

MANOR

CHURCH OF ENGLAND ACADEMY, YORK

LOCAL GOVERNING COMMITTEE MEETING

Minutes of the meeting held on Wednesday 9th October 2019 at 6.00pm

Present: Mr S Barber (Principal SBA) Dr S Smith (SS)
 Mr A Richardson (Chair AR) Revd A Gready (AG)
 Mrs E Jones (EJ) Dr D Cooper (DC)
 Dr S King (SK)
 Mrs F Titterington (FT)

In Attendance: Louise Scaum (LS) - Vice Principal, Manor CE Academy
 Sue Metcalfe (SM) - PA Manor CE Academy - Clerk

		Action																
1.	Welcome and opening prayer The meeting was opened in prayer.																	
2.	Apologies for absence, consent and declarations of interest Apologies for absence had been received, with consent, from Charlotte Day, Kieran Jones and the Governance Support Clerk, Miss I Kvist-Hansen (IKH) Declarations of interest: Fiona Titterington stated she was an Exam Invigilator at Joseph Rowntree School.																	
3.	Minutes of the meeting held on The minutes were agreed as a true and accurate record and were signed by the Chair.																	
4.	Action Plan and matters arising <table border="1" data-bbox="159 1422 1356 1792"> <thead> <tr> <th></th> <th>ACTION</th> <th>Responsibility</th> <th>STATUS</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>Correct minutes and bring to October meeting for signing</td> <td>Clerk</td> <td>Signed by Chair 09/10/2019</td> </tr> <tr> <td>2.</td> <td>Arrange letter to be sent out to all members of staff</td> <td>Chair</td> <td>Chair to complete</td> </tr> <tr> <td>3.</td> <td>Talk to Governor Support and Training Manager about potential Governors with correct skillset to support the work of the LGC</td> <td>Clerk</td> <td>Check with Clerk IKH</td> </tr> </tbody> </table> <p>No matters arising from the previous minutes.</p>		ACTION	Responsibility	STATUS	1.	Correct minutes and bring to October meeting for signing	Clerk	Signed by Chair 09/10/2019	2.	Arrange letter to be sent out to all members of staff	Chair	Chair to complete	3.	Talk to Governor Support and Training Manager about potential Governors with correct skillset to support the work of the LGC	Clerk	Check with Clerk IKH	
	ACTION	Responsibility	STATUS															
1.	Correct minutes and bring to October meeting for signing	Clerk	Signed by Chair 09/10/2019															
2.	Arrange letter to be sent out to all members of staff	Chair	Chair to complete															
3.	Talk to Governor Support and Training Manager about potential Governors with correct skillset to support the work of the LGC	Clerk	Check with Clerk IKH															
5.	Principal's Report – SBA reported the following: Pupil Progress: The most accurate GCSE results data has just come through on 8th October. The DfE release the first draft table as a checking exercise for all schools. Manor submitted 76 papers and a third of all remarks have come back with better results for each student. There was a Governor query if																	

parents can request a remark. It was explained that on results day there is an information desk set up and a letter also goes out to parents with information about remarks of papers.

Progress 8 score is up at +0.42, Attainment 8, +54.15, Progress 8 scores for English +0.65, Progress 8 for maths +0.31, Progress 8 Ebac, +0.35, Open 0.41. We are above average at 0.42.

SBA explained that the progress on the present Y11 is taken from data and forecasting relating to the previous Y10 summer exams. English is - 0.25 (down from the 2019 figure of +0.63) and maths inline at +0.30. Progress in other baskets is also inline. Pupil Premium is worse at -0.46. However, the mock exams take place in November and these results are likely to improve. FT asked if there is a significant difference between boys and girls. It was explained by SBA that this varies year on year and fluctuates depending on the ability of the year group. Manor is below Progress 8 in MFL.

Behaviour and Attendance update - LS

Attendance is 96.61% with Pupil Premium attendance at 93.49.

