

MINUTES OF SUMMER TERM 2 MEETING OF THE FULL BOARD OF GOVERNORS HELD ON THURSDAY 27 JUNE 2019 AT 5PM IN THE BOARDROOM

PRESENT ("A" denotes absence)

Mr N Melton (Chair)
A Mr C Richards (Vice Chair)
A Mr J Sale
Mrs M Lovell
Dr W Pearce
Mrs J Caswell
A Mrs S Tryner
A Mr M Simmons
Mrs P Varley
Mr J Roberts (Newly Elected Parent Governor)
Mrs K Kerry (Headteacher)

IN ATTENDANCE

Mr R Gladwin (Deputy Headteacher)
Mr R Vasey (CEO Trust)
Mr M Cooper (Assistant Headteacher)
Mrs N Barsby (Clerk to Governing Body)

Meeting begins: 17:00

Action(s)

1 **Welcome & Apologies for Absence**

The Chair greeted the board and welcomed the Trust CEO and the newly elected Parent Governor.

The Chair confirmed that timely apologies were received from three of four Governors who were not present.

The board discussed the attendance of a Governor who did not send their apologies in advance, the Chair shared with the board contact that had been made with the Governor concerned to offer support.

The board agreed unanimously that their position was no longer tenable on the grounds of non-attendance.

a) Declaration of Interest

None declared

b) Quoracy Check

Quoracy confirmed – 60% of Governing Board in attendance

c) Revision of Memberships

The Chair shared with the board details of the recent Parent Governor election which resulted in two nominations; one from an existing Parent Governor whose term had expired and the second from the parent of a child in Year 8. The board discussed the Parent Governor vacancy that will require attention. A discussion was held regarding a second nomination period, the board agreed unanimously to open a nomination period for the parents of 2019-2020 Year 7 students in the Autumn Term.

The Chair shared that a nomination period had taken place for a second Staff Governor however, there had not been any nominations put forward for consideration during the nomination window.

NME to write to the Governor concerned to inform them of their disqualification.

NBR to organise a second Parent Governor nomination period in Autumn 1.

2 **Minutes of Summer 1 Meeting Held 2 May 2019**

Reviewed and content AGREED.

The Headteacher highlighted the positive impact of the Vice Chair reviewing the minutes prior to wider distribution.

3

Headteachers Report

The Headteacher introduced the new format of the report in line with the Trust’s template whilst asking if there were any questions regarding the revised format.

Student Progress

The Chair questioned the higher numbers of low attainers in English Language, querying if this was as a result of historical issues within the department.

The Headteacher covered the data contained within the report and highlighted the positive results of the recent Trust Quality Assurance visit along with progress made within the department, whilst expressing confidence that the data will improve as a result of the hard work that has been implemented and evidenced during the QA visit. The Headteacher shared that one of the assessors worked for the examination board which strengthened the review of the development within the Academy.

The Chair also challenged regarding the Year 11 Travel & Tourism, to which the Assistant Head explained that this qualification is in place for students who access the Academy’s alternative provision which provided further insight to the results achieved.

The predicted results for Physics in lower year groups saw challenge, to which the Headteacher clarified that the subject had not yet been taught. The Headteacher shared with Governors that the existing AP provisions in place with the external provider YES ASSESS will continue into the next academic year.

Trust CEO discussed the personal development of students providing perspective for the Governors around exclusions, highlighting the success of the academy in this particular area with only one permanent exclusion this academic year, an impressive result. In comparison, the figure for permanent exclusions within academies across the MAT are between 20-30 on average so far this academic year. The Headteacher shared that the culture of positive engagement throughout the academic staff has supported this achievement.

Safeguarding

The Headteacher outlined the data contained within the safeguarding section of the report and asked if there were any questions regarding the information provided. The Head teacher shared the plans to focus on emotional wellbeing and self-harm, and discussed the rationale behind these two areas being a key focus.

The Headteacher shared that historically sexting had been an issue for students; however, due to the awareness and support provided during PHSE, sanctions being rigorously imposed and removal of phones during the academic day, sexting has been almost eradicated.

It is the anticipation of the senior leadership that the implementation of specific support around the subject of emotional wellbeing and self-harm should help support students at risk of exposure and reduce incidents of this nature.

The Headteacher shared with the Governors details of the software that is being used to support safeguarding within the academy and the ability to analyse trends from the information recorded. This analysis is completed by the academy’s Deputy Designated Safeguarding Lead and forms part of the considerations when planning student wellbeing assemblies.

A Governor queried the financial support by the MAT.

The Headteacher shared that the Trust CEO has granted financial support for prevent and radicalisation training; The CEO added that safeguarding is the Trust’s biggest area of risk and discussions have been held around mental health awareness first aid training to support both students and staff. The Trust are also looking to procure training centrally to reduce the financial impact on the academies within the trust.

