

**MINUTES OF SUMMER TERM 1 MEETING OF THE FULL BOARD OF GOVERNORS HELD ON THURSDAY 2 MAY 2019
AT 5PM IN THE BOARDROOM**

PRESENT ("A" denotes absence)

Mr N Melton (Chair)
Mr C Richards (Vice Chair)
Mr J Sale
Mrs M Lovell
Dr W Pearce
Mrs J Caswell
A Mrs S Tryner
A Mr M Simmons
A Mrs P Varley
Mrs K Kerry (Headteacher)

IN ATTENDANCE

Mr R Gladwin (Deputy Headteacher)
Mr I Greenaway (Trust Link Governor)
Mrs S Hollingsworth (Clerk to Board of Trustees)
Mr Kevin Hearn (Chief Financial Officer)
Mrs N Barsby (Clerk to Governing Body)

Meeting begins: 17:05

Action(s)

1

Welcome & Apologies for Absence

The Chair greeted the board and welcomed the Trust linked Governor and the Clerk to the Trust. The Chair confirmed that apologies were received from two of three Governors who were not present.

The board discussed the attendance of a Governor who did not send their apologies and agreed to monitor attendance for the remainder of the academic year.

The Deputy Headteacher provided the board with information received from the Governor in question, indicating the possible cause of reduced attendance.

a) Declaration of Interest

None declared

b) Quoracy Check

Quoracy confirmed – 67% of Governing Board in attendance

c) Revision of Memberships

The Chair shared with the board details of a Governor's resignation. The board discussed the terms due to expire and the vacancies that will require attention. A discussion was held regarding multiple Parent Governor vacancies; with consideration of:

- Financial implications of multiple elections
- Potential skillset of new parents of 2019-2020 Year 7 students
- The strategic strength of a singular nomination period

A Governor sought clarification of when the nominations could be initiated. A second Governor challenged the legality; the Clerk to Trustees provided clarification of the options available to the board, highlighting the MAT governance guidelines the LGB need take into consideration, and offered to review the skillset of the existing board to assist with a new appointment.

The board decided unanimously to initiate nominations for all Parent Governor vacancies.

Two Governors gave their apologies in advance of the next meeting on 27 June.

Details published on school website by 20.05.19 with further update published post-election.

Parent Governor election process to commence.

<p>2</p>	<p><u>Minutes of Spring 1 Meeting Held 7 February 2019</u></p> <p>Reviewed and content AGREED.</p> <p>A Governor revisited the actions agreed and sought clarity these had been completed:</p> <ul style="list-style-type: none"> • Impact letter has been sent to parents of students with attendance below 95% • Procedural changes for the robust follow up of Aged Debtors were shared with the board • Pupil Premium analysis was completed by a previous Governor which had not been provided to Academy staff prior to resignation; a Governor recently visited the academy to review Pupil Premium with an Assistant Head who will be presenting a full report at the next meeting 27 June 2019. Details published on the School website; a governor requested a copy • The Headteacher highlighted that Sixth Form data has been provided to the board as requested • Confirmation received from the Trust that a revision has been made to the trust document highlighted at the previous meeting <p>A Governor highlighted a second document that may require revision, the Trust Clerk clarified the content of this document and a discussion was held regarding the communication of Trust and Governance processes/procedural changes between the MAT and the Local Governing Board. The Trust link Governor agrees to present this feedback to the board of Trustees.</p> <p>A discussion was held regarding the assignation of a linked Governor for Health and Safety. The Chair asked the board to vote, all unanimously agreed to assign a Governor with expertise in this field, who agreed with the request to lead in this area.</p>	<p>Clerk to provide a copy of the Pupil Premium information by 10.05.19</p>
<p>3</p>	<p><u>SEN</u></p> <p>The Headteacher introduced a report produced by an Assistant Head highlighting the high level of analysis completed by the Assistant Head and the SENCO to support a comprehensive review of current SEN provisions.</p> <p>The report highlighted the support and engagement currently available to the Academy's SEN students and the intention to offer more vocational options and personalise the support of these. The Headteacher summarised that current strategies are having a positive impact on the predicted outcomes of SEN students.</p> <p>A Governor asked about Pupil Passports for SEN students, the Headteacher informed the board of the purpose of Pupil Passports and the personalised content they contain to support the individual needs of SEN students.</p> <p>A second Governor enquired about the Tryline provision, the Headteacher explained that the provision is facilitated by an external provider and helps students develop important life skills such as teamwork.</p> <p>The Trust link Governor asked if there is currently additional support for mentoring and careers, the Headteacher highlighted the opportunities currently offered to broaden the experiences of SEN students. The Deputy Headteacher further elaborated that the academy works hard to help remove barriers that SEN students may experience.</p> <p>A third Governor sought clarification of the parental questionnaire response rate, it was explained that these are completed during the termly reviews to ensure a high level of feedback is obtained.</p> <p>A Governor expressed the content of the report was good.</p> <p><u>The Manor Academy Vision</u></p> <p>The Headteacher presented The Manor Academy's vision based on the acronym ACHIEVE, outlining the changes that have been made to strengthen the achievements of all students within the academy.</p> <p>ACHIEVE will be central to all aspects of education and curriculum intent with overt referencing in terms of the expectations of staff and students.</p> <p>The aim of the vision is to strengthen students' academic skillset and emotional development to broaden their opportunities in line with the academy's mission statement – Aspire, Achieve, Excel.</p> <p>This has been discussed with stakeholders and presented to the MAT to ensure the mission statement and vision aligns with the new Ofsted framework.</p>	 <p>The Manor Academy meta cog.p</p>

