



**MINUTES OF THE SUMMER 1 TERM MEETING OF THE FULL GOVERNING BODY
HELD ON THURSDAY 4 JUNE 2015 AT 5PM IN THE BOARDROOM**

PRESENT:

("A" denotes absence)

Mrs M J Lovell (Chair)
Mr N A Melton (Vice Chair)
Mr G Taylor
Mr D Stanley
A Mr J S Sale
Mrs A H Williams
A Mrs V L Rees
Dr W Pearce
Mr C B Richards
Mrs D Trusler
A Mr M Davis
Mr M J Douglas
A Mr R Gladwin

IN ATTENDANCE

Mrs H Robinson (Clerk to the Governing Body)
Mr S Singleton Academy Director of Business

1. Apologies for Absence

Michael Davis - Personal
Victoria Rees - Personal
Jeff Sale - Work
Robert Gladwin - Work

The Chair of Governors on behalf of the Governing ` extended their thanks to Simon and Megan for their contribution.

2. Declaration of Interest

- None

7. New Governance Framework

The draft new Governance Framework booklet had been previously circulated. The Academy Business Directory explained the context of the new framework which had been approved by the

members. Standing Committees had been removed from the structure. (Please see appendix 1). The scheme of delegation has been revised to comply with the latest Governance Framework guidance. The DfE Governor's handbook the governing board has three core functions:

- Setting the strategic direction
- Holding the Principal to account for the educational performance of the students
- Ensuring financial health, probity and value for money.

The governors will be called Directors and will be less operational. A revised code of conduct has expectations that they will undertake a governance monitoring and inspection programme and sent out the core values and beliefs necessary to be an effective Director.

Standing committees will be replaced by monitoring visits and working parties:

- Behaviour panels
- Audit and Business Risk Group
- Policies Review Group
- Business Planning and Resources Group

The governors gave feedback on the scheme of delegation and slight amendments were made where it was felt there was ambiguity on the role of each group. The Chair proposed that subject to the slight amendments and grammatical corrections the new framework was accepted.

AGREED- unanimously

Action: Governors (Directors) to sign the acceptance of the new framework and code of conduct and return to the Clerk.

The amended framework document to be circulated to Directors when completed.

6. Minutes of Governors' Committees – for signing:

The minutes of the Joint Curriculum and Guidance and HR Committees were signed off as the committees.

Joint Curriculum and Guidance and Support Committee Meeting held 23 February 2015.

HR Committee Meeting held 10 March 2015

- The Budget Meeting 19 May 2015. The minutes had been previously circulated.

- No questions

The Chair of the budget planning group requested the proposed budget for 2015/2016 year be accepted.

Total Expenditure	£5,882,393
Income of	£5,896,904
Projected Contingency and Reserves	£ 14,511

AGREED - unanimously

Mr Singleton left the meeting

3. Review of Membership

As a result of the recent parental ballot Neil Perry had been successfully appointed. However there was still two vacancies on the governing body for parent governors. Suzanna Tryner a parent of a student who was starting at the Academy in Year 7 at the Academy had indicated that she would like to become a parent governor. Under the regulations the governing body is entitled to appoint a parent of a student who is not at the school. As the child is starting at the school in September the Chair proposed that Mrs Tryner be accepted as a parent governor on the governing body.

AGREED

Action: The Clerk to contact Mrs Tryner and start appointment process.

The governors discussed the possibility of having another parent governor election in September or an open vacancy on the website. It was decided that as the articles of association had been amended to be up to 5 this would be reconsidered in September.

The Chair continued to advise that Mr Robert Gladwin, Deputy Principal had stepped down as a staff member of the governing body.

4. Minutes of the Spring Meeting (3 March 2015)

Agreed as a true record.

• Matters Arising

None

5. Principals Report

The Principal outlined the main sections in her report which had been previously circulated.

