



Manor Academy
Excellence Through Innovation

**MINUTES OF AUTUMN TERM 1 MEETING OF THE FULL BOARD OF GOVERNORS HELD ON MONDAY
25 SEPTEMBER 2017 AT 5PM IN THE BOARDROOM**

PRESENT

("A" donates absence) Mr N Melton (Chair)
 Mr C Richards (Vice Chair)
 Mr J Sale (Vice Chair)
 A Mr N Perry
 Mrs M Lovell
 Dr William Pearce
 Mrs Suzanne Tryner
 Mr M Douglas
 Mrs K Potts
 Mr M Simmons
 Ms D Gilbert
 Mr J Fawcett
 Mr R Vasey
 Mrs K Kerry
 Mr R Gladwin

IN ATTENDANCE

Mrs C Stockdale (Clerk to the Governing Body)

		Action
1	<u>Apologies for Absence</u> Mr N Perry	
2	<u>Declaration of Interest</u> None. New forms were circulated for completion.	Forms to be completed and returned to the Clerk
3	<u>Election of Chair</u> Mr Neil Melton was nominated to continue as Chair. Mr Melton accepted the nomination. The board voted on Mr Melton continuing as chair. AGREED unanimously. <u>Election of Vice Chair</u> Mr Jeffery Sale was nominated to become Vice Chair. The board voted. AGREED unanimously. Mr Christopher Richards was nominated to become Vice Chair. The board voted. AGREED unanimously.	

4	<p><u>Minutes of Summer 2 Meeting (6 July 2017)</u> C Richards was not present. With amendment taken as a true record. AGREED</p>	
5	<p><u>Head Teachers Report Autumn 2017</u> The Head of School outlined the details of her previously circulated report to Governors. The main points include: Staff resignations and appointment of new staff. The Head of School advised that she was confident about the appointment of the new staff and the anticipated improvement in results. Students on roll. Currently 831. 162 students on the new intake. Exam results 2017. The Head of School outlined the main points of the recent examination results and that there had been significant improvements since 2016 exam results across all areas. The predictions on a whole were accurate. Manor College results were the best on record for the fourth year consecutively. The Governors wished to convey to the staff at the academy their recognition of the hard work that had gone into the improved examinations success. A Governor asked why the results in drama were not as good as predicted. The Head of School advised that the teacher in question had problems with coursework assessments and the grades were lower because of this. The teacher will be leaving at Christmas. Manor College recruitment is very positive with over 70 students expressing an interest for September 2018 to take A Levels and alternative qualifications. Further work to determine which alternative courses are to be offered. The Governors confirmed that they liked the new style of reporting which had been taken from Ashfields format.</p>	<p>Head of Manor College to collate information form students regarding which courses are required.</p>
6	<p><u>Structure of Meetings</u> The Chair of Governors advised of the new structure for meetings.</p>	
7	<p><u>Governors QA Plan</u> The Deputy Head Teacher shared with the Governors a proposed schedule of quality assurance which will ensure that all areas to be observed are planned for in advance throughout the year. Governors were invited to be responsible for a specific area.</p>	
8	<p><u>The Two counties Trust Top 10 Risks</u> The Executive Head Teacher advised the Governors that this is work in progress and has been difficult to establish. Each academy is to provide their own list of top 10 risks. Manors current risk register is the most informative and other academies will most likely take on this format.</p>	
9	<p><u>Budget</u> The Executive Head Teacher talked through the report and advised that the finances are looking much healthier. Places in the new alternative provision unit are planned to be sold to other schools which will generate more income for the academy. A Governor</p>	

	commented that they liked the new report format and the amount of information that it contained.	
10	Self-Evaluation Form The Executive Head Teacher informed the Governors that this is an important document which identifies the key areas for development. A Governor questioned why this form was necessary and how important it was. The Executive Head Teacher informed that OFSTED will be in favour of the document as it is proactive and setting our own targets.	
11	Academy Development Plan The Head of School outlined the main points of the development plan which included: Focus on improving outcomes and progress for all students in all subjects especially the EBAC element of progress 8. Improving the accuracy of predicted targets. Setting challenging targets to stretch all students. New lead in science to receive support and training from Selston Academy Head of Science. Personalised CPD in key areas. Improve behaviour of disadvantaged students. NQT's and RQT's to receive a vast amount of support and training packages. Heads of Years have been reintroduced and will work on behaviour and attendance issues. The Governors commented that this was an informative and encouraging document.	
12	Employee Code of Conduct The Head of School informed the Governors that this policy had changes to the terminology and not the policy. A Governor stated that section 8.2 was missing. AGREED with amendment.	
13	Email Addresses The Chair of Governors has asked that in future all Governors only use school email addresses and not personal ones.	Governors to contact the Clerk if they have difficulty accessing this.
14	Correspondence Nottinghamshire County Council Governor Autumn Newsletter.	
15	Dates for Next Meetings Monday 18 December 2017 Monday 12 February 2018 Thursday 22 March 2018 Thursday 10 May 2018 Monday 9 July 2018 AGREED	
16	Determination of Confidentiality	
	Meeting ends 19.45	