

### LOCAL GOVERNING COMMITTEE MEETING

Minutes of the meeting held Tuesday, 28<sup>th</sup> February 2017 at 18:30 hours

**Present:**

Mr S Barber (Principal)	Mr T Myers	Ms C Mawson
Mr T Hanham (Chair)	Mrs M Hudson	Miss J Wright
Mr S Naish	Mr A Richardson	Mr M Quick
Mrs S Duxbury	Mrs F Long	Dr S Smith
Mrs E Jones	Mr D Judson	

**In Attendance:**

Mrs J Atkinson (Assistant Principal, Welfare, KS4) [till 18:40]  
 Mrs E Mastin (Vice Principal)  
 Dr D Cooper (Appointed Associate)  
 Ms V Barton (Appointed Associate)  
 Dr S King (Appointed Associate) [from 19:05]  
 Mrs Liz Andrews-Wilson (Governor Support Office - Clerk)

		Action
1.	The Chair welcomed all governors and attendees to the meeting. The meeting was opened in prayer.	
2.	<p><b>Apologies for absence and declarations of interest</b></p> <p>Apologies for absence had been received, with consent, from Mr G Reagan, Mrs T Elsworth, Mr R Yarrow and Mr D Hosier. It was noted that Rev C Coates was absent. Dr S King had informed the Clerk that he would be arriving late. No finance personnel were present. There were no declarations of interest.</p> <p>The Clerk was to post out two outstanding Business Interest forms.</p>	Clerk
7.2 & 7.3	<p><b>7.2 Safeguarding (updates on new requirements, duties of LGC, safeguarding Audit and Child Protection Policy)</b></p> <p><b>7.3 Consultation on Keeping Children Safe in Education - Governor Responsibilities</b></p> <p><i>[This item was brought up the agenda.]</i></p> <p>The Assistant Principal for Welfare (Mrs J Atkinson) advised that she was the school's Safeguarding Lead and Richard Anderson was the Safeguarding Deputy. She tabled a booklet entitled 'Introduction to Safeguarding Children – Whole School Training', (Tabled Item 1). Governors were asked to read through the document.</p> <p>The Assistant Principal advised that they had tightened up on Safeguarding, highlighting that everyone was responsible for Safeguarding including governors. She added that she would be emailing out to all governors with three requirements:</p> <ol style="list-style-type: none"> <li>1) Governors to review <b>Keeping Children Safe in Education</b> – which included a number of additional items that governors were now responsible for.</li> <li>2) The need for anyone with any concerns to speak to the Safeguarding team.</li> <li>3) All governors need to complete the online child protection course (20 minutes). Once completed send JA certificates.</li> </ol> <p>It was agreed that these requirements would be completed by all before the 21.03.17.</p> <p>Following a question about whether work based Safeguarding certificates would be considered, the Assistant Principal advised that these would be accepted and asked for them to be forwarded. She wanted to start from scratch to ensure there were no gaps.</p>	<p>All</p> <p>All</p>

