

# MANOR

## CHURCH OF ENGLAND ACADEMY, YORK

### LOCAL GOVERNING COMMITTEE MEETING

#### Minutes of the meeting held on Wednesday 5<sup>th</sup> July 2017 at 6.30pm

**Present:**

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

**In Attendance:**

- 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)

The LGC enjoyed a thank you get together in honour of the long serving governors whose terms of office would be coming to an end at the end of the academic year.

The Principal, Chair of Governors and CEO of HLTy thanked Fiona Long, Janis Wright and Stephen Naish for all of the support that they had given the school over the years and for everything they had done to help govern MCEA.

The LGC also thanked Marion Hudson, Tanya Elsworth and Victoria Barton who had all stood down from the LGC since the last meeting.

		Action
1.	The Chair welcomed all governors and attendees to the meeting. The meeting was opened in prayer.	
2.	<b>Apologies for absence and declarations of interest</b> Apologies for absence had been received, with consent, from Mr R Yarrow and Mrs S Duxbury. Rev C Coates was absent. The Chair acknowledged that Marion Hudson, Tanya Elsworth and Victoria Barton had resigned.  There were no declarations of interest.	
3.	<b>Minutes of the LGC held on 17<sup>th</sup> May 2017</b>  <b>Corrections:</b> <b>Page 1, item 2</b> - Tanya Elsworth's apologies were received retrospectively.  <b>Page 1, item 3</b> - Dr S Smith advised that her Link Governor visit had not been a formal visit.  <b>Page 5, paragraph 3, line 4 &amp; 5</b> - Should read: The proposed new structure would rely on the reports from the Committees to highlight where scrutiny was needed.  <b>Page 6, Item 9.3</b> – It was noted that governors should not interfere with the day to day running of the department and that no challenge to the Directors of Learning had occurred. The last sentence of the item as it stands was felt to be mis-leading.  <b>Page 7, Item 13.1</b> - Should read: Mrs Jones advised that the Neighbourhood Plan had been put through <b>inspection</b> .  With these corrections noted, the minutes were agreed as a true and accurate record and were signed by the Chair.	

<b>Action Plan</b>			
	<b>ACTION</b>	<b>ITEM</b>	<b>STATUS</b>
1.	Mrs T Elsworth to send the Clerk her completed Business Interest form ASAP	2	Closed, due to resignation
2.	Chair to circulate the updated Link Governors list	3	To be tabled
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	Carried forward, Jane's accreditation will run out at the end of July and training was being organised. GR confirmed that the Safeguarding team were compliant while awaiting training
4.	The COO to follow up on making sure that the above Safeguarding Training was held	4	Carried forward
5.	Principal and SEN Governors to send a reply to Mr Gibb's letter, to be signed by the Chair of LGC	4	The Principal met with Rachel Maskell MP. Mr Gibb was to be held to account for his reply to SB and was to be called into the Dispatches Box
6.	The Principal to summarise his proposed committee structure and circulate it to all governors	5.1	Completed
7.	All governors to provide comments on the above proposal	5.1	Completed
8.	Chair of the Resources Committee to draft a letter to the MAT Board, advising them of the deficit budget	6.2	Completed
9.	COO to forward the Finance Policy to the Chair and the rest of the LGC once approved	6.2	Carried forward, as not received
10.	COO to circulate information on the Apprenticeship Levy	8.1	Completed, discussed at Resources Committee
<b>4.</b>	<p><b>Strategic Development of MCEA</b></p> <p><b>4.1 Further discussion on the working relationship between HLTY and MCEA</b></p> <p>The Principal advised that he had met with Cerys Mawson as she had offered to scrutinise the Scheme of Delegation on behalf of MCEA's LGC. It was hoped that this would enable SB to ask the correct questions of the MAT Board. He commented that the SoD defines everything that the LGC do, so all bases should be covered.</p> <p>The Principal advised that he had reflected on the comments that governors had provided him and the discussions that had been taking place over recent months about how to move governance forward at MCEA. He proposed that MCEA mirror the MAT Board Committee structure, by maintaining the five cycles of LGC meetings and adopting a Resources Committee and a Standards Committee. He noted that the 'sub-committees' would not have any delegated powers, but would provide scrutiny and analysis of their respective areas and would report back to the LGC. The LGC would make any final decisions. He added that MCEA would trial this structure to see if it was fit for purpose.</p> <p>The LGC / Working Party structure that had been adopted by Vale of York Academy was not considered to be the approach that MCEA wanted to adopt.</p>		
<b>5.</b>	<p><b>Holding the Leaders to account</b></p> <p><b>5.1 Principal's Report - Academy Development Plan</b></p> <p>The Principal advised that all of the settings within the Trust would produce their Academy Development Plans on a template provided by HLTY.</p> <p>The Principal highlighted the four BIG themes on MCEA's Academy Development Plan (ADP):</p> <ul style="list-style-type: none"> <li>• Ensure high standards of religious education and liturgical experience are implemented and refined across the curriculum and that the distinctive ethos of the school is articulated and</li> </ul>		

