

MANOR

CHURCH OF ENGLAND ACADEMY, YORK

LOCAL GOVERNING COMMITTEE MEETING

Minutes of the meeting held on Monday 25th January 2021 at 6.00pm

Present: Simon Barber (Principal) Andrew Gready
 Andy Richardson (Chair) Sally Smith
 Charlotte Day Steve King [to 7.30pm]

In Attendance: Louise Scaum (Vice Principal: Welfare)
 Jess Swarbrick (Governance Advisor - Clerk)

		Action
1.	<p>Opening Prayer, Welcome, Apologies for Absence and Declarations of Interest</p> <p>The Chair welcomed everyone to the meeting, which opened with a prayer led by Reverend Andrew Gready.</p> <p>Apologies were received, with consent, from Debbie Cooper. Richard Nihill, Fiona Titterington and Kieran Jones were absent.</p> <p>There were no declarations of interest.</p>	
2.	<p>Minutes of the meeting held on 18th November 2020, Action Plan and Matters Arising</p> <p>Previously distributed. The minutes were agreed to be a true and accurate record.</p> <p>With reference to the Action Plan:</p> <p>1. <i>The Chair agreed to request a copy of the Trust level Risk Register for circulation at the next LGC meeting.</i> Completed. Circulated to all governors.</p> <p>2. <i>Write to local parishes to request governor nominations</i> Ongoing. The Chair confirmed that he had contacted local parishes and highlighted the foundation vacancies on the LGC. A suggestion was raised regarding changing the way that governors operated, potentially removing the working groups and having all business discussed in detail at LGC meetings. The Principal advised that this had been highlighted during a meeting with the CEO as a route to explore moving forward.</p> <p>ACTION: The Chair agreed to contact the CEO to discuss this further, and request some direction from the Trust about the way forward. It was also agreed that this could be raised for discussion at the next LGC Chairs' meeting in March.</p> <p>3. <i>Re-circulate skills audit and agree an action plan</i> Completed. It was noted that the skills audit had been added to the agenda for information.</p> <p>4. <i>Investigate whether the University of York would be interested in joining the LGC</i> Dr King reported that he had contacted the School Governors' Network at the University of York, and had provided contact details for the Principal and the Chair, in the event of any volunteers coming forward. However, he noted that the network mostly included individuals who were already governors rather than those wishing to be matched up with a school.</p>	AR

	<p>5. Circulate the updated list of link governor roles Carry Forward.</p> <p>ACTION: The Chair agreed to check and circulate the updated list of link governor roles. It was noted that there were statutory roles including Safeguarding, SEND and Health & Safety which needed to be assigned to individuals, and the Chair agreed to confirm these were in place.</p> <p>6. Present the revised proposal of keeping the Lettings Assistant roles dormant to the Trust The Principal advised that due to the current lockdown and restrictions, any action or decisions on the Lettings Assistant roles were in abeyance.</p> <p>7. Contact the new governor regarding attendance at meetings The Chair reported that he had contacted Mr Jones and Mr Nihill regarding attendance at meetings, but had not received a response. He agreed to chase this up.</p> <p>There were no other matters arising.</p>	AR
3.	<p>Update from the Principal The Principal provided a verbal update for governors.</p> <p>Remote Learning The move to a third lockdown from 4th January had been a rapid change following initial plans for a phased return after the Christmas break. The Principal advised that the remit for the planned inset day on 4th January had been changed as a result, and used for staff to discuss how remote learning would be delivered. The Principal commented on the high levels of positive feedback which had been received from parents over this period. Governors agreed that they had also heard a lot of positivity and praise from parents, and congratulated the school on the way they had responded so quickly to get everything set up.</p> <p>The Principal advised that work had been ongoing throughout the autumn term to develop the remote learning offer. He noted that the appointment of two Google Champions (one to support staff and one to support students) had been a real benefit in engaging staff who had been previously reluctant or concerned about delivering learning online. The Principal advised that virtually all year groups were now receiving four or five live lessons per day. For those period where there was no live teaching, staff were still available via the chat function to support students. The Principal confirmed this was working really well, with a high level of engagement from students across the school.</p> <p>The Principal advised that teachers were in control of the delivery of their lessons. He noted that there was some concern about “screen weariness” and as a result regular breaks were encouraged for both students and staff. He advised that a register was taken at the start of each lesson to record attendance, and any absence was followed up with emails home, as well as being noted on CPOMS.</p> <p>The Principal reported that where students were experiencing barriers to online learning, the school had worked to ensure these were removed as far as possible. Ms Scaum reported that of the 36 Chromebooks allocated to the school by the DfE, around 30 had been loaned to students who did not have devices at home. In addition, data top up packages had been procured for students who had requested them due to a lack of internet connection. Governors agreed this was a really positive development, and thanked the school for ensuring that all students were given the opportunity to access learning from home.</p> <p>The Principal advised that the next challenge would be to determine and assess how well students were understanding and responding to their learning whilst at home.</p>	

