

Manor CE Academy
Minutes of the Meeting of the Local Governing Committee held on
held via Zoom on Wednesday 24th November 2021 at 6:00pm

Present: Simon Barber (Principal) Steve King
Andy Richardson (Chair) Sally Smith from 18.02pm
Debbie Cooper Duncan Fraser
Richard Nihill from 18.55pm

In Attendance: Andrew Hill (Vice Principal: Attainment & Progress)
Liz Mastin (Vice Principal: Staffing)
Louise Scaum (Vice Principal: Welfare)
Paul Muskett (Assistant Principal: Data) [to 18.20pm]
Graham Reagan (Assistant Principal: SENCo) [from 18.16pm to 18.48pm]
Aaron Lethem (Support Services Manager) [from 19.38pm]
Tom Candlin (Assistant Principal: Ethos) [from 19.17pm to 19.38pm]
Sam Vince (Governance Advisor - Clerk)
Nathalie Smith (Governance Advisor - Clerk)

		Action
1.	<u>Opening Prayer, Welcome, Apologies for Absence and Declarations of Interest</u> The Chair welcomed everyone to the meeting, which opened with a prayer. Apologies were received, with consent, from Andrew Gready. There were no declarations of interest.	
2.	<u>Minutes of the meeting held on 6th October 2021, Action Plan and Matters Arising</u> Previously distributed. The minutes were agreed to be a true and accurate record. With reference to the Action Plan: 1. Update on Year 10 data and Year 7 CAT scores at November meeting. Complete. It was noted this data was included with the agenda for this meeting. 2. The Principal agreed to share the B11 report with governors when available, and to discuss planned actions from its recommendations in more detail at the next meeting. Carried forward. The Principal confirmed the school had been working to address the actions and he would forward the report and the associated action plan to governors. 3. The Principal agreed to review the comments around achievement to ensure that information on data was consistent across all documentation. Completed. 4. Mr Candlin agreed to share the termly Ethos Calendar with governors, and the Principal also agreed to include governors on the distribution list for the staff newsletter. Completed. ACTION: Debbie Cooper to confirm to the Principal if she had received the termly Ethos Calendar and staff newsletter.	DC

	<p>5. <i>The Principal agreed to ask the Diocese to check the admissions policy regarding an apparent contradiction about foundation place eligibility in the introduction and the list of criteria. Completed. It was confirmed the Diocese was reviewing and amending the policy.</i></p> <p>6. <i>The Principal, Chair and Debbie Cooper (as former Standards chair) agreed to discuss potential areas of focus for visits and circulate these to governors, with a view to arranging the first of these visits before the next LGC meeting. Carried forward.</i></p>	
<p>3.</p>	<p><u>Principal's Update</u></p> <p>A number of key reports and documents had been circulated with the agenda. The Principal advised that members of the Senior Leadership Team (SLT) were in attendance at the meeting to present to governors and answer questions raised.</p> <p><i>Pupil Progress (including Pupil Premium and vulnerable groups)</i></p> <p>Paul Muskett, Vice Principal Data and Andrew Hill, Vice Principal Attainment and Progress referred governors to the data summary report which had been circulated with the agenda. Mr Muskett explained the data had been updated for years 10 and 7.</p> <p><u>Year 10</u></p> <p>Year 10 was fairly stable with one area highlighted where the SEND cohort had dropped slightly. However this was a fairly small cohort, so any change for one or two students would have a fairly big impact. He also noted they were more adversely affected by the pandemic.</p> <p>Mr Hill also highlighted the Pupil Premium data where grade 5's had increased, but also reiterated impacts were large if one student moved in this small cohort. He also advised that whilst Pupil Premium and SEND cohorts were good at the basics, other subjects needed to be closely monitored especially those with coursework, as some students had fallen behind and required support to complete this.</p> <p><i>Governors noted that the Pupil Premium gap in comparison to the rest of the cohort was still significant.</i> Mr Hill responded by confirming that their Pupil Premium cohort was still significantly above the national average for Pupil Premium students but conceded there was still work to do to close the gap further, which they were continuing with interventions.</p> <p><i>The Principal noted the targets were very high at 85% achieving grade 4 and above for Pupil Premium students, compared to 77% for the rest of the cohort and queried if this was correct.</i></p> <p>Mr Hill confirmed it was and explained that they had higher targets on the basis of their KS2 SATs scores and they were an able group. Having said that, Attainment 8 was lower than the rest of the cohort.</p> <p><u>Year 7</u></p> <p>Mr Muskett explained there was no SATs data available for this cohort so the results of the GL Assessments had been used instead. The results showed this was the weakest cohort the school had seen in some time, although the cohort was slightly above the national average at 104 versus 100. However English was an anomaly as it was much higher than other subjects and did not correlate with reading and spelling results. He pledged to monitor this carefully and confirmed he would investigate any unusual patterns once the GL assessment reports had been received. Generally the year group would require a lot of assistance, but he was unsure how progress could be measured given there was no KS2 baseline. Mr Hill concurred that this group had been severely impacted by the lockdowns.</p> <p>[Graham Reagan joined the meeting at 18.16pm.]</p> <p><i>A governor queried whether the results were due to lower prior attainment than previous years or whether it was Covid related.</i></p>	

