

LOCAL GOVERNING COMMITTEE MEETING

Minutes of the meeting held Wednesday, 7th December 2016 at 18:00 hours

Present:

Mr S Barber (Principal)	Mr T Hanham	Mr R Yarrow
Mr T Myers (Chair)	Mrs M Hudson	Rev C Coates (from 18:35)
Mr S Naish	Dr S Smith	Mrs S Duxbury (from 18:45)
Mr D Hosier	Mr A Richardson	
Mr G Reagan	Mrs F Long	
Mrs E Jones		

In Attendance:

- Dr S King (Associate Member)
- Miss J Caddell (Vice Principal)
- Mrs E Mastin (Vice Principal)
- Mr I Nariani (Vice Principal)
- Mrs Liz Andrews-Wilson (Clerk)

		Action
1.	The Chair welcomed all governors and attendees to the meeting. Liz Andrews-Wilson (Clerk) was asked to introduce herself. The meeting was opened with an Opening Prayer.	
2.	Apologies for absence and declarations of interest Apologies for absence had been received, with consent, from Mrs V Barton, Dr D Cooper, Mr D Judson, Mrs C Mawson, Mr M Quick and Ms J Wright. It was noted that Mr S Quartermaine and Mrs T Elsworth had not sent apologies. Mr S Bryan-Smith and Ms S Simpson had not sent apologies so no finance personnel were present. There were no declarations of interest.	
3.	Minutes of the LGC held on 21st September 2016 The minutes had been previously circulated. They were agreed as a true and accurate record and were signed by the Chair at the end of the meeting. Action 1: The Chair reported that a poll had taken place to vote for the future meeting time for LGC meetings and that a 6pm start had been assumed. He added that this would need to be kept under review. It was noted that 6pm starts are not a good time for working people, especially working mums. It was also noted that at a previous meeting discussions had taken place to look at how to attract working people (especially working mums) into the committee. UNDER REVIEW. Action 2: The latest Governor Profile Document had been circulated. COMPLETED. Action 3: The Chair reported that the HLTY's CEO had asked him to join the HLTY as a Trustee/Director, and he had accepted. Therefore, this meeting would be his last as the Chair of the LGC. COMPLETED. Action 4: The Chair reported that the Principal had received no expressions of interest from anyone wishing to become Chair. COMPLETED. A governor asked for clarification around David Judson's dual position as an LGC member and a HLTY Board. The Chair advised that Mr Judson could sit on both as he was not the Chair of the LGC. He further advised that Mr Judson is a Director of the Trust, and not a liaison with the Trust. All communications would go through the Chairs, with a parallel communication route through the Headteachers/Principals.	

