



Manor Academy
Excellence Through Innovation

MINUTES OF AUTUMN TERM 2 MEETING OF THE FULL BOARD OF GOVERNORS HELD ON MONDAY 18 DECEMBER 2017 AT 5PM IN THE BOARDROOM

PRESENT

("A" denotes absence) Mr N Melton (Chair)
Mr C Richards (Vice Chair)
A Mr J Sale (Vice Chair)
A Mr N Perry
Mrs M Lovell
Dr William Pearce
Mrs Suzanne Tryner
A Mr M Douglas
Mrs K Potts
Mr M Simmons
A 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)
Mr M Cooper (Observing as part of SLT course)
Mr D Waterhouse (Observing as part of SLT course)

		Action
1	<u>Apologies for Absence</u> Mr J Sale. Mr M Douglass. Ms D Gilbert.	
2	<u>Review of Membership</u> The Chair of Governors shared that he has received an application from a parent to join the Board of Governors. It was questioned if there had been any applications from members of staff, which there has not.	Members of staff to be invited to apply for the vacancy of Staff Governor.
3	<u>Minutes of Autumn 1 Meeting (25 September 2017)</u> Item 13 The Chair of Governors enforced that no personal emails should be used for communications. AGREED	
4	<u>Year 11 Data Summary</u> The Head of School talked through the information that was shared with the Governors. There was a discussion about the Progress 8 score being predicted to be in the plus figures in 2018. The improvements in standards of teaching in Humanities and Modern Foreign Languages were also discussed.	

5	QA Feedback The Deputy Head Teacher thanked the Governors who participated in the Monitoring Visits. Discussions were had around the findings of each of the Monitoring reports which included Safeguarding Review, Teaching and Learning Lesson Observations, Teaching and Learning CPD Inset Day, Pastoral Programme Review, Post 16 Education Review and Parental Engagement Review.	
6	Budget The Executive Head Teacher talked through the report and answered questions raised by several Governors. The Governors were advised that from 2019/2020 predictions are looking favourable as class sizes in local primary schools are almost double. A Governor asked what happens to the money if there is a surplus, The Executive Head Teacher advised that the money would be invested in the renovations of the buildings and to reduce class sizes.	
7	Audit and Business Risk Group The Head of School asked for volunteers who were willing to be part of the Audit and Business Risk Group. Several Governors were willing. The Governors were informed that the Risk Register has been updated in line with the Two Counties Trust Risk register which will be shared in preparation for the meeting. The Executive Head Teacher informed the Governors that Manor has previously had good practice with regards to the Risk Register.	Clerk to set date for ABRG meeting and circulate relevant documents.
8	Adoption of Policies The Head of School informed the Governors that most policies only had minor amendments which were changes in terms of reference. The Behaviour Policy was changed to reflect the new structure and the processes of behaviour sanctions as the previous policy was out of date. The policy was approved with an amendment to include the assistance that the academy receives from Mansfield Area Partnership. A Governor asked how parents could view the policies. It was agreed that a School Coms message should be sent to all parents/carers reminding them of the link on the website. It was agreed that all policies should be reviewed by 8 January 2018.	Behaviour Policy to be amended. School Coms message sent informing of website link.
9	Pastoral Support Officer Structure The Head of School informed the Governors that funding had been obtained from Mansfield Area Partnership which has allowed to appoint two Pastoral Support Officers on a fixed term contract. Two internal members of staff also applied for the posts and have been appointed as they were suitable candidates and parts of their roles were similar. A Governor asked what training will be provided and was informed they will receive the relevant training internally and will have links with staff in similar roles at Ashfield School.	
10	Determination of Confidentiality	
11	Confidential Item All members of staff including the Clerk to the Governors left the meeting.	
	Meeting ends 20.00	