

MINUTES OF SPRING TERM 1 MEETING OF THE FULL BOARD OF GOVERNORS HELD ON THURSDAY 7 FEBRUARY 2019 AT 5PM IN THE BOARDROOM	
<p>PRESENT ("A" donates absence)</p> <p style="text-align: right;">Mr N Melton (Chair) Mr C Richards (Vice Chair) Mr J Sale Mrs M Lovell Dr W Pearce Mrs J Caswell Mrs S Tryner Mrs K Potts A Mr M Simmons A Ms D Gilbert Mrs P Varley Mrs K Kerry (Headteacher)</p> <p>IN ATTENDANCE</p> <p style="text-align: right;">Mr R Gladwin (Deputy Headteacher) Mrs N Barsby (Clerk to Governing Body) Mrs H Robinson (Senior Office Manager)</p>	
Meeting begins: 17:05	
1	<p>Welcome & Apologies for Absence The Chair greeted the board and welcomed a Governor after a recent period of absence. Confirmed apologies received from one of two Governors who were not present.</p> <p>a) Declaration of Interest None declared.</p> <p>b) Quoracy Check Quoracy confirmed – 82% of Governing Board in attendance.</p> <p>c) Revision of Memberships</p> <ul style="list-style-type: none"> • The board decided unanimously NME should remain as Chair and his term extended. • It was decided that the membership of STY would be reviewed at Spring 2 FGB Meeting • It was confirmed that the board is at full capacity in terms of Community Governor positions and revisions are to be made to Linked Curriculum Areas • Chair informed board of a resignation. Chair gave thanks for their contributions to the LGB and wished them well
2	<p>Minutes of Autumn 2 Meeting Held 22 November 2018 Reviewed and content AGREED</p> <ul style="list-style-type: none"> • A Governor revisited agenda item 3, Headteacher clarified the information has now been reflected in the latest accounts provided by Trust Finance Director • Confirmation sought as to the action associated with attendance – Impact letter had not been issued, the Headteacher confirmed requests have been dealt with in line with current school policy • Clarity provided regarding Governor Site Inspections. It was confirmed that these are no longer a Health & Safety requirement
3	<p>NPQH Presentation The Chair introduced presentation by the Headteacher on a project she is undertaking as part of her NPQH qualification on Raising Boys Achievement. The presentation was the recorded by HRO for evidence of completion.</p> <ul style="list-style-type: none"> • The Headteacher introduced the project, the concept of the pilot, the data yielded and support strategies implemented as a result of the information
<p>Action(s)</p> <p>Agenda item for Spring 2 02.05.2019 Governor details to be revised. Updated details published on school website by 15.03.19 NBR</p> <p>Impact letter to be sent to parents by 25.04.19. RGL to draft.</p> <p style="text-align: center;">  Raising Boys Achievement PPT.pp </p>	