embedded and guides all that is done so that an outstanding judgement from SIAMS is achieved

- To ensure Manor's achievement is outstanding
- To resolve the deficit budget issues the academy currently faces
- To develop the buildings to accommodate increased numbers

Governors asked the Principal to reword 'liturgical experience', to be replaced with 'worship'. The Principal reported that a SIAMS inspection was scheduled for next week. He highlighted that there were risks attached to the inspection as Julie Cadell and the Chaplain had both moved on. Julie's post had been filled and a teacher had been offered a TLR, with release time to work as the Chaplain.

The Principal reported that the financial situation was a major concern; with a forecasted overspend of circa £190,000 for 2017-18. He advised that the MAT Board had said that MCEA MUST take steps to reduce the deficit. He reiterated that it seemed unfair that MCEA was in a Lagged funding situation, which was unlikely to change.

The Principal explained that 2017-18 could see three further redundancies and that by September 2018 there could be 100 extra pupils and three less staff. He expressed grave concerns that the next level of staffing cuts would affect the curriculum, courses would have to be stopped and class sizes would have to be increased.

Governors asked the Principal to amend the second bullet to read: 'to ensure Manor's achievement and progress' is Outstanding. They also asked him to refer to the students in each of the bullets. The Principal advised that the fourth bullet 'develop the buildings to accommodate increased numbers' was under review as grants and funding sources were being explored. He added that the ADP focused on Resources for the first time.

The Principal explained that his Strategic Overview for 2017-18 largely focused on the need to balance growth and accommodation, while facing a difficult financial situation. He also wanted to put some energy into reminding the pupils why the school holds non-uniform days and fundraising events, and where that money had been spent in 2016-17. The ADP aims to plan where charitable monies will be giving for 2017-18 and he reminded the governors of the international good causes that MCEA had supported. It was agreed that a notice board would be placed in the main entrance to articulate to pupils and visitors what had been achieved and what plans were in place.

**A governor challenged the ADP stating that the 'Academy Action' column reads like a list of objectives, he questioned whether there was an individual action plan for each item.** The Principal explained that the Vice Principals had an action plan for each area and the actions are formed through fortnightly line management meetings between the SLT and Middle Leaders. These actions would be detailed and explicit. It was agreed that the 'Academy Action' column should be re-labelled as 'objectives'.

The Principal advised that the Outcomes for pupils / students section of the ADP would be updated after results day, once deep analysis had been done on the results. This scrutiny would then highlight areas that needed a specific focus for the next year. The Vice Principal (IN) advised that the Progress 8 targets were impossible to benchmark as no one will know how their setting has done until the national RAISE Online data is released. He added that achievement and attainment scores could be looked at earlier. He explained that to bridge this gap many schools were considering inputting their data into PiXL, in order to gain a comparative idea of Progress 8 results. PiXL compares over 1000 schools, via a scatter graph.