	<p>The Assistant Principal explained the content of the Introduction to Safeguarding Children booklet. She advised that the information was the same for staff, as it was for governors.</p> <p><b>Child Protection Policy</b> Governors noted the Child Protection Policy which had been previously circulated.</p> <p>Mrs Atkinson was thanked for her contribution and <i>left the meeting at 18:40</i></p>																									
3.	<p><b>Governance</b></p> <p><b>Link Governor roles</b> Governors discussed the various link roles and updated the list, following various resignations and staff movement. It was noted that Finance and Facilities felt like a ‘bit of a non-job’ and Mr Richardson was happy to swap into a different role when one became vacant. It was agreed that Equality Objectives were covered by the Principal, though regular updates and discussions at committee meetings, so this link was to be deleted. The Clerk agreed to update the list and pass it back to the Chair.</p> <p><b>Reappointment of Appointed Associates</b> The Chair acknowledged that the LGC was undergoing change and invited the three Appointed Associates to stand again for another term of one year. Victoria Barton, Debbie Copper (who were present) and Steve King (absent) had all indicated that they wished to stand again. The LGC unanimously voted all three in for a further year.</p> <p><b>Meeting timings</b> Governors discussed the timing of the LGC; the Chair proposed that the meetings start at 6.30pm as a default. All agreed this time, but it would be kept under review. It was noted items pertaining to staff members should be dealt with at the top of the agenda so that staff can leave. A time limit of two hours was place on each meeting.</p>	Clerk																								
4.	<p><b>Minutes of the LGC held on 7<sup>th</sup> December 2016</b> The minutes had been previously circulated. A number of corrections were noted: <b>p3, Item 4</b> - With reference to Tony Myers’ appointment to the HLTY Board, the minutes should read: ‘...his new capacity as <u>a</u> Director of the Trust’ <b>p5, Item 5.5</b> - should read: ‘...financial planning piece of software, Financial Outlook...’ <b>p7, Item 7</b> - 205<sup>th</sup> Anniversary Service to take place on <b>06.03.17</b> <b>p8, Item 11</b> - should read: ‘...<b>Fiona Long</b> indicated that <b>she</b> would be attending the Diocesan Safeguarding training on 17.01.17.’</p> <p>With these corrections noted, the minutes were agreed as a true and accurate record and were signed by the Chair.</p> <p><b>Action Plan</b></p> <table border="1" data-bbox="167 1646 1385 2094"> <thead> <tr> <th></th> <th>ACTION</th> <th>ITEM</th> <th>STATUS</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Governors encouraged to undertake the basic safeguarding training online and to send certificates (external or otherwise) to Fiona Long.</td> <td>3</td> <td>Reminder included in this meeting.</td> </tr> <tr> <td>2</td> <td>Co-ordinate a meeting to conduct a SIAMS review.</td> <td>3</td> <td>Ethos Governors Group had met.</td> </tr> <tr> <td>3</td> <td>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.</td> <td>5</td> <td>The Principal had received a reply on 28.02.17 from Nick Gibb, which he read out to the committee (discussion below).</td> </tr> <tr> <td>4</td> <td>Resources Committee to discuss their own Chair and Deputy Chair positions.</td> <td>6</td> <td>Completed. Sue Duxbury to become Chair. Andy Richardson, Deputy Chair.</td> </tr> <tr> <td>5</td> <td>Governors to provide comments on <b>Pupil Premium Funding</b> report to the Principal.</td> <td>7</td> <td>Completed.</td> </tr> </tbody> </table>		ACTION	ITEM	STATUS	1	Governors encouraged to undertake the basic safeguarding training online and to send certificates (external or otherwise) to Fiona Long.	3	Reminder included in this meeting.	2	Co-ordinate a meeting to conduct a SIAMS review.	3	Ethos Governors Group had met.	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	The Principal had received a reply on 28.02.17 from Nick Gibb, which he read out to the committee (discussion below).	4	Resources Committee to discuss their own Chair and Deputy Chair positions.	6	Completed. Sue Duxbury to become Chair. Andy Richardson, Deputy Chair.	5	Governors to provide comments on <b>Pupil Premium Funding</b> report to the Principal.	7	Completed.	
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6	Principal to write a letter to all pupils strongly advising them to attend the 205 <sup>th</sup> Anniversary Service.	7	Completed.
7	Premises Committee meeting minutes from meeting held on 24.11.16 to be circulated.	10	Completed.

19:05 – Dr Steve King entered the meeting

**Action point 3** - Mr Gibb’s reply to the Principal’s letter suggested that the school does not enter SEN/EXCEL students into exams that they can not attain. It was noted that the school was being penalised for being fully comprehensive. The Principal advised that the SEN issue would only be looked into through an Ofsted inspection. Governors asked if the Principal was going to send a reply. The Principal advised that Julian Sturdy had written a response on the school’s behalf. He was reportedly in strong support of the parental progress and felt that SEN issues should not undermine the school’s overall attainment.