	<ul style="list-style-type: none"> • The impact of strategies embedded with the pilot group and the positive correlation with learning was discussed • 'First of a kind' for the Academy • Governors questioned the focus group and size. There was a discussion held around widening the pool as a control measure • Financial implications were discussed and the source of funding clarified <p>The Chair thanked the Headteacher for the presentation</p> <p>Recording ceased – HRO leaves 17:30</p>	
4	<p><u>Head Teachers Report</u></p> <p>The Headteacher highlighted the changes to the agenda format to support the MAT expectations of LGB Meetings.</p> <p><u>1) PAN – Students on Role</u></p> <ul style="list-style-type: none"> • Headteacher announced increase in applications. Historically circa 200 applications; 327 received to date so far for 2019-2020 • 200 have selected Manor as first choice • PAN has increased from 240 to 260 to support the increase in applications • A Governor sought confirmation of the ability to facilitate a cohort of 260; Headteacher and Deputy Headteacher confirmed they are confident the Academy can support the uplift in applicants • Confident of higher numbers applying for Manor College; looking to offer level 3 BTEC • Marketing of Manor College discussed. Headteacher briefed the Governors on recent events that have taken place <p><u>2) Assessment</u></p> <ul style="list-style-type: none"> • The Headteacher covered key assessment data. Data is currently positive, a further assessment of English Literature produced additional positive results • Confidence in the data accuracy is high. Areas of development were discussed; context, and measures implemented to support learning were provided to the board • A Governor praised the broader spectrum of curriculum on offer in terms of student engagement • The Headteacher discussed the positive reception of BTECs during Year 8 Options Evening which was well attended • The Headteacher confirmed Post 16 had been reviewed and confirmed Pupil Premium had been added to data • The Chair of Governors summarised with positivity regarding predictions, acknowledged achievements and thanked the Senior Leadership <p><u>3) Attendance, Behaviour & Exclusions</u></p> <ul style="list-style-type: none"> • Fixed Term Exclusions remain at nil so far this academic year • The Headteacher highlighted that the improvements seen in punctuality have been overshadowed by the increase in holidays taken in term time • Headteacher discussed the introduction of 'Restorative Conversations' as a positive tool to support staff re-engage students whose behaviour falls below expectations • A Governor requested clarification regarding attendance data and whether Sixth Form attendance was included, the Headteacher confirmed this data was not included and would gather this information from Head of Manor College <p><u>4) Drop Down Days</u></p> <ul style="list-style-type: none"> • Years 7, 9 & 10 enjoyed organised trips celebrating Fundamental British Values • Year 8 & 11 attended FBV events held at school, with the latter enjoying a new feature of Academy Drop Down Days – Careers Fair 	<p>Sixth Form data to be provided by JSU by 25.04.19</p>

	<p>5) SMSC Events</p> <ul style="list-style-type: none"> The Headteacher celebrated the engagement of the school community and the Student Parliament for their charitable fundraising efforts: <ul style="list-style-type: none"> Christmas Fayre Food Bank Collection Donation to 'Missing Pieces' – a charity which supports those who have experienced child loss As a now democratic body, Student Senate voted in favour of renaming and will now be known as Student Parliament Police Commissioner, Paddy Tipping visited the school, meeting with the Student Parliament to debate on local issues <p>6) Pupil Premium & Out of School Clubs</p> <ul style="list-style-type: none"> Senior Leadership produced a summary outlining support for Year 11 Pupil Premium students which saw the introduction of self-review booklets to provide focus for development areas Extra-curricular clubs covering a broad spectrum of subjects have ran since September, a particular highlight being the Christmas Concert which attracted a large audience and was well received <p>7) Manor College</p> <ul style="list-style-type: none"> The Headteacher expressed confidence in initial Sixth Form data, viewing the information as very positive <p>8) Teaching & Learning</p> <ul style="list-style-type: none"> The Deputy Head discussed good practice within the Academy, highlighting the work undertaken by Eileen Dunn and Garry Richardson in the areas of training and development of NQTs and lead practitioners and the subsequent impact of this at Academy and MAT level <p>9) Health & Safety</p> <ul style="list-style-type: none"> The Headteacher provided the Governors with an overview regarding accountability in terms of staffing changes that have taken place in Autumn 2 Governors were briefed on recent Health and Safety logs and follow up procedures 	
<p>5</p>	<p>Budget</p> <p>Headteacher explained forecasts are updated in a timely manner and working well; given the consistency, cannot foresee any future issues at present.</p> <ul style="list-style-type: none"> New format introduced to the board providing summary and depth for clarity and analysis Positive trend – forecasting proactively to support PAN growth Funding distribution was discussed Chair challenged the Aged Debtors data <ul style="list-style-type: none"> Challenge raised around overspending; Headteacher confident this will be closely observed with the introduction of new finance software which mirrors that already in use within the MAT – Trust Financial Director has forecasted based on current spending pattern Clarity sought regarding Pupil Premium funding 	<p>Head to clarify who has taken ownership of follow up regarding Aged Debtors by 25.04.19</p> <p>Head to request breakdown of data from Trust Finance Director by 25.04.19</p>
<p>6</p>	<p>Risk Register/Summary</p> <p>The Headteacher outlined new format of documentation and the process of data gathering from Academies within the MAT and analysis of data at MAT level.</p> <ul style="list-style-type: none"> Headteacher highlighted the benefits of the new process to the board 	

