

MANOR

CHURCH OF ENGLAND ACADEMY, YORK

LOCAL GOVERNING COMMITTEE MEETING

Minutes of the meeting held Wednesday 17th May 2017 at 6.30pm

Present:

Mr S Barber (Principal)	Mrs M Hudson	Mr G Reagan
Mr T Hanham (Chair)	Mr A Richardson	Mr M Quick
Mr R Yarrow	Mrs F Long	Dr S Smith
Mrs S Duxbury	Mr D Judson	Mr D Hosier (from 6.42pm)
Mrs E Jones	Ms C Mawson	Rev C Coates (from 6.47pm)

In Attendance:

Mrs Jo Lynch (Chief Operations Officer, HLTY)
 Mrs E Mastin (Vice Principal)
 Mr Indru Nariani (Vice Principal)
 Dr D Cooper (Appointed Associate)
 Dr S King (Appointed Associate)
 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>Apologies for absence and declarations of interest</p> <p>Apologies for absence had been received, with consent, from Mr S Naish and Miss J Wright. It was noted that Mrs T Elsworth was absent and Mrs V Barton had been delayed unavoidably. There were no declarations of interest. The Clerk advised that she had received one of the outstanding Business Interests form, but had not received a completed 2016-17 form from Mrs T Elsworth. Mrs Elsworth to send the Clerk her completed Business Interest form ASAP.</p>	TE
3.	<p>Governance</p> <p>Updated Link Governors list</p> <p>The Chair agreed to circulate the updated Link Governors list.</p> <p>The Principal noted that three governors were due to come to the end of their term of office at the end of the academic year. To acknowledge the long service of these governors and to thank them for all that they had done for the school, the Principal invited the LGC to attend a get together before the next LGC meeting, on 5th July 2017 from 5.30pm. Light refreshments would be served. It was noted that Mrs F Long and Miss J Wright would not be standing for re-appointment.</p> <p>Dr S Smith advised that she had attended a Link Governor visit and had found the experience very worthwhile and productive.</p>	Chair
4.	<p>Minutes of the LGC held on 28th February 2017</p> <p>Matters arising</p> <p><u>SAFEGUARDING TRAINING</u> - Jane Atkinson had informed the Chair that CYC had not got their E-module online (at the time of the meeting). She had therefore offered to run a session early in July, if it was still needed. The Principal's PA would contact all the governors (and associates) to see who would like to attend.</p> <p><u>GOVERNOR ACCOUNTABILITY</u> – with reference to p5, last paragraph of item 5. The Chair confirmed that liability sits with the Trust Board.</p> <p>6.42pm – Mr D Hosier entered the meeting</p> <p>The minutes of the LGC meeting held on 28.02.17 had been previously circulated. A number of corrections were noted:</p> <ul style="list-style-type: none"> • p2, item 4 – (within the corrections p8, item 11) F Long has attended the Diocesan Safeguarding Training. <p>ACTION: The Chief Operations Officer (COO) was in the process of updating the HLTY's</p>	Principal's PA

Safeguarding Policy so she agreed to follow up on making sure the Safeguarding Training was held. The COO advised that the Governance Service were looking into developing MAT specific training

- **p4, paragraph 5** – should read ‘...financial relationship was between HLTY and the individual academies.’
The COO advised that she had been given a Diocesan Scheme of Delegation which was in the process of being amended and once ready it would be rolled out to all of the academies.

6.47pm – Rev C Coates entered the meeting

With these corrections noted, the minutes were agreed as a true and accurate record and were signed by the Chair.

Action Plan

	ACTION	ITEM	STATUS
1	Clerk to post our two outstanding Business Interest forms	2	Mrs T Elsworth BI form still outstanding
2	Read the document entitled ‘Introduction to Safeguarding Children - Whole School Training’	7.2	Completed
3	Governors to complete Safeguarding requirements and forward all certificates to the Safeguarding team	7.2	On going
4	Link Governor roles list to be updated and returned to the Chair	3	Completed
5	Principal and SEN Governors to send a reply to Mr Gibb’s letter, to be signed by the Chair of LGC	4	On hold, until after the General Election
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	Completed
7	Trust Directors to provide clarity on the outcomes of David Walker’s report	5	To be discussed at this meeting
8	The Principal to add this sense of ‘drift’ and other concerns to the Risk Register	5	COO attending this meeting to provide clarity
9	Trust Directors to feed back to the MAT Board that governors had concerns about the school’s reserves	5	Mr Judson advised that the MAT Board also had concerns about the school’s reserves and where they sit
10	The Chair to clarify the relationship between the Trust and the Diocese	5	Discussion taken at the Strategy meeting
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	COO attending this meeting to provide clarity