A governor asked if it would be prudent to go back to using the Fischer Family Trust software. IN advised that the FFT do give a good indication of ranking, while schools await the lagged data on Progress 8. The Chair of Governors asked if the FFT data would provide enough detail to satisfy the MAT Board. The Principal advised that the Ofsted judgement would be based on progress targets and they want to see the data reflected in the setting, not the other way around.

Governors discussed the mis-alignment of the release of results and the annual cycle of performance management, and the pitfalls of the system. **The LGC therefore challenged the effectiveness of the Progress 8 measure being used as a performance indicator for the Pay Review Board.** The Attainment and Learning Committee were meeting the following days to discuss the proposal to adopt the PiXL and FFT measures. It was agreed that this would enable the recognition of KPIs. It was noted that changing the goal posts on performance management issues would not be possible as it would place the LGC/SLT into a difficult position with teaching staff. It was agreed that the 2016-17 performance management targets were not to be changed, but 2017-18 would be under review. The

SB

criteria could then take account of the PiXL and FFT measures to help act as a benchmarking tools and to give an indication of how the school had done. It was noted that the staff would need to be made aware of these issues with delayed results data.

## **5.2 Safeguarding Annual Report / Governor Child Protection Report**

Fiona Long had produced a Report to Governors on Child Protection. In the report she highlighted the structure of Safeguarding and advised that all governors should read and understand the necessary details. She added that MCEA had a Local Authority Designated Officer (LADO) and she provided their contact details.

FL expressed concern about the Educational Welfare Officer's workload, and the range of difficulties she was dealing with - with little external support. FL noted that MCEA needed to maintain the 'Need-to-Know-Principle' as policies and process become rationalised across the Trust. She raised concern about the fact that the Risk Register (seen at the last meeting) contained staffing data that should have been handled in a more confidential manner.

FL advised that in order for young people to flourish they need to feel safe and security and be working in a happy atmosphere. This further highlighted FL's concerns about the EWO's workload as she was seeing an ever increasing need for the welfare team's services. It was noted that 10% of the pupils at MCEA would be affected by welfare issues and would need support at some point in their time at MCEA.

The Principal clarified that the EWO was based at the school and there was to be a Health and Well-Being worker shared around the Trust from September. FL advised that the EWO uses a ranking system to ensure that the pupils get the support that they need and external referrals are completed when necessary. A governor asked when the EWO's workload would become unmanageable. FL advised that the last two years have been at saturation point.

GR advised that TA support, changes to the pastoral team and access to the Learning Support hub was giving pupils more opportunities to gain pastoral support. He added that a review would be done to see if these interventions were easing the EWO's workload.

In response to a governors question GR advised that Karen Forrester checks that external parties (ie: contractors) have the necessary level of DBS or supervision to be on site. While Chris Shepherd and Jo Brighton were responsible for collecting DBS numbers. The Principal added that HR policies cover all of these issues.

## **5.3 Final GCSE predictions for 2017**

The Principal gave the following headline predictions:

Attainment 8 - **55**

9-5 Maths and English - **55%**

5-4 Maths and English - **78%**

He advised that Maths and English would be graded as 9-1 for 2016-17, while all the other subjects would be scores A\* - G as normal. He added that a '5' had been set as the national standard, but FE settings were concerned about being inundated with students needing to re-sit, so the Government had stated that a '4' would be the national standard. The results would form a bell curve, with the number of individual pupils given each grade already pre-decided. Governors discussed the pitfalls of this new system, but noted that the out-going Year 11 were a high achieving cohort.

A governor asked if the teachers had been able to complete the curriculum and if they thought the GCSE papers had been fair. IN commented that there was no indication of what the examiners marking schemes would be, other than 4+ roughly translates to a C+. The Principal advised that Year 11 took a mock exam and 30% of them achieved a 5 or above. He added that ranked against other York secondary's, MCEA were the top performing. It was noted that the teachers and the pupils had done everything that was asked of them, and preparations for the exams had gone very well.

