

**MINUTES OF SPRING TERM MEETING OF THE FULL BOARD OF GOVERNORS HELD ON THURSDAY 30 JANUARY 2020 AT 5PM  
IN THE SMALL BOARDROOM**

**PRESENT** ("A" denotes absence)

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

**IN ATTENDANCE**

Mrs N Barsby (Clerk to Governing Body)

**Meeting begins: 17:00**

**Action(s)**

1	<b><u>Welcome &amp; Apologies for Absence</u></b>	<b>Action(s)</b>
	<p>The Chair opened the meeting and welcomed those in attendance to the third meeting of the academic year. The Chair informed those in attendance that apologies had been received and accepted from all four governors not present.</p> <p><b>a) <u>Declaration of Interest</u></b> None declared</p> <p><b>b) <u>Quoracy Check</u></b> Quoracy confirmed – 60% of Governing Board in attendance</p>	
2	<p><b><u>Review of Autumn 2 Minutes and Matters Arising</u></b></p> <p>A Governor not present at the previous meeting asked to be updated on the progress made by governors in relation to the completion of eLearning tasks that have been assigned for completion.</p> <p>The Clerk provided those in attendance with an overview of completion rates and ongoing issues with accessibility. Whilst the majority of modules are now available, there have been unforeseen technical limitations which have prevented some governors from completing the full suite of eLearning available.</p> <p>Further clarity was sought as to the locations of the mandatory eLearning. The Clerk outlined there were three key software programs for governors to access:</p> <p><u>Every</u></p> <ul style="list-style-type: none"> <li>• Safeguarding</li> <li>• Fire Awareness</li> </ul> <p><u>NGA Learning Link</u></p> <ul style="list-style-type: none"> <li>• Key Functions of the governing body</li> <li>• Safeguarding: The Governors role</li> <li>• Ofsted Inspections for schools</li> <li>• Governors and Ofsted</li> </ul> <p><u>MyConcern/One Team Logic</u></p> <ul style="list-style-type: none"> <li>• Safeguarding Declaration</li> <li>• KCSIE 2019</li> <li>• Child Protection Policy</li> <li>• Whistleblowing</li> <li>• Code of Conduct</li> </ul> <p>It was discussed that now availability has been remedied, all governors are to have completed all mandatory eLearning before the next FGB (full governing body) meeting.</p> <p>A governor who was not present also expressed positive feedback regarding the minutes, sharing with those in attendance that the information was thorough; having read the minutes, he felt they gave clear insight into the discussions held during the meeting.</p> <p>Minutes of Autumn 2 APPROVED.</p>	<p><b>All Governors to have completed all mandatory eLearning before 30.04.2020</b></p>

**3 Latest Financial Forecast**

The Headteacher shared with the governors that the latest financial figures provided for analysis were up until November 2019 due to changes within the centralised finance department.

IGR Trust Linked Governor outlined the circumstances regarding the changes and the strategy of the MAT central team for resolving the short term delay in financial forecasting.

Governors in attendance expressed dissatisfaction regarding the level of service currently being provided from the financial team and felt this did not meet the service level agreement the academy had agreed to.

IGR accepted that the service had not met the required standard and offered sincere apologies on behalf of the Trustees regarding the lack of information and inaccuracies in the data previously provided.

IGR explained that the circumstances had provided the Trust with an opportunity to review the structure of financial support it offers to the academies within the Trust and allowed for changes to be implemented in order to ensure that the integrity of financial forecasting is not compromised moving forward.

The Headteacher provided an overview of the financial forecast and the changes to the academy's financial projections.

A governor asked if this had impacted other academes within the MAT. IGR shared that the circumstances had impacted multiple schools within the MAT but offered assurances that the Trustees have no concerns regarding the Manor Academy and its financial forecast.

The Headteacher clarified that the deficit difference is solely due to the forecasting errors centrally and not due to financial mismanagement expressing to those present that the academy has strived to adopt all financial strategies that have been initiated by the Trust and, as such, were the first academy to embed the Sage system. IGR confirmed that the Headteacher's analysis was accurate.

Multiple governors expressed gratitude for the information shared by the Trust Link Governor however still expressed their disapproval that the financial reporting was inaccurate. A governor highlighted that the structural changes discussed may provide