

Manor CE Academy
Minutes of the Meeting of the Local Governing Committee held on
18th May 2022 at 6.00pm (via Zoom)

Present:	Simon Barber (Principal) [to 7.55pm] Andy Richardson (Chair) Debbie Cooper Revd Andrew Gready	Steve King Sally Smith [to 7.00pm] Duncan Fraser
In Attendance:	Liz Mastin (Vice Principal, Staffing) [to 7.55pm] Gavin Kumar (Vice Principal, Welfare) [to 7.55pm] Andrew Hill (Vice Principal, Attainment & Progress) [to 7.55pm] Helen Winn (CEO, Hope Sentamu Learning Trust) [from 7.40pm] Tony Myers (Chair of the Board of Trustees, Hope Sentamu Learning Trust) [from 7.40pm] Philippa Gowland (Trustee, Hope Sentamu Learning Trust) [from 7.40pm] Jess Swarbrick (Joint Head of Governor Services CYC, Clerk)	

		Action
1.	<p><u>Opening Prayer, Welcome, Apologies for Absence and Declarations of Interest</u></p> <p>The Chair welcomed everyone to the meeting, which opened with a prayer. Richard Nihill was absent. There were no declarations of interest.</p> <p>It was noted that the reports included on the agenda had been produced for the original meeting date of 30th March (postponed due to Ofsted inspection). Updated reports would be presented at the next LGC meeting in June 2022.</p>	
2.	<p><u>Minutes of the meeting held on 2nd February 2022 Action Plan and Matters Arising</u></p> <p>Previously distributed. The minutes were agreed to be a true and accurate record.</p> <p>With reference to the Action Plan:</p> <ol style="list-style-type: none"> 1. Carried forward, Ms Scaum to send newsletter to Debbie Cooper. Completed. 2. The Principal to share the MFL, PHC and Trustee LGC reports. Completed. 3. Governors requested a copy of the list of basic training available from the MAT. Carried forward. 4. The Chair to clarify with the trust what action is required with the list of training modules. The Chair advised that he had raised these questions with the Trust but had not yet received a response. He agreed to forward this information on to governors when received. 5. Chair to formalise link visits with governors. Completed. It was noted that the Pastoral visit report included on the agenda under item 6. 6. Clerk to send example link visit form to Chair. Completed. 7. Principal to include Diocesan report at the next LGC. Completed. 8. Principal to add "Retention of staff and difficulties of recruitment of staff" to risk register. Completed. <p>There were no other matters arising.</p>	

3. Principal's Update

The Principal's Report had been circulated with the agenda, along with updates on pupil progress, attendance, behaviour, SEND and staffing. Members of the Senior Leadership Team (SLT) provided an update for governors on each of these areas, noting as above that the reports had been produced in March and some of the information was now out of date.

The Principal gave an overview of the recent Ofsted inspection experience. It was noted that the final report had not yet been published. He outlined the work and documentation which had already been in place ahead of the notification of inspection, which had supported staff, SLT, governors and trustees in preparing for the process. The Principal advised that a paper had already been prepared for staff outlining key information, Academy Development Plan priorities and points around safeguarding. He advised that a summary SEF had also now been produced which provided key information for governors and trustees. Following its successful implementation at Manor, the Trust would be rolling this out across all its schools from September.

The Principal reported that he and SLT members were able to speak with confidence during the initial phone call with inspectors, about the position of the school in terms of SEF judgements, strengths and areas for development. At that point they had identified English, Maths, MFL, Science and PE as areas for curriculum deep dives on Day One. The Principal outlined the inspection process over the two days, which had included in-depth interviews with Heads of Department, SLT, groups of students, governors, trustees and members of the Trust school improvement team. Feedback after the first day had been that a lot of strong teaching had been observed and leadership was strong. However, SEND and the way in which all SEND students were effectively included in lessons was identified as an area of development, and a focus for the second day of inspection. The Principal highlighted that this was an area which had been a priority for development in school during this year, and whilst a lot of work had been done to improve this, it was recognised there was still more to be done.

