

MANOR

CHURCH OF ENGLAND ACADEMY, YORK

FULL GOVERNING BODY MEETING

Minutes of the Meeting held Wednesday 6th May 2015 at 7pm

Present:

Mrs F Long (Chair)	Mrs E Jones	Miss J Wright
Mr B Crosby (Principal)	Mr G Reagan	Mr T Hanham
Mr D Hosier	Mrs S Duxbury	Mrs C Mawson
Mrs M Hudson	Mr D Judson	Mr T Myers
Ms H Woodall	Mr M Quick	Mr A Richardson
Mr S Naish		

In Attendance:

Mr S Gumn (Associate Principal)
 Mr S Bryan-Smith (Finance Director)
 Mrs V Barton (Associate Member)
 Dr S King (Associate Member)
 Dr S Smith (Associate Member)
 Mr L Tate (Subject Leader, Religious Studies) [until 7.30pm]
 Mrs M Gardner (Clerk)

		Action
1.	<p>Welcome and Opening Prayer Governors were welcomed to the first meeting of the new Local Governing Body (LGB) meeting since the launch of the MAT on 1st April 2015. The meeting opened with a prayer.</p>	
2.	<p>Apologies for absence and declarations of interest Apologies for absence were received, with consent, from Mr Yarrow, Revd Coates, Mr Moorcroft, Mrs Elsworth and Dr Cooper.</p> <p>There were no declarations of interest with regard to the agenda. Governors were reminded to update their Business Interest forms with new information when relevant. The Clerk collected Business Interest forms from the recently appointed Governors.</p> <p>The Chair announced that Mrs Sandra Falcus had resigned from her role as Associate Member. The Governing Body expressed their thanks for her support, particularly her invaluable work on the Staffing Committee.</p> <p>Governors were informed that the Diocese had formally appointed the following five Foundation Governors: Mrs T Elsworth, Mrs C Mawson, Mr T Myers, Mr M Quick and Mr A Richardson.</p> <p>Governors were reminded to withdraw from the meeting for items of conflict, e.g. staff governors to withdraw from item 6c.</p> <p>The Chair welcomed Laurence Tate to the meeting who delivered a presentation on RE teaching at Manor under item 4, which was taken at this point of the meeting.</p>	
4.	<p>Presentation on RE teaching Mr Tate tabled a paper providing an overview of Religious Studies at MCEA. His presentation included information about staffing, academic performance and GCSE changes. Mr Tate mentioned that the RE Department felt it had a core role in the school, and that the students recognised this. Governors were advised that the Department had good links with outside agencies.</p> <p>In response to a question about why Islam was being considered as a second religion to study in Y8, Mr Tate explained that it was motivated by how much bad press this denomination had recently received, and that it would be an opportunity to address the misconceptions surrounding it.</p> <p>Mr Tate was thanked for his presentation. He left the meeting at 7.30pm.</p>	
3.	<p>Minutes of the FGB held on 11th February 2015 (previously distributed) An inaccuracy was on page 1, item 3 was noted, i.e. 'Minutes of the FGB held on 24th September 2014' should read '... on 2nd December 2014'.</p>	