The Vice Principal (IN) advised that the Year 10 position was more uncertain as all of their subjects would be graded 9-1, when they sit their GCSEs at the end of Year 11. It had been predicted that 55% will get 9-5. Governors raised concerns about the consequences of giving pupils a prediction/forecast and what affect that might have to the pupil's welfare, especially as the Government had changed its target four times since September. IN advised that pupils had been given a range target to prepare them.

The SLT advised that some pupils had sat the ECDL (European Computer Driving License) test and

	<p>this would have helped to raise predicted results. The pupils had received instant results from the test which had boosted their confidence.</p> <p><b>5.4 Academy Development Plan</b> Covered above.</p>	
<p><b>6.</b></p>	<p><b>Overseeing Financial Performance</b>  <b>6.1 Confirm proposed budget for submission to HLTY and</b>  <b>6.2 2017-18 budget &amp; financial Outlook</b></p> <p>The Principal advised that the budget was to be presented to the MAT Board's Resources Committee the following Monday. He advised that MCEA would be presenting a £190,000 deficit budget and would be asked how the LGC were addressing this issue. The Principal advised that the Resources Committee had spent much of their last meeting discussing this and had agreed the next steps to be taken. The Principal listed the steps that were agreed by the Resources Committee:</p> <ol style="list-style-type: none"> <li>1) Lobbying political representatives (Labour and Conservative) to act on MCEA's behalf, to secure Lagged funding</li> <li>2) Resources Committee were seeking ways to mitigate the impact of the deficit budget</li> <li>3) Exploring the option of writing to parents to ask the parent body to also lobby their MP, noting that if the MP receives five letters about the same issue then it becomes a 'big issue' for them to deal with</li> </ol> <p>The Principal explained that the Resources Committee were struggling to find areas where further cut backs could be made. He added that MCEA would not be in this position if it was in receipt of the money it needed for the children in the school. He explained that the LGC needed to understand that the deficit must be reduced, and that the SLT and LGC would have to deal with a lot of complaints going forwards.</p> <p>Responding to a question the Principal advised that the reserves were to be used to help reduce the deficit, but he explained that they would not last indefinitely and that the future years position was still in deficit but there would be no reserves left to fall back on. A governor summarised that the educational provision would have to change as a result of trying to reduce the deficit, as the curriculum would need to be reduced and there would likely be further redundancies. It was noted that financial planning had been an issue historically, but other schools saw the deep cuts over the last three years.</p> <p><b>6.3 Update on staffing</b> The Vice Principal (EM) advised that MCEA was fully staffed for September, following the recruitment of an English teacher and a 0.6 FTE Geography teacher.</p>	
<p><b>7.</b></p>	<p><b>HLTY Updates</b>  <b>7.1 Risk Register</b></p> <p>The Principal advised that MCEA was to maintain a local level Risk Register. It was to become a responsibility of the Resources Committee, from September, to conduct a Risk Management profile to rag rate the local risks. This would then provide the LGC with the top three risks that would be presented to the MAT Board. CM advised that the SoD indicates that a Risk Register should be maintained at a local level as well as at MAT Board level.</p>	
<p><b>8.</b></p>	<p><b>Governance, Governor training and correspondence</b>  <b>8.1 Discussion on the changes to MCEA governance/ Principal's proposed governance structure (as previously circulated)</b></p> <p>The Principal advised that he had collated responses from governors about the restructure of governance. These responses, as well as a loose directions from HLTY had enabled him to present the following proposal:</p> <ul style="list-style-type: none"> <li>• LGC would meet on an 8 week cycle, with 5 meetings each year</li> <li>• Resources Committee would cover: Finance, Staffing and Premises</li> <li>• Standards Committee would cover: Achievement and Learning and Welfare</li> </ul> <p>The Principal summarised the governors concerns:</p> <ul style="list-style-type: none"> <li>• LGC and sub-committees need to avoid operational detail</li> <li>• Sub-committees may lose the detailed level of scrutiny they currently provide</li> <li>• Working Party structure was not the way forward for MCEA</li> </ul>	

