

MANOR

CHURCH OF ENGLAND ACADEMY, YORK

LOCAL GOVERNING COMMITTEE MEETING

Minutes of the meeting held on Wednesday 12th June 2019 at 6.00pm

Present: Mr S Barber (Principal) Dr D Cooper
Mr A Richardson (Chair) Mr M Quick
Dr S King Revd A Gready
Mrs C Day

In Attendance: Ms L Scaum (Vice Principal: Welfare)
Miss I Kvist-Hansen (Governance Support Office - Clerk)

				Action								
1.	<u>Welcome and opening prayer</u> The meeting was opened in prayer led by Reverend A Gready.											
2.	<u>Apologies for absence, consent and declarations of interest</u> Apologies for absence had been received, with consent, from Mrs E Jones, Dr S Smith and Mr K Jones. There were no declarations of interest.											
3.	<u>Minutes of the meeting held on 3rd April 2019</u> The minutes were agreed as a true and accurate record and were signed by the Chair.											
4.	<u>Action Plan and matters arising</u> <table border="1"><thead><tr><th></th><th>ACTION</th><th>RESPONSIBILITY</th><th>STATUS</th></tr></thead><tbody><tr><td>1.</td><td>Keep Governors informed on list of viable actions that can be implemented to address teacher workload.</td><td>Principal</td><td>Completed</td></tr></tbody></table> <p>Action point 1 – The Principal reported that staff had previously completed anonymous questionnaires followed by focussed discussions in each department. During these discussions teachers had been asked to also highlight suggested solutions to the issues raised. The Principal handed out a document at the meeting presenting the main themes identified, and solutions to address these, as well as suggestions from the SLT. He highlighted the following headlines:</p> <p>1. Admin reduction Teachers had expressed that too many emails were being distributed, and some emails were irrelevant for the recipient, as well as too many emails looking for an immediate response. The SLT agreed with this concern, and it had been discussed that all staff had to recognise who they wished to target and not sent emails to all members of staff. An internal email policy could be implemented to set guidelines for internal correspondence. Functioning of IT systems such as SIMS, CPOMS or School IP were also raised by teachers. They suggested as a solution that TAs could support faculties by undertaking admin tasks, as well as ensuring effective implementation and maintenance of systems. The SLT response was to offer more training on using the mentioned IT systems.</p> <p>2. More students in each year-group would result in increases in teachers' workloads. The Principal had previously presented and explained the school's financial situation and the need for increased student numbers to keep the school viable. The LGC had been notified about this at the previous meeting.</p> <p>3. Too much marking and changes to the assessment calendar Staff suggested that the assessment calendar should be planned more carefully to prevent work from accumulating at certain times of the year. They further suggested reducing homework marking and</p>		ACTION	RESPONSIBILITY	STATUS	1.	Keep Governors informed on list of viable actions that can be implemented to address teacher workload.	Principal	Completed			
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	<p>rethinking the marking policy. The SLT agreed to plan the assessment calendar more carefully and consult teachers. They also suggested exploring online marking of homework.</p> <p>4. Pastoral care Teachers were more involved in pastoral care and had higher numbers of students with SEND and behavioural issues in lessons. Running detentions and time spent on monitoring and logging bad behaviour, as well as time spent on communicating with parents, were also mentioned. Staff suggested that admin tasks associated with behaviour could be undertaken by TAs and office admin instead of by teachers, and that teachers should not be running detentions. The SLT suggested that a whole staff detention policy could be agreed, as well as considering how support staff could support in reducing such admin tasks.</p> <p>5. Not enough PPA time, 90% timetables, as well as teaching outside their specialism were considered unacceptable by teachers. Teachers suggested that teachers should teach less to create more time as well as employing more teachers so everyone could teach their specialism. The SLT response was addressed in the budget presentation by the Principal. In addition, the SLT suggested clarifying teachers pay and conditions regarding PPA time to all teaching staff.</p> <p>6. Staff meetings Teachers suggested reducing the number of whole staff meetings and having time for frequent departmental meetings. The Principal advised that the SLT found departmental meeting positive as it would allow teachers to focus on internal issues and have more detailed discussions. The SLT would consider when it was needed to call for meeting with all staff members present.</p> <p>The Chair thanked the Principal for the report and expressed that it provided good follow up on developments since the last LGC meeting. He added that this showed that the concerns raised by teachers were being addressed.</p>	
5.	<p><u>Principal's Report</u> (Previously distributed)</p> <p><u>Vision Values and Strategic Direction</u> The Principal reported that they were now towards the end of the exam season with only one week left. He advised that everything had gone well, and hopefully, the students had done as well as predicted. Mental health in relation to exams had been addressed and the Vice Principal reported that one child had received one-to-one support during the exams.</p> <p>A Governor noted that compared to last year, where there had been a lot of incidents of exam anxiety, this year seemed very different. The Principal advised that they had been proactive in supporting students. He added that it might also come down to the individual cohort. Last year girls had outperformed boys, while this year it was the other way around, which showed that direct comparison of cohorts should be done with caution. He added that the spike in exam anxiety the previous year, could also have been a reaction to the new exams. The Vice Principal added that they had identified students who could potentially develop exam anxiety and provided early support. She advised that she had a group of students she monitored and worked closely with. To further address anxiety, next year yoga and mindfulness would be a part of the PE curriculum. She further advised that early identification was important, and a group of students in year 9 was already being monitored.</p> <p>The Principal reported that the Archbishop had visited the school. He had during his visit joined the staff prayer group, the year 11 bible study group and the leadership students. He had also been at the Hive to talk to the year 7 RS students. The visit had been a real success.</p> <p><u>Staffing</u> The Principal reported that the Vice Principal for Curriculum, Assessment and Reporting had left the school after a prolonged period of absence. The role had been advertised and they had received 16 applications. They had following appointed a teacher who worked in an outstanding school in Wakefield. He would join the school in September 2019.</p> <p>A new Director of Learning for Maths had also been appointed and would start in September. A replacement for the Support Services Manager had not yet been appointed. They had interviewed candidates for the role, but it had not led to appointment. The vacancy would be re-advertised to find the right candidate.</p>	

