



# Manor Academy

## MINUTES OF THE SUMMER TERM 1 MEETING OF THE FULL BOARD OF GOVERNORS HELD ON THURSDAY 22 MAY 2017 AT 5PM IN THE BOARDROOM

### PRESENT:

("A" denotes absence)

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

### IN ATTENDANCE

|                  |                               |
|------------------|-------------------------------|
| 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

N Perry – Childcare  
J Sale – Holiday  
C Richards – Holiday  
S Tryner – Work Commitments

### 2. Declaration of Interest

- None

### 3. Minutes of Summer 1 Meeting (30 March 2017)

- Taken as a true record

**AGREED**

### 4. Ofsted Report

The published Ofsted Report from the Section 8 Monitoring Inspection 21st and 22<sup>nd</sup> March was previously circulated.

There was a discussion regarding the main points. The CEO advised that the HMI would want to see progress in Science before the Academy would be brought out of its category.

## 5. Principals Report

The Principals report had been previously circulated. The Principal asked if there were any questions,

The governors questioned why the Year 10 Progress 8 score was so low.

The Principal explained that the progress in the 'Open Bucket' subjects was a contributory factor. The Year 10 are studying more vocational subjects which is currently affecting the predicted score.

*The Governors asked what measures have been put in place to improve the progress in these subjects.*

The Principal confirmed that work has already started on students' underperformance in Zorba meetings in Year 10.

*The governors were concerned about the attendance statistics of Year 10.*

The Principal explained there are several students that were on roll which were affecting the statistics. Alternative pathways are being considered for these students.

There was a discussion regarding attendance monitoring. The Principal confirmed that she was working with the Heads of Year to bring in additional strategies. Office staff who deal with attendance are also tasked. Pupil pursuits are taking place on 59 students.

- QA Update

The QA report had been previously circulated. Since the last report, teaching had not significantly improved. A discussion took place around the presentation of the data and supply staff.

*A governor asked for an update regarding the staffing in English and Science*

**The Principal outlined the staffing updates. Both Head of English and Science have been appointed for September.**

- Update on Ofsted Action Plan

The Principal tabled an update on the Academy Development Plan. Some additional points have been added – see appendix A

The main points included

- Science staff CPD plans
- Students survey continue to drive whole school CPD

*A governor asked how would the progress and expectations of students in Science across the academy improve be measured.*

**The Principal confirmed that the data would be triangulated as part of the MAT QA monitoring process.**

- Attendance- responsibility will be changing in the new academic year and the Principal will be working closely with the attendance team to improve attendance. A Vice Principal is arranging CPD for tutors to develop their pastoral role.
- SEN- the HMI thought the SENCO had an over optimistic view of the progress of SEN students. This will also be part of a MAT QA monitoring visit. Two redeployed staff will be TA's and there will be two apprentice TA's appointed in the new academic year.
- Parent view – the feedback needs to be improved and the senior leadership team will continue to work on strategies to improve parental opinion. The Year 7 and 8 results of an internal parentview was circulated.

*A governor asked for a separate report for Year 7 and Year 8*

**Action: The Principal T to ask data manager to provide a breakdown**

- Behaviour – the Wellbeing team have taken on additional task including minibus driving which has affected their presence on site. Therefore senior leadership team are doing

additional duties. The aim is to make students more accountable for themselves. The Principal explained the new plans for the Head Girl and Head Boy.

- Staffing - In September, the aim is to be fully staffed.
- Drama – an NQT has been appointed for a year – a strong teacher in view of the ‘Open Bucket’ issues.
- Manor College – a Vice Principal, John Sully, has been appointed as the Head of Sixth Form
- PSHE – working with the MAT
- Pupil Premium review is booked – Governors need to know how much was spent and what is the impact.

*Governors asked if there was less emphasis on EBACC performance measures.*

**The Principal confirmed that the main key performance indicator is progress 8 however, EBACC performance is still reported on.**

There was a discussion regarding the future of Modern Foreign Language teaching in the Academy.

#### **6. Safeguarding Review**

The safeguarding review had been previously circulated. The Principal advised that Ms Martin who was the Ofsted Inspector who performed the review was very thorough. The review was very positive. Actions points that included easier signposting on the website for the Whistle Blowing Policy, which has now been rectified, and PSHE lessons which will be reviewed.

#### **7. Budget**

The CEO advised that notification of the SEND funding has been received.

A governor suggested that the use of the SEND money and measuring its impact should be subject to a monitoring visit.

**Action: A monitoring visit to be arranged for the end of June**

#### **8. Monitoring Visits**

Potential monitoring visit include

- SEN spend and impact
- Y10 open bucket

#### **9. Correspondence**

- The Summer Term Governors newsletter was previously circulated
- Training courses by the LA were circulated.

#### **10. AOB**

- Ipad – the Principal advised that as the lease was due to expire in August. There were two choices on what the next steps were to be:-
  - Hand back to the lease company – any not returned would need to be paid for
  - Purchase the ipads for a fixed sum. Then the ipads could be wiped and sold to staff and parent/carers.