The Principal reported that school remained open to students who were children of critical workers or who were categorised as vulnerable. He noted that compared to the first lockdown where around 10 students attended each day, this time there were up to 55 students in school daily. He advised that the priority was in getting vulnerable students and those with EHCPs to attend. Of the 29 EHCP students on roll, between 16 and 19 were attending each day, whilst there were clear reasons for why the other students within this group were staying at home.

Ms Scaum reported that there was a lower level of engagement with students identified as vulnerable, with around five to six students attending each day. She advised that where students were not attending, the school was in daily contact with social workers to encourage attendance, and welfare checks where this was not possible. Ms Scaum advised that she had visited a number of homes that day to deliver Free School Meals vouchers, and to check in on students who were not in school.

The Principal reported that in agreement with the Trust, teachers who wanted to had been allowed to come into school to deliver their lessons, and around ten to fifteen teachers were doing so. He advised that support staff including TAs, Cover Supervisors and Technicians who could not work from home were supporting students in school to access the work which was being set. The Principal advised that all students, whether at home or in school, received the same provision.

Governors asked whether the majority of critical worker children were in Year 7, as older students were able to stay at home without supervision. Ms Scaum advised that the government guidelines did not make a stipulation on age in relation to eligibility for places. However, she advised that the school requested evidence from an employer regarding critical worker status, and also asked parents to consider whether there was no safe alternative to their child attending school. Governors agreed the importance of this level of challenge in ensuring that as many children stayed home as possible, whilst also recognising the need for some to be in school.

Lateral Flow Testing

The Principal reported that in line with guidelines published at the end of the autumn term, the school had established a testing centre on site, to carry out lateral flow tests. The Principal advised that initially testing had been intended to try and avoid having to send students home to self-isolate following close contact with a positive case, though concerns about accuracy of the tests for this purpose meant that it was likely that quarantining would need to continue. He advised that the tests could be used for mass screening of asymptomatic illness, though currently student testing had been paused, and only staff had access to the tests if required. The Principal advised that staff from Forest of Galtres and Poppleton Ousebank primary academies were also being offered the opportunity to undergo regular testing on the school site, though as with all staff, this was on a voluntary basis.

Governors asked whether there was any indication yet as to what might happen after half term.

The Principal advised that school was likely to remain closed to the majority of pupils until at least Easter. He noted, however, that the government seemed to have recognised the need to prioritise schools in terms of opening up following the current lockdown.

Mental Health & Wellbeing

The Principal reported that the staff wellbeing group was still in operation, and the school continued to look for ways to support staff throughout this period. He noted that overall, morale was fairly good considering the circumstances.

The Principal advised that student wellbeing was also a priority. All Heads of Year had been asked to contact students in their year groups, with the intention that all students would have received a phone call by half term. Ms Day commented that this had been a really positive experience, with parents being appreciative of the contact from school.

Ms Scaum reported that vulnerable children were being contacted on a weekly basis. She advised