- Student Progress – The Principals report shows that the Academy is highly unlikely to reach its target of 65%. This target was set before the current Principal's appointment and she feels that it is too ambitious for this year group. They are a sig minus year group in RaiseOnline. The current attainment for whole school had improved. Three and four levels of progress in English and mathematics shows improvement. Pupil Premium students are predicted to perform much more in line with their targets this year, with 4 levels of progress in mathematics and 3 and 4 levels of progress in English showing significant gains. The percentage of students predicted to achieve the Ebac was in line with National, which was a drop of 5% from Spring. *A governor queried why the Ebac figure had dropped since the Spring collection. The Principal explained that some students had been withdrawn from Modern Foreign Languages to enable them to have more one to one tuition in English and Maths.* The Manor College students currently indicated an average point school of 199.29.
- Attendance – currently at 94.6% whole school and 92.4% for pupil premium and 93.1% for SEND students. The Principal explained that attendance has improved although continues to be a challenge. The impact of the restructure of the attendance team would not been seen in the most recent census. Any improvements in the summer term would not be reported to the DfE until October. The Academy had received 20 interim admissions which were mainly students with behavioural issues and lower ability. These students had significantly affected the attendance figures in Autumn 2 and Spring 1. It is important to see the attendance figures as two separate figures, showing that the in year arrivals impede the overall figure. Increasing to PAN will help this situation, as well as the R@mp centre. The Principal has led on the appointment of a family

Attendance Officer who will work across our family of schools to ensure that we are proactive with children and families who require support which attendance, right from nursery age. There had been a change in the terminology and the % of attendance reported to parents was now reported as days lost which she considered had more impact.

- Year 11's have left and their leaving assembly was a good event and included a Maths teacher playing guitar at the request of the students. The examinations have now started.
- Exclusions – the number of exclusions had increased to 9.4% whole school and 23.66% pupil premium.

The governors questioned why the figures had increased to which the Principal explained that there was two reasons firstly there was a new Behaviour for Learning Policy and there was currently a number of challenging students who were in year arrivals. In addition the Principal is very strict about maintaining standards and is clear that there is no excuse to break rules and expectations of the Academy, especially when such specialised packages of support were in place to assist students who find education challenging.

- Pupil Premium - the Principal informed the Governors that she had asked the Deputy Head and Chair of Governors from Caludon Castle School to conduct a pupil premium review. This took place on 22 April 2015. The full report would be available shortly however the team were positive regarding the Academies actions and the rise in standards following the Section 8 inspection in September. The main points were that:-
 - The Senior Leadership Team had taken appropriate action to close the gap for current Year 11 and in Years 7 to 10.
 - They applauded the appointment of a Vice Principal in charge of Pupil Premium.
 - They recommended that the academy continue to embed practice and complete a postcode attendance blitz.

The governors questioned how the current performance of the pupil premium students compared to the non pupil premium students. The Principal confirmed that the most recent data predicted the percentage of pupil premium students achieving 5 or more A- C including English and Maths is 36.4% compared to 65.3% for non-pupil premium students. The governors questioned if this was acceptable. The Principal confirmed that the academy continues to work towards eradicating the gap. The younger years have a significantly reduced and constantly reducing gap. The Year 11 gap is 25% this is lower than the national average and 20% lower than in 2014.*

- DFE – the latest scorecard had been submitted to the DFE on 22 May 2015.
- Budget - the Principal updated the governors on the current financial position of the academy. The amount of overall GAG funding received by the academy had dropped significantly. The Director of Business had been successful in securing Condition Improvement Fund Grants for Phase 2 of the Roofing Replacement Programme and the Toilet and Changing Room Refurbishment Programme. The tendering process had already started.
- Staffing - one member of staff has been made redundant due to budgetary and curriculum changes. Also some members of staff leaving in July will not be replaced, for example one geography teacher. The Principal explained that as there were fewer students in academic year

2015/16 and due to the national teacher recruitment issues, the academy had recruited staff who had multiple subject expertise to enable the academy to flex to meet student need. *A governor asked if the redundancy was due to efficiency. The Principal confirmed it was due monetary efficiency although staffing was still over 78% of the budget.*