	<p>The discussion moved on to a general update about the future of this committee and the HLTY Board. The Principal advised that as the Trust develops the role of this committee would change, as the schools in the Trust begin to work together. He advised governors that changes to how the LGC operates were coming. A governor commented that roles and responsibilities need to be made clear, especially around finance - from a risk management point of view. The governor added that they were confident about the quality of teaching. It was noted that the committees feeling was that the Board level structure on strategic planning and finance was not clear. It was the feeling of the committee that the HLTY curriculum plan was positive. Governors reported having questions and concerns over safeguarding the strategic direction.</p> <p>The Chair stated that the lack of communication from HLTY had been problematic. He advised that following the restructure of the Trust, the Trust will have two committees:</p> <ol style="list-style-type: none"> 1) Standards 2) Resources (to include Finance, and to be the MAT Audit Committee) <p>The CEO had asked the Chair (TM) to be Chair of the HLTY Resources committee. The Chair stated that as a Member of the Board he hoped to be able to make a difference to the levels of communication. He further advised that the CEO was aware of the need to have clearly defined roles for the LGC and the individual governors. The Chair reported that the CEO had recently attended a training course on how to be a CEO and had come back with a lot of ideas that will impact on the growth and development of HLTY. The Chair was also able to report that the HLTY was working on a chart to show the position of the LGC, individual governors and the Scheme of Delegation. Furthermore, the Trust Board Resources Committee had been tasked with looking at the draft Terms of Reference. He added that progress was happening but it was slow. Governors commented that they were concerned that the role of the LGC Chair was not clear. The Principal advised that the committee continue as they are, in order to be part of the change when it happens. A governor queried whether it is the role of the LGC to review policies or would this be moved to a responsibility of the MAT Board? The Chair advised that he would work on this and other issues at Trust Board level.</p> <p>Action 5: It was reported that the minutes from the last Finance Committee meeting had been circulated. COMPLETED.</p> <p>Action 6: Fiona Long reported that she had not received any basic safeguarding training certificates, she confirmed that Jane had a record of staff certificates. The Chair urged governors to complete the training and forward any safeguarding certificates (external or otherwise) to Fiona ASAP.</p> <p>Action 7: Co-ordinating a meeting to conduct a SIAMS review remains ONGOING. It was reported that the SEF for SIAMS was being worked on in collaboration with the Diocese. It was also reported that Governors had attended training on SIAMS.</p> <p>It was noted that the newly formed Ethos Committee was working well and were getting ready for inspection next year. The Chair commented that standardisation is useful but felt that each academy must retain its own identity.</p> <p>Action 8: The Chair confirmed that the Jane Willis's secondary report had been circulated within the agenda pack for this meeting. COMPLETED. It was noted that this report was completed before the update on Progress 8, in the middle of the appeal period.</p> <p>Action 9: It was noted that the School Improvement Plan had been sent. COMPLETED.</p> <p>There were no further matters arising.</p>	<p>ALL</p> <p>JC</p>
4.	<p>Strategic Development of Hope Learning Trust (HLTY) The Chair outlined that discussions had been progressing matters; the Trust had started to</p>	

progress work on policies for early next year. He reported that HR and Finance were the top priority for the Trustee Board. In his new capacity as Director of the Trust, the Chair advised that he had attended two Trust meetings, the first of which had been very early in the term. The second meeting had been with Mike Smit in attendance, talking about data and inspections. He had been very well received and had offered lots of advice on Ofsted issues. The Chair highlighted that the next Board meeting was to be held next week and that the number of Board meetings per year had increased to 10 from only four last year. He also advised that there would be five sub-committee meetings each year. It was the Chair's feeling that there was a big intensity of moving forward. **A governor queried if there were any other MAT members expressing concern about the slow moving progress of the HLT Board?** The Chair explained that Burton Green Primary and Forest of Galtres were all recent members and reminded governors that Canon Lee was not yet a member. It was noted that there had been disappointment that a school hadn't joined the group that the MAT Board had hoped for. A governor commented that there was concern over the autonomy of the Headteacher/Principal and what this would mean for the Headteachers position within the MAT Board structure.

[18:35 - Canon Coates entered the meeting]

A governor queried if Brian Crosby is still based at the school. The Chair advised that he was and that the CEO had an office at Canon Lee. He further advised that the CEO was hoping to move into the old Clifton Juniors on the site of Canon Lee.

5. Strategic Development of Manor Academy

5.1 Academy Development Plan 2016/17

The Principal reported that the Academy Development Plan 2016/17 update had been previously distributed and he was open to questions. None were received.

RAISEonline

The Principal reported that RAISEonline had been published and he tabled the report for governors to follow while he flagged up some of the salient details. He started with a look at Progress 8 and Attainment 8. He explained that the Progress 8 analysis looked at the pupils' KS2 predicted results and compares them to the KS4 actual result. The Principal stated that the number of pupils in the year had been 178 **All**. Within this cohort 28 are listed as **Dis** (meaning disadvantaged: looked after, adopted, free school meals - note that Forces children are not included in Dis). He stated that overall the **All** cohort achieved 0.1, which was better than expected given their starting point in KS2. He described this as a positive, but not an overwhelming result, placing the school in the 'middle band'. However, the **Dis** cohort had scored -0.4 overall, which in real terms relates to almost half a grade below where they should have been, therefore their performance was significantly lower than expected and was not a good position to be in.

