



# Manor Academy

## MINUTES OF AUTUMN TERM 2 MEETING OF THE FULL BOARD OF GOVERNORS HELD ON THURSDAY 22 NOVEMBER 2018 AT 5PM IN THE BOARDROOM

### PRESENT

("A" denotes absence) Mr N Melton (Chair)  
Mr C Richards (Vice Chair)  
A Mr J Sale  
Mrs M Lovell  
Dr William Pearce  
Mrs Suzanne Tryner  
A Mrs K Potts  
A Mr M Simmons  
Ms D Gilbert  
A Mrs P Varley  
Mrs J Caswell  
Mrs K Kerry  
Mr R Gladwin

### IN ATTENDANCE

Mrs C Stockdale (Clerk to the Governing Body)  
Mrs Nichola Barsby (New staff member)

		Action
1	<b><u>Apologies for Absence</u></b> Mrs K Potts. Mr M Simmons. Mrs P Varley. A discussion was had regarding a governor who has not been attending meetings and does not send any apologies.	<b>Chair of Governors to send a letter asking the governor if they want to continue in their role.</b>
2	<b><u>Determination of Interest</u></b> None	
3	<b><u>Minutes of Autumn 1 Meeting Held on 27 September 2018</u></b> A governor asked why the monthly budget reports are not made available as stated in the previous meeting. The Headteacher explained that the auditors were taking longer than expected and last year's accounts still have not had final approval.	<b>Approved with amendments</b>
4	<b><u>Welcome new Governor</u></b> The new Governor who was a previous member of staff before their retirement received a warm welcome.	
5	<b><u>Head Teachers Report</u></b> The Head of School talked through the report which included the following. <b>Predicted exam data.</b> There was a discussion about the accuracy of the predicted grades which the Headteacher assured are very accurate and the measures being put in place to address some identified key areas.	

	<p><b>Attendance.</b> While there has been an increase in general attendance there has been an issue with a high number of children having term time holidays mostly in year 7 and 8. The fines are being issued but are not high enough to deter the parents. A discussion was had around what could be a deterrent.</p> <p><b>Behaviour.</b> The Headteacher informed the group that the behaviour is now better than ever and believes it is due to the praise and reward system that has been introduced. Detentions are lower and there has been no exclusions to date.</p> <p><b>Pupil Premium Strategy.</b> Governors commented that it was a very informative report.</p> <p><b>Pay Review.</b> This was a positive meeting and almost all staff were successful in receiving a pay rise.</p> <p><b>Health and Safety.</b> The group were advised at a Health and Safety Manager had been appointed for the Two Counties Trust to ensure that all schools are compliant in all health and safety matters.</p> <p><b>SMSC and FBV.</b> Two members of staff have been assigned to this role and are performing very well and giving the students excellent experiences including a visit from the Local Member of Parliament and have held many fund raising events. A Year 12 student who came second in the Youth Mayer elections and was congratulated by the governors.</p> <p><b>Manor College.</b> The Headteacher outlined the new courses which are to be offered to attract more students.</p> <p><b>Quality Assurance.</b> The Deputy Headteacher outlined which Governors were responsible for which areas. A Governor stated that some Governors carried out a large number of monitoring visits but others did none and asked for those not currently doing any to be assigned to an area.</p>	<p><b>Governors to send a letter to parents regarding the impact taking students on holiday has on their education.</b></p> <p><b>Column to be added showing budget costings.</b></p> <p><b>RGL to contact Governors who are not assigned to a group and allocate them an area.</b></p>
6	<p><b>Governors Quality Assurance Feedback</b> The Governors read through the reports that they had produced for their monitoring visits and thanked staff for all their hard work. The Chair of Governors thanked everyone for their contributions.</p>	
7	<p><b>Safer Recruitment</b> The Headteacher informed that there is a new online Safer Recruitment course available to anyone who attends new staff interviews. Four Governors would like to complete the training.</p>	<p><b>CST to allow access to training course.</b></p>
8	<p><b>Site Management Report</b> The group were advised that termly site management inspection were required to be conducted and were shown an example of the report. A Governor stated that he thought the report was too in depth and would like a smaller format. It was explained that the report was still work in progress.</p>	
9	<p><b>Policies to be reviewed</b> The group were informed which policies were on the portal to be reviewed and it was agreed who would review which policy.</p>	<p><b>All policies to be reviewed before the next meeting.</b></p>
10	<p><b>Admissions Arrangements</b> The group were informed that another local secondary school is changing its feeder school catchment and that this could have a positive impact on Manor's admission numbers in the future.</p>	
11	<p><b>AOB</b> A Governor asked what provisions are made for students with mental health issues especially in the exam period. The Headteacher</p>	

	<p>explained that the school and TCT HR department are currently working on a policy and procedures to implement before 2020 to look after the mental wellbeing of all students and staff.</p> <p>The Chair of Governors reported that the Trust is to implement standardisation across all Local Governors meetings and there will be changes in the near future to ensure the guidelines are followed.</p> <p>There is the possibility of having a new link Governor from the Trust.</p>	
	<p><b><u>Meeting ends</u></b> 19.10</p>	