Governors suggested that a reply to Mr Gibb also be sent from the LGC. A governor commented that the school really makes a difference to the SEN pupils’ lives, giving them life chances, further education choices and a chance at independent living. The Principal advised that this issue had high stakes, as the schools results are attainment driven. The SEN governors and the Principal agreed to write a reply for the Chair to sign. A governor commented that the issues of setting these children up to fail, seems to reflect the emotional abuse outlined in the Safeguarding Policy. A governor stated that the LGC needed to make representation to the government to protect the rights of these pupils and their parents.

Principal & SEN

**Matters arising**

Note added by the Clerk post-meeting: [On forwarding the minutes of meeting 7.12.16 to the Diocese, the Clerk was advised that Simon Quartermaine was not a member of the LGC and should therefore not have been listed in the apologies. The Clerk has updated the schools record and his lacks of apologies from the meeting have therefore been retracted.]

**Peer review**

The Principal outlined the idea of peer review, a process he had used in a previous position. The process involves other Headteachers visiting a school for a day to look at a specific area/ the school’s priorities. The process can be used to compare an external review against the school’s self-evaluation process. He advised that having ‘fresh’ eyes look at a particular subject/issue can be very beneficial, but York do not have a culture of peer review, so this had not been done before. John Tomsett at Huntington School had been particularly positive about the idea. The Principal was hoping to work with a Barnsley colleague, John Tomsett and possibly Jane Willis to help pinpoint any issues/areas for improvement. He agreed to keep the Chair updated. It was noted that a HMI had been appointed to the HLTY so they might be able to help. Staff would be informed that a visit could take place at anytime during the day.

**5. Strategic Development of Hope Learning Trust (HLTY)**

- **Understanding the proposed working arrangements between Hope Learning Trust York and Manor Academy**
- **Explore the key themes in our relationship**
- **Further discussion at a Strategy Morning in the near future**

The governors discussed at length the relationship between the school and the Trust. Governors expressed grave concerns about the lack of certainty around their roles and responsibilities. The Chair drew governors’ attention to the HLTY Governance document which was circulated with the agenda. It was noted that this document had not been approved by the Directors of the Trust.