	<p>that the number of children who fell into this category had increased from 50 to 73 since the start of term, following parents getting in touch to highlight issues or staff raising concerns around engagement.</p> <p><i>Governors thanked the Principal for his update, and recorded their thanks to all staff for the hard work and commitment they continued to show in such challenging circumstances.</i></p>	
4.	<p>Autumn Term Data Update</p> <p>A summary whole school progress report had been circulated with the agenda, along with a Year 11 update and minutes from the Standards meeting held on 20th January. Sally Smith provided a verbal update from this meeting, where data had been discussed in detail.</p> <p>Dr Smith reported that the group had noted a request to review the low CATs readings core for Year 7 students, which would be carried forward to the next meeting. It was agreed an update on this would be reported at the next LGC meeting.</p> <p>Year 7 As reported at the previous meeting, CAT scores for this cohort were lower than the previous Year 7 at the same point in the year. Data showed that subjects including Computing and Textiles were better performing, whilst Drama, PE and RE were weaker.</p> <p>Year 8 Securing grades were 7% lower than results for the previous autumn for this cohort, though mastering grades were up by 1%. It was noted that this suggested an improved performance amongst the strongest students. Art, Computing, Food and Geography were noted as stronger subjects, with Dance, Drama and English being weaker.</p> <p>Year 9 Current attainment was showing as lower to the previous year's cohort despite similar SATs and CATs scores for both, with the exception of Maths. Dr Smith reported that the Standards group had discussed accuracy of forecasting, with governors being assured that this was developing moving forward, following significant CPD focus on forecasting the previous year.</p> <p>Year 10 There was no clear pattern on current attainment, with mixed performance across the cohort. It was noted that there was a possibility teachers were being cautious in their assessments at this point.</p> <p>Year 11 Data for Year 11 was looking positive overall, with current grades up from spring 2020. Governors agreed this was encouraging, particularly considering the length of time which students had not been in school over the summer term 2020. It was noted that mock exams had been planned for the start of the spring term, though these had been postponed due to the current lockdown.</p> <p>Dr Smith reported that the Standards group had discussed what might happen in terms of exams and assessments for GCSEs this year. The Principal reported that a consultation was currently ongoing through Ofqual about this. He advised that it was not yet clear what weighting would be given to any tests taken under exam conditions, along with controlled assessments and coursework. Governors also noted that if teachers were required to mark these tests, then training would be required on this.</p> <p>The Principal reported that the current suggestion was for students to take exam condition tests after the end of lockdown, with input from the school on what subjects were taken and which areas of the curriculum were examined. This would then provide an indicative grade to be used to inform final teacher assessment. The Principal advised, however, that students had already been issued a predicted grade in the autumn term, which would need to be the minimum achieved by the end of the year. He noted that it would be essential to ensure the process was robust and clearly evidenced.</p> <p>Dr Smith reported that the Standards group had also discussed the move from a two year to three</p>	

	<p>year Key Stage 3, with students choosing options in Year 9 to start in Year 10. She noted that this would mean a reduction in the number of compulsory GCSEs, though the option remained for more able students to take additional subjects.</p> <p>Governors had received an update on Pupil Premium, in particular the additional tutoring being provided to Year 11 students as part of the COVID catch-up work. The Principal advised that the tutoring was being provided to all students identified as behind in their learning, and not just restricted to Pupil Premium students, though there was some crossover. It was noted that overall Pupil Premium progress remained above the national average.</p> <p>With reference to behaviour and attendance, it was noted that there had been an increase in the number of exclusions at the start of the autumn term, mainly due to breaches of COVID restrictions. Ms Scaum advised that exclusions had now settled and numbers had dropped.</p>	
6.	<p>Resources Update</p> <p>Period 3 Management Reports had been circulated with the agenda, along with the minutes from the Resources group meeting held on 13th January. Dr King provided an update for governors.</p> <p>Finance</p> <p>Dr King highlighted that lettings income remained significantly below expected levels due to the current restrictions. He advised that this equated to a negative variance of around £100,000 at this point in the year.</p> <p>Dr King advised that the budget showed an overall forecast surplus of £63,000, down from the £116,000 expected in the start budget.</p> <p>Staffing</p> <p>Dr King noted that as discussed under the Principal's update, the work and commitment of staff over this period had been fantastic. Staff absence remained low, with the exception of COVID related issues and self-isolation. Dr King noted that CPD for staff continued on a virtual basis, with a lot of development around remote learning as discussed earlier in the meeting.</p> <p>Dr King noted that the Resources group had discussed the importance of staff wellbeing, and the recognition and continued awareness of the impact of this situation on people's mental health.</p> <p>Premises</p> <p>Dr King reported that an agreement had been reached between the Trust and the contractor regarding the ongoing issue with the render on the main building. He advised that this would now be repaired, though issues relating to the Hive had not yet been resolved.</p> <p>Health & Safety</p> <p>Dr King noted that the Resources group had extended their congratulations to the school for their continued work in ensuring that the school remained as safe as possible during the autumn term, and their management of the clear risk assessments and restrictions which had been put in place.</p>	
5.	<p>Academy Development Plan & Self-Evaluation Framework</p> <p>Governors noted the draft Academy Development Plan (ADP) and Self-Evaluation Framework (SEF) which had been circulated with the agenda. The Principal reported that the Trust had asked all schools to use this new template, which included all key information on development priorities and self-evaluation in a single document. He noted, however, that due to the current lockdown situation, the Recovery Plan which had been in place in the autumn term would need to be updated and used as a priority to support strategic planning moving forward.</p> <p>The Principal provided a brief update on action against the priorities within the ADP.</p> <p>He reported that significant work had been done on the development of the teaching and learning</p>	