Mr Hill asserted it was due to the effects of Covid and confirmed that Mr Muskett had discussed the situation with other schools and they all had lower results than usual for the current year 7 cohort.

[Paul Muskett left the meeting at 18.20pm.]

Attendance & Behaviour

Louise Scaum, Vice Principal Welfare referred governors to the exclusions and attendance updates which had been circulated with the agenda. She confirmed behaviour was currently strong with only 13 exclusions so far this year in comparison to 40 in the same time period last year with typical exclusions only lasting for one day. Internal data demonstrated behaviour was relatively steady. Attendance was lower than expected at 91.83%, but the school had been heavily impacted by Covid. Ms Scaum shared the Fisher Family Trust attendance tracker she was using on screen during the meeting and explained the data it provided.

A governor challenged why this school had been impacted more than others by Covid related absences. The Principal stated the Covid impacts seemed to run in peaks and troughs across all schools and despite this, they were encouraged that attendance was improving.

A governor queried why there was such a big gap between Free School Meals (FSM) groups and the rest of the cohorts. Ms Scaum reminded governors that due to the small numbers in these groups, any change had a huge impact on the data. She also noted this was not linked to exclusions as they were low for both FSM and Pupil Premium students, generally it was due to Covid.

The Principal clarified for governors that attendance was a priority for the DfE and the Local Authority (LA) and he was confident the school was doing all they could to ensure students attended school such as issuing letters to low attendees (not including absence due to Covid) and fining parents for term time holidays. Current attendance figures for that week were at 93.8%.

CPOMS (Safeguarding)

Ms Scaum confirmed they were doing more referrals to local area teams and the police and these were impacting positively on recurring behaviour in students. The new triage and divergence system was also proving to be useful. Safeguarding and well-being needs were confirmed as being top priority for the school and screening had begun to identify passive students with low confidence and a low perceived learning ability which would result in a bespoke 6 week intervention package to help these students before any issues became more serious. This had been well received by parents.

A governor highlighted a small number of inappropriate sexual conduct incidents and asked how the school had responded to them. Ms Scaum confirmed it very much depended on what the incident had been and whether it was a repeat offence. Responses could range from internal isolation to parental conversations and social care and police referrals. Most of the incidents in school had been related to language used, which were sanctioned quite heavily by the school. She also confirmed assemblies had been undertaken with years 9 and 10 about behaviour and how they should be treated, as well as how they treat others and these would be repeated for years 7 and 8.

SEND Update

Graham Reagan, Assistant Principal and SENCo invited questions on his report, which had been circulated with the agenda.

Unfortunately one of the Teaching Assistants (TAs) employed recently had left as they had found working full time was not for them. This meant there were still three TA vacancies which were proving difficult to fill right across the city and one TA still on maternity leave. The SENCo had been observing the TAs to ensure practices were correct and the results had been positive in the main. The phonics screening for students with dyslexia had been undertaken to provide data to enable the school to begin their phonics programme.