	<ul style="list-style-type: none"> • Headteacher covered areas the Academy will be looking to improve • Challenge received regarding potential of MAT risks superseding Academy risks • Head informed board of Academy's position in terms of risk management and factors currently in place to minimise impact 	
<p>7</p>	<p><u>Governors Quality Assurance Feedback</u> Governors discussed the recent reports completed.</p> <ul style="list-style-type: none"> • Year 12 Career Day: <ul style="list-style-type: none"> - Presentations on the whole were engaging however, delivery from a local college was not well received due to lack of perceived interest - Quality of lunch provision was also drawn to the attention of the board with a Governor expressing concern regarding the lack of healthy options included for our students, a secondary factor being the choices on offer were not in keeping with Government guidance • QA Process: <ul style="list-style-type: none"> - Data reviewed and documented well - Appropriate staff have autonomy to develop different strategies/systems to suit their departments, supporting the ownership of development areas and implementation of devised strategies - Feedback provided regarding tour of school site, noting students across the academy were engaged, teachers active and learning had a positive impact • A second governor supported the notion of positive engagement between staff and students as witnessed during visits to the Academy during the Autumn Term • No report received from a Governor who visited during the Autumn Term <p>Headteacher highlighted the high levels of attendance by Governors, supporting school events, panel meetings and interviews. A Governor expressed happiness at quality of candidates seen during recent recruitment campaign. Deputy Headteacher informed the board of new marking scheme piloted by the staff member of the LGB. Feedback of new process was very positive and was thoroughly researched and developed during trial period. It was noted that this style of CPD could positively influence retention and recruitment of staff in future.</p> <p>MLO leaves 18:30 with apologies</p> <p><u>Linked Curriculum Areas:</u></p> <ul style="list-style-type: none"> • Pupil Premium is discussed and a Governor approves allocation of responsibility for this area • Challenge noted regarding MAT template for LGB structure • Request made for Link Trustee to attend Spring 2 FGB Meeting to discuss further • A Governor discussed delegation by MAT to LGB to allow a level of autonomy within Academies in the MAT • Request made for MAT to update guidance to reflect recent changes to H&S site inspections 	<p>NBR to obtain in readiness for Spring 2 FGB Meeting by 25.04.19</p> <p>RGL to send schedule of monitoring visits to Governors by 25.04.19 NBR to invite Link Trustee to Spring 2</p> <p>NBR to follow up by 02.05.19</p>
<p>8</p>	<p><u>Contract changes/amendments</u> Headteacher provided the board with a summary of changes to employment contracts and details of new recruitments. Challenge received around temporary posts and job security. Head provided context in relation to current funding structure.</p> <p>Clarification sought in terms of staffing capacity. Headteacher confirmed current levels and acknowledged potential gap, subject to Year 8 options selected.</p>	

9	<u>Leave of Absence Requests</u> None received	
10	<u>School Policy Review Cycle Update</u> <ul style="list-style-type: none"> Exam policies – Not all feedback had been received to allow for review to be completed 	NBR to provide clarification of policies to be reviewed and by whom before 16.02.19 Confirmation to be received by NBR by 15.03.19
11	<u>School Policy Review</u> Policies due for review and sign off at next FGB Meeting: <ul style="list-style-type: none"> Careers Policy Security Policy 	Amendments/ comments to be provided to NBR by 25.04.19
12	<u>NGA Training Link</u> Content discussed and Governors provided with a handout detailing how to sign up to the training link. Request made for iHasco training link to be sent to Governors for Safeguarding module	NBR to send out iHasco links for governors by 16.02.19
13	<u>Correspondence</u> <ul style="list-style-type: none"> Letter received from local resident requesting to purchase land that sits between the school site and their residential boundary. This area does not fall under the jurisdiction of the Academy Letter of resignation received from a member of the LGB 	Chair to reply to resident by 15.03.19
15	<u>Determination of Confidentiality</u> Names discussed during item 9	
16	<u>Date & Time of Next Meeting</u> 02.05.2019 17:00 Admin Boardroom	
17	<u>AOB</u> None Declared	
18	<u>What has been achieved tonight</u> Chair summarised the positive impact of regular presence of the LGB within the Academy. Governor visits are beneficial to the development of the school and provide support to the home - school relationship when assisting with Panel meetings.	
Meeting Ends: 19:10		