Financial Management

The start budget and explanatory notes were distributed with the agenda together with minutes from the Resources Committee held on 15th May 2019.

Start Budget 2019/2020

The draft start budget had been completed. They predicted a small carry forward next year of £27k. The Principal advised that it was very good news that they were now in a position where they were not forecasting in year deficits for the next two years. He added that the school would continue to be compliant with the Trust's requirement for reserves.

A Governor asked what would happen from 2021/22 onwards when increasing deficits were predicted.

The Principal replied that the assumption in the budget forecasts was that there would be no increase in central funding. He advised that he hoped and prayed that more funding would go into school from the central government. He added that the first 2 years were the most important.

Agreed: Governors recommend the start budget for approval by the Trust's Resources Committee.

The Principal reported that the ongoing rendering issue was currently at a stalemate and taking legal action was being considered. The Chair of the Resources Committee added that the Committee had advised that the school should take legal advice on this matter.

The main staffroom was being converting into a TA room, and the current TA room would become an extra classroom. More CCTV was now in place to cover blind spots across the school. The footage was now digital and crystal clear.

Community funding could be an option to make updates to the sports pitch. The estimated cost was around £200k.

Half of the 'little extra' capital income received from the government would be spent on getting an electric gate. For the remaining funding, they would like to improve the lunch and break-time space for students and improve the outdoor experience.

A Breakfast Club would be set up at the school.

A Governor asked about the reasons behind starting a Breakfast Club.

The Vice Principal replied that some children were being dropped of very early in the morning. Starting a BF club would keep these children in one area and they would be supervised. The Principal added that at his old school the BF had created a very good atmosphere and given the students a good start to the day.

A Governor asked if the club would also be available for disadvantaged children.