Staffing

The Headteacher outlined the details of the staffing changes that have taken place this academic year and the steps taken to support retention and professional growth going forward; highlighting that staff leaving the academy are doing so as a result of successfully applying for promotion and positive personal reasons. Staff morale is high.



The Manor Academy meta cog.ç

	<p>Two Governors gave praise and expressed that the staff are a credit to the senior leadership. A third Governor reported that during their QA visits staff clearly communicated their positivity stating that the staff feel 'trusted & valued'.</p> <p>The Headteacher shared with the Governor's, details of a member of staff who expressed that he had had the best day of his career to date during the QA visit. A Governor present on the day agreed with this statement.</p> <p>The Headteacher outlined the tutor group arrangements for the next academic year and highlighted there would be six tutor groups leaving and ten tutor groups joining the academy; an uplift of circa one hundred students and a further twenty Manor College students.</p> <p>The Headteacher also shared plans for the Year 7 students to study Modern Foreign Languages except for those in lower sets.</p> <p>There have been two internal promotions and a recruitment of a part time teacher of Science. This will not impact the budget due to a case of long term sickness.</p> <p>The Chair challenged around the impact of staffing changes on the budget due to the short term lag in funding.</p> <p>The CEO briefly shared with the board some of the strategic considerations taking place at Trust level to support the short term deficit, reassuring the board that there were no financial concerns for Manor at Trust level.</p> <p>A Governor expressed their happiness at the quality of candidates who have applied for recent vacancies, a second Governor agreed.</p> <p>The Headteacher expressed their gratitude to the Governing Body for their support and contributions to the Academy. The Chair also offered thanks to the Governors for their efforts over the academic year.</p> <p>Two Governors expressed their pleasure of supporting the academy, sharing that their experiences have been very positive. The CEO furthered that the feedback was very positive.</p> <p>Skills Audit Feedback and Training Update</p> <p>The Clerk provided an update of training that has been completed by the Governors and the number of skills audits received, highlighting that the Trust Clerk has received the audits that have been completed and will be providing feedback once analysed.</p> <p>Two Governors expressed their frustration at the accessibility and content of the NGA training.</p>	
4	<p><u>Staff Career Development Plan</u></p> <p>The Deputy Headteacher outlined the commitment to provide a quality training plan to support career progression, providing an insight into the career pathways for a seven to ten year comprehensive progression period from Newly Qualified Teacher status through to senior leadership. The pathways available are attractive to staff in a currently competitive market.</p> <p>The Deputy Headteacher shared an anonymised overview of staff training completed which indicated the high quality of staff overall, with only four staff members that require further development.</p> <p>The Deputy Headteacher discussed that the Recently Qualified Teacher is voluntary however, this leads into the Lead Practitioner qualification.</p> <p>A Governor shared that staff have expressed pride in their work and were vocal of their appreciation of the CPD available. The Governor also queried staff access to one day training courses external to the academy.</p> <p>The Deputy Headteacher discussed the quality of support and development available within the academy and the trust in comparison to external providers. The Staff Governor agreed that the internal training is of much better quality and adds more professional value than the one day courses that are available at present. A Governor who formerly worked in education agreed, expressing that the one day courses are no longer fit for purpose.</p>	 <p>Training Matrix.pptx</p>

	<p>The Deputy Headteacher highlighted an example of MAT training delivered in January and the positive impact this has had on teaching and learning. A Governor agrees that the impact is evident.</p> <p>The Staff Governor shared with the board the benefits of the MAT level teach meets and the sharing of best practice amongst peers within the MAT.</p> <p>The Headteacher shared with the board the positive feedback received about the Academy's Lead Practitioner which has resulted in the development of staff by assessing MAT strengths; furthering the benefit of teach meets as a sustainable collaboration between academies within the MAT to build on best practice.</p> <p>The Trust CEO briefed the board on the impact quality training programmes have on longer term tenure within the MAT.</p> <p>A Governor acknowledged that collaborative planning is not common and took time to organise however, the time invested is now reaping dividends.</p> <p>The Deputy Headteacher expressed that smart resource planning helps minimise the impact on staff work life balance.</p> <p>The Headteacher informed the board that there are several Lead Practitioner trainees, with the Deputy Headteacher crediting the existing Lead Practitioner for their enthusiasm.</p> <p>The Staff Governor shared that the Lead Practitioner thrives on the collaborative work within the MAT.</p> <p>A Governor highlighted the financial benefit of MAT based training in addition to the collaborative qualities that internal training produces.</p> <p>The Headteacher shared that this has added value to the academy.</p>	
<p>5</p>	<p><u>Annual Pupil Premium Review</u></p> <p>An Assistant Head presented the annual Pupil Premium review and provided context for the data contained within the report.</p> <p>There was further elaboration regarding details of the cohort, SEN needs and the percentage of disadvantaged pupils increasing.</p> <p>It was highlighted that there are a higher percentage of girls that currently fall into the disadvantaged category.</p> <p>Quality Assurance indicates that senior and middle leaders have a deep understanding of students needs and are implementing the appropriate strategies.</p> <p>The Headteacher discussed the actions staff are taking to ensure pupil premium students are engaged with their teaching and learning and are supporting an uplift in behaviour through positive engagement.</p> <p>Mid-attainers have been supported by senior leadership with the organisation of mentoring.</p> <p>The Academy ACHIEVE values are overtly expressed amongst staff and there is evidence to support the strong home school relationship.</p> <p>There has been a record number of Year 10 students participating in Work Experience this academic year and more than double the amount of applications have been received for Manor College places, with 44% of Year 11 students applying to attend compared to 20% from 2017-2018 cohort.</p> <p>The Assistant Headteacher shared with the board the prioritising of pupil premium students when marking work and checking understanding, posters are displayed in staff areas across the site highlighting the strategy in place to support pupil premium learning.</p> <p>There is a specific focus on teaching and learning strategies for disadvantaged boys, with quality assurance checks evidencing these strategies have been implemented.</p>	

