



ManorAcademy

MINUTES OF THE SUMMER TERM 2 MEETING OF THE FULL BOARD OF GOVERNORS HELD ON THURSDAY 6 JULY 2017 AT 5PM IN THE BOARDROOM

PRESENT:

("A" denotes absence)

Mr N A Melton (Chair)
A Mr C Richards (Vice Chair)
Mr J Sale (Vice Chair)
A Mr M Douglas
Ms D Gilbert
Mr J Fawcett
Mrs M J Lovell
A Miss J Moody
Dr W Pearce
Mr N Perry
Mrs K Potts
Mr M Simmons
Mrs S Tryner

IN ATTENDANCE

Mrs K Kerry – Deputy Head Teacher
Mr R Gladwin – Deputy Head Teacher
Mr R Vasey – CEO The Two Counties Trust
Mr K Hearn – CFI The Two Counties Trust
Mrs H Robinson (Clerk to the Governing Body)

1. Apologies for Absence

C Richards – Personal Commitment
M Douglas – Personal Commitment
J Moody - School Commitment

2. Declaration of Interest

- None

3. Minutes of Summer 2 Meeting (22 May 2017)

- Taken as a true record

AGREED

4. Pupil Premium Review – S Tryner

Mr C Wollard and Mrs S Tryner gave a presentation on the Pupil Premium Review undertaken with Mr D Deakin on the 20th June 2017. The leadership was complimented on the organisation and the amount of data available. The review report was very positive. The suggested actions included:

The action plan included-

- Information sharing with feeder primary schools
- Survey students and parents after half term about interventions
- Targeting extra- curricular activities to Pupil Premium students
- Achievement and behaviour point analysis

There was a brief discussion regarding the findings of the report. The CEO recommended that attendance of PP groups should be included in the Action Plan.
The Chair thanked Mr Wollard and Mrs Tryner for their work.

Mr Wollard left the meeting 5.30pm

5. Principals Report

- QA Report– the report had been previously circulated. Mr Gladwin summarised and informed the governors that the academy now only has four member of staff whose teaching requires improvement and they all have the potential to improve. In the next academic year, there are eight NQTs starting with the academy and there will be a full support plans in place for them.

A governor asked how many supply were likely to be required for the next academic year.

Mr Gladwin explained that due to a recent resignation there might be a need for one.

- **Progress 8 update - For** information the statistics indicating the most recent progress 8 predictions and a comparison with 2016 national data had been previously circulated.

6. MAT QA Monitoring Report

The MAT had undertaken two recent QA visits

- 19th June with a teaching and learning focus
- 26th June with a pastoral focus.

The reports had previously been circulated for the information of the governors.

7. Budget 2017/18

All documentation relating to this item had been previously circulated.

The Chief Finance Officer outlined the details of the Manor Academy's budget summary for July 2017. The closing balance would be more positive than previously forecast therefore the Academy would have a budget surplus.

A Governor asked what would happen to the surplus amount.

The CFO confirmed it would remain with the academy and be carried over.

The CFO continued to outline the main points of the budget forecast for 2017/18. The MAT had adopted a new budget software package called 'Orovia'. He outlined the main points in the previously circulated summary. This year there would not be any CIF money (Condition Improvement Fund). Due to staffing changes and the restructure, the staffing ratio was moving towards 74%, which was in line with the EFA key performance indicators.

The budget forecast for 2017/18 was a balanced budget, however the following year it was currently forecast as a deficit budget.

The Chair asked if there would be more alignment with the MAT regarding spending

The CFO confirmed that there are areas that have been benchmarked, which included accelerated reader, cleaning and catering. The Manor is tied into a catering contract until 2020 so could not be included in the catering contract for the time being. There was a discussion regarding the economies of scale.

Further questions were asked about the 2017/18 budget relating to student numbers and future funding changes and the impact the 2018/19 budget.

The Chair proposed that the governors approved the budget for 2017/2018

AGREED

8. Governance Structure 2017/18

The Clerk confirmed that Miss Moody had resigned from the Governing Body as a staff member as she was leaving the Academy.

Mr Stanley's term of office had expired.

Mr Richards' term of office was due for renewal on 1 July 2017

**Actions: Staff and Parent Governor vacancy to be pursued in the new academic year
Clerk to confirm with Mr Richards that he wishes to continue for a further term.**

9. AOB

- Liquidation of Manor Academy

The Chief Finance Officer explained that since The Manor Academy Trust became part of the Two Counties Trust the company needed to liquidate. The Chair proposed the liquidation of the Manor Academy Trust.

AGREED

Governors present signed the Companies House DS01 document.

Action: CFO to finalise liquidation of the old Manor Academy Trust and removal from the companies house register.

- Liquidation of MECS

The CFO continued with explanation that MECS (Manor Enterprise Community Services) had now fulfilled its funding obligation and proposed to the governors they agree liquidation of MECS

AGREED

Action: Clerk to arrange signature of the DS01 by the two governors who were directors and CFO to finalise removal of MECS from the Companies House Register once financial transactions complete.

- MLP (Mansfield Learning Partnership)

The CFO advised of the recent updates relating to the closure of the Alternative Provision Centre and the confirmed the intended liquidation of the company once all liabilities are settled.

- MSRC

The CFO advised that the Manor Sports and Recreation Centre would need to be a separate trading company with the Sports Centre at Ashfield School.

A Governor asked if it would change the way the sports centre is operated.

The Chief Finance Officer confirmed that it would not affect the day-to-day running of the Sports Centre.

- The Two Counties Trust Risk and Audit Committee

MAT Risk and Audit committee – the Chief Finance Officer confirmed that at the most recent meeting it was agreed that there would be a representative from each local governing body. Mrs Potts is already a trustee for the Two Counties Trust so he proposed that she represent the Manor local governing body. She would feedback to the LGB.

AGREED

There was a further discussion regarding the Manor Academy's Audit and Business Risk Group.

- Leave of Absence Proposal



The Chair confirmed that a recent Leave of Absence request from a member of staff who had been selected to represent England in international sporting event had been approved by the governors.

Action: Deputy Head Teachers to inform staff member.

- Mobile Phone Ban proposal

Mrs Kerry, Deputy Head Teacher outlined the proposal for banning the use of mobile phones, which was in line with the MAT wide decision. Documentation had been previously circulated.

There was a discussion regarding the increase in safeguarding issues where mobile devices are used and the implications of the phone ban.

The Chair proposed for acceptance of the ban on the use of mobile phones during school time

AGREED

7. Determination of Confirmation of Business

All confidential items are minutes separately

8. Dates for next Meetings

TBA