	<ul style="list-style-type: none"> <li>Minutes were to be taken at each meeting</li> <li>Virtual attendance e.g. by telephone conference was not considered a good option</li> </ul> <p>The Principal advised that each meeting would have a proposed agenda, with items listed that needed to be addressed as part of the HLT cycle. The style of the meetings would rely heavily on high quality staff reports. The Principal had previously circulated the proposed agendas for the Resources Committee and Standards Committee and he asked for feedback to be sent to him. He added that the proposed structure would allow time for focused scrutiny and time for governors to cover accountability questions.</p> <p>The Principal asked the governors to trial this proposal through Autumn term and review if it was fit for purpose at Christmas time. The Chair of Governors asked the LGC to accept the Principal's proposal and get behind making it work. All governors agreed to trial the new structure.</p> <p>The Clerk agreed to provide the Principal and the Chair of Governors with a list of governors from September and the beginnings of a committee membership structure, including the dates of the LGC, Resources Committee and Standards Committee. The committee membership would take into consideration the thoughts of the governors captured on the recent Skills Audit.</p> <p>Governors wanted to ensure that the LGC would be big enough to fore fill all of its statutory duties, including having enough people to cover panel hearings etc.</p> <p><b>8.2 Governors' end of office</b> Fiona Long, Janis Wright and Stephen Naish's terms of office would be ending on 31.08.17.</p> <p><b>8.3 Update Link Governors list</b> Governors noted the Link Governor positions that had become available, following the resignations and end of office movement. Any requests to change or be added to a different link should be addresses to the CoG and the Clerk.</p> <p><b>8.4 Dates of 2017-18 LGC Meetings</b> The dates of the LGC meetings for 2017-18 were agreed as:</p> <table border="1" data-bbox="167 1189 1386 1288"> <tr> <td><b>Manor CE Academy (6.30pm start)</b></td> <td>Weds 20<sup>th</sup> Sept 2017</td> <td>Weds 22<sup>nd</sup> Nov 2017</td> <td>Weds 17<sup>th</sup> Jan 2018</td> <td>Weds 14<sup>th</sup> March 2018</td> <td><b>Tues 5<sup>th</sup> June 2018</b></td> </tr> </table> <p><b>8.5 Dates of 2017-18 Sub-Committee Meetings</b> It was agreed that the Clerk would circulate the proposed sub-committee meeting dates that the Principal had suggested. The Chairs of the committee were to clarify the preferred start time of their sub-committee.</p> <p><b>CM asked for clarification from the MAT Board as to whether or not Trustees of the Board are allowed to sit on an LGC.</b> DJ advised that his position had been discussed at MAT Board level and they had agreed it was acceptable for him to hold both positions. The CoG agreed to ask the Board CM's question.</p>	<b>Manor CE Academy (6.30pm start)</b>	Weds 20 <sup>th</sup> Sept 2017	Weds 22 <sup>nd</sup> Nov 2017	Weds 17 <sup>th</sup> Jan 2018	Weds 14 <sup>th</sup> March 2018	<b>Tues 5<sup>th</sup> June 2018</b>	<p><b>All</b></p> <p><b>Clerk</b></p> <p><b>All</b></p> <p><b>SD / DJ</b></p> <p><b>CoG</b></p>
<b>Manor CE Academy (6.30pm start)</b>	Weds 20 <sup>th</sup> Sept 2017	Weds 22 <sup>nd</sup> Nov 2017	Weds 17 <sup>th</sup> Jan 2018	Weds 14 <sup>th</sup> March 2018	<b>Tues 5<sup>th</sup> June 2018</b>			
<p><b>9.</b></p>	<p><b>Committee Reports</b> <i>Minutes (or draft minutes), where available, had been previously circulated.</i></p> <p><b>9.1) Student Welfare</b> DJ advised that the Student Welfare Committee had met earlier in the day. The meeting had largely focused on staff workload. DJ reported that attendance was currently +96% but there had been an increase in the number of exclusions as a result of taken on an increased number of pupils through the BAP.</p> <p><b>9.2) Resources Committee – meetings held 15.05.17 and 28.06.17</b> Governors noted the minutes of the meeting held on 15.05.17 and AR advised that the 28.06.17 meeting had mainly echoed the discussions of tonight's meeting.</p> <p><b>9.3) Attainment &amp; Learning – meeting held 25.05.17</b> The minutes had just been completed in draft and the Clerk agreed to circulate the minutes having</p>	<p><b>Clerk</b></p>						