LS explained that there is continuation of last year's attendance policy. Anyone who ended up a PA (persistent absence) will be monitored over a 6 week period. There are fines issued for term time holiday. Students who have a medical note for poor attendance will be supported and referred to outside agencies if needed.

The use of work experience placements and specialist skills placements for disengaged students has helped with exclusion rates. For example, of those students who came through BAP one student spent some time as a builder's apprentice and then had personalised learning. LS has a group of 7 student's for 4 hours a week to catch up on coursework, and to diffuse situations they are struggling with.

The decision as to whether students can attend the 'Manor Prom' at the end of Y11 is also linked to behavior and good attendance. This also affects whether students are included on school trips, which has had a good impact on attendance.

From September, there has been 10 fixed term exclusions and 2 permanent exclusions. LS explained that Manor are encouraging students to walk on the left in corridors for ease of flow around school. There are now separate toilets for Key Stage 3 and 4. The Governors agreed that Manor are starting to see the benefit of the expectations and sanctions issued.

SBA explained he had received a letter form a group of 6 parents who do not like the tone of the expectations sent out by letter to parents, but as a school it is felt we need to set clear expectations as the school grows in size. SBA is in correspondence with the parents to ask for more clarification.

SEND Update – SBA/LS

Fisher Family Trust - 0.4.

There are no safeguarding issues. LS is updating the safeguarding policy. The 'Keeping Children Safe in Education' update has been completed and sent to the Standards Committee. Governor EJ could not see anything amiss as it follows Manor's Christian ethos with adjustments made for those students who need it.

Staffing Update: SBA

Number of teaching staff – 62 and number of support staff 42.

Absence up until the 27/09/19: 0.16% teaching staff absence due to illness and 1.07 % support staff absence also due to illness. One long term absence from the 23/09/19 to the 04/10/19 due to a bereavement in the family.

Two colleagues are signed to the do the NPQML qualification through our Teaching School. One teacher is on an informal support plan with no teachers on a TED plan.

6.	<p>Statutory Test/Exam Results Overview: It was agreed that this discussion had taken place as part of Agenda item 4, with detailed information from the Standard Committee minutes of the 19th June.</p>	
7.	<p>Academy Development Plan (including SEF) - SBA</p> <ul style="list-style-type: none"> • SBA will provide Governors with a 2 - 3 page summary of the ADP. • RS results were not as high last year dropping back in Grade 5 and above, also looking to reduce the attainment gap between boys and girls. • Developing the Lay Chaplaincy role at Manor. <p>The Governors questioned what will be done to address RS. SBA explained there will be a sharp focus on results coming in through tracking, to enable the predicted grades to be more accurate. To have a top set in RS that will raise the bar higher. There were 2 staff absences in RS last year, so the students were not in mixed ability sets.</p> <ul style="list-style-type: none"> • Quality of Education – intent of the Curriculum. The Government are discussing the lifting of the ban on outstanding schools to be inspected, so we need to be Ofsted ready. • Ofsted want us to have a statement of intent. SBA is developing that with a clear statement of intent for each department. • Teaching and Learning groups to continue. They should acknowledge an area for development within their own departments, instigate this and come to a conclusion • Overhaul of the Enrichment curriculum – personal development <p>SBA explained that the self- evaluation is not based solely on outcomes whilst not well above 0.08 we are still ahead in the provision of extra-curricular activities, enrichment and school trip and a good atmosphere around school in terms of behaviour and pastoral care.</p> <p>Governor EJ asked that on page 51 of the SEF the SEN report should be included.</p> <p>LS explained that Lawrence Tate the DOL for RS is taking over the overhaul of the Enrichment programme to include personal development. He will provide a mapping document. There will be discussion around the Archbishops Award, Prevent, Consent, LGBT, Y7 and Y8 healthy lifestyle days, road and bike safety, healthy eating and healthy relationships and not just sex education.</p>	<p>SBA</p> <p>SBA</p>
8.	<p>Curriculum Development - SBA Hope Learning Trust implement the curriculum plan. French will be a compulsory option going forward and all students will be encouraged to take it. Manor plan to review the shared option block with Vale of York School, to review what is going well, and what can be reviewed. The A&P team are engaged with this led by Vice Principal Andrew Hill who is a Linguist.</p> <p>Manor is scheduled to grow in student numbers with a plan of 240 in 2021. We are presently looking at staffing, particularly at NQT's coming out of the Teaching school to perhaps include over staffing.</p>	
9.	<p>Update from Resources Committee (meeting 18 September) - Governor SK</p> <p>The monitoring report is period 11. Staffing there is and underspend on teaching and educational support staff, with an overspend of £17k on premises and supply staff. Insurance for staff cover will be looked at in April 2020 if there are long periods of staff absence. There has been positive staff absence levels so far this term.</p>	