The Chief Operations Officer (Jo Lynch) had been invited to attend this meeting to provide some clarity on a number of issues. She addressed the LGC and gave the headlines from the report which she had submitted to the Trust Board. She used a presentation and tabled items to support her report. The Headlines are listed below:

Policy Tracker

- Having policies in place at MAT level was priority, statutory policies were being prioritised
- Policies would be shared on an on going basis, once they have been approved by the Board they will be circulated and put on the academies websites

Finance and Budgeting

- The COO had proposed that the Principals and Finance Managers present their academies budget to the Trust Board, (following LGC approval) at the July Trust Board meeting each year. The Budget would therefore need to be approved at LGC level at the meeting scheduled for June (each year). *This year Resources Committee would have the oversight of the budget and would be looking at this at the June meeting, prior to it going to LGC.* This process (if accepted by the Board) would allow time for scrutiny and amendments. The Chair of Resources Committee to be kept in the loop.

The Principal advised that the budget was nearly at the point of being finalised. The Chair acknowledged that the school was in a transition period, in a changing environment. The Principal summed up the COO's proposal for the budget approval process, stating that the LGC set, then propose the budget, then it goes up the chain to the Full Board, then the Board's Resources Committee will scrutinise the budget along with the other academies budgets from across the Trust. The COO confirmed that the LGC's would still have to retain 'ownership' of their budgets, as they have the best understanding of their individual setting.

IT infrastructure

- IT needs upgrading with a new platform, one domain and one server
- HLTy working on a short term and long term plan, only short term contracts will be taken up while the Trust explores the various options
- HLTy looking to see if the Apprenticeship Levy can be used on a lower level scheme, to repair I-pads

Procurement

- The catering tender for the primary schools was being delivered by Absolutely Catering, they have been tasked with increasing the uptake
- The catering tender for the secondary schools would be due for renewal shortly, the tendering process will start in September
- There was reportedly a strict set of criteria in place to check on the tenders

Facilities management

- Large amounts of work being undertaken, with Health and Safety implications
- HLTy working to pool internal resources, by sharing the skill set of the staff, therefore providing cost efficiency
- A central Health and Safety database will keep a check on compliance, evaluation of property management and when Health and Safety checks need to take place

It was noted that Mr Quick was looking into increasing the prices on lettings and facility hiring.

Apprenticeship Levy

- The Apprenticeship Levy was discussed in detail at the Termly Governors Workshop and Julia Massey (CYC lead on the Levy) was due to visit the MAT, she would advise on how the MAT will be charged, as each academy had a separate payroll. **The Chair asked that the COO challenges CYC on the charges.** The COO advised that Julia would be seeking advice from payroll
- The Apprenticeship Levy was to be applied to any employer with a payroll of over £3 million
- Maintained schools collectively have a payroll bill of over £3 million
- Apprenticeship Levy money can be used on any staff (except teachers); it can be used to up skill staff
- The first charge was applied in April and the Levy money became available on 1st May
- There was a recognised list of suppliers that can be used
- HLTy were looking to register the Ebor Teaching School as a supplier
- The COO agreed to feedback about this over the next few weeks

Marketing and PR

- HLTy had secured preferential rates with a supplier
- A PR calendar of events was to be added to the websites

Risk Register

- The COO tabled the HLTy's Risk Register and the Risk Management documents, she explained that they were both in draft form so copied could not be taken away, as they had not yet been approved by the Trust Board
- The Risk Management document indicated how the risks are recorded as they come in, it was acknowledged that this document needs to go out ASAP so that it can be used as a working document
- The Risk Register was categorised into seven areas
- Any risk recorded over 15 would be escalated up to the Full Trust Board for their attention
- The LGC need to know if an issue is to be raised with the Full Trust Board
- There was a procedure in place for escalating a risk up to the Full Trust Board. Principals and SBMs know to escalate any issue to the COO, who will then raise it with the Trust Board
- Both documents are under constant review
- The Risk Register was driving the COO's priorities at this time, she was working on opening