The Principal advised that along with SEND, behaviour had been identified as a focus for Day Two. He advised that high levels of staff absence during the spring term in particular had meant that there was a lot of supply cover in place, which did lead to an increase in behaviour issues. It was recognised in school that this was a challenge, but was not due to endemic problems with the school's behaviour management. Inspectors' interviews with SLT, staff and students corroborated this, and they were satisfied that there were no systemic issues with behaviour. Students had confirmed that some learning was disrupted by poor behaviour during lessons led by supply, but this did not happen all the time. In addition, students interviewed had agreed that there were no areas of school where they did not feel safe, and that teachers responded to incidents when they were aware of them.

Governors thanked the Principal for his overview of the experience. It was agreed that a lot of developments had been put in place over this year in particular, and it was good that inspectors had been able to see the impact that these were starting to have in school. Governors expressed their thanks to the Principal and all staff for the preparation work which had gone into this. The Chair provided a brief overview of his interview with inspectors, in which had had been accompanied by Debbie Cooper, trustees and Trust Central Team members. He noted that the development of the Link Trustee role was helpful, recognising the importance of working in partnership with the LGC moving forward.

On behalf of all governors, the Chair noted formal thanks to the Principal and his team for the preparation in advance of the inspection, and the logistical support to the inspection which had enabled the process to run so well.

Pupil Progress Andrew Hill, Vice Principal (Attainment and Progress) reported that he had met with the Chair and Debbie Cooper in advance of the meeting to discuss Year 11 data in detail, and this

discussion had been minuted by the Principal's PA. Andrew advised that progress data was difficult to judge at this point, as the last published outcomes for comparison were from 2019. He reported that GCSE exams had begun this week - secure procedures in place and students were confident and positive about the content of the papers. Andrew highlighted, however, that there were exceedingly high levels of students with anxiety this year, and that arrangements had had to be made for them to sit their exams in smaller rooms, rather than in the hall. He advised that the school had worked to recruit additional invigilators to accommodate this, but noted that this was a national issue which all schools were dealing with. It was noted that protocols were in place for students who had to miss one or more exams due to illness, including Covid.

With reference to the data, governors raised a question about progress for student with high prior attainment being lower than other groups. Governors asked whether there was any connection between this and focus on catch-up interventions for middle and lower prior attainers. Andrew acknowledged that targeted intervention had focused more on middle and lower prior attainers, but he advised that progress for high prior attainers was not expected to be poor in the final outcomes. He advised that there was a lot of uncertainty about where grade boundaries would be set this year, which had meant that staff were being far more cautious in their predictions. Andrew advised that he would expect English outcomes to be in-line with previous years, though this was not reflected in the data report from March.

SEND The Principal reported that the SENCO, who had been absent long-term, was now on a phased return. He advised that Associate SENCO who had been covering his absence would remain in post to support this return, and plans for September were to retain the two roles to increase capacity to support SEND students. The Principal advised that the Trust were supportive of this, in recognition of the importance of further development of SEND provision in school.

Safeguarding The Principal advised that there were no additional updates to the information provided in the report.

Staffing Liz Mastin, Vice Principal (Staffing) reported that a new Support Services Manager had been appointed, but would not be starting until after half term, meaning the school had been carrying a vacancy for this post since Easter. Liz reported that the school was still struggling to recruit to TA vacancies, though she noted that this was an issue nationally as well, and not just specific to the school. She reported that interviews were scheduled for the Educational Support Worker before half term.

Liz reported that staff absences had reached a peak in the second half of the spring term, but were currently now back down in-line with expectations.

Attendance Gavin Kumar, Vice Principal (Welfare) reported that attendance continued to be impacted by Covid, though figures were still above national and amongst the highest locally. He advised that the Attendance Officer continued to work hard on strategies to improve attendance. She had completed training through City of York Council (CYC) and had been working with the attendance team at another local secondary school. Following on from this, a number of new tracking processes had been implemented, and it was expected that these would take effect in the next few weeks. Gavin reported that letters would be sent out at the end of the academic year to students with attendance levels causing concern, to advise them that they would be monitored more closely from September.