<p>Governors commented that the HLTY website implied that the LGC does not have much responsibility, as the MAT had the control. It was noted that this felt disabling. <b>A governor asked the two HLTY directors (who were in attendance) how information is feedback to them and who feeds back to whom.</b> Mr Judson explained that the Governance document should be read as a set of thought and ideas, a work in progress. He added that a Consultant had been instructed to identify how governance should look in the MAT, with the individual pupils and their best interests as the main concern. He advised that the HLTY would be looking at the recommendations later in March. It was noted that the cost of the Consultant's fees was being paid for by the Trust and therefore from the budgets of the schools within the MAT.</p> <p>Mr Myers explained that the Trust Board were not happy with the governance process and were awaiting the outcome of David Walker's report (the Consultant), to see how best to move forward. Governors again raised grave concerns about the lack of communication coming through from the Trust Board. Governors and Directors alike commented that they felt 'adrift' and 'in a fog' about the relationships between the schools and the Board, and the division of roles and responsibilities. Governors raised concerns about the lack of understanding about budget responsibilities. These issues were noted as risks.</p> <p>Mr Myers advised that he had set up an arrangement to get LGC minutes from the schools, onto the agendas at the MAT Board meetings. He advised that there was still a long way to go to improve the organisation of the Trust and the individual schools. The Chair advised that the HLTY CEO was to visit the school to address the Strategy Meeting about how the structure should be working going forward. The Principal's PA was to email around two dates (29.04.17 or 06.05.17) to see which date most governors can attend. Governors who can not attend should receive a full pack of information.</p> <p>A governor asked what specifically the HLTY Board was looking for in the report. The Principal advised that the consultant would be looking at how the schools are governed, best practice and would be providing advice on how best to provide a consistent governance structure across the Trust. The Chair stated that the key need was clarity. The Principal advised that lots of MATs were going through the same processes as HLTY, as the MAT Boards were having to develop very rapidly and were still at the embryonic stage. The Directors in attendance advised that the Directors of the Trust would like to have time to review David Walker's report and provide comments. They agreed to address this with the MAT Board and ask for clarification.</p> <p>The Chair advised that he would like to have an overview of the finances from the Board. The Directors who were present advised that they had been pushing with challenging and difficult questions since joining the MAT Board. Mr Myers outlined that it was not at all clear what the financial relationship was between HLTY and the individual MATs. The Principal was asked to add this sense of 'drift' and the other 'risk' concerns to the Risk Register.</p> <p>The Principal read out an email from the Trust's Finance Director (not a Director of the Trust). In the email he outlined:</p> <ul style="list-style-type: none"> <li>• The school's reserves were held by the Trust and would be used in the best interests of the school.</li> <li>• The deficit had a maximum limit.</li> <li>• By 2018/19 a £0 balanced budget would be expected.</li> </ul> <p><b>A governor asked if Manor's reserves had gone into a MAT Board communal pot.</b> A Director of the Trust advised that the lump sum stays with the school and was ear-marked for Manor, stating if it came from Manor, it stays with Manor. It was noted that the school had, in the past, had a large deficit. A robust discussion was had around budget clarity and the role of the HLTY Resources Committee. <b>A director asked the Principal if he had been consulted about anything that was referred to in the Finance Directors email, before he received it.</b> The Principal advised that it was discussed, he was not consulted. It was noted that Directors had asked for a full consultation on the budgets, the reserves and the deficit. The Principal added that it was sensible to work within our means and reduce the</p>	<p>Principal's PA</p> <p>TM &amp; DJ</p> <p>Principal</p>
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	<p>deficit. <b>A governor asked the Principal if he had a clear understanding of the budget and how to use the money.</b> The Principal advised that he did.</p> <p><b>A governor asked if the reserves were ‘real’ and if the reserves included assets.</b> Mr Myers advised that the reserves are cash or near cash. Real assets are listed in the annual accounts and the money was physically in the bank. It was agreed that the directors would feed back to the MAT Board about these concerns. <b>A governor asked what time limit could be set for the LGC to receive clarity on these issues.</b> It was noted that it was impossible to answer this question, but the Strategy Meeting would help. Following a question, governors were reminded which schools had joined the MAT and were advised that the Vale of York/Canon Lee had not yet joined. <b>A governor asked what role the Diocese has and how this fits in with the Trust.</b> The Chair agreed to ask about this and clarify. <b>A governor queried what accountability governors have,</b> it was noted that the LA training highlights the importance of governor accountability. The level of accountability was also uncertain but the Chair commented that the LGC should still have an input, due to the vast array of skills within the body.</p>	<p>TM &amp; DJ</p> <p>Chair</p>
<p>6.</p>	<p><b>Principal’s Report</b></p> <p><b>6.1 Academy Development Plan for 2016/17</b>  The Principal advised that the Academy Development Plan for 2016/17 had been previously circulated. <b>A governor asked what position was English and Maths in.</b> The Principal advised that a mock was set up by the exam board, but the school had not been told what the grade boundaries were. It was noted that while the school was the highest scoring school overall in York, the Maths scores in the mocks had only been 30%. A governor commented that the gap between GCSE and A-Level was too great and it was their opinion that the exam boards were trying to close the gap. The Principal advised that the school’s position under the new grading system was not known, due to not knowing the grade boundaries. But it was noted that all schools would be in the same position and therefore a national picture was not available at this time. The Attainment and Progress committee were looking at this in greater detail.</p> <p><b>6.2 2016-17 budget and financial outlook</b>  Governors were advised that the budgeting forecast had worsened; with a predicted overspend of £220,000. The Principal advised that he wanted a new staffing structure to be fully considered in March, for implementation in 2017/18. He advised that all staff had been written to about voluntary redundancy and early retirement options.</p> <p>It was noted that Manor had been asked to support a school in Barlby; as they had asked to join HLTY and due diligence was being carried out. The Principal advised that significant leadership support was needed, while the contract was in forces until 2018. He added that he had to look carefully at the senior leadership roles and responsibilities and he was identifying how to reduce the overspend through staff movement. <b>A governor asked how redundancies would affect the curriculum.</b> The Principal advised that he would need to reduce the curriculum / options on offer, on the subjects which loose staff. <b>A governor asked how the changes may affect the Teaching School.</b> The Principal advised that the CEO of HLTY would have to look at that.</p> <p><b>6.3 National Funding Formula</b>  The Principal read out another letter that he had sent to Parliament. He outlined that under the proposed NFF the school would receive an extra £168,000, equating to £168 per pupil. This was an overall rise of £59 per pupil. It was noted that Manor was the 8<sup>th</sup> worst funded secondary school in York and it was due to the NFF that the staffing structure had to be considered. The Principal stated that the school wad desperately under funded and the school was now in a very difficult position. It was noted that if the £220,000 saving was to come from the wages bill; it would put the remaining staff under more pressure. The planned Leadership restructure would still include the new TLR consultations.</p> <p>Mr Judson advised that the Attainment and Learning Committee were looking at the</p>	