	<ul style="list-style-type: none"> • up the channels of communication between the levels of governance • Reputational risk was noted, covering issues such as an Ofsted inspection • Work was being under taken at Trust level to mitigate risks <p>A governor asked what the impact score was measuring. The COO advised that the document related to the Trust as a whole, adding that something could be built in for individual academies. She advised of the importance of the Trust having ownership over the whole Risk Register, as risks were often common to more than one setting. A governor commented that the columns on the table could be expanded to allow for the data from individuals settings to be inputted. The COO advised that the central team had been working on producing the overarching Risk Register; therefore any risks identified by the LGC should be escalated to the COO. She recommended against having individual risk registers for each setting.</p> <p>It was agreed that 'Risk Register' would be a standing item on the LGC meeting agendas.</p> <p>Further useful guidance The COO clarified that her role had a six month contract and she reported to the CEO. She had responsibilities for: operational aspects of the Trust, compliance, structure and Health and Safety. She advised that she was happy to attend LGC meetings.</p> <p>The COO advised that the central team were working on having a centralised database to record Health and Safety issues. She added that there needed to be a record of any incidents, so that the Board can be made aware of them. Governors decided to discuss this further at the next meeting. It was noted that the Health and Safety Policy contains guidance about when an issue triggers the need for the Full Trust Board to be informed.</p> <p>The Chair thanked the COO for her time and her clear demonstration of her roles and responsibilities. He commented that it was helpful to have someone in post that had a handle on the above issues.</p>	<p>Agenda</p> <p>Agenda</p>
<p>5.</p>	<p>Strategic Development</p> <p>5.1 Further discussion on the working relationship between HLTY and MCEA</p> <p>The Chair reported that the Strategy Day was held on 29.04.17 and that it had been helpful in reflecting on the changing responsibilities of the LGC. He advised that the MAT Board would like to implement an eight week cycle of meetings and he advised that the CEO had produced a draft set of dates to indicate how it might work. The Principal and the Chair had also visited Vale of York Academy (VoYA) to discuss governance and the LGC and fortnightly Working Party model they are proposing to use. The Chair advised that VoYA had a smaller governing body which was more manageable. A governor commented that VoYA was a very different setting to MCEA, due to the history of management weaknesses. It was noted that VoYA had a new set of governors. The Clerk advised that the SBM manages the action points at the VoYA's working parties and the clerk does not attend.</p> <p>The Principal reported that he had been looking at restructuring governance at MCEA. He suggested that the five sub-committees could be reduced to form two: Resources Committee = Finance, Staffing and Premises Standards Committee = Attainment and Learning and Student Welfare These committees would report to the LGC to mirror the MAT Board structure.</p> <p>The Principal stated that having a more fluid; evolving and responsive committee structure would help him to do his role. This would enable issues to be dealt with in 'real' time. He outlined how he would like the sub-committee meetings to comprise of summary bullet points, with the minutes recorded and actions taken. These would then be followed up at LGC on the eight week cycle suggested by HLTY. He advised that HLTY was to delegate issues to the LGC and he outlined how HLTY was to set up standardised agendas with pre-populated agenda items, depending on the issues that needed to be discussed within that cycle. The Principal added that governors could attend the meetings virtually, if they are not available to come in person.</p> <p>A governor commented that one of MCEA's strengths came from the fact that the governors really drill down into the quality assurance. She added that the governing body has systems that work and strong governor links. The Chair advised that the LGC needed to look at the three core responsibilities, and how best to operate. He commented that any changes should be seen as a work in progress.</p> <p>The Principal asked governors to provide some feedback as to how each governor would like to see the LGC and the sub-committees develop during this time of change. He agreed to summarise his</p>	<p>Principal</p>