Behaviour Gavin reported that as at March 21st (the date of the report circulated with the agenda), there had been 57 suspensions issued to 35 students. He noted that March had seen a significant rise in suspensions, and this was directly related to the high levels of staff absence and the impact on behaviour as discussed earlier in the meeting.

	<p>Gavin reported that the pastoral team were working to provide additional presence and support in classes being led by supply teachers, in order to be proactive in terms of behaviour management.</p> <p>The Principal advised that anecdotally, he was aware that behaviour was an issue nationally following the two years of disruption caused by the pandemic. All schools were experiencing much higher levels of challenge from students than previously, particularly in younger year groups. The Principal advised that this was not an excuse, but that the effect of the pandemic on everyone and the fallout from this needed to be borne in mind moving forward.</p> <p>Governors thanked colleagues for their reports. No further questions were raised.</p>	
<p>4.</p>	<p><u>Academy Development Plan / SEF</u> Previously distributed. The Principal provided an update on the priorities in the following areas:</p> <p>Personal Development The Principal reported on the embedding of the Live Life Well strategy, which covered all aspects of PHSE and personal development in school. He advised that this had been co-ordinated by Laurence Rab School Chaplain, overseen by the Assistant Principal (Ethos) Tom Candlin and Andrew Hill. Previously the school had held five drop-down days throughout the year. Whilst these were memorable and had a long-lasting impact on students, changes had been made to schedule in more regular sessions into curriculum time for Key Stage 3 in the same way as Key Stage 4. Andrew Hill advised that drop-down days had now been reduced to three (one per term), plus 13 weeks of timetabled lessons for Years 7, 8 and 9. This model would be replicated for Year 10 from September, with a total of 28 hours per year in total of PHSE teaching time.</p> <p>Governors asked what the school's response would be to a challenge that PHSE should be delivered weekly. Andrew advised that through curriculum mapping, a lot of PHSE and personal development was covered through other subjects, for example Biology. He advised that in order to deliver weekly dedicated PHSE lessons, there would need to be a reduction in other timetabled subjects, which would have an effect on the broad and balanced curriculum offered by the school. It was noted that PHSE was also a part of collective worship and tutor time sessions as well.</p> <p>The Principal advised that planning had been tweaked throughout the year, in response to feedback. In addition, where the school became aware of particular issues affecting students, there was scope in the planning to adapt the provision to address this in a responsive way.</p> <p>Andrew highlighted the significant increase in students with mental health issues, and the work of the school in putting support in place where there was an identified need.</p> <p>Leadership and Management The Principal reported that following the recent staff, student and parent Edurio surveys run through the Trust, the school was looking at ways to best respond to feedback. In particular, responses from the staff survey and where these were below national figures. The Principal reported that the CEO had attended a number of staff meetings and was working with SLT at ways to ensure that all staff felt part of the Trust moving forward. Governors agreed the importance of continuing to build relationships, working together, and for the Trust to ensure it was a more visible presence in school.</p>	
<p>5.</p>	<p><u>Inclusion Data Dashboard</u> Previously distributed. It was noted that the report provided a rolling update on key data around behaviour, attendance and inclusion for governors to monitor over time. The Principal highlighted again the increase in behaviour incidents linked to high staff absence, which had been discussed earlier in the meeting. He noted that an updated report including data from March to May would be provided at the next meeting.</p>	