	<p>model, though the planned inset day on 4th January had not gone ahead due to other priorities, as previously noted. Students had been supported in preparation for their mock exams, though these had not yet taken place. GL Assessments had all been completed, and the Senior Leadership Team (SLT) were working with staff to continue to look at how to adapt schemes of learning in response to these (QE2.4).</p> <p>Governors asked how students would be prepared for the mini tests which were expected to happen as part of the GCSE assessments discussed earlier (QE1.3). The Principal advised that this would depend on when students returned to school. He advised that plans were set up to run the tests in the final half term of the year, and if students returned after Easter then there would be a period of time for preparation. However, if the return happened later, then preparation would need to take place remotely.</p> <p>With reference to QE3.1 the Principal reported that £15,000 of the COVID catch up funding had been allocated to tutors for specific students, following assessment to identify which were furthest behind in their learning. He advised that priority had been made according to year group, with 68 Year 11 students having started working with tutors already. The Principal advised that this work would continue through until Easter.</p> <p>Governors asked how this linked with tutoring for Pupil Premium students, as discussed at the Resources group, and whether there was an overlap in terms of priority. The Principal advised that students who showed the biggest gaps in their learning had been prioritised, with the COVID catch-up funding being for the benefit of all students in school, not just Pupil Premium children. He noted that the majority of the remainder of the funding had been used to employ Cover Supervisors for the rest of the academic year.</p> <p>With reference to priorities around attendance, the Principal reported that the appointment of a new Attendance Manager had been very successful. Whole school attendance was high, at 95.6%, not counting COVID related absences due to self-isolation.</p> <p>As discussed earlier in the meeting, it was noted that the development of a remote learning model accessible to all pupils (PD1) was working well. As previously noted, the school had put measures in place to ensure that all students were able to access the remote learning model, through provision of devices and data top-ups.</p> <p>The Principal reported that overall things were going very well, because of the effective implementation of the Recovery Plan.</p> <p>Basically things are going very well, because the recovery plan has been well implemented.</p> <p>Governors thanked the Principal for his update. A question was raised regarding the expected timetable of a future Ofsted inspection, and the school's readiness for this. The Principal advised that inspections were not currently taking place, but at such time as they re-commenced, the school would be in the inspection window. He advised that the Trust were supporting the school in fine-tuning the SEF, and would be organising for a private company to come and do a practice pre-inspection during the summer term.</p> <p>Governors recognised their own responsibilities in preparing for Ofsted, and the importance of knowing the school's priorities, what was being done to address them and how to hold the Principal to account.</p> <p>AGREED: It was agreed that an additional governors' meeting to discuss preparation for Ofsted would be helpful before the end of the spring term.</p>	
7.	<p>Governance</p> <p>Ms Scaum confirmed that all governors had completed the basic online safeguarding training within</p>	