	<p>proposal and circulate it to all governors. Governors were asked to provide comments by 24.05.17. The COO reiterated that the Trust were in the process of pulling together a yearly agenda cycle. Governors commented that there needed to be a clear dialogue between the various levels of governance, so that information can flow up and down.</p> <p>A governor from the Standards Committee raised concerns about the potential loss of quality of the reports. Another governor commented that the action tracker (in the working party model) sounded like it would focus on operational tasks, which would move the governors into operational details and away from the overall strategic direction. A staff governor commented that in order to challenge the SLT, the governors have to be clear on their subject areas. The Chair advised that the Link Governor roles were to be built upon.</p> <p>A governor asked if the new governance vision called for a reduction in the number of governors on the LGC. The Chair advised that he had told the CEO that the LGC would change over time, reducing in size naturally as governors reach the end of their term of office and that he wanted a non-prescriptive approach to reforming the LGC. The proposed new structure would rely on the Principal highlighting where scrutiny was needed. The Chair reiterated that a Skills Audit would be completed in due course.</p> <p>5.2 Discussion on the working relationship with the Diocese The Chair acknowledged that half of the members were high ranking officials from the Diocese and there was representation on the Trust Board.</p>	<p>ALL</p> <p>Agenda</p>
<p>6.</p>	<p>Principal's Report 6.1 Academy Development Plan The Principal advised that work on the Academy Development Plan was ongoing and it was being continually updated.</p> <p>6.2 2017-18 Budget & financial outlook The Principal advised that the budget had dominated his work for the last nine months. He advised that the Finance Manager had given him a best case scenario budget forecast. In this forecast it was assumed that the Barlby team would not be returning and the Lagged funding that the school was due had been paid. With both of these large sums of money accounted for the school would have a surplus budget of £18,000 by 2017-18.</p> <p>The Principal advised that the reality was that the budget forecast had to assume that the Barlby team would be returning and that he Lagged funding would not be received prior to the expected payment date. This situation places the budget into a £205,000 deficit. He advised that if the Lagged funding was to come in many of these money worries would be lifted. In previous years the Finance Director had been successful in securing an early payment of Lagged funding. He had advised the Principal to contact the EFA and the RSC, the Principal was pursuing this. It was agreed that the Principal and the governors should work collectively on this matter to present a stronger voice, and CYC should also be contacted.</p> <p>The Principal reported that if the worst case scenario happens the governors need to be prepared for there to be a £200,000 deficit and further redundancies would have to follow. A governor clarified that MCEA was not asking for a national policy change, just for an exception to be made for MCEA. It was noted that MCEA was growing because of the issues at the neighbouring secondary schools. It was acknowledged that the EFA, RSC and CYC might insist on the reserves being used to cover the short fall. The Principal advised that Archbishop's Holgate School was increasing by over 100. The COO stated that she would speak to the Chair of Governors and ask if they had been able to access Lagged funding to help the school to grow.</p> <p>A governor commented that MCEA's growth plan was to increase by 50 pupils for three years. He asked should the school should consider limiting the intake, in order to not further compound the deficit. The Principal stated that if the growth plan was halted the school would then not be eligible for the additional growth funding.</p> <p>The Chair of the Resources Committee informed the LGC of the deficit budget figures for the next two out turn budgets: 2016-17 - Deficit Budget £268,000 (reserves to be called upon) 2017-18 - Deficit Budget £205,000</p> <p>The Chair of the Resources Committee advised that the LGC needed to write to the MAT Board to advise them of the deficit budget figure. It was agreed that she would draft the letter on behalf of the</p>	<p>SD</p>

