

MINUTES OF AUTUMN TERM 1 MEETING OF THE FULL BOARD OF GOVERNORS HELD ON THURSDAY 3 OCTOBER 2019 AT 5PM IN THE BOARDROOM

PRESENT (“A” donates absence)

Mr N Melton (Chair)
Mr C Richards (Vice Chair)
Mr J Sale
Mrs M Lovell
A Dr W Pearce
Mrs J Caswell
Mrs S Tryner
A Mr J Roberts
Mrs P Varley
Mrs K Kerry (Headteacher)
A Mr Ian Greenaway (Linked Trustee)

IN ATTENDANCE

Mr R Gladwin (Deputy Headteacher)
Mrs N Barsby (Clerk to Governing Body)

Meeting begins: 17:00	Action(s)
<p>1 <u>Welcome & Apologies for Absence</u></p> <p>The Chair greeted the board and confirmed timely apologies were received from two of three Governors who were not present.</p> <p>The board discussed the uncharacteristic absence of apologies of a Governor who was not present, the Clerk shared with the board the correspondence that had been sent to the Governor concerned over the summer period.</p> <p>a) <u>Declaration of Interest</u> None declared</p> <p>b) <u>Quoracy Check</u> Quoracy confirmed – 78% of Governing Board in attendance</p> <p>c) <u>Revision of Memberships</u></p> <p>The Clerk shared with the board details of the terms due for revision. All three co-opted Governors had expressed a desire to remain on the LGB. It was agreed unanimously that all three terms of office are to be renewed.</p> <p>A discussion was held regarding a second Parent Governor nomination period, the board agreed unanimously to open a nomination period before the next LGB meeting in November.</p> <p>d) <u>Pecuniary Interests</u> All Governors in attendance completed a pecuniary interest form.</p>	<p>Clerk to contact the Governor concerned.</p> <p>Clerk to organise a second Parent Governor nomination period before Autumn 2 meeting 28.11.19.</p> <p>Clerk to ensure those not in attendance complete PI form at Autumn 2.</p>
<p>2 <u>Election of Chair and Vice Chair</u></p> <p>The Clerk introduced the item, and shared with the board details of the proposed nominees for Chair and Vice Chair.</p> <p>A request was made for the candidate for the position of Chair to leave the meeting. The candidate left the room at 17:05. The attendees discussed the positive contribution the candidate has made to the LGB and agreed unanimously that the candidate would be re-elected for another term as Chair. The candidate returned at 17:06.</p> <p>The Chair requested the candidate for Vice-Chair leave the meeting whilst a discussion was held at 17:07. All attendees agreed unanimously that the candidate would be re-elected for another term as Vice Chair. The candidate returned at 17:08.</p> <p>The Clerk asked Governors in attendance to consider their thoughts regarding succession planning and offered to support any Governor who may be interested in further development with a view to supporting future elections.</p>	<p>Clerk to update terms on Governor grid.</p> <p>Governors interested in Chair/Vice Chair skill development to follow up with Clerk.</p>

A Governor sought clarification that the conversion from alpha to numerical grading has been fully embedded. The Headteacher confirmed this was correct. It was suggested that this will positively impact teaching and learning.

The Deputy Headteacher highlighted that of fifty students who studied a particular subject area, eleven papers were re-assessed; all those subjected to re-assessment had received improved marks and the Deputy Headteacher outlined the potential reasons for the adjustments.

The Chair sought clarification of the choice of examination boards. The Headteacher discussed the analysis a member of the senior leadership team (SLT) has conducted of exam papers in relation to the cohort's attainment.

The Headteacher shared with Governors that the GCSE report had been written collaboratively with the heads of departments (HOD) which evidenced the HODs understand the areas for development within their specific faculty. Furthermore, the strategic plans for 2019-2020 were shared with the middle leadership team to provide transparency within faculty areas; ensuring all staff are clear of the measures that will be implemented to support student attainment.

The Headteacher informed the Governors of the positive impact of teaching and learning at GCSE level has had on sixth form applicants for 2020-2021.

The Headteacher discussed with Governors the measures that have been taken to support the areas requiring development. Historically this has been as a result of legacy issues within some departments, moving forward the focus will be on improved teaching and learning practices.