	<p>reformulation of the curriculum as it was becoming increasingly apparent that the school needed to increase the provision of English and Maths. It was noted that while a broad range of options was great, raising standards had to be the key function. In response to a governor's question, the Principal advised that a new Teacher of Maths would be needed if the school was to increase its English and Maths provision.</p> <p>The Principal explained that once the staffing structure had been discussed with staff, it would be rolled out to pupils through options evenings. He advised that the HLTY was going to be working with three options pathways:</p> <ol style="list-style-type: none"> <li>1) Enhanced Pathway - Ebacc subjects, English, Maths, two Sciences etc</li> <li>2) Standard Pathway - English, Maths, two Sciences, compulsory Geography or History with three options, not a modern foreign language</li> <li>3) Supportive Pathway</li> </ol> <p>The Principal advised that MFL would be offered to students at level 5-9. <b>A governor asked if pupils can move between the pathways</b>, the Principal advised that they can after consultation. The Principal advised that this was on the agenda to be discussed at a Strategy Meeting - to look at this in more detail and to validate the Principal's proposal. It was noted that the curriculum and financial position of the school were both of great importance. The meeting would include governors and senior staff from HLTY.</p>	
7.	<p><b>Updates</b>  <b>7.1 Key Risks</b>  Governors expressed dissatisfaction at the lack of a Risk Register. The Principal advised that a Chief Operating Officer had been appointed to the MAT Board, but she had only starting the week of this meeting, on a temporary contract. Governors wished to advise the MAT Board that a Risk Register for the school were already available. The Principal agreed to follow this up.</p>	Principal
8.	<p><b>Committee Reports</b>  Minutes (or draft minutes) had been previously circulated.</p> <p><b>8.1) Student Welfare – meetings held 01.02.17 and re-modelling of XL</b>  Governors noted the minutes. No questions were received.</p> <p><b>8.2) Resources Committee – meetings held 01.02.17</b>  Governors noted the draft minutes. Once finalised the minutes and the confidential item were to be re-circulated by the Clerk. No questions were received.</p> <p><b>8.3) Attainment &amp; Learning – meeting held 15.12.16 and 02.02.17</b>  Governors noted the minutes. No questions were received.</p> <p><b>8.4) Attainment &amp; Progress – meeting held 07.02.17</b>  Governors noted the minutes. No questions were received.</p> <p><b>8.4) Premises Committee – meetings held 16.02.17</b>  Governors noted the minutes. No questions were received.</p> <p><b>8.5) Standing Committee</b>  The Chair advised that the SWOT analysis had been completed.</p> <p>The Clerk reminded all governors about the need for absolute confidentiality and anonymity of student's names and details in committee reports.</p>	
9.	<p><b>Policy Review</b>  <b>9.1 Admissions Policy</b>  It was noted that 220 remained the planned admission number for 2017/18, however 233 were anticipated. 180 would be leaving Year 11, but Year 10 was a smaller year. The Principal advised that 220 pupils had listed Manor as their first preference and 30 were in</p>	