	<p>LGC. The COO advised that the LGC should refer to the Finance Policy as it gives guidance on reporting a deficit budget. She agreed to forward this to the Chair.</p> <p>6.3 Update of Staffing The Vice Principal (EM) advised of a number of staffing updates:</p> <ul style="list-style-type: none"> • A new 0.6 FTE Geography teacher had been recruited • A new Science teacher had been recruited • There had been an internal promotion for an Assistant Principal 	COO
7.	<p>Strategic Developments of HLTY 7.1 Risk Register - items covered above. 7.2 Key Risks - items covered above.</p>	
8.	<p>Updates 8.1 Governor's Termly Workshop held on 10.05.17 The Clerk advised that the workshop focused on the Apprenticeship Levy. The COO agreed to circulate information on the Apprenticeship Levy.</p>	COO
9.	<p>Committee Reports <i>Minutes (or draft minutes), where available, had been previously circulated.</i></p> <p>9.1) Student Welfare – No meeting held since last LGC</p> <p>9.2) Resources Committee – meetings held 05.04.17 Governors noted the content of the minutes. Following some questions the Chair of the Resources Committee clarified that the Barlby team had been transferred onto the Barlby payroll for one year. She advised that when MCEA staff work at VoYA, MCEA are paid for their time. The Principal advised that the roles of the staff working at Barlby and VoYA are not back filled, so while there was no additional cost, it added to the workloads of the remaining staff.</p> <p>A governor asked how many staff hours were being used for School to School support. A specific figure was not available but the Principal advised that it was a money saving exercise and that everyone was being asked to do more, which had led to some staff kickbacks. He highlighted that three SLT roles had been condensed into one. It was seen as a positive that the school was protecting the budget and helping the other schools in the MAT, but governors noted that this should not be at the expense of staff member's welfare and agreed to continue to be mindful of this going forward. The Principal added that if a colleague is made redundant their job still has to be done by someone else. The COO advised that Staff Welfare was on the Risk Register. The Principal advised that he was in a position (as and when necessary) to inform the MAT Board that MCEA were not able to support any more School to School requests.</p> <p>9.3) Attainment & Learning – meeting held 23.03.17 Governors noted the draft minutes. Governors commented how this meeting had highlighted the importance of governors bringing challenge and scrutiny, especially Link Governors. He did however note that Link Governors were unable to challenge Directors of Learning.</p> <p>9.4) Premises Committee – No meeting held since last LGC</p> <p>9.5) Standing Committee The Chair gave a verbal update stating that the Standing Committee had reviewed the discussions from the Strategy Day and considered the eight week cycle. He added that the Principal at VoYA would be coming over to MCEA to show the Principal how she reports to the Board. Discussions were also had about the Lagged funding.</p>	
10.	<p>Policy Review The COO agreed to circulate the Finance Policy to the LGC once it had been approved by the Trust Board.</p>	
11.	<p>Governor training and correspondence The Chair advised that he had attended two training courses: 1) Working with the Headteacher and Senior Leadership Team, and 2) The Chair as Team Leader, in March.</p>	
12.	<p>Strategy Morning The Chair advised that a session was needed on how the LGC will reorganise their constitution for the next academic year. Date TBA.</p>	

13.	<p>Any other business</p> <p>13.1 Mrs Jones advised that the Neighbourhood Plan had been put through.</p> <p>13.2 The Clerk reminded governors, who hadn't already done so, to activate their York Education website account.</p> <p>13.3 The COO advised that the Trust members would be getting a HLTY email address and that an IT strategy was being developed. She was looking at whether to include governors as the domain was very secure.</p>	
14.	<p>Confidentiality</p> <p>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: <u>Wednesday, 5th July 2017, at 6.30pm</u> Please arrive from 5.30pm onwards to thank the long serving governors, whose term of office ends in August. Light refreshments will be available.</p>	

The meeting closed at 8.10pm

Signed: _____ Date: _____

Mr Tom Hanham (Chair)

Action Points from the LOCAL GOVERNING BODY MEETING held on 17th May 2017

	ACTION	ITEM	WHO	WHEN
1	Mrs T Elsworth to send the Clerk her completed Business Interest form ASAP	2	Tanya Elsworth	June 2017
2	Chair to circulate the updated Link Governors list	3	Chair	June 2017
3	Principal's PA to contact all the governors (and associates) to see who would like to attend a Safeguarding Training Session run by Jane Atkinson	4	Principal's PA	June 2017
4	The COO to follow up on making sure that the above Safeguarding Training was held	4	COO	July 2017
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	After 08.06.17
6	The Principal to summarise his proposed committee structure and circulate it to all governors	5.1	Principal	19.05.17
7	All governors to provide comments on the above proposal	5.1	All	24.05.17
8	Chair of the Resources Committee to draft a letter to the MAT Board, advising them of the deficit budget	6.2	SD	June 2017
9	COO to forward the Finance Policy to the Chair and the rest of the LGC once approved	6.2	COO	June 2017
10	COO to circulate information on the Apprenticeship Levy	8.1	COO	June 2017

Future agendas:

LGC

Risk Register (*Standing Item*)
Health and Safety centralised database
Skills Audit