



# ManorAcademy

Excellence Through Innovation

## **MINUTES OF THE SPRING TERM MEETING OF THE FULL GOVERNING BODY HELD ON THURSDAY 26 MARCH 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	
	Mr J S Sale	
	Mrs A H Williams	
	Mrs V L Rees	
	Mr D E Keward	
	Dr W Pearce	
	Mr C B Richards	
	Mrs D Trusler	
A	Mr M Davis	
	Mr M J Douglas	
	Mr R Gladwin	
	Mr W H Jackson	
	Megan Turner	Associate Governor
A	Simon Williams	Associate Governor

### **IN ATTENDANCE**

Mrs H Robinson (Clerk to the Governing Body)

### **1. Apologies for Absence**

Michael Davis - Personal  
Simon Williams - Study Commitments

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

### **2. Declaration of Interest**

- None

### **3. Review of Membership**

The Chair updated the governors regarding the membership. Neil Melton and Victoria Rees became co-opted status on 16 February 2015. Through reconstitution Margreet Govern and Gail Shelton term of office ended on 28 February 2015. David Keward resigned 18 March 2015 and Joy Parnham resigned 23 February 2015.

Mr Mike Douglas would like to be considered for a co-opted Governor after his retirement from the Academy. Mr Taylor proposed that Mr Douglas become a co-opted Governor in September 2015. **This was agreed unanimously.**

**4. Minutes of the Autumn Meeting (11 December 2014)**

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.

- DFE Report - The Principal reported on the recent DFE visit and the draft report which is confidential. She believed that the report had armed the leadership and management of the academy to move forward to achieve the results. In her opinion the Inspector was very critical but helpful and challenged her and her team. However the report was fair and she could see a way forward with academy improvements.

The Chair of Governors reported on her and the Vice Chairs interview with the Inspector. They had been told that the appointment of the Principal had been an excellent one.

A governor commented that the report is encouraging however will Ofsted ask the same questions? Will the Academy be able to achieve a good? The principal confirmed it was her sole purpose. The same governor reiterated that the report was very encouraging and he supported her.

A governor thought that in his opinion there are two different systems. Ofsted seem to make a more personal judgement however the DFE report seemed more impartial.

The Governors considered the report encouraging in particular the mention of marking. The Principal confirmed that the academy had moved forward in respect of the marking process which has a stamper and a section where a student can reflect on their feedback.

A governor scrutinized the section relating to pupil premium. He asked for confirmation regarding the Academy's stance on it and what the current governor involvement. Also and how they can be more involved to facilitate governor monitoring of the effectiveness and impact on the expenditure of pupil premium money. The Principal confirmed that the Academy had responded by making a Vice Principal sole responsibility for Pupil Premium. As a recommendation of the DFE report an external review of Pupil Premium has been arranged. The Principal explained the staff changes which had taken place which resulted in having three Deputy Principals and two additional Vice Principals in the Senior Leadership Team which gave her much more support. The governor queried whether this would have resulted in a large cost to the academy. The Principal confirmed that there had been a cost implication however as the staff were already senior leaders it had not been a significant impact.

The Principal explained how the Academy needed a link Governor for Pupil Premium students and SEND students. Dr Bill Pearce volunteered to be link governor for PP students.

- Attendance - The attendance figures have not improved and is currently 94%. Pupil Premium attendance is 91.33%. In light of this a Deputy Principal has been chosen who leads on the Flourish Strand to review and improve the strategy on attendance. When the governors questioned what the contributory factors were to the lower attendance figures the Principal advised that there are a number of challenging females which is inhibiting improvement in attendance however with the strategies in place the aim is to improve for the next report. A governor questioned if the academy was still employing the same family support Manager.

The Principal confirmed the academy was however her work was more strategic and less of a scatter gun approach. She has moved to the flourish base where the Deputy Principal can monitor more effectively.