The Vice Principal replied that pupil premium subsidy would be available.

Personal Development and Welfare

The overall attendance was 95.8%. The Vice Principal reported that this was a good figure considering the number of fixed term exclusions. The Principal added that exclusions were declining especially in year 10.

The Vice Principal reported that she had received support from the Standards Committee. The new behaviour system had been launched and it was natural that they had experienced a peak in behaviour due to children challenging the new system. They were now at a point where they experienced a fall as students had realised the consequences of misbehaviour. They now had to address a small cohort of 're-offenders'. The Vice Principal advised that they had to look into alternative provision, or a new start at another school, for some students in this group.

The Principal expressed that the work of the Vice Principal had been very good and really enhanced practises at the school.

The Principal reported that they had discussed if teachers could do more to deescalate situations. The Vice Principal added that they had had conversations about how to handle situations with certain students to deescalate challenging behaviour.

A Governor asked if they could expect to not see an increase in behaviour incidents again.

The Vice Principal replied that they should have seen the peak.

A Governor asked if there was an overlap between behavioural incidents and exam anxiety.

The Vice Principal advised that it was not the same cohorts. She added that in relation to behaviour, non-disadvantaged boys were the main concern, and not pupil premium eligible students as nationally. She expressed that underlying things such as family situations and parenting were the main factors impacting on these boys' behaviour.

The Vice Principal stressed that they were proactive in supporting teachers in handling students with additional needs such as SEND, ADHD or Autism. They had developed 'Student on a page' documents to inform teachers on strategies in place for individual students. This work had been completed for year 10 and she was currently working on year 8.

A Governor raised a question about how the school was working with parents.

The Vice Principal replied that the Head of Years liaised with parents. Parental engagement was overall good and the school collaborated well with parents. She added that a few parents could be hard to reach. She further advised that there were external agencies they could receive support from and that there were good resources the school could tap into through the LA.

The Principal reported that there would be 235 students starting in September 2019. The Vice Principal advised that there would be a special transition day for students with SEND, autistic traits, anxiety and for students who were single applicants from their primary school. For these students transition to secondary school could be a daunting experience. 43 students had therefore been invited to participate in this special transition day. This would allow for extra support and give the students a chance to form friendships before they started at the school.

Meeting dates 2019/2020

Governors discussed the best order of the LGC and committee meetings. It was agreed that the Resources Committee would meet first followed by the Standards Committee and then LGC meetings to allow for information from the committees to be shared with all Governors.

Governors agreed to continue to have meetings on Wednesdays at 6:00pm.

The following dates were agreed:

<u>Resources Committee</u>	<u>Standards Committee</u>		<u>LGC</u>
18 th September 2019	25 th September 2019	→	11 th September 2019 (Results only)
6 th November 2019	13 th November 2019	→	9 th October 2019
22 nd January 2020	29 th January 2020	→	27 th November 2019
4 th March 2020	11 th March 2020	→	12 th February 2020
13 th May 2020	20 th May 2020	→	25 th March 2020
			10 th June 2020

Academy Development Plan (Previously distributed)

The Principal reported that the ADP was in its current format rather long and contained a lot of information. As part of the Principal's NPQEL course, he would look at the ADP across the Trust. There were currently various formats but standardisation was preferred in the Trust. The Principal was therefore suggesting that all schools should make a summary document that could be presented to Governors and Trustees. This document would give a strategic overview of the information in the ADPs.

A Governor suggested that the LGC should focus more, by the end of each year, on looking into actions in the ADP to make sure that progress and completion of action points were monitored.

6. **Resources (Overseeing Financial Performance)**
Covered under item 5.

7. **Standards (Holding the Headteacher to Account)**
Governors noted the minutes from the Standards Committee held on 10th April 2019.

The Chair of the Committee highlighted the following:

- The Vice Principal had attended the meeting to talk about behaviour, the new behaviour approach and the impact of this.