	<p>The final financial position is £179,235 for period 11. Going forward there should be a £26,000 surplus for this academic year with known pupil funding of around £4,800 per student.</p> <p>10. Premises – Aaron Lethem, the new Manor Facilities and Support Manager is looking at the rendering work needed to the outside of school. There were a few teething problems with electronic gates and access to school, but there is now access up to 8.20am and then lock down to 8.40am. This is to ensure the car park is a safe area when students are arriving. The Governors felt the new additional parking is also very beneficial.</p> <p>11. Vision and Values – All The Governors agreed that the Manor vision and values are still reflected in the life of the school (serving others, growing together and living life to the full). The school motto is “Deo Duce” (led by God). The Ethos committee was set up a year ago, and there was a lot of work with the SIAMS inspection in the last academic year. AR agreed to arrange for the Ethos Committee to consider how the school aligned with the Hope values.</p> <p>12. Chair Report - AR The Chair reported that he had received an email on behalf of the Trustees, thanking Governors for their response to the previously raised question on the school’s collaboration with feeder primary schools. Governors had in their response outlined that Skelton Primary School was not a Manor feeder school and that Manor was working collaboratively with all primary schools, both inside and outside of the Trust. The Trustees had also expressed that they were encouraged by the work Manor staff were doing to promote good relationships with primary schools.</p> <p>DC was thanked for her link report after her visit to the English Department. She concluded their statement of intent was very impressive, and after completing a small learning walk felt it was a very cohesive department.</p> <p>AR felt it was time to revisit the list of link Governors and encourage more visits to departments. There was discussion around Governor training opportunities. There will be some safeguarding training held at Vale of York School, and exclusion training on the 23rd October. It was noted at the Resources Committee more Governors are needed for Finance. There are two vacancies one parent, and one foundation governor. SBA will look at recruiting to the Governing Body.</p> <p>13. Admissions: SBA SBA stated that there will not be any changes to the PAN in 2021. The PAN will be 270 in 2022, then 300 in 2025 if Manor get an expansion with funding from the LA to accommodate the students. Diocesan advice will also be taken, and the Hope Trustees would also have to approve this plan. Further updates will be made going forward in the Resources meetings.</p> <p>14. Health and Safety/ policy review Aaron Lethem is reviewing Health and Safety procedures in his management role. He is working on the risk register to be presented to this committee at the next meeting by SBA. Hope Learning Trust wants it to be a living document. This could include staff absence.</p> <p>15. Any Other Business: The Governors discussed the website and whether it could be improved – for further discussion.</p> <p>16. Dates and times of next meeting: It was agreed the next meeting will be Wednesday 27th November 2019</p>	<p style="text-align: right;">SBA</p>
--	---	--

The meeting closed at 7.30 pm

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

**Action Points from the LOCAL GOVERNING COMMITTEE MEETING
held on 9th October 2019**

	ACTION	ITEM	WHO	WHEN
	Provide Governors with a 2 - 3 page summary of the ADP	7	SBA	20/11/2019
	On page 51 of the SEF - to include the SEN report	7	SBA	27/11/2019
	Recruiting to the Governing Body	10	SBA	27/11/2019