	<p>The Principal highlighted to governors that the inclusion of children Special educational Needs was a strong focus of school development this year, particularly strategies to include children with dyslexia or autism.</p> <p>Awareness of these strategies had been raised across the school and there had been a positive response to this. Quality assurance of these approaches would continue to ensure they remained a priority</p> <p>Staffing Update</p> <p>Liz Mastin, Vice Principal (Staffing) invited questions from governors on her report, which had been circulated with the agenda.</p> <p>Ms Mastin advised a lot of staff had been absent for various reasons and consequently a lot of staff had been providing emergency cover as supply agencies were struggling to meet the demand for supply teachers nationally. Four members of staff were on long term sick and long term supply staff were in place to cover these absences.</p> <p>She confirmed the training day had been very positive with staff asked to focus on the start and structures of lessons. They had worked in groups and established ‘Manor routines’ for lessons which would be quality assured to ensure continued compliance to expectations. There had also been an increased amount of quality assurance from the SLT looking at teaching, marking and pupil voice. Trust peer reviews had also begun with a SEN review having been undertaken two weeks ago and a Modern Foreign Languages review scheduled before Christmas, where colleagues from other schools would share good practice. A draft report had been provided for the SEN review which provided the school with helpful feedback and which was shaping work further</p> <p>ACTION: the Principal was asked to share the final version of the Trust peer reviews reports with governors when available</p> <p>[Graham Reagan left the meeting at 18.48pm.]</p>	SB
4.	<p>Academy Development Plan / SEF</p> <p>Previously distributed. The Principal referred governors in particular to two areas of focus they had been asked to concentrate on in this meeting; Curriculum Intent and Staff Development.</p> <p>Curriculum Intent</p> <p>The statement of intent was highlighted as being critically important to ensure it clearly stated what the school was trying to achieve through the curriculum. This statement would form the basis of the opening discussion when Ofsted visited.</p> <p>Staff Development</p> <p>It was noted staff development had already been discussed in this meeting.</p> <p>A governor noted there were various references to extra-curricular activities in the SEF but no confirmation of what they were. The Principal confirmed this information was available on the school website and although the range was not as extensive as pre Covid, there was a good breadth of activities.</p> <p>The Principal noted he had also provided an example of a subject SEF for English for information so governors understood what departments had been asked to do, as well as a copy of the full SEF and the development plan, both of which had been updated.</p> <p>[Richard Nihill joined the meeting at 18.55pm.]</p> <p>A governor commented they were impressed with the English department SEF which showed real reflection with recognition of where the weak areas were and concrete plans of how to address them.</p> <p>Governors discussed how they would know issues had been addressed, given they had no subject specific responsibilities. They agreed they would be able to demonstrate this and that teachers used data to monitor teaching, by regularly reviewing departmental SEFs.</p>	