- Student Progress had improved from 44% to 52% of students achieving 5 or more A\*-C grades including English and Maths. Although this was still below the national figure of 55% this showed improvement. With Pupil Premium students 35% were predicted to achieve 35% which was a rise of 5% from Autumn. The SEND students had remained the same at 16%. The Spring 1 Capped point score of 305.39 was almost inline with the national figure of 306.9. The pupil premium students were 266.44 and SEND 269.28. On a positive note the 3 levels of progress in English for Year 11 students was 66.1% in Spring 1, which was a rise of 6% from the Autumn data collection and the summer exam results. 4 levels of progress was predicted to be 18.5% which was double the summer examination results. The Pupil Premium 3 levels of progress is currently predicted to be 46.3% and 4 levels of progress 9.3%. Maths 3 levels of progress is predicted as 56% with Pupil premium students predicted to achieve 46% from the Spring 1 data. 4 levels of progress was 11% for the cohort and 4% for the Pupil Premium students. The governors questioned what measures the academy had in place to reduce the gap between the pupil premium and non pupil premium students. The Principal outlined the different intervention strategies including one to one and smaller group sizes. However she emphasised that intervention was available to all students who were not making enough levels of progress.
- New intake – has taken a drop on roll currently at 171 intake for Year 7 although it may increase to 180 as some students from other primary schools are interested in joining the Academy. There was a discussion regarding the impact relating to a family primary school being part of an academy chain and the numbers from other primary schools. The Principal advised that other schools had been aggressively marketing and now the academy has started to advertise also for instance at the local rugby club. Also there has been a transition programme introduced where a Vice Principal has been tasked with transition and spends time at primary schools to promote the Academy in the family of primary schools.
- Manor College – A governor who asked was given the information regarding the Strand Leader and change to Vice Principal.
- Buildings -There is no major building planned possibly there could be another POD. The Principal confirmed after a governor queried that there was no update regarding notification of the grant for the roofing repair.
- Print Costs - The Academy wants to reduce print costs. The ICT technicians spend 5 days a month replacing cartridges and other maintenance for the existing printers. The aim is to have 12 large printers which will be placed around the school. Staff will use their identify badge to print out. Students will be able to print out from their ipads and will be given an allowance per day. A governor asked if there was still the demand to send letters home. The Principal confirmed this had reduced significantly because of the use of texting and emails also parental consents were obtained on line.
- Budget – currently a deficit of 400,000 thought it would be 300,000. The Principal explained how this was disappointing and that all the local primaries are in same situation. The governors challenged the Principal on what measures had been put in place to counteract the potential deficit. She confirmed that she was working with the Academy Business Director of review all budgets, reducing those who were 50% had not been spent or committed. Staffing was also being reviewed and the majority of fixed term contracts were not being renewed.

- Academy development plan - SMSC (Spiritual, Moral, Social and Cultural development) – the Principal informed the governors that the current Ofsted agenda noted SMSC a significant number of times. A teacher has been given a project specific allowance to lead on SMSC. Also Work Related Learning a Vice Principal has taken a lead role as well as the Mansfield Learning Partnership.
- External Factors - There has been two successful parents' forum where a Deputy Principal explained to parents Progress 8 and EBACC.  
The school gateway app - after Easter parents will be able to see more detail regarding the child's behaviour as the achievement and behaviour comments will be visible. The Principal stressed how supportive parents have been with the app.
- Staffing – already started recruitment for September. There has been two recruitment events. The Principal listed the new staff who had been recently appointed to improve teaching at the academy. A governor questioned whether the new staff's competencies extended to teacher Manor College. The Principal confirmed they staff could teach up to and including A level
- Minibuses – The Principal presented a photograph of what the two mini buses would look like. A governor wondered if they would be available for community use. The Principal did not think this would be viable initially however if the mini buses are not being used then they could be made available for the community. Another governor added that the usage would need to be matched against the mileage as there was a limit before extra charges were incurred.

The governors expressed their appreciation of the Principals report as it was very concise and readable.

**6. Minutes of Governors' Committees – questions to the Chairs and matters arising :**

- Joint Curriculum and Guidance and Support Committee Meeting held 23 February 2015.
- Matters arising – add Neil Melton as Chair of the meeting.

Also a governor commented on the detailed information which was more detailed than previously With regard to the attendance figures a governor questioned whether the Academy would consider fining for students not and would circumstances be taken into consideration? The Deputy Principal explained that in some cases fining would be an option however the attendance policy will require updating ideally parents would consider the potential fine of a deterrent for students losing days learning. The Governors also questioned whether the attendance target had been smartened up. The Principal confirmed they had sought guidance from a senior leader in education part of the teaching alliance who had visited the school and was working with the academy on attendance strategies. The Chair of Governors believed this was a monitoring opportunity.