*A governor asked what percentage of ipads are damaged.*

*The Principal confirmed that the percentage was low and it is hoped that the insurance cover in place would cover the repairs.*

There was a discussion regarding the different scenarios and price to sell the Ipad.

The Chair proposed that that the Ipad would be purchased and offered for sale for £50.

**AGREED unanimously**

**11. Determination of Confidentiality**

All confidential items minutes separately

**12. Dates for next Meetings**

Thursday 6 July 2017

Appendix A

| Objective                                    | Action                                                                                                                                                                                                                                                                                                                                                                                                                          | Time Frame                                  | Staff Accountable                                   | Impact                                                                                                                                                            | Review                              |
|----------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------|-----------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|
| Recruitment of high quality science teachers | <ul style="list-style-type: none"> <li>• New HOF Sept 17</li> <li>• Lead teacher from Ashfield Sept 17</li> <li>• NQT Sept 17</li> <li>• AMT from RAMP</li> <li>• TFI from 5/6/17</li> <li>• New Timetable structure</li> </ul>                                                                                                                                                                                                 | March 23rd-May 31st                         | D Trusler<br>K Kerry                                | All students have high quality science experience and there are no supply staff in science by Sept 17                                                             | Weekly,<br>MAT QAO visit<br>13/6/17 |
| Inadequate teaching in science and MFL       | <ul style="list-style-type: none"> <li>• Y8/9/10 revert to 2 hours PE/4 hours Science</li> <li>• HOF support from Selston</li> <li>• All staff on personalised coaching programme</li> <li>• SLT/MLT hourly visits</li> <li>• X2 CPD away days</li> <li>• SLT direct collaborative planning time</li> <li>• Continue student surveys to ascertain key areas of weakness, check through obs, deliver cpd, check again</li> </ul> | 23 <sup>rd</sup> March-31 <sup>st</sup> May | K Kerry<br>R Gladwin                                | Supply staff are appropriately supported to deliver high quality lessons.<br><br>Progress and expectations of students in science across the academy improves     | Weekly,<br>MAT QAO visit<br>13/6/17 |
| Improve attendance, especially yr10          | <ul style="list-style-type: none"> <li>• DWA takes attendance Sept 17</li> <li>• March –July 17 DET works directly with attendance team and HOY</li> <li>• Tutors held to account weekly for tutor group attendance</li> </ul>                                                                                                                                                                                                  | 23 <sup>rd</sup> March- ongoing             | D Trusler<br>L Roberts<br>D Waterhouse<br>(Sept 17) | Attendance high on priority list for all year groups using HOY. Year 10 team have pursued all avenues with students: 1-2-1 support, HOY report, fine, MAP, family | Daily                               |

| Objective                                       | Action                                                                                                                                                                                                                                                                                                           | Time Frame                                 | Staff Accountable      | Impact                                                                                                                                                                                                        | Review                                                            |
|-------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------|
|                                                 | <ul style="list-style-type: none"> <li>Leadership take assemblies with attendance theme</li> <li>Appoint HOY</li> </ul>                                                                                                                                                                                          |                                            |                        | service and parent partnership avenues                                                                                                                                                                        |                                                                   |
| Increase expectations of SEND students          | <ul style="list-style-type: none"> <li>SEND learning walks</li> <li>Apprentice TA posts x2</li> <li>Ensure HOF plan collaborative planning to promote SEND expectation</li> <li>Survey SEND students and parents regarding requirements and experiences</li> <li>Appoint 2 permanent, additional TA's</li> </ul> | 23 <sup>rd</sup> March- ongoing            | C Hudson               | <p>SEND student progress increases</p> <p>All class teachers have the same, high expectations of SEND students</p> <p>In June QAO visit there is a clear improvement in class books of SEND students work</p> | Part of QAO visit 13 <sup>th</sup> June and weekly learning walks |
| Improve Parentview                              | <ul style="list-style-type: none"> <li>Work with parents forum to increase engagement</li> <li>Ensure ICT room available at all parents events</li> <li>Positively encourage parents to complete Parentview each term</li> </ul>                                                                                 | Half termly                                | A Bett (new structure) | Parentview reads positively for the academy. More parents recommending our academy.                                                                                                                           | Termly in SLT meeting                                             |
| Update curriculum engagement section on website | <ul style="list-style-type: none"> <li>New website live by July 17</li> <li>Content currently being generated</li> <li>Photo's booked 21<sup>st</sup> June</li> <li>Prototype approved by 31/5/17</li> </ul>                                                                                                     | 5 <sup>th</sup> May- 30 <sup>th</sup> June | P Croot                | Website is complinat under current Ofsted standards and is easy to use for parents/students                                                                                                                   | Governors by end of summer term                                   |