	<p>A governor asked how the SLT reviewed departmental SEFs. It was confirmed line managers met with teachers fortnightly and the SEF would form part of those discussions, as well as reviewing data to understand how students could best be supported in the classroom and discussing the curriculum.</p> <p>Governors noted that the majority of the areas evaluated had been rated as ‘good’ and asked the Principal what he thought the primary weakness was which needed to be resolved in order to achieve ‘outstanding’. The Principal confirmed ‘good’ in the new Ofsted framework was an incredibly high level to achieve and to be evaluated as ‘outstanding’ the school had to be operating at an exceptional level and his concern following the pandemic was that there was not exceptional practice in evidence consistently in the school. He noted special needs was a particular focus for Ofsted and given that cohort was a minority in school, they had to work hard to ensure they were not overlooked.</p> <p>Governors recognised that Ofsted expected them to understand the weaknesses of the school and that this would be discussed in the meeting noted in 2.6 to ensure adequate rigour was in place.</p>	
5.	<p><u>Pupil Premium Update</u></p> <p>The high level report had been distributed with the agenda and had been uploaded to the school website and highlighted funding and allocations. The Pupil Premium governor confirmed they would visit the school shortly to assess provision, look at books and meet the students. It was confirmed to governors that the Pupil Premium Strategy was being reviewed by the Trust.</p> <p>The National Tutoring programme was discussed because there had been a major challenge with the recruitment of the tutors to support this and they had only started at school in the past two weeks. 69 students had been identified for the programme, of which 96% were Pupil premium students. There had also been limited applications from staff to teach in the school led tutoring programme despite the fact it was paid.</p> <p>The gap in year 11 in terms of progress was confirmed as not as wide as last year and the year 10 gap compared favourably to the national average.</p>	
6.	<p><u>Inclusion Data Dashboard</u></p> <p>The Inclusion dashboard had been distributed with the agenda and Ms Scaum confirmed the Trust had requested this information be provided to governors.</p> <p>A governor queried how many students had been off school due to Covid. Ms Scaum confirmed in July there were 312 students off because of this and the vast majority of persistent absences (PAs) were also Covid related.</p> <p>Ms Scaum informed governors that a pupil voice was undertaken once a week with different groups and they discussed subjects such as racism and bullying.</p> <p>[Tom Candlin joined the meeting at 19.17pm.]</p> <p>A governor queried whether any data was available for ethnicity. Ms Scaum confirmed there was no data available as this was no longer recorded on SIMS and was no longer a compulsory part of admissions. Governors recognised there was not high ethnic diversity in school.</p>	
7.	<p><u>Governance</u></p> <p>Link Governor visit report</p> <p>ACTION: The Principal requested all link governor reports be sent to him so he could access them easily.</p> <p>ACTION: The Chair was asked to send the link governor proforma to SS.</p> <p>ACTION: The clerk was asked to confirm whether Ofsted could be provided a log in for Decision Time so they were able to access documents stored there if required.</p>	<p>All govs</p> <p>AR</p> <p>Clerk</p>

	<p><i>Governor Training</i> <i>ACTION: Governors requested a copy of the list of basic training available from the MAT.</i> Debbie Cooper and Steve King confirmed they had attended the Trust Safeguarding training. The clerk recommended they reviewed the training undertaken by governors to ensure they had enough governors trained appropriately in all areas, for instance, exclusions and complaints.</p>	Chair
8.	<p><i>Safeguarding</i> Ms Scaum confirmed there had been no changes to the numbers of children on child protection plans or were a child in need. Regular referrals continued to be made for early help intervention for those families experiencing difficulties such as school refusal, mental health or domestic violence. She noted there was a weekly Trust bulletin on safeguarding that was sent to all staff to keep them updated with the latest safeguarding information and all staff had completed online training earlier in the year. She requested governors send their Safeguarding training certificates to her if they hadn't already done so.</p>	All gov's
9.	<p><i>Church School Distinctiveness</i> – distributed with the agenda <i>SIAMS SEF strand 1 and 6 focus – Vision and leadership/collective worship</i> Mr Candlin reiterated to governors that they should be involved in the quality assurance of collective worship and suggested the governors' assistance in developing resources would be helpful. He noted a SIAMS inspection was due in the next two years. One of the priorities in the SDP was to encourage partnerships outside school with church organisations and he reported the school now had much stronger links with the community and services planned with local churches throughout the year. Assemblies were also planned to start that week with guest speakers and the Minster Carol Service was due to take place shortly. The Principal highlighted the other documents distributed to governors; School on a page reports, Diocesan reports and the school response and National/Diocesan updates which required governor approval prior to being presented to the Trust Board and formally adopted. <i>AGREED: Governors agreed to ratify these documents.</i> [Aaron Lethem joined the meeting at 19.38pm] [Tom Candlin left the meeting at 19.38pm].</p>	
10.	<p><i>Premises Update, Health & Safety monitoring</i> Aaron Lethem, Support Services Manager, invited questions on his report, which had been circulated with the agenda Mr Lethem confirmed all of the damaged window frames in the Hive had now been removed and the render had been re-painted, although it was creamy white rather than brilliant white as per the rest of the school. The Principal noted there had been a very strong outcome from the Health & Safety review with the reviewer commenting the paperwork was the best they had seen, which was testimony to the excellent work Mr Lethem undertook. Ms Scaum confirmed lockers had been taken away as they caused congestion in corridors and it had not been popular with parents. A system of 350 communal lockers had been trialled and placed in a central area away from corridors. All lockers had been allocated and a small waiting list had been created but the school had agreed there was no need to return to having individual lockers.</p>	
11.	<p><i>Risk Management – school-level risk register review</i> Previously distributed.</p>	