The Principal explained the staffing structure which resulted in Exceptional Practitioners being subsumed in Strands, allowing two Deputy Strand Leaders (DSL) in Voyage, Discovery and Enigma. One Strand Leader is accountable for Manor College and the other to Stage one. This in the Principal's opinion added leadership capacity within larger strands allowing for outstanding teaching and learning to be prioritised both vertically and horizontally across the Academy at all times. *The governors asked what the difference were in their responsibilities. The Principal confirmed that all Strand Leaders and Deputy Strand Leaders have responsibility to quality assure and develop teaching and learning within their Stage.* In addition three Exceptional Practitioners will sit horizontally across the strands to ensure continued personalised and strategic staff training, consistency across the strands and intensive support where required.

The governors wanted to know the cost implications to which the Principal confirmed it was cost neutral.

- Recruitment - a breakdown of new staff was given which included a mini bus driver.
- Absence – there was a significant improvement in the number of absences and is less than 5% of the workforce for sickness. The long term serious illness of staff members has skewed this, (one staff member).
- Quality Assurance – the standard of teaching has continued to improve through rigorous and robust QA process. The number of inadequate lessons has reduced from 7% to 4%, requires improvement from 21% to 13%, good from 59% to 53% and outstanding has increased from 13% to 30%. 83% good or better overall.
- R@mp centre- the alternative provision centre, for students who are struggling to meet the demands of main stream academy life, is scheduled to be fully functional from September 2015. Four other schools will be working with the academy as part of the Mansfield Learning Partnership.
- Minibuses – they are both in operation and working well.
- Site - during half term the academy installed twelve state of the art printer/scanners. This is an environmentally friendly, cost saving measure, that provides a superior quality facility for both staff and students. The obsolete printers will be donated to our local primary feeder primary schools

The academy has successfully bid for money to complete the roofing refurbishment project and the refurbishment of the academy student toilets. The Student Senate have begun work on ideas that they would like to see implemented in their design. The refurbishment of the Pod toilets means that the dividing wall in Ennis will need demolishing which the Principal believed will significantly improve the environment of the Pod.

- Academy Development Plan – The Principal referred to Bluewave Swift – she assured the governors the academy continues to make progress towards its targets, live evidence is being uploaded to BWS daily by all staff. PMR interim reviews have now taken place for all staff and financial preparations for the Career Stage Expectation Report for Support Staff are taking place.

- Manor College – the number of students retained from Year 11 to Manor College has been criticised by Ofsted in the past. The Principal affirmed her commitment to keeping as many students as possible and in particular pupil premium students. *A governor asked if it was correct that hair dressing had impacted on the performance of Manor College. The Principal admitted that there had some decisions to be made about the feasibility of continuing with the Hair and Beauty course next year as although it was successful with the students unfortunately under the current climate the fact the course was only equivalent to one A level but had 360 guided learning hours was a dilemma.*
- School day –the Principal advised that consultation with the staff had commenced and so far the vast majority of staff were in agreement with the proposed changes.

8. Pupil Premium Report

Still awaiting report

Action: Principal to circulate when received

9. Correspondence/Information

- NGA Framework for Governance: a flexible guide to strategic planning (previously circulated)
- The Chair advised that she had received the resignations for two Vice Principals.
- Letters would be sent out to the two student associate members as a thank you for their contribution.

10. Governor Visits

The timetable for the monitoring visits was discussed. The Governors agreed as many monitoring visits as possible should be completed in the summer term. Names were taken for each focus. After a discussion the Vice Chair proposed that although there should be a core number of directors invited to each group the invitation to the working parties should be open to other Directors.

AGREED - unanimously

Action: The Governors (Directors) to advise Clerk of dates and names of when the monitoring visits would take place. A user guide for entering onto Bluewave swift with a sample report was distributed. Directors to also confirm which working party they would like to attend.

11. Monitoring of School Records

The Chair confirmed that she had seen and signed all the records

Action: Clerk finding out what statutory requirements are.

12. Dates for next meetings:

Next full governor meeting Thursday 9 July 2015

13. Determination of Confidentiality of Business

Budget

Meeting ended 20.17