[18:44 - Sue Duxbury entered the meeting]

The Principal further reported that the figures within the document can be broken down further and compared to other overall national figures. A score of -0.39 places the low band (Dis) pupils into a position of being significantly below the national average (giving a difference of -0.58). The pupils in the high band (All) scored 0.16, but concern was raised over the small cohort of pupils in the high Dis bracket who scored significantly below the national average on -1.54. The Principal advised that this data relates to a very small cohort from 2015/16 warning that this data should be viewed carefully. He warned that if numbers are below five it is difficult to assess the figures. The Principal explained that he had further analysed the data and had compared the scores of the pupils who should have scored higher to their attendance record and SAT's and CAT's scores. The Principal advised that the KS2 SAT's didn't appear to be the issues, but implied that somehow these pupils had 'slipped through the net'. He advised that the Attainment and Learning committee would be looking at this in their meeting next week. Furthermore, the link governor was working with

the Pupil Premium staff member to turn this around, as the Dis scores had placed the school into the 100 of 100 position. The Principal stated that high Dis figures had become a theme and had been flagged up elsewhere.

The Principal highlighted the English element Progress 8 scores of All 0.0. He noted that this had not added a significant level to the score and therefore wouldn't be classed as Outstanding. Likewise, the Maths score of All 0.0 is disappointing, especially as English and Maths elements carry double points. The Principal explained that the Ebacc position presented a more positive picture. With an All score of 0.3 the score was significantly over the national average. In the Open element (including RE) the cohort fell into the significantly over the national average on 0.1.

The Principal went on to highlight some of the attainment figures, stating that 69% had achieved grade C or above in English and Maths, which raised to 71% after validation. The Principal reported positively that Science had achieved results where English and Maths hadn't, stating the score for the All cohort as 0.3 and Dis as 0.2. Languages had scored -0.1 All and -0.5 Dis. The Humanities subjects had a very credible score of All 0.5 and 0.1 for Dis.

The Principal drew governors attention to the table on p12 relating to KS4 Progress 8 results, noting the All pupil score of 0.11. He stated that these scores were unvalidated.

The Principal highlighted that a break down of the scores indicated the following:

- boys scored worse than girls especially in English
- Dis underperformed especially in English and open
- All pupils English element scored -0.01
- All pupils Maths element scored 0.03
- All pupils Ebacc element scored 0.29
- All pupils Open element scored 0.06

Dis and SEN provision

The Principal stated that Ofsted look at the results of Disadvantaged and SEN pupils to rate the schools performance. He further highlighted that English, Maths and Ebacc subjects are under a lot of pressure to show good results. The Principal warned that the school can not have another year like 2015/16. He stated that 'disadvantaged' needs to improve and English and Maths HAS to improve. He outlined that EXCEL (the provision for SEN) had indicated that if a pupil was below level 2, EXCEL will assume that pupil needs to get 'G's at GCSE. He advised that if SEN pupils are not entered for Ebacc or other GCSE's then the school scores 0. It was the Principal's opinion that pupils with special needs are being set up to fail. He paraphrased a comment from the Government saying that, if a child doesn't get an Education Health Care Plan from SEN this affects the level of support they receive. He added that following this comment there had been an increase in the uptake of applications for EHCP's. He warned that EHCP's take a long time to get into place.

The Principal advised that Julian Sturdy MP was due to visit the school on 9.12.16. The Principal was to talk to him about the provision for SEN education. He informed the governors that the school was in contact with an advisor to Justine Greening and the Principal was hoping to open a dialogue with her on this issue.

The Principal advised that 12 pupils were coming into the 2017/18 Year 7 intake, some with very high SEN needs. He advised that the school needed to review EXCEL, adding that if a pupil can not access GCSE's, maybe they should not attend at Manor, as this makes the schools results go down. The Principal praised the Applefield's provision (where children move between Manor and Applefield's), stating that this gives the pupils a chance of living independently. A governor suggested that if EHCP could disallow pupils being entered into GCSE's this could help the schools and the EHCP pupils. They added that government lobbying was needed.