	reserve. Governors noted the content of the Admissions Policy and approved it.	
<b>10.</b>	<b>Correspondence</b> Nothing further to report.	
<b>11.</b>	<b>Strategy morning - Date to be finalised</b> The Principal's PA was to organise a doodle poll to ascertain the best date. The invite was to include Appointed Associates. See above.	
<b>12.</b>	<p><b>Any other business</b></p> <p>Mr Tony Myers advised the committee that he would be standing down from the LGC and that this meeting was to be his last. Mr Myers listed a number of concerns and raised the following issues:</p> <ul style="list-style-type: none"> <li>• Governors need to be aware of the issues that the Principal was facing, as he now has more on his plate to tackle</li> <li>• The budget deficit had grown, as a result of being overlooked in previous years</li> <li>• Academic performance and Progress8 needed a lot of work</li> <li>• Manor was unofficially a 'coasting' school</li> <li>• There had been staffing difficulties with staff not wanting to help at Vale of York/Canon Lee, but this was changing</li> <li>• He had 25 years of cooperate governance experience and the governance of schools was the worse he had seen at any level</li> <li>• He had been challenging HLTY at every meeting</li> <li>• Communication needs to be directed through the correct channels and be transparent</li> <li>• Trust Directors are entitled to attend LGC meetings, so TM may visit on occasion</li> </ul> <p>TM wished the new Chair every success in his new role and offered to remain in touch to provide advice. The Chair thanked TM for the time he had spent on the LGC and asked the committee members to speak to the Principal or himself if they had any issues they would like raising.</p>	
<b>13.</b>	<b>Confidentiality</b> The Chair reminded the governors that the discussions and papers derived from this and all governor meetings were to be kept confidential.	
<b>14.</b>	<b>Date of next meetings:</b> <ul style="list-style-type: none"> <li>• Wednesday, 17<sup>th</sup> May 2017, at 18:30</li> <li>• Wednesday, 5<sup>th</sup> July 2017, at 18:30</li> </ul>	

**The meeting closed at 20:45 hours**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Mr Tom Hanham (Chair)

### Action Points from the Local Governing Body Meeting held on 28<sup>th</sup> February 2017

	<b><u>ACTION</u></b>	<b>AGENDA ITEM</b>	<b>WHO</b>	<b>WHEN</b>
1	Clerk to post our two outstanding Business Interest forms	2	Clerk	DONE
2	Read entitled 'Introduction to Safeguarding Children – Whole School Training'	7.2	All	17.05.17
3	Governors to complete Safeguarding requirements and forward all certificates to the Safeguarding team	7.2	All	21.03.17
4	Link Governor roles list to be updated and returned to the Chair	3	Clerk	DONE
5	Principal and SEN governors to send a reply to Mr Gibb's letter, to be signed by the Chair of LGC	4	Principal & SEN governors	17.05.17
6	The Principal's PA to email around two dates (29.04.17 or 06.05.17) to see which date most governors could attend a Strategy meeting	4	Principal's PA	March 2017
7	Trust Directors to provide clarity on the outcomes of David Walker's report	5	Tony Myers and David Judson	17.05.17
8	The Principal to add this sense of 'drift' and other concerns to the Risk Register	5	Principal	17.05.17
9	Trust Directors to feed back to the MAT Board that governors had concerns about the school's reserves	5	Tony Myers and David Judson	17.05.17
10	The Chair to clarify the relationship between the Trust and the Diocese	5	Chair	17.05.17
11	The Principal enquire about the Risk Register and advise the MAT Board that there was once in place at Manor, prior to the MAT	7	Principal	17.05.17

#### **Future agendas:**

#### **Strategy Meeting**

Risk Register

#### **LGC**

Strategic Development

- Working relationship between HLTY and Manor Academy and how the Diocese fits in