- Business Committee Meeting held on 3 March 2015  
no questions
- HR Committee Meeting held 10 March 2015  
No questions

**7. Changes to the Academy Day**

The Principal gave the rationale for changing the timings of the school day which had been circulated prior to the meeting. The current academy day compared to the proposed academy day shows difference in hours amounting to 35 weeks which is effectively a year of learning lost. Now that there is squad time the need for mentor time has diminished. The timetable will facilitate collaborative planning opportunities and will maintain 39 hours of CPD (Continuing Professional Development) there is also potential to reduce inset time to increase CPD. There will be more flexible working for those staff who need it and will assist in recruiting staff who need that flexibility. Attendance is affected at the end of the week. The proposed new day would also allow for the development of E9 opportunities on a Friday afternoon. The proposed end of the school day is 3.45pm Monday to Thursday which is 6 periods and Friday is a 5 period day finishing at 1.45pm.

A governor asked if the Manor College will be finishing at the same to which the Principal confirmed they would. This would be beneficial to the Manor College staff and students as they currently finish at 4pm.

The governors questioned what the arrangements were about lunches. The Principal confirmed that work on the lunch arrangements was still work in progress. It is possible there may be some staggering with New Basics and Manor College also looking at other outlets around the school to alleviate the pressure on the current kitchen arrangements.

The governors ask several questions from the Governors relating to the earlier finish on a Friday including what will happen if students need to remain on site and the community reaction. The Principal confirmed that there would be a facility for students to remain if some parents were concerned and would seek to have an alternative to sporting E9. With regard to the community the Deputy Principal commented and the governors agreed that for four days a week the students will not be in the community and on the Friday it is only 45 minutes earlier than currently and 30 minutes than previously.

A Governor was concerned whether the early finish on Friday was encouraging a good work ethic however the Principal reiterated that the E9 sessions would be promoted for all students. The governors questioned whether losing the one to one meetings in the mentor sessions would be detrimental to the student to which the Principal assured the governors that the current Squad system was trialling combining squads to at times to facilitate one to one meetings. Evidence suggested that 75% of students currently do not regularly attend their mentor sessions. Concerns regarding students picking their siblings up from nearby primaries was raised however the governors decided that the learning of the student in the academy was the paramount concern. An associate governor thought that the early finish on Friday would be beneficial to students and the sporting challenges would bring some competitive ethos to the students.

The governors asked if there was sufficient notice to put in place for next year and if the trade unions had been consulted. The Principal confirmed that legal guidelines asked for reasonable notice and no further work had been done with regard to unions until she had received Governing Body approval.

The Chair proposed that the Governors approved the change in the school timings.

**AGREED**

**8. Pupil Premium Review**

The Principal advised of an external Pupil Premium Review which had been arranged for 22 April 2015 . The rationale was discussed.

**Action: The principal will feedback once the report has been received.**

**9. Correspondence/Information**

- Letter from David Keward resigning from the governing body

**10. Governor Training - Renewal of Governor Services**

The governor's support and training services at Nottinghamshire Council was due for renewal. The Chair of Governors asked if the governing body was happy to go with them again as there had been some issues regarding training. There was a discussion regarding the choices and consequences. The governors agreed that they needed to utilize the training more fully. The Governor training co-ordinator proposed that for this year the Academy opt in to the Nottinghamshire County Services on the proviso that use of the services and training would be monitored to ensure value for money.

**AGREED**

**Action: Clerk to circulate GEL joining instructions. Log of attendance at training events to be kept by the Clerk liaising with Training Co-ordinator**

**11. Governor Visits**

The Chair confirmed there had been 2 leadership behaviour panels which was part of the Academy strategy to get students back on track. Also 3 discipline committee for fixed term exclusions.

A governor outlined his monitoring visit of the website. His conclusion was that in the main the website was compliant although the Charging policy was not on. There was a discussion regarding the website. The Principal confirmed that is was an area for development and would come back to the Governing Body when there was more details.

**12. Monitoring of School Records**

The Chair confirmed that she had seen and signed all the records and advised that the Clerk is finding out what statutory requirements are regarding signing records

**13. Reconstitution of the Governing Body**

The Chair advised that the members had signed a special resolution to reduce the number of parent governors to up to 5. Also as the appointed Academy Governor she had asked Victoria Rees and Neil Melton if they would be prepared to move over to Co-opted Governor status. The governors had already voted in favour of this. The intention is that the Governance of the Academy will trial no committees. She gave an overview of the planned changes. She informed the Governing body that this was in accordance with Ofsted recommendations so that the governors were more strategic and less operational.

**14. Dates for next meetings:**

- 14 May 2015
- 9 July 2014

A governor proposed that during long meetings there was breaks

**AGREED**

**15. Determination of Confidentiality of Business**

Teacher's names  
Dfe report  
School day

*Meeting ended 19.17*