	<p>the last two years.</p> <p>It was noted that the Trust had requested that at the next point of review, governors should complete the safeguarding training module through the NGA Learning Link, to ensure a consistency across all LGCs in the Trust.</p> <p>ACTION: The Governance Advisor agreed to forward details of how to register on NGA Learning Link to all governors.</p>	JS
8.	<p>Safeguarding (standing item)</p> <p>It was noted that an update on safeguarding, and checks on vulnerable students during lockdown, had been included as part of the Principal's Report.</p> <p>The Principal advised that at the request of the Trust, had had also completed Level 3 Safeguarding training during the autumn term.</p>	
9.	<p>Ethos, Wellbeing & Church Distinctiveness</p> <p>There were no updates to report.</p> <p>The Principal noted that following a meeting with the CEO, he had been asked to incorporate the SIAMS SEF into the main ADP/SEF document discussed earlier in the meeting. He explained that this would provide a single point of reference for all key information for the school, governors and trustees, as well as for Ofsted and SIAMS inspectors.</p>	
10.	<p>Policies to Note / Approve</p> <p>The following policies had been circulated with the agenda for approval:</p> <ul style="list-style-type: none"> * Exclusion Policy * Anti Bullying Policy * NQT Induction Policy <p>APPROVED: Governors unanimously approved the policies.</p> <p>Governors noted the following policies, which had been reviewed and approved by Trustees for adoption trust-wide:</p> <ul style="list-style-type: none"> * School Minibus Policy * Pupils with Health Needs who cannot attend School Policy * NQT Induction Policy – COVID addendum * Designated Teacher for Looked After and Previously Looked After Children Policy * Alternative Provision Policy <p>Ms Scaum confirmed that where there was a statutory requirement, policies had been published on the school website.</p>	
11.	<p>Items and Questions to Raise with the Trust Board</p> <p>11.1 LGC Structure As discussed earlier, governors agreed to raise the question as to whether the LGC should continue to operate with working groups alongside the main meetings, and what the Trust Board's view on this was. It was noted that a lot of detailed scrutiny and discussion took place within these working group meetings, and governors agreed that any change to the LGC structure needed to be mindful of not losing this.</p> <p>11.2 Admissions – Ballot Places Ms Scaum reported that the Admissions Policy currently included a clause relating to the awarding of up to 20 ballot places for pupils who did not live within the catchment but attended feeder primary schools. She noted that this had been added at the point the Trust was formed. However, following the growth of the Trust, this meant that some students coming out of this ballot were actually within the catchment for Vale of York Academy, as well as those who had moved to a feeder primary in Year 6 in order to qualify. Governors agreed that this</p>	

	<p>was not in the spirit of the school or the Trust, and was potentially taking the opportunity of a place away from pupils within the local community. Ms Scaum advised that of the provisional figures for ballot places for September 2021, there were nine students allocated, with only two of these living within the local community.</p> <p>Governors noted that Manor was not a selective school, and agreed that the use of ballot places should no longer be included within the Admissions Policy. In line with the Trust's Scheme of Delegation, it was noted that any changes to the policy needed to be recommended by the LGC for approval by the Board.</p> <p><i>[Steve King left the meeting at 7.30pm]</i></p> <p>AGREED: Governors unanimously supported the school's proposal to remove the use of ballot places from the Admissions Policy, in recognition that this could lead to students in the local community missing out on a place in school.</p> <p>ACTION: The Principal agreed to send a formal proposal to the Chair of the Trust Board and CEO for presentation to the Board, to include an extract from the minutes to evidence governors' support.</p>	SB
12.	<p>Any Other Business</p> <p>There was no other business to report.</p>	
13.	<p>Date and Time of next meeting</p> <p>Full LGC: 14 April, 23 June Resources committee: 10 March, 19 May Standards committee: 17 March, 26 May Ethos committee: 24 March, 9 June</p>	

The meeting closed at 7.35pm

Signed: Andy Richardson Date: 14/04/2021
Mr Andy Richardson (Chair)

MANOR CHURCH OF ENGLAND ACADEMY ACTION POINTS – 25TH JANUARY 2021

	Action Point	Item	Responsibility	Timescale
1	The Chair agreed to contact the CEO to discuss this further, and request some direction from the Trust about the way forward. It was also agreed that this could be raised for discussion at the next LGC Chairs' meeting in March.	2	Andrew Richardson	22/03/2021
2	The Chair agreed to check and circulate the updated list of link governor roles. It was noted that there were statutory roles including Safeguarding, SEND and Health & Safety which needed to be assigned to individuals, and the Chair agreed to confirm these were in place.	2	Andrew Richardson	15/02/2021
3	The Governance Advisor agreed to forward details of how to register on NGA Learning Link to all governors.	7	Jess Swarbrick	COMPLETED
4	The Principal agreed to send a formal proposal to the Chair of the Trust Board and CEO for presentation to the Board, to include an extract from the minutes to evidence governors' support.	11.2	Simon Barber	15/02/2021