	<p>received them earlier on this day. DJ gave a note of thanks to the staff who had been working on the development of student flight paths. He acknowledged that there was still a lot to do, but stated that it was easier to intervene earlier in a pupils career as a result of this work.</p> <p>DJ advised that FL had completed a Link Governor report and Quality Assurance report on the English department, both of which had been very positive. He added that the challenge for the department was that the teaching had been outstanding but last years results had not reflected this. DJ acknowledged that the English department were under tremendous pressure, so wished to thank the department for their hard work on behalf of the Attainment &amp; Learning Committee.</p> <p>The Principal advised that department reviews were continuing at pace and that the school had some fantastic teachers on staff. He added that some colleagues were being supported.</p> <p><b>9.4) Premises Committee – No meeting held since last LGC</b></p> <p><b>9.5) Standing Committee held on 22.06.17</b> The Chair gave a verbal update stating that the Standing Committee had reviewed the governance structure, the budget and the staffing issues.</p>	
10.	<p><b>Strategy Morning</b> It was agreed that the next Strategy Morning (January 2018), would look at how the new governance structure was working.</p>	
11.	<p><b>Any other business</b> Governors were asked to commit to visiting during the school days for five hours per term, in order to improve their understanding of how the school works and to improve their links with link staff members/teams. The Principal added that it is better to see the pupils in the school and the setting in action. It was agreed that this would be pick up at the September meeting.</p> <p>It was agreed that visits should be planned and the Principal would inform governors of events that were taking place.</p>	<b>Agenda</b>
14.	<p><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.</p>	
15.	<p><b>Date of next meetings:</b> Wednesday, 20<sup>th</sup> September 2017 at 6.30pm</p>	

**The meeting closed at 8.50pm**

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

Mr Tom Hanham (Chair)

**Future agendas:**

**LGC**

Risk Register (*Standing Item*)  
Governor visits during the school day

**Action Points from the LOCAL GOVERNING BODY MEETING held on 5<sup>th</sup> July 2017**

	<b>ACTION</b>	<b>ITEM</b>	<b>WHO</b>	<b>WHEN</b>
1.	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	3	Principal's PA	Sept 2017
2.	The COO to follow up on making sure that the above Safeguarding Training was held	3	COO	Sept 2017
3.	COO to forward the Finance Policy to the Chair and the rest of the LGC once approved	3	COO	Sept 2017
4.	The Principal to organise for a notice board to be place in the main entrance to articulate charitable giving	5.1	Principal	Sept 2017
5.	All governors to provide feedback to the Principal on the proposed agendas for the Resources Committee and Standards Committee	8.1	All	End of term Summer 2017
6.	The Clerk to provide the Principal and the CoG with a list of governors from Sept and the beginnings of a committee membership structure, including the dates of the LGC, Resources Committee and Standards Committee meetings	8.1	Clerk	End of term Summer 2017
7.	Link Governors - Any requests to change or be added to a different link should be addresses to the CoG and the Clerk	8.3	All	End of term Summer 2017
8.	The Chairs of the committee to clarify the preferred start time of their sub-committee	8.5	SD & DJ	End of term Summer 2017
9.	CoG to seek clarification from the MAT Board as to whether or not Trustees of the Board are allowed to sit on an LGC	8	TH	Sept 2017