The academy has collaborated with another academy within the Trust to support areas requiring development. The Headteacher expressed SLT are confident the collaborative approach will build confidence with aspects of teaching and learning in weaker areas.

The Headteacher shared that Science has experienced weaker GCSE results and clarified that absence has been a particular issue which has been escalated where appropriate and in consultation with MAT HR support.

A Governor questioned the cover provisions and current staffing. A second Governor expressing the impact absence can have on others within the department. The Headteacher shared details of recruitment that has taken place to support the fulfilment of teaching provisions for the department, confirming that the faculty is now currently fully staffed.

A Governor expressed that for the Science there is a need to improve working relationships due to the impact of absence during the last academic year. The Deputy Headteacher affirmed there are robust measures in place to support the development of the department and the workload of the staff affected.

The Headteacher discussed the strength of the results within Humanities and the positive residual achieved in Geography with the remark of a small number of papers. The results in History are still affected by legacy issues within the subject that will require time to eradicate; the new Head of History is making good progress, a staff Governor expressed their confidence the strength of the teaching and learning within History will be reflected in future examination results as the legacy issues subside. Further emphasis was placed on the ability of the teaching staff within Humanities in particular, the positive feedback received from Governors and an external professionally conducted QA. Further insight into legacy issues that have been successfully remedied in a separate subject area were also discussed by Governors.

A Governor challenged the anticipated timescale by when the legacy issue will have been successfully resolved. A second Governor shared the attainment of the current year 10 students and the strategies that have been implemented to support the current cohort with mock examinations. The Headteacher expressed their confidence in the strength of teaching and learning in 2019-2020 which should move from strength to strength and summarised the development strategies.

The Chair praised the level of detail contained within the report and the information provided by the Headteacher and Deputy Headteacher.

A Governor asked if the new Head of Modern Foreign Languages (MFL) had settled in, the Headteacher confirmed the member of staff had settled well and would be participating in a

	<p>pilot scheme currently in development which would significantly enhance the enrichment opportunities for MFL students of both current and future cohorts.</p> <p><u>A Level Results</u></p> <p>The Headteacher summarised the report provided by the Head of Manor College which analysed the 2018-2019 A Level results sharing with Governors the impact of 'U' grades on the overall figures.</p> <p>All students were successful in securing their preferred path for further education.</p> <p>Alps data confirmed the results achieved in Business Studies, Geography and Sociology were within the 10% and History the top 20% of the results achieved across the country.</p> <p>A Governor confirmed the progress in Psychology is also positive.</p> <p>The Deputy Headteacher shared details of the A Level information evening. A Governor and the Headteacher highlighted that entry level requirements had been raised for future cohorts.</p> <p>The Vice Chair challenged if the decision had been made pre or post 2018-2019 results.</p> <p>The Headteacher shared the analysis completed by the Data Manager of the results achieved by students commencing A Level studies with below grade 7 at GCSE juxtaposed to those who achieved grade 7 or above. The analysis indicated students who commenced A Level courses with grades below 7 found the course content more challenging than those who achieved grade 7 or above at GCSE.</p> <p>The Vice Chair asked if the entry requirements had been raised across all subjects, the Headteacher confirmed this had been implemented for Maths at present. A Governor asked if the entry level for Physics had been considered due to the complexity of mathematical content within the subject.</p> <p>A Governor confirmed the Headteacher had clearly communicated the expectations to all staff regarding the entry level requirements of students requesting to attend Manor College.</p> <p>A Governor shared their delight that of a sig minus cohort on entry to the academy, 48% of Year 11 students expressed their intent to remain at the Academy for further education.</p> <p>The Headteacher and Deputy Headteacher discussed with the positive support received from parents and the time taken to produce stability and results.</p> <p>A Governor highlighted that the relocation of Manor College to the centre of the site and the involvement of sixth form students in other activities across the year groups may be a contributing factor to the increase seen in applications for sixth form.</p> <p>It was also expressed that the strong relationships between teaching, pastoral staff and students is evident across year groups and this too contributes to the desire to remain for further education.</p>	
6	<p><u>Governor Quality Assurance 2019-2020</u></p> <p>The Deputy Headteacher summarised the Quality Assurance (QA) arrangements for 2019-2020, highlighting two areas that require the appointment of a link Governor.</p> <p>A discussion was held regarding the particular strengths and expertise of the Governors and it was agreed that a Governor present would be most suited to support the academy with Spiritual, Moral, Social & Cultural QA. The Governors decided that a Governor not present would be most suited to supporting with Behavioural QA.</p> <p>A Governor responsible for the support of Health and Safety (H&S) asked about the planned involvement for the 2019-2020 academic year. The Clerk outlined arrangements and frequency for H&S visits.</p> <p>A Governor raised their availability as a potential issue to some of the dates outlined within the planner.</p>	<p>Clerk to contact the Governor regarding QA allocation.</p> <p>All Governors to provide the Clerk with dates that require alterations.</p>