The Principal highlighted that KS2 SAT results appear on RAISEonline, or pupils come into secondary school with a primary school teacher assessed report. RAISEonline should be looked at with this in mind. He added that primary school teachers have to access pupils to reach their own targets and standards. A governor commented that all of this seems to be damaging the schools scores and therefore the issue seems to be a provision error in SEN,

	<p>which the school needs to improve upon. A governor commented that the school may have to consider stopping the intake of EXCEL pupils.</p> <p>It was agreed that the Principal would write a letter on behalf of the LGC to be sent to Parliament to explain the LGC's point of view on these SEN issues.</p> <p>SIAMS preparation No discussion was taken under this heading.</p> <p>GCSE targets 2016/17 The Principal indicated that a Progress 8 target of +0.35 had been set for 2016/17. He warned that this would be impossible to predict as the school had no idea how the rest of the country will do. It was noted that the Maths syllabus was getting harder and teachers were finding it harder to find the time to teach it all.</p> <p>5.2 Jane Willis report It was noted that the Jane Willis report had been previously distributed.</p> <p>5.3 CYC Risk Assessment Letter The Principal confirmed that the CYC Risk Assessment letter has been previously circulated. He explained that a risk assessment is sent to all schools. Manor had been rated as A, good or better. He added that last year a letter had been received to say that the school had been rated 'good' on pupil premium and he stated that the school needs to prepare for next year. A governor queried what next year's position was. The Principal indicated that 20 Dis pupils were in the Year 7 intake and that the school had already begun working with these pupils. He added that the Heads of English and Maths are meeting fortnightly to focus on Year 11, specifically to try to challenge 13 pupils in English and 11 for Maths to move from point 5 to point 6. The Principal reported that the SLT and wider leadership team were working with the second bucket subject teachers to improve grades, and then would focus on the third bucket subjects. He added that it was the school's aim to be on top of these issues. He stated that last year 34 pupils had additional support in Year 11, which was a high number to deal with. It was felt that 20 for 2016/17 was a more manageable number and each pupil would have a personal mentor. A governor queried if the grades were being predicted correctly? The Principal confirmed that standardised papers had been looked at to see how Manor pupils compared to the national picture. He was in correspondence with the exam boards, as English and Maths was a big issue for the school.</p> <p>5.4 SEF The Principal stated that he had been working on SEF's, fleshing out the details with the Vice Principals. The SEF will be shared with the sub-committees in due course.</p> <p>5.5 Financial Outlook The Principal outlined the introduction of a curriculum-led financial planning piece of software, called Financial Outlook which was to be used from 2017 onwards. The MS excel spreadsheet shows how funds are allocated, highlighting how much time is spent on each subject. The Principal was hoping to use this software to put more provision into the teaching of English and Maths. He added that this spreadsheet looks at cost saving and expenditure and was a very rigorous process. It was reported that by March the Principal hoped to have a report for governors to look at to show the progress that had been made on this.</p>	PRINCIPAL
6.	<p>Governance</p> <p>Resources Committee The Chair reminded the LGC about the merger of the Finance and Staffing Committee to form the Resources Committee. The Joint Chairs of Resources Committee addressed the LGC, highlighting the key factors that had led to the decision to merge the two committees. A governor queried if Quality Assurance was being looked at? The Chair asked</p>	