	<p>Gavin noted that though behaviour issues had increased in the school since Covid, data was still above the national average. Attendance figures were also the second strongest in the city, and it was expected that this would continue to improve moving forward.</p>	
6.	<p><u>Governance</u></p> <p>A report from the pastoral visit by governors on 9th March, focusing on behaviour and attendance, had been circulated with the agenda and was noted.</p> <p><i>Governors asked whether any feedback was available from the Link Trustee visit which had taken place in the spring term.</i> The Principal advised that he had received a draft from Philippa Gowland, Link Trustee, but governors had not been sent this. Debbie Cooper reported that she had also produced a report from this visit, which could be shared.</p> <p><i>ACTION: The Clerk agreed to contact the Link Trustee to request a copy of the visit report. Debbie Cooper to forward her report to the Clerk for circulation to governors.</i></p> <p><i>Governors raised the point that the change in governance structure this year and the removal of committees/working groups had meant that there was less opportunity for question and challenge during LGC meetings, not just for ethos discussions but other areas of focus as well.</i> The Chair noted that the opportunity for formal discussion was reduced during meetings, and that the LGC had looked at other ways of ensuring there was still detailed monitoring and scrutiny – for example through themed and focused visits to school which all governors were invited to. Governors recognised this, but asked whether the LGC should also reflect more on its effectiveness, and if so how this could be done.</p> <p><i>ACTION: The Chair agreed to look into organising a meeting outside of the formal schedule, to provide the opportunity for governors to reflect on their practice.</i></p> <p>With reference to training, Debbie Cooper reported that she had attended a board meetings webinar run by the NGA.</p> <p>The Clerk advised that an updated training record would be circulated with the next agenda for information, along with collated responses from the latest skills audit.</p>	<p>JS, DC</p> <p>AR</p>
7.	<p><u>Safeguarding</u></p> <p>It was noted that this had been covered under item 5, discussion of the Inclusion Data Dashboard.</p>	
8.	<p><u>Church School Distinctiveness –</u></p> <p>The Principal summarised his report, circulated with the agenda, which focused on updated relating to strands 1, 4 and 5 from the SIAMS framework.</p> <p><i>Strand 1: Vision and leadership</i> The Principal reported that values and the school vision were strongly evidenced in the school’s 210th anniversary service in the Minster, which was a great celebration of the school. He advised that collective worship continued to be quality assured, and Rev’d Andrew Gready had accompanied himself and the school chaplain in observation of this. Andrew advised that he would write a governor link report following the visit. He noted that there had been a really strong sense of the ethos and church school expectations.</p> <p><i>Strand 4: Community and Living Well Together</i> The Principal advised that the school’s behaviour policy reflected its vision and values, and the importance of forgiveness, acceptance and moving forward. He also highlighted the support for mental health which was provided by the pastoral team for students. The Principal noted that whilst staff were very supportive of each other, the recent survey had highlighted some areas for further development, which would be built on this term, involving support from the chaplaincy.</p>	

	<p>Strand 5: Dignity and Respect The Principal reported that there had been significant work in assemblies and form time on respect and tolerance this term, following feedback from students. He noted that the RSE policy had now been launched, and was also rooted in the ethos of the school with inclusion and equality at its heart.</p> <p>Governors noted the list of church school questions which had been circulated with the agenda. The Principal explained that these had been put together following discussion at the church school headteachers' network around how governors could be supported in effectively holding leaders to account. The questions had been provided by the Diocese of York and were intended to frame discussion, monitoring and challenge.</p> <p>Governors also noted the latest record of visit report from the Diocesan Advisor, which had been circulated with the agenda. The Principal advised that the visit had included discussion on the school's journey towards the next SIAMS inspection, as well as a focus on collective worship. Agreed actions had included consideration of a staff training course on collective worship. Additionally, there had been a recommendation that governors ensure that a review of Christian ethos and how it is reflected in the school's work was a key part of monitoring during link visits. The Principal advised that the inset day in July would focus on reflection of the school's Christian vision, what it meant for the staff and how this was shown in the way the school operated.</p> <p>Church School Risk Assessment Previously distributed. In relation to the ten areas for consideration, the Principal advised that he would judge the school as strong in most areas, with following two needing further development: <i>* Leaders, including governors, can articulate how biblical teaching roots the school's vision, giving it coherence, relevance and sustainability.</i> <i>* The school's leaders have taken sufficient notice of the advice provided by the local diocese in line with national guidance, including in particular Religious Education in Church of England Schools: A Statement of Entitlement and Valuing All God's Children.</i></p> <p><i>[Tony Myers, Philippa Gowland and Helen Winn joined the meeting at 7.40pm]</i></p> <p>The CEO noted that the Trust had commissioned a full review of governance, which would be taking place over the rest of the summer term and potentially into the autumn term. In response to a question from governors about the chance to input into this, the CEO advised that the reviewers had set up a programme which included consultation with a sample of local governors from across the Trust.</p> <p>With reference to the church school risk assessment, Andrew Gready stated that he was happy to take the lead on work with the Diocese and the school at the risks identified as Amber and to report back on progress to address these at the next meeting.</p> <p>ACTION: Andrew Gready to work with the school and Diocese to review the church school risk assessment and report back at the next meeting.</p>	AG
9.	<p><u>Premises Update, Health & Safety monitoring</u></p> <p>Governors noted the update report, which had been circulated with the agenda. The Principal reported that building work on the rotunda project was due to start soon. However, he advised that the rising cost of materials had meant that the funding provided from CYC would not cover all work in the original plans, and some elements had had to be scaled back.</p> <p>In response to a question about lettings, the Principal confirmed that bookings had increased and were now getting back to pre-pandemic levels.</p>	