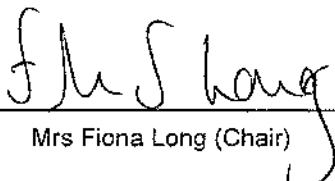
	<p>Subject to this amendment, the minutes were agreed as an accurate record of the meeting and were signed by the Chair after the meeting.</p> <p>Matters arising not included elsewhere on the agenda The following matters were raised:</p> <ul style="list-style-type: none"> · Action Point 2 – Chairs of the Staffing and Finance Committees were asked to advise the Governing Body at the following meeting of how they intend to communicate each committee's recommendations and decisions. · Action Point 1 – Mr Bryan-Smith reported that the decision-making flow charts had not been circulated due to their conflict with the Scheme of Delegation. The charts will be circulated as soon as the conflict has been resolved. · Governors were informed that under the new Articles of Association, the MAT appointed the Chair of the LGB. Mr Crosby suggested that the LGB vote and make recommendation for the MAT Board's ratification. Nominations for the Chair of Governors to be submitted to Mr Crosby. · It was confirmed that the York Learning Alliance (YLA) would not be established. · All Governors were invited to the Strategy Morning meeting on Saturday 16th May at 9am, where Revd Hand will speak about the particular role of Foundation Governors. It was explained that the Strategy Morning meeting on 21st March had been cancelled for compassionate reasons. 	<p>Chairs of Fin & Staff Comm's</p> <p>Governors</p>
5.	<p>Principal's Report Previously distributed. The following key points were raised:</p> <ul style="list-style-type: none"> · MCEA and Poppleton Ousebank Primary School (POPS) became a MAT under the title of Hope Learning Trust (HLT) on 1st April 2015. Employees of both schools are employed by HLT. The first meeting of the HLT Board took place on 5th May 2015. The HLT's Development Plan had been included in the agenda pack for Governors' reference. Mr Judson, a representative of the MCEA Governing Body on the Trust Board, reported from the HLT's Board meeting that the Board would delegate as many powers as possible to the LGBs, and the Board would take recommendations. Mr Crosby noted that already interest in joining the HLT had been expressed by other schools. · Although the plan to set up the York Learning Alliance Company had faltered and would not be resurrected, the Ebor Teaching School Alliance will be used to undertake school-to-school support in the city, co-ordinated by Liz Mastin. Funding of approximately £330k had been allocated to deliver the work. CPD comes under the remit of the Pathfinder TSA but it will meet regularly with the ETSA to co-ordinate work. · Regarding staffing: Mr Crosby outlined known changes to staff as from September. This includes Andy Crisp being seconded for one year by the Ebor Academy Trust to the position of VP at Filey. Governors were informed that staff had until 31st May to offer further resignations. Mr Crosby also reported back on progress with restructuring the Leadership team, looking for a reduction in numbers to gain significant savings in the forthcoming years. These changes will probably be implemented in January 2016. The Finance and Staffing committees (as delegated by the FGB) are having joint meetings to discuss and resolve the issues. · Mr Bryan-Smith reported that the current in-year situation was very close to what had been expected. Governors were reminded that the years 2016/17 and 2017/18 would be very challenging, but Mr Crosby reminded governors that this is common to all schools and academies, with many facing far greater challenges than Manor. · Under Student Progress, it was noted that the real figure for 5 A* to C in English and Maths was 75%-82%, and not 82%-85% as indicated in the report. Pupil Premium students are performing significantly above the national average, but not necessarily closing the gap. Moderators' visits have produced very positive reports. · With regard to 'assessment without levels', the Chair of the Attainment & Learning Committee confirmed this was a major part of the Committee agenda. Mr Crosby spoke about how MCEA prepared for the change and tabled an example of the new assessment form. · Attendance in Year 10 needs to be monitored closely, but PP attendance is now at 94.64% which is very favourable compared with the national figure. 	