	<p>teaching colleagues for their opinion and it was felt that Quality Assurance should be moved to Attainment and Learning Committee. The Chair stated that a discussion was needed about the Chair position of Resources Committee in light of the recommendation for Tom Hanham to become Chair of LGC. The Chair stated that the new Resources Committee would need an updated Term of Reference, as they were still working from separate ToR's. It was agreed by all that the committee would follow the lead from the MAT Board's ToR's once they became available.</p> <p>Meeting dates for 2016/17 The Chair confirmed that the meeting dates for 2016/17 were circulated to reflect the Staffing and Finance merger and the formation of Resources Committee.</p> <p>Recommendation that Tom Hanham becomes Chair of LGC <i>[Tom Hanham left the room while the governors discussed the Chair position]</i> The Chair reported that he and the Principal had spoken with TH about the challenges ahead and TH had said that he was happy to move forward into the Chair position in the current climate of change. A governor commented that it was a massive job to undertake the Chair role of LGC if TH was to remain as joint Chair of Resources. The Chair stated that he had discussed this with TH but hadn't had chance to discuss with Sue Duxbury. It was felt by all that TH was ideally suited for the role of Chair of LGC. Governors raised concerns for TH taking on this new position during such changing times for HLTy. The Principal commented that TH brings with him great business acumen and would be able to deal with the challenges that being the Chair presents. The Chair stated that HLTy CEO was in support of TH's recommendation to become Chair. The LGC unanimously agreed to recommend TH to the HLTy Trustee Board, for HLTy to ratify at their forthcoming Board meeting. <i>[TH was invited back into the room]</i></p> <p>The Principal offered TH huge gratitude for taking on the Chair of LGC role and TH said that he was looking forward to taking it on and thanked everyone for their vote of confidence.</p> <p>It was agreed that Resources Committee are to discuss the committee's Chair and Deputy Chair positions following this recommendation.</p>	Resources Committee
7.	<p>Updates</p> <p>Admission numbers 2018 The LGC unanimously agreed to recommend 220 as the number of pupils for admission for 2018, to HLTy.</p> <p>Pupil Premium The Principal tabled another recently produced report, still in draft form for governors to consider. The document highlights <i>The Use of the Pupil Premium Funding</i>. He outlined that the school is required to show on its website how the Pupil Premium Funding was spent. The Principal guided the committee through the document, highlighting key costs. He stated that 14% of the pupils in the whole school are eligible for Pupil Premium. The analysis within the document looks at how long each individual member of staff spends proportionally, on Pupil Premium pupils. It was agreed that the report was a good starting point, but governors had concerns about the level of detail in the report and felt that being too transparent could risk exposing the school in a 'too open' position. A governor queried if it was enough for the governors and the Principal to know the details. The Principal asked governors to look through the report and send him comments before 13.12.16. He would then collate the amendments and the final report was to be approved at Attainment and Learning committee next week.</p> <p>The governors queried some of the data on the Impact trending table. The Principal draw their attention to a sentence in the report, <i>"Although the interventions put in place did not have a huge impact on the students the nature of the cohort and the proportion of complex needs within it have led to a widening."</i> It was felt that a summary of the report</p>	All

	<p>would best suit the website, but a detailed report should be kept should Ofsted required it.</p> <p>205th Anniversary Service - York Minster 13.03.17 at 19:00hrs. All Governors noted the date and change of time for the service. The time had been changed to make the event more cost effective for teaching staff and to alleviate transport and supervision issues, as pupils would be brought to the Service by parents. The Principal agreed to write a letter to pupils strongly advising them to attend. It was also agreed that parents should receive plenty of notice and reminders should be sent out.</p>	Principal
8.	<p>Committee Reports Where available, minutes (or draft minutes) had been previously circulated.</p> <p>8.1) Student Welfare – meetings held 5.10.16 and 16.11.16 The Chair of the Student Welfare Committee advised that no meeting will be held on 20.04.17. No questions were received.</p> <p>8.2) Finance/Staffing Committee – meetings held 3.10.16 and Resources Committee met for the first time on 2.11.16 No questions were received.</p> <p>8.3) Attainment & Learning – meeting held 15.09.16 No questions were received.</p> <p>8.4) Premises Committee – meetings held 6.10.16 and 24.11.16 No questions were received. The Principal advised that the building of the new room had begun. A governor queried whether the hall was large enough to house a 220 cohort, particularly at exam time. The Chair of the Premises Committee advised that the committee had been looking into this issue.</p> <p>The Chair thanked the individual committees for their continued work.</p> <p>8.5) Standing Committee - meeting held 30.11.16 The Chair advised that the Standing Committee had been looking at SIAMS and targets at last week's meeting. The Chair outlined the meeting in brief, listing three key discussion topics:</p> <ol style="list-style-type: none"> 1) The possibility of a restructure was an embryonic proposal 2) The introduction of end of year services, with each year group having its own assembly (led by the prefects) <ul style="list-style-type: none"> - Governors were advised that this would take place in the last week of term, on Thursday, 15.12.16, on the hour every hour – moving through the year groups - Governors to be advised on their link governor year group timings 3) Exploration of whole school collective worship at advent, lent and end of year <ul style="list-style-type: none"> - Pupils to put together videos - Pupils to be involved in and leading worship - Pupils to do prayers, readings - Use the structure of a 'normal' service - Student led, not formal - Worship at their level <p>Governors were advised that the last day of term was to be a fun day, organised by Heads of House.</p> <p>Strategy Meeting The governors debated the timing of the Strategy Meeting, as a question was raised over whether the Saturday morning slot it occupies is still a good time for the people to meet. The Chair, in-coming Chair (TH) and Principal agreed to reflect on the responses received from governors, as there was no clear way to move forward. The importance of the Strategy Meeting was highlighted as it provides a good forum for thrashing out idea and discussing key issues. The Chair advised that the Risk Register needs looking at. It was felt by all that</p>	Strategy Meeting