	Governors recorded their formal thanks to Aaron Letham, the outgoing Facilities Manager who had left the school at Easter, for his service to the school, particularly during the Covid pandemic.	
10.	<u>Risk Management – school-level risk register review</u> Governors noted the risk register, which had been circulated with the agenda. There were no significant changes since the last report.	
11.	<u>Policy review</u> The following policies had been circulated with the agenda. Governors were advised that these were trust-wide approved policies, which included specific areas of LGC responsibility which they needed to be aware of: * Whistleblowing Policy * Alternative Provision Policy * Looked After and Previously Looked After Children Policy * Risk Management Policy and Strategy	
12.	<u>Items for escalation to the Board of Trustees</u> Governors noted the summary of business from Trustees’ meetings, which had been circulated with the agenda. No issues were highlighted for escalation to the Board.	
13.	<u>Any Other Business</u> The Principal had recently announced that he would be leaving at the end of the academic year to take up the position of Executive Director of Secondary Education at a trust in South Yorkshire. Governors wished him well with this exciting opportunity, and noted that there would be a chance to thank him more formally before the end of term. The CEO confirmed that Liz Mastin had been appointed as Interim Principal from September, and advised that she had announced this to staff that afternoon. Governors congratulated Liz on her appointment, and agreed they were excited to work with her to continue to move the school forward. <i>[Simon Barber, Andrew Hill, Gavin Kumar, Liz Mastin left the meeting at 7.55pm]</i> The CEO expressed her thanks to the LGC for their commitment and strong governance of the school, which had been recognised by Ofsted during the recent inspection. She advised that she had wanted to attend the meeting to provide clarity on the proposed recruitment process for a new Principal. The CEO advised that immediate recruitment had not felt like the right thing to do, and the appointment of Liz Mastin as Interim Principal would provide stability during this period of change. She advised that the Trust would go out to advert in the autumn term, with a view to appointing for September 2023 or sooner. The CEO proposed using a recruitment consultant to support the process, and advised that she was looking at potential companies for this. She advised that the Trust would work closely with the Diocese in making this appointment, and also assured governors that their governor involvement was crucial to the process. The CEO advised that she would put a timeline together by the end of the summer term to share with governors, and work with the LGC to schedule meetings around this to ensure that governors had the opportunity to be involved throughout the process. <i>[Helen Winn, Tony Myers and Philippa Gowland left the meeting at 8.05pm]</i>	

13.	<u>Any Other Business</u> There was no other business to report.	
14.	<u>Dates and times of next meetings</u> Wednesday 22 nd June 2022, 6pm	

The meeting closed at 8.10pm.

These minutes were approved by the Manor CE Academy LGC at their meeting on 22nd June 2022

**MANOR CHURCH OF ENGLAND ACADEMY ACTION POINTS
FROM THE MEETING HELD ON 18TH MAY 2022**

	Action Point	Item	Responsibility	Timescale
1	The Clerk agreed to contact the Link Trustee to request a copy of the visit report. Debbie Cooper to forward her report to the Clerk for circulation to governors.	6	Jess Swarbrick, Debbie Cooper	22/06/2022
2	The Chair agreed to look into organising a meeting outside of the formal schedule, to provide the opportunity for governors to reflect on their practice.	6	Andy Richardson	22/06/2022