	<p>It was confirmed that the triangle of land on the northwest still had not been signed off, and the £200k was still to be paid to MCEA by CYC. Governors were advised that the green belt had been classed as educational land, which already existed as such in the Neighbourhood Plan.</p>	
6.	<p>Strategic Development of Academy <i>a) Academy Development Plan (ADP)</i> ADP 2014/15 had been previously distributed. With regard to attainment and learning, Mr Crosby mentioned that realistic targets had been set for the cohort.</p> <p>ADP 2015/16 had been previously distributed. The headline target is 75% A*-C including English and Maths, 82% 3 levels of progress in English and Maths, and 96% attendance. The Principal spoke about the updates and targets. Governors were made aware that current Y10 cohort would require extra Maths support to reach the 75% target. The Governing Body offered support to the Attainment & Learning Committee regarding Y10 and the challenging year ahead. In response to a question, the Principal confirmed that the Academy was profiling students from Year 7 and 8, to forecast their progress. Governors requested that training sessions be provided on the progress measures that would be replacing levels in the future.</p> <p>Governors were informed that MCEA was aiming for 80 students per year to continue their education at the Sixth Form College.</p> <p>The Principal tabled a layout plan for developing the land to the southwest side of MCEA ('MCEA Buffer Revision') and reported that the proposed buffer had been widened from 10m to 55m. Mr Crosby requested that the Premises Committee review and finalise the plan. Governors discussed the impact of this development and how it would tie in with plans for the triangle.</p> <p>Governors were reminded that Committees were welcome to contribute to the ADP document throughout the year, and that it should be included on their agendas.</p>	The Premises Com.
	<p><i>6b) Hope Learning Trust – the role of the Local Governing Body</i> Scheme of Delegation had been previously distributed. It was noted that the distributed document contained the history of edits. The Principal declared he would circulate the finalised version.</p> <p>The Principal explained that the structure of the LGB would be reviewed in September. Governors were informed that details of the roles of the LGB and the Trust were on the MCEA website. It was noted that the Principal and Vice-Principal were appointed by the MAT in conjunction with the LGB.</p> <p>Governors were advised that the Scheme of Delegation would be uploaded to the MAT website once it has been created.</p>	BC
	<p><i>6c) Leadership structure with reference to the current situation</i></p> <p><i>[Mr Reagan, Mrs Hudson, Mr Hosier and Mr Gumn withdrew from the meeting at 8.40pm.]</i></p> <p>The Principal tabled 'Leadership Team Review', a document with general information about the SLT restructure process, setting forth two alternatives for reducing the size of the SLT and making savings. Mr Crosby mentioned the increase in the NI and Teachers Pension contributions, and that no funding from the Government had been offered to counterbalance this. Governors were reminded of the possibility of £400k in-year deficit in 2015/16. Mr Crosby mentioned that the Academy was aiming to reduce the deficit to £100k.</p> <p>Governors were advised that the restructure had been discussed at the joint Finance & Staffing Committees meeting on April 15th and that they had decided that Plan B for restructuring was the better option and was a model that best reflected what the Academy aspired to, i.e. it was outward looking and presented new opportunities</p> <p>It was noted that the Academy would observe a three-year salary safeguarding period. Governors were advised that the post of the Head of the Academy was a new role, and that the post-holder would be responsible for the day-to-day running of MCEA, and that they would need to be a person of Christian faith.</p> <p>In response to a question about at what point staff were at risk of redundancy, Governors were advised that the Staffing Committee would consider the feedback to the consultation at the end of June, which would determine any redundancies.</p> <p>Governors were advised that the proposed leadership structure had not been shared with staff yet, and</p>	

	<p>that job descriptions had been shared with the Chair of the Staffing Committee.</p> <p>In response to a question, it was explained that the final structure would be drawn up after the consultation, and presented at a joint Staffing and Finance Committees meeting for their approval, as previously delegated by the FGB.</p> <p><i>[Mr Reagan, Mrs Hudson, Mr Hosier and Mr Gumn re-joined the meeting at 8.57pm.]</i></p>	
	<p>6d) ETSA 6e) 'Without levels' strategy</p> <p>Both items were covered in the Principal's report.</p>	
7.	<p>Updates:</p> <p>b) <i>Current GCSE predictions</i> Mr Crosby re-iterated that currently approximately 75% 5 A* to C in English and Maths was being predicted.</p> <p>c) <i>Pupil Premium (PP)</i> Governors were advised that although PP students continued to perform above the national average, the gap still remained. The PP Link Governor mentioned that Karly Wallace had kept the website up-to-date with PP information, and confirmed that PP children were tracked well.</p> <p>a) <i>Key risks</i> Mr Bryan-Smith reported on the following key risks:</p> <ul style="list-style-type: none"> i) reserves; ii) failure to comply with Health & Safety; iii) HR; iv) Budget in deficit – this risk had been historically low. Governors were advised that the risk was currently more probable with major impact. Mr Bryan-Smith advised Governors that the SLT restructure would secure only a third of the required savings. He mentioned that MCEA was not going into deficit, but made the Governing Body aware that actions needed to be taken. v) Increase in NI and Teacher Pension contributions – together major impact <p>Mr Bryan-Smith offered that he could come to Committee meetings to discuss relevant risks in more detail.</p>	
8.	<p>Summer Term LA Briefing Papers Mr Myers had attended the LA Briefing on 29th April 2015 and provided feedback to the Governing Body.</p>	
9.	<p>Committee Reports</p> <p>a) <i>Student Welfare Committee</i> meeting - 5th February 2015 – the minutes had been previously distributed and noted. Mr Naish reported that the meeting held on 29th April 2015 discussed anxiety related to exams. He confirmed that attendance levels had met the target.</p> <p>Mr Gumn informed Governors of a forthcoming training session on mental health.</p> <p>Governors were encouraged to complete an online Child Protection training. Mrs Long declared she would circulate the link to the website.</p> <p>In response to a question, it was confirmed that the Homeschool Agreement was on the website.</p> <p>b) <i>Staffing Committee</i> – meeting held 16th March 2015 – the minutes had been distributed and noted.</p> <p>c) <i>Attainment & Learning Committee</i> – minutes of the meeting held 28th January 2015 had been distributed and noted. The Chair tabled the minutes of the meeting held 26th March 2015 and reported that the Committee had carried out Y10 and Y11 analysis of progress.</p> <p>d) <i>Joint Finance & Staffing Committee</i> – minutes of the meeting held 15th April 2015 had been</p>	Chair