	<ul style="list-style-type: none"> • The committee had looked at SEN provision and recommendations from the recent audit. • Break down of PP spending was to be presented to the Committee. • The mock exam data had been analysed. It had looked positive, and it was expected that final results would be fairly similar, or perhaps slightly better, than the previous year. • Concerns had been raised about computing. 	
8.	<p><u>Pupil Premium Update</u> There was no update at this meeting. An update of PP students' progress and attainment would be provided when end of year results were available.</p>	
9.	<p><u>Ethos and SIAMS Committee Update</u> Governors noted the minutes from the Ethos Committee held on 8th May 2019.</p>	
10.	<p><u>Local Governing Committee Strategic Direction</u></p> <p><i>Questions from Trustees</i> The LGC had received the following question:</p> <p><i>Trustees agreed to ask Governors at Manor CE Academy what was in place, or planned, to develop a collaborative working relationship with its feeder primary school, especially Poppleton Ousebank and Skelton.</i></p> <p>In response to the question the LGC would like to point out that Manor has a very large number of feeder primary schools. As a consequence, it is difficult to have a very close relationship with so many schools. Manor is in the fortunate position of filling all available places each year. Offering an in year programme, as other secondary schools in the Trust do, and actively promoting the school to primary schools are thus not required. Governors are concerned that doing so would be considered unfair and could risk taking resources away from current students.</p> <p>It was brought to Governors attention that Skelton is not a Manor feeder primary school, in fact, Skelton is a feeder school of Vale of York. Governors do not understand why Manor would develop an extra special relationship with this school, when Vale of York is working very hard to increase pupil numbers.</p> <p>All Trust primary schools are invited to join the Minster carol service each year and the Head of Music at Manor goes to these schools to teach them carols. Unfortunately, Poppleton Ousebank chose not to participate this year. Manor has also done assemblies for Forest of Galtres and Baldersby St James is looking to organise visits in the near future. Governors are confident that the school works collaboratively with all feeder primary schools as well as all Trust primary schools. Governors believe that it is in the school's best interest to remain fair and considerate in its approach to all primary schools. The school is open to working with Trust primary schools and they are always welcome to contact the school to set up collaborations. Governors are mindful about teacher workload, which has been discussed at recent LGC meetings, so such collaborations must not result in additional work for teachers, and as a result, less resources being available to students at the school.</p>	
11.	<p><u>HLTY Updates</u> Governors noted the update from the Board of Trustees. The Principal expressed that the introduction of a governor induction handbook was a good idea.</p>	
12.	<p><u>Safeguarding</u> There was nothing to report at this meeting.</p>	
13.	<p><u>LGC training</u> The Chair and Principal had participated in the workshop on teacher workload.</p>	
14.	<p><u>Policy Updates</u> There were no policy updates at this meeting.</p>	

15.	<p><u>Items to raise with the Trust Board</u></p> <p>Governors would like to receive a response back from the Trustees regarding their reply to the question raised about collaboration with feeder primary schools.</p>	
16.	<p><u>Any other business</u></p> <p>Dr D Cooper reported that she had done a Link Governor visit the previous day. It had been a good opportunity to get to know the department, the plan and structures, and staff development. During the visit she had seen the plan for working on the intent, implementation and impact of the curriculum, guided by the new Ofsted framework. She advised that she planned on doing another visit in the autumn term.</p> <p>Governors discussed distribution of link governor visit reports. It was agreed that the reports could be sent to the Clerk for distribution with LGC agendas. A copy should also be provided to the school.</p> <p>Governors agreed to review link governor roles and develop link governor responsibilities for new Governors at the next meeting.</p>	Agenda
17.	<p><u>Date of next meetings</u></p> <ul style="list-style-type: none"> • Wednesday 11th September 2019 (Results) at 6:00pm • Wednesday 9th October 2019 at 6:00pm 	

The meeting closed at 7:47pm

Items for the Next Agenda:

Link Governor Roles

Signed: _____ Date: _____
 Mr Andy Richardson (Chair)