to ensure they did not have to stay late at school. Given meetings were currently taking place online, it was suggested that Mr Hill and Dr Cooper ask members of the working group whether they would like to start the meeting later, so they had time to go home first, and also to move the meetings to Thursdays from Wednesdays, as Thursdays were also an issue for Mr Nihill.</p> <p><u>6.2 Link Governor roles</u></p> <p>The Chair requested the governors respond to him confirming which Link governor roles they would like to be considered for.</p> <p>Sally Smith agreed to take the role of SEN Link Governor, and Safeguarding Link governor.</p> <p><u>6.3 Governor Training</u></p> <p>The Skills audit summary was noted by the governors, as well as the fact that there were some areas where there were opportunities to strengthen their collective expertise.</p> <p>A governor suggested the exclusion panel training should be undertaken by another governor, as there were now only two governors who had that training and it could sometimes be difficult to attend panels which usually took place during the school day.</p> <p>The Chair requested that if anyone attended training, that they report back to the next LGC.</p> <p>A governor queried what the situation was with the Ofsted ready training which had been planned but put on hold during the pandemic. The Principal confirmed the school was in the Ofsted inspection window, once they re-started inspections, perhaps after Easter. He confirmed he would</p>	<p>A Hill & D Cooper</p> <p>All</p>

	<p>like to begin preparations and for governors to attend this training before Easter. He requested an agenda item be added to the next Standards Group to begin discussions regarding preparations and confirmed he would like to discuss this further at a future LGC.</p> <p>A governor asked whether Ofsted were currently undertaking inspections and the Principal confirmed they were undertaking surveys regarding the full re-opening of schools and the risk assessments which had been carried out, but governors would not need to be involved in these.</p>	D Cooper
7.	<p>Admissions – draft policy for 2022-2023 and proposed PAN</p> <p>The Principal noted the governors were being requested to ratify this policy and drew attention to the following particular area of interest.</p> <p>To satisfy the requirements of Foundation places, parents were usually asked to confirm the frequency of their worship but as churches had been closed due to lockdown, this point only referred to when churches had been open for worship.</p> <p>A governor asked whether there was an opportunity to express how churches had been open, as some had been open only in a very restricted way or had been performing worship on-line, or if there was an opportunity to confirm if a family had been shielding and therefore unable to attend church if it had been open. It was agreed that as the local priest wrote the reference, and would know the families involved, that they would be in a position to confirm if any of these circumstances had applied.</p> <p>The Chair noted that there were some churches who had vacancies for vicars, or had had vacancies filled recently, so may not know their parish as well. It was agreed a degree of flexibility would have to be applied to address the circumstances created by the pandemic.</p> <p>The Principal confirmed the school admission number remained at 240. However he noted that the Council wanted the school to expand and had proposed building an extension to the school and increasing the admission number to 270. He confirmed the increase in admission numbers would not come into effect until the extension had been signed off. It was noted the extension plans would be discussed in more detail in section 10. – Any Other Business.</p>	
8.	<p>Safeguarding</p> <p>The safeguarding lead confirmed there were no key changes to the statutory requirements and that there were no online courses to do as the governors had undertaken those last year.</p> <p>It was noted that since all children had returned to school, there had been a reduction in children who were on Child Protection plans and plans in general. There had been a number of children the school had been concerned about returning but they had returned very well and were accessing the normal pastoral offer.</p> <p>The staff noted that the return to school had been overwhelmingly positive with a lovely atmosphere around school. It was confirmed 17 fixed term exclusions had been given, all due to a lack of social distancing to varying degrees. The school was actively encouraging and re-iterating the social distancing message and the children and parents seemed to be positive and supportive of the new behaviour rules.</p>	
9.	<p>Ethos, Well-being and Church School Distinctiveness</p> <p>The Principal noted that pre-recorded assemblies, worship and staff prayer meetings had continued on-line through lockdown. Bible classes had been suspended as Zoom hadn't been seen as being a safe vehicle for this. Some virtual staff social evenings had also been held on Zoom, to ensure everyone felt they were not isolated.</p> <p>He confirmed fund raising for Malawi had continued by asking parents to contribute donations using Parent Pay, which had already raised approximately £3,000. Some thought was needed to agree</p>	

	<p>how money could be collected for non-uniform days (which had been changed to the ability to wear trainers and no tie). This change had not been received favourably by some of the children, as it was not a full non-uniform day for the same cost. However, it had provided the opportunity to reiterate that the fund-raising was about selflessness not selfishness and supporting children in Malawi.</p> <p>The Principal confirmed the school had started to form a new relationship with Simon Biddlestone as the new vicar of Holy Redeemer and Poppleton.</p> <p>He also confirmed there would be no Minster Service this year and they were investigating the prospect of a virtual carol service instead.</p> <p>Reverend Gready was asked to assist with Eucharist when they re-started, and confirmed he would be happy to help but would need to be invited by Simon Biddlestone to do so.</p>	
10.	<p>Any Other Business</p> <p><u>Expansion Plans</u></p> <p>The Chair requested an update from the Principal regarding the extension plans for the school.</p> <p>The Principal explained that York Council had identified the west of the city as a location to build new housing and that even if all secondary schools were completely full, there was still a predicted shortfall of places. Other schools in the area did not have the capacity to expand due to geographical constraints, so Manor CE Academy had been chosen to expand.</p> <p>In order for this to happen, the Council needed to buy some land next to the ring road and would then build additional outside space, including sports facilities, and an extension of 12 rooms on the yard. He noted the Trust had mainly been involved in negotiations to date but he had attended all of the meetings in relation to this.</p> <p>It was hoped the extension would be completed by September 2021 but it wasn't known if that date was achievable. Preparatory work had been done which had noted the Hive was under-utilised. However, as it was a theatre, it was not designed as a space for teaching which limited its uses. It had therefore been taken out of consideration.</p> <p>A governor asked whether there were any concerns regarding moving the outdoor space closer to the ring road in terms of pollution and the potential effect on children's health. It was noted the new area was very large and would not be that much closer to the road than it currently was. However it was also confirmed that the Council would have to do a survey to estimate pollution levels as part of the planning process.</p> <p>No other business was raised.</p>	
11.	<p>Date and Time of next meeting</p> <p>Full LGC 18 November, 27 January, 14 April, 23 June</p> <p>Resources committee: 14 October, 13 January, 10 March, 19 May</p> <p>Standards committee: 4 November, 20 January, 17 March, 26 May</p> <p>Ethos committee: 11 November, 24 March, 9 June</p>	

The meeting closed at 7:45pm

Signed: Andy Richardson Date: 18/11/2020
Mr Andy Richardson (Chair)

MANOR CHURCH OF ENGLAND ACADEMY ACTION POINTS
From the Meeting of the Local Governing Committee held on 23/09/20

	Action Point	Item	Responsibility	Timescale
1	Provide detail of the number and types of governor vacancies on the LGC	3	Clerk	18/11/2020
2	Add Review of Recovery Plan Objectives and Actions to the standard LGC agenda plan	4	Clerk	18/11/2020
3	Ask members of the Standards committee if the start time should be later and if it could move to Thursdays	6.1	Mr Hill & Dr Cooper	04/11/2020
4	Confirm (via email) which Link governor roles each governor would like to be considered for	6.2	All governors	18/11/2020
5	Add Ofsted preparations to the next Standards committee agenda	6.3	Clerk	04/11/2020