	each meeting should have clear aims and objectives and be given a specific issue to thrash out.	
11.	<p>Governor training and correspondence The Chair advised that no correspondence had been received.</p> <p>Training A number of governors indicated that they would be attending the Diocesan Safeguarding training on 17.01.17. The Chair recommended the training courses run by City of York Council having found them to be 'very useful'. The Clerk highlighted that she and another Governor Support Officer had stepped in to backfill Amy White's post at CYC, so training requests would still be actioned during AW's secondment period. The Clerk advised the governors that she was beginning to implement a training schedule on the bottom of each agenda to advertise up and coming training that was relevant to the agenda. The governors all agreed that this would be useful going forward.</p>	
12.	<p>Any other business</p> <p>Neighbourhood Plan A governor brought it to the attention of the committee that the ongoing Poppleton Neighbourhood Plan had gone to full consultation, after which it would go to the Town Planning Examiner, then a referendum, before becoming law. The Plan referred to a planned development, of 261 new houses (dropped from 300). The school was keen to keep its playing field and the agricultural land around it. The governor advised that a large water holding container was to be sunk to limit localised flooding caused by the backing up of the Carr Dyke, and that most of the houses were going to be built on Boroughbridge Road. Plans are available online.</p> <p>Lettings Policy A governor asked to see the minutes from the Premises Committee meeting which took place on 24.11.16 (minutes were not available for circulation at the time of this meeting). The governor wished to see the discussion which took place about the Lettings Policy.</p> <p>Carol Service Governors thanked the staff and pupils for the Carol Service, commenting that the pupils were very well-behaved.</p> <p>Christmas Fayre Governors thanked the PTA for a 'brilliant' Christmas Fayre. It was agreed that the PTA should receive a letter of thanks from the LGC. The Principal agreed to write the letter.</p>	<p>MQ</p> <p>Principal</p>
13.	<p>Strategy morning - Date to be finalised Meeting to include discussions on:</p> <ul style="list-style-type: none"> - Role of LCG - Risk Register 	
14.	<p>Confidentiality The Chair reminded the governors that the discussions and papers derived from this and all governor meetings were to be kept confidential.</p>	
15.	<p>Date of next meetings:</p> <ul style="list-style-type: none"> • Tuesday, 28th February 2017 at 6pm • Wednesday, 17th May 2017, at 6pm • Wednesday, 5th July 2017, at 6pm 	

The meeting closed at 20:15 hours

Signed: _____ Date: _____

Mr Tony Myers (Chair)

Action Points from the Local Governing Body Meeting held on 7th December 2016

	<u>ACTION</u>	AGENDA ITEM	WHO	WHEN
1	Governors encouraged to undertake the basic safeguarding training online and to send certificates (external or otherwise) to Fiona Long.	3	ALL	28.02.17
2	Co-ordinate a meeting to conduct a SIAMS review.	3	JC	28.02.17
3	Principal to write a letter on behalf of the LGC, to be sent to Parliament to explain the LGC's point of view on SEN issues.	5	SB	28.02.17
4	Resources Committee to discuss their own Chair and Deputy Chair positions.	6	Resources Committee	01.02.17
5	Governors to provide comments on Pupil Premium Funding report to the Principal.	7	ALL	13.12.16
6	Principal to write a letter to all pupils strongly advising them to attend the 205 th Anniversary Service.	7	SB	28.02.17
7	Premises Committee meeting minutes from meeting held on 24.11.16 to be circulated.	10	MQ	28.02.17

Future agendas:

Strategy Meeting

Risk Register

Role of LCG

Resources Committee

Chair and Vice Chair positions

LGC

Link Governor roles