	<p>distributed. Mrs Duxbury reported that the Finance Committee had discussed the current year financial position. Both Committees had rigorously discussed the SLT restructure before deciding to adopt Plan B with a proviso that the Head of Academy role should go to a committed Christian.</p> <p>e) <i>Premises Committee</i> – minutes of the meeting held 26th February 2015 had been distributed. Governors were advised that, following a meeting with the contractor, the Academy was awaiting a report regarding the uneven flooring and confirmation as to who would cover the repair cost.</p> <p>f) <i>Lettings report</i> had been previously distributed. Congratulations were expressed to Mrs Snowden for promoting the facilities and generating income.</p> <p>g) <i>Standing Committee</i> - meeting held 22nd April 2015 The Chair reported that the Standing Committee had discussed the role of the LGB under the new structure; the impact the School-to-School work would have on the Academy; Free School (might commence in September 2017); Admissions; Model B of the SLT restructure and the inclusion of an Assistant Principal for interventions.</p>	
10.	<p>Governor training and correspondence Mr Reagan and Mrs Hudson had attended a session on introduction to being a governor. Mr Hanham had attended 'Managing Finance'. It was noted that Mr Yarrow was attending a further training session in the Welcome to Governance series, which was why he could not attend the FGB meeting.</p> <p>There was no correspondence for discussion.</p> <p>The Chair asked Link Governors to return to her their report from their visit to school as soon as possible.</p>	
11.	<p>Any Other Business No matters were raised.</p>	
12.	<p>Strategy morning – Saturday 16th May 2015 – 10am to noon</p>	
13.	<p>Confidentiality Governors were reminded of the confidential nature of all governing body discussions.</p>	
14.	<p>Dates of next meeting: Wednesday 24th June 2015 at 4.15pm.</p>	

The meeting closed at 9.25pm

Signed: 
Mrs Fiona Long (Chair)

Date: 24.06.15

Action Points from the Full Governing Body Meeting held on 6th May 2015

	<u>ACTION</u>	AGENDA ITEM	WHO	WHEN
1.	Submit nominations for the Chair of Governors to Mr Crosby.	3.	Governors	Sep 2015
2.	Review and finalise the MCEA buffer zone layout plan.	6a.	Premises Comm.	ASAP
3.	Circulate the finalised Scheme of Delegation.	6b.	BC	ASAP
4.	Circulate a link to the online Child Protection training.	9a.	Chair	ASAP

Action Points from the Full Governing Body Meeting held on 11th February 2015

	<u>ACTION</u>	AGENDA ITEM	WHO	WHEN
1.	Carry Forward: Forward the Statutory Statement of Discrimination to the Clerk for distributing	3.	BC	ASAP
2.	Carry Forward: Chairs of Staffing and Finance committees agree on how to communicate each committees' recommendations and decisions	3.	Committee Chairs	ASAP
3.	Circulate decision making flow charts	3.	SBS	ASAP