7	<p><u>Governor Monitoring Visit</u></p> <p>A Governor summarised their report from the most recent Governor QA visit for teaching and Learning, expressing how positive the visit had been and highlighted the robust challenging of student knowledge and understanding that was observed. The Deputy Headteacher also shared with Governors that staff displayed confidence in their practice and improvements were evident.</p> <p>The QA feedback has supported with performance management reviews that have been conducted this term.</p> <p>The Deputy Headteacher shared with Governors the positive feedback received from the CEO of the MAT.</p>	
8	<p><u>Code of Conduct</u></p> <p>The Clerk introduced the new code of conduct for local Governors. The Vice Chair queried the accessibility of the School Improvement Plan (SIP). It was explained that the SIP provides details of the academy improvement plans for three years, it is not a document subject to annual amendments and is readily available for Governors to review. It was last included in 2 May 2019 meeting agenda for review.</p> <p>The Governors agree to the format of the code of conduct and the majority of the content but sought clarity from the Trust regarding accountability.</p>	<p>Clerk to clarify details with Clerk to Trustees.</p>
9	<p><u>New Governor Induction Pack</u></p> <p>The Clerk introduced the new information pack produced for new Governors. Feedback was positive and an existing Governor highlighted the content detailed and supportive for new to role Governors.</p>	
10	<p><u>Skills Audit Update</u></p> <p>The Clerk shared with Governors the analysis of the 2019 Governor skills audits which highlighted the broad strength on knowledge of the responses received. The development area for local Governors was HR however as the academy is within a MAT it was discussed that HR support and expertise is now provided at Trust level.</p>	
11	<p><u>Trust Communication</u></p> <p>The Chair introduced a communication from the Trust for the attention of all local Governors. The Clerk confirmed this document had been made available for all Governors to access.</p>	
12	<p><u>School Policies for Approval</u></p> <p>The Clerk shared with the board the details of policies for approval during the Autumn term. Highlighting the Trust have published a Charging and Remissions Policy to which it would adhere.</p> <p>The Governors discussed the following policies and amendments required:</p> <ul style="list-style-type: none"> • Child Protection Policy and procedure • Sex Education policy • Special Educational Needs Policy • Supporting Pupils with medical conditions • Assessment and Marking <p>All approved with minor adjustments to some discussed and agreed.</p>	<p>Clerk to update and forward for uploading to the Academy website.</p>
13	<p><u>Correspondence</u></p> <p>The Chair shared details of correspondence received:</p> <ul style="list-style-type: none"> • Govern-Ed – Free training for Governors in partnership with DfE 	<p>Clerk to provide dates of the training sessions by 09.10.19</p> <p>Governors who are interested in attending the training sessions to inform Clerk by 10.10.19.</p>

14	<p><u>AOB</u> <u>TTCT Conference</u> The Chair and Vice Chair shared with the Governors an overview of key items discussed at the annual TTCT conference held 26 September 2019.</p> <p><u>Media Interview</u> The Headteacher shared details of a recent interview an Assistant Headteacher gave to radio Nottingham regarding recruitment and retention of teaching staff.</p>	Clerk to distribute the recording to Governors.
15	<p><u>Determination of Confidentiality</u> Item 11 – AGREED. Confidential supporting information collected for disposal.</p>	
16	<p><u>Date & Time of Next Meeting</u> 28.11.2019 17:00 Admin Boardroom Apologies were given in advance by a Governor in attendance.</p>	
17	<p><u>What has been achieved tonight</u> The Governors discussed the outcomes of the meeting, reflecting on exam data and strategies for improving teaching and learning in weaker areas, the benefits of external and Governor quality assurance, legislative documentation and training available to support the Governing body.</p>	
Meeting Ends: 19:10		