| Objective                                           | Action                                                                                                                                                                                                                                                                                                                                                         | Time Frame                                    | Staff Accountable    | Impact                                                                                                 | Review                                                        |
|-----------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------|----------------------|--------------------------------------------------------------------------------------------------------|---------------------------------------------------------------|
| External safeguarding audit                         | <ul style="list-style-type: none"> <li>Booked 10<sup>th</sup> May with Dorothy Martin</li> </ul>                                                                                                                                                                                                                                                               | Report by 12 <sup>th</sup> May                | D Trusler            | All staff members illustrate that safeguarding is compliant and appropriate with current standards     | Autumn 17                                                     |
| Ensure behaviour in unstructured times is exemplary | <ul style="list-style-type: none"> <li>Use new staffing structure to ensure all staff members clear about roles and accountability structures</li> <li>Head boy and head girl ensure expectations clear in student body</li> <li>Prefects established suing student senate</li> <li>All staff empowered and confident to challenge any misbehaviour</li> </ul> | 23 <sup>rd</sup> March –June 30 <sup>th</sup> | D Waterhouse         | Unstructured times are always calm and pleasant for staff and students                                 | QAO 13 <sup>th</sup> June                                     |
| Decrease number of supply staff                     | <ul style="list-style-type: none"> <li>Recruit to all vacant and MAT leave posts by 31<sup>st</sup> May</li> </ul>                                                                                                                                                                                                                                             | 23 <sup>rd</sup> March-31 <sup>st</sup> May   | D Trusler            | No long term supply Sept 17                                                                            | Weekly at SLT and formal review by Governors Oct half term 17 |
| Improve Drama teaching/provision                    | <ul style="list-style-type: none"> <li>Recruit for mat cover x2</li> <li>Ensure current teaching improves</li> </ul>                                                                                                                                                                                                                                           | 23 <sup>rd</sup> March-31 <sup>st</sup> July  | R Gladwin<br>J Sully | Drama lessons are high quality throughout each year group and students achieve target grades in Aug 18 | SLT 25 <sup>th</sup> May<br>QAO MAT 13 <sup>th</sup> June     |
| Improve post 16 enrichment                          | <ul style="list-style-type: none"> <li>New Head of Sixth form in structure</li> </ul>                                                                                                                                                                                                                                                                          | May 15 <sup>th</sup> -Sept 17                 | J Sully              | Recruitment of post 16 students increases                                                              | Dec 17                                                        |

| Objective                                                       | Action                                                                                                                                                                                                                                                                                                             | Time Frame                        | Staff Accountable | Impact                                                                                                                                                                                                 | Review                   |
|-----------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|-------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
|                                                                 | <ul style="list-style-type: none"> <li>• Survey of yr10 and 11 students ensuring we respond to student choice</li> <li>• Work with HOY to establish strategic approach to information, advice and guidance</li> <li>• Timetable changes allowing external work ex for all</li> <li>• No earned autonomy</li> </ul> |                                   |                   | because students have a well-rounded and interesting package of support and activities to accompany their academic studies.                                                                            |                          |
| Improve information, advice and guidance throughout the academy | <ul style="list-style-type: none"> <li>• HOY 10 whole school responsibility</li> <li>• Tutors receive training re expectations</li> <li>• HOY complete QA weekly</li> <li>• Strategic plan from 7-13 using PHSE, tutor time and senate</li> </ul>                                                                  | Planning May 17, delivery Sept 17 | J Davies          | Students receive a comprehensive package which ensures they are clear about options open to them as they progress from the academy. They feel empowered to make an informed choice about their future. | By end Oct 17            |
| Ensure KS3 student data illustrates student progress            | <ul style="list-style-type: none"> <li>• Data produced for parents and student must be accessible and illustrate clear progress</li> </ul>                                                                                                                                                                         | By June 17                        | K Kerry           | SLT can illustrate a clear pathway of progress for all students throughout the academy.                                                                                                                | By end July 17           |
| External PP funding review                                      | <ul style="list-style-type: none"> <li>• PP pursuits by leadership team</li> <li>• Booked 20<sup>th</sup> June</li> </ul>                                                                                                                                                                                          | 20 <sup>th</sup> June 17          | K Kerry<br>A Bett | Leadership team can justify money spent and impact it has had.                                                                                                                                         | By 30 <sup>th</sup> June |



| Objective                                                                     | Action                                                                                                                                                  | Time Frame                    | Staff Accountable | Impact                                                                                                                                                | Review         |
|-------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|-------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|
| involving Governing body                                                      |                                                                                                                                                         |                               |                   | Where further progress is required leadership team can show clear planning and review information                                                     |                |
| Governing body closely scrutinise spending on disadvantaged and SEND students | <ul style="list-style-type: none"> <li>Working party established from governing body to track on a half termly basis spending against impact</li> </ul> | 22 <sup>nd</sup> May- ongoing | D Trusler         | The governing body has a clear view of how disadvantaged and SEND money is spent, they know the impact it is having and what further work is required | By end June 17 |