	<p>Mr Letham confirmed there had been no new risks added and no changes to impacts, probabilities or mitigations. He highlighted the highest scoring risks to governors which included students accessing inappropriate internet content by circumventing firewalls and staff illness which was the highest it had been for a long time.</p> <p>AGREED: governors agreed to add a risk regarding the recruitment and retention of staff given the likelihood of staff shortages.</p>	AL
12.	<p><u>Policy review</u></p> <p>For information, the following policies had been approved by the Trust for use in schools;</p> <p>Allergen and Anaphylaxis Policy (for schools to localise) First Aid Policy (for schools to localise) Premises Management Policy (for schools to localise) Health and Safety Policy (for schools to localise) School Crisis Management Plan Policy and Procedures (for schools to localise) Data Breach Policy and Procedure Subject Access Request Policy and Procedure GDPR Privacy Notice: 1) Employees 2) Parents 3) Students</p> <p>The Principal confirmed the policies were available in the resource section of Decision Time for review. He also noted a system had been set up to send policies to staff which enabled them to click to confirm they had read the policy.</p> <p>Mr Lethem informed governors the Allergens policy was being re-written by the Trust as it did not match with the curriculum needs and would be re-issued.</p>	
13.	<p><u>Items for escalation to the Board of Trustees</u></p> <p><i>Update from the Board of Trustee's meetings for LGCs (Sep-Nov 2021)</i> It was confirmed this had been distributed with the agenda and no comments were raised by governors.</p>	
14.	<p><u>Any Other Business</u></p> <p>None was raised.</p>	
15.	<p><u>Dates and times of next meetings</u> Wednesday 2nd February 2022, 6pm Wednesday 30th March 2022, 6pm Wednesday 22nd June 2022, 6pm</p>	

The meeting closed at 19.57pm.

- These minutes were approved by the Manor Church of England Academy LGC at their meeting on 2nd February 2022

MANOR CHURCH OF ENGLAND ACADEMY ACTION POINTS – 24TH NOVEMBER 2021

	Action Point	Item	Responsibility	Timescale
1	The Principal agreed to share the B11 report with governors when available, and to discuss planned actions from its	2.2	Simon Barber	17/12/2021

	<i>recommendations in more detail at the next meeting. Carried forward.</i>			
2	<i>Debbie Cooper to confirm to the Principal if she had received the termly Ethos Calendar and staff newsletter.</i>	2.4	<i>Debbie Cooper</i>	<i>10/12/2021</i>
3	<i>The Principal, Chair and Debbie Cooper (as former Standards chair) agreed to discuss potential areas of focus for visits and circulate these to governors, with a view to arranging the first of these visits before the next LGC meeting. Carried forward.</i>	2.6	<i>Simon Barber/Andy Richardson/Debbie Cooper</i>	<i>10/12/2021</i>
4	<i>The Principal was asked to share the Trust peer reviews reports with governors when available</i>	3	<i>Simon Barber</i>	<i>17/12/2021</i>
5	<i>The Principal requested all link governor reports be sent to him so he could access them easily.</i>	7	<i>All governors</i>	<i>17/12/2021</i>
6	<i>The Chair was asked to send the link governor proforma to SS</i>	7	<i>Andy Richardson</i>	<i>10/12/2021</i>
7	<i>The clerk was asked to confirm whether Ofsted could be provided a log in for Decision Time so they were able to access documents stored there if required.</i>	7	<i>Clerk (emailed Principal and chair advising not possible. But suggested school keeps a folder on Google Drive)</i>	<i>17/12/2021 (completed 3/12/21)</i>
8	<i>Governors requested a copy of the list of basic training available from the MAT.</i>	7	<i>Andy Richardson</i>	<i>10/12/2021</i>
9	<i>Governors were asked to send their Safeguarding training certificates to Ms Scaum if they hadn't already done so.</i>	8	<i>All governors</i>	<i>17/12/2021</i>
10	<i>Add a risk regarding the recruitment and retention of staff given the likelihood of staff shortages.</i>	11	<i>Aaron Lethem</i>	<i>17/12/2021</i>