	<p>The Assistant Headteacher discussed the strength of the teaching and learning for students in alternative provision, and highlighted the out of hours clubs that are currently available for students to participate in.</p> <p>To support the professional development of staff in this field, the senior leadership provided the opportunity for three pilot schemes to take place during the next academic year to support pupil premium students. There were ten applicants. Due to the staff enthusiasm around the scheme, five pilots have been approved to support:</p> <ul style="list-style-type: none"> • Those at risk of domestic violence • High achieving KS4 girls • 2 x Team building projects involving construction • Development of employability skills <p>The attendance of alternative provision students was discussed and the negative impact the attendance of this cohort has on the overall academy attendance figures, it was expressed that it would not be acceptable to exclude on the grounds of low attendance.</p> <p>The report was summarised and a Governor praised the comprehensive nature of the report.</p> <p>A second Governor praised the provisions in place and plans moving forward for the support of pupil premium students as very positive.</p> <p>The Assistant Headteacher highlighted that parental engagement is a crucial part of supporting pupil premium students.</p> <p>A Governor agreed and highlighted a positive correlation between engagement and attainment.</p> <p>A Governor sought clarification around the number of parents or carers that were hard to reach. The Assistant Headteacher informed the board that this was only the case with a minority of families, with one particular family having a high number of siblings which distorts the figures in this respect.</p> <p>The Staff Governor shared that the academy comprehensively profiles families to tailor support methods to help student reach their full potential.</p> <p>The Assistant Headteacher provided further insight into strategies that are undertaken to support positive development of pupil premium students.</p> <p>The Assistant Headteacher leaves at 18:10</p>	
6	<p><u>Governor Monitoring Visits</u></p> <p>A discussion was held regarding the recent reports completed:</p> <ul style="list-style-type: none"> • Teaching and Learning • Pupil Premium Review <p>The Governor who conducted the quality assurance visits provided an overview of their findings with the board. Another governor who participated was not in attendance to share their findings with the board directly. The overall feedback from the observations made was very positive with evidence of teaching and learning strategies having been embedded well and there were high levels of student engagement evident across the site.</p> <p>A Governor expressed they did not feel adequately informed of Parents Evenings that were taking place throughout the academic year, whilst also enquiring about Student Senate meetings.</p>	<p>All Parents Evenings to be added to the QA grid for 19-20.</p> <p>Student Senate meeting dates/times to be shared with the LGB once agreed.</p>

7	<p><u>School Policies for Review</u></p> <p>The Clerk shared with the board the details of policies to be reviewed for approval during the Autumn term.</p> <ul style="list-style-type: none"> • Charging and Remissions Policy • Child Protection Policy and procedure • Children Missing in Education • Curriculum Policy • Sex Education policy • Special Educational Needs Policy • Supporting Pupils with medical conditions • Home-school agreement • Assessment and Marking <p>It was agreed that these would be distributed amongst the board equally for review and approval during the Autumn term.</p>	<p>NBR to distribute policies evenly once updates received.</p>
8	<p><u>Correspondence</u></p> <p>The Chair shared details of correspondence received:</p> <ul style="list-style-type: none"> • Tree Maintenance • Attendance Letter response from parent <p>All matters are currently being addressed.</p>	
9	<p><u>AOB</u></p> <p>A Governor discussed the communication amongst schools regarding a recent off site safeguarding incident.</p> <p>The Headteacher provided clarification on the process as the School Safe communication service from NCC is no longer supporting communication between schools for every safeguarding incident.</p>	
10	<p><u>Determination of Confidentiality</u></p> <p>AGREED</p>	
11	<p><u>Date & Time of Next Meeting</u></p> <p>03.10.2019 17:00 Admin Boardroom</p>	
12	<p><u>What has been achieved tonight</u></p> <p>The Governors discussed the outcomes of the meeting, reflecting on the Pupil Premium support in place, the quality of the staff training and the positive retention and recruitment that has taken place this year with the support of the Governing body.</p>	
<p>Meeting Ends: 18:20</p>		