The Headteacher outlined the different elements of ACHIEVE and how these compliment all-round development, providing the board with examples for the initiatives that have been implemented to support wellbeing and achievement for both staff and students.

Thorough analysis of the concept was completed; involving the wider leadership team to ensure staff CPD reflects the cultural change.

The Deputy Headteacher highlighted the consideration that had been applied to the language used in the descriptive elements of the vision; purposefully structured in a format that is wholly inclusive.

Chief Financial Officer arrives 17:50

The Deputy Headteacher further elaborated the potential impact the vision has on self-confidence and cognitive load through positive reinforcement, with motivation a key driver.

The Headteacher expressed confidence that the academy vision compliments the MAT values and surpasses the objectives in the new Ofsted framework.

The Link trust Governor expresses his approval of the vision and feels it is relatable, also sharing with the board his opinion that the link between the MAT values and the Academy vision is clear.

The Deputy Headteacher stressed the cultural change taking place with the vision is being thoroughly embedded across the site and across all levels.

The Headteacher shared with the board details of the leadership charter and how this will positively support wellbeing and mental health, retention, growth and morale, with the sharing of best practice and recognition of achievement taking place in weekly briefings, which enhances a culture of stability, reducing the potential for short-term tenure.

Multiple governors express their approval of the vision and the positive feedback they have received so far. A Governor credits the leadership for their influence on change.

The link trustee Governor highlights the wider positive impact of the vision and the potential for development and promotion within the MAT, which retains the skillset of staff.

The Deputy Headteacher informed the board this had been introduced to MLT without the use of jargon and has been warmly received. The longer term changes were summarised, with emphasis on the changes to the teaching and learning marking scheme that have been piloted, and the incremental steps that will be taken to positively support student learning.

Strong schemes of learning, thinking creatively to build engaging repetition will support all elements of the academy linking together to provide students with a rewarding curriculum and staff with fulfilling their CPD opportunities.

The Headteacher expressed confidence in the research and development that has been conducted, which in turn has reduced the risk of ineffective embedding, as staff have been equipped with the skills to deliver. Feedback has been received from HR regarding the effectiveness of the new marking scheme, highlighting the scheme as good practice.

A governor praised the Deputy Headteacher on his ability to develop and empower staff through the provision of autonomy within their faculties, acknowledging that a tailored approach to learning across departments which compliments the vision, will be positive for students.

The Headteacher elaborated that the schemes of learning have a strong real world context with attention drawn to careers or life skills that will be enhanced by the curriculum content.

A governor suggested providing students with a reference to pay grades in accordance with skillset for construction.

The Link Trust Governor asked if a review had been initiated of the curriculum and the careers support available.

The Headteacher confirmed this has begun and outlined the support measures that are currently in place for careers.

The Deputy Headteacher highlighted the Year 11 careers learning mentors that have been introduced to a target group of Year 11 students, sharing with the board the positive feedback that has been received from the students involved.

	<p>A governor asks if there will be training for the LGB for the new framework.</p> <p>The Headteacher indicated this will be cascaded over the coming year.</p> <p>The Deputy Headteacher expressed that regardless of the agenda, the vision is positive for the school, with the Link Trust Governor highlighting the vision is driven by a passion to support the students fulfil their full potential whilst simultaneously meeting the new Ofsted framework.</p> <p>A Governor expresses that the vision and the culture that is being developed within the school is inspirational and the Governor quality assurance visits evidence the positive impact this is having within the school community.</p>	
<p>4</p>	<p><u>Proposed INSET Days 2019-2020</u></p> <p>The Deputy Headteacher outlined the proposed INSET dates for 2019-2020 providing the board with an overview of the agenda for each date and outlined the key areas for development with regards to teaching and learning. These include firstly to embed and refine the new marking and assessment techniques (whole class feedback) across the school.</p> <p>This element will form part of a wider strategy of introducing Metacognition into the classroom, which will support students' ability to learn independently and be able to call on a range of learning strategies which allows them to reduce their overall cognitive load when attempting challenging work both in and out of the classroom.</p> <p>The academy will also be focusing on individual faculties curriculum intent, each faculty will be given development time to review and enhance their SOL so as to reflect a coherent and thoughtful programme of study. The academy aims to develop of a suite of core teaching and learning techniques which fit the needs of each faculty and the children they teach across the academy.</p> <ol style="list-style-type: none"> 1. 30 August 2019 2. 02 September 2019 3. 29 November 2019 4. 20 December 2019 5. 29 June 2020 <p>APPROVED unanimously.</p>	
<p>5</p>	<p><u>Governors Quality Assurance Feedback</u></p> <p>A discussion was held regarding the recent reports completed:</p> <ul style="list-style-type: none"> • Pastoral Review • Teaching and Learning • Sixth Form Learning Walk • Year 12 Work Experience & Year 13 Next Steps • Year 9-10 Parents Evening <p>Governors who conducted the quality assurance visits provided an overview of their findings with the board.</p> <p>The governors that supported during parents evening discussed how well the event had been organised with particular attention to preventing backlogs of appointments and ensuring waiting times were kept to a minimum. The Deputy Headteacher indicated this was a key consideration for the Assistant Headteacher responsible for organising the evening.</p> <p>The two governors that attended the event also shared the parental feedback they had received with the board.</p> <p>Another governor discussed their findings, highlighting a Year 12 student who has excelled and is now working with Year 13 students. The governor drew attention to maths as an area to ensure is supported with intervention sessions. The governor expressed enthusiasm at the provision of work experience and the positive impact this has provided for students, with another governor sharing positive feedback they have received from a school outside of the MAT.</p> <p>The Chair covered his participation in the Year 11 mentoring project, sharing the students were great ambassadors of the school and the experience was positive for all involved in the project. The Deputy Headteacher indicated this may be rolled out to a wider target audience.</p>	

	<p>The Deputy Headteacher also highlighted that all governors present had supported the school since the last meeting.</p> <p>A governor challenged the evidence of workload, indicating that the only current representation of support provided is in the format of the quality assurance feedback. The Chair challenged this opinion with the Deputy Headteacher highlighting the grid that is distributed at the beginning of each academic year, which indicates the level of involvement members of the board have with the school community. The Headteacher added that attendance would be captured as part of the Chairs report that will be produced going forward. The Trust clerk and the Chair both agree this is correct.</p> <p>A governor highlights the governor signing in book that is available as a record of attendance. It was established that not all members of the board were using this as the electronic fobs record access on site. As this information is not made available to the governors, it was suggested a log be kept to provide a record for sharing at future meetings.</p> <p>A member of the meeting leaves at 18:50 returning at 18:53.</p>	<p>NBR to produce an attendance grid by 30.05.19</p>
<p>6</p>	<p><u>Proposed FGB Dates 2019-2020</u></p> <ol style="list-style-type: none"> 1. Thursday 26 September 2019 2. Thursday 28 November 2019 3. Thursday 30 January 2020 4. Thursday 7 May 2020 5. Thursday 25 June 2020 <p>26 September was highlighted by the board as conflicting with a TTCT meeting; all agree to postpone this until the following week.</p> <p>Two governors reiterate their apologies in advance of being unable to attend the next meeting on 27 June.</p> <p>The following dates AGREED unanimously:</p> <ol style="list-style-type: none"> 1. Thursday 3 October 2019 2. Thursday 28 November 2019 3. Thursday 30 January 2020 4. Thursday 7 May 2020 5. Thursday 25 June 2020 	
<p>7</p>	<p><u>School Budget</u></p> <p>The Chief Financial Officer for The Two Counties Trust provides the board with an overview of the budget forecast, highlighting that the unique short-term deficit is reflected in the longer term financial planning for the academy and is a result of the recent positive uplift in applications for Year 7 places, not financial mismanagement.</p> <p>A governor challenges that the financial forecast leaves the academy faced with a short-term deficit budget. The link Trust Governor addressed this, stating that the MAT are not concerned as they are fully aware of the funding occurring retrospectively. They offer congratulations to the board for the significant increase in applicants and attracting students to the academy.</p> <p>The CFO provides an in-depth analysis of the forecast with awareness drawn to the investments that have been planned for the site.</p> <p>A governor sought clarity regarding the investments to be made over the coming years. The link Trust Governor provided an insight into the financial review strategies of the academies within the MAT and shared that the trust are proud of the academy's achievements. The CFO furthers this, highlighting that MAT will look to support positive growth.</p> <p>The CFO discussed the positive impact centralisation has had on the short term deficit and that the procurement services of the MAT should further enhance this, with the Link Trust Governor highlighting the accountability for all stakeholders in terms of service level agreements that have now been implemented.</p> <p>A Governor thanked the Chief Financial Officer for attending and his contribution to the meeting.</p> <p>The local governing body of Manor recommended the budget for 2019-2020.</p>	
<p>8</p>	<p><u>Contract changes/amendments</u></p>	

	None received	
9	<u>Leave of Absence Requests</u> None received	
10	<u>School Policy Review</u> Feedback received for the following policies: <ul style="list-style-type: none"> • Visitors • Communications • Exams Amendments suggested for the visitors policy regarding the colour coding of lanyards. Revision to be made before the policy is agreed by the LGB. <u>Cycle Update</u> A Governor sought clarification of policies to be reviewed for the next LGB meeting. The clerk explained the review of policies taking place currently at academy level and that details of policies to be reviewed will be shared with the board in readiness for 27 June 2019.	NBR to provide Governors with Manor lanyards by 27.06.19
11	<u>Training Modules - Update</u> The Clerk updated the LGB regarding the completion of training modules. The Chief Financial Officer highlighted the introduction of new software and the availability of training via the new service.	All members of the LGB to have completed mandatory training modules by 27.06.19
12	<u>Correspondence</u> The Chair shared details of correspondence received: <ul style="list-style-type: none"> • Governors resignation letter • Nottinghamshire County Council Health & Safety Services letter The Chief Financial officer clarifies the reason for the NCC letter and shares with the board that the services are no longer required as the MAT have secured provision elsewhere; the Chief Financial Officer has replied to NCC on behalf of the Trust.	
13	<u>AOB</u> <ul style="list-style-type: none"> • Link Trust Governor praised the school for their communication and support • Chair thanked the Link trust governor and the Trust Clerk for their attendance 	
14	<u>Determination of Confidentiality</u> AGREED	
15	<u>Date & Time of Next Meeting</u> 27.06.2019 17:00 Admin Boardroom	
16	<u>What has been achieved tonight</u> The Governors discussed the outcomes of the meeting, reflecting on the flexibility within the budget to positively support teaching and learning, the presence of the board within school and the honesty expressed during the meeting.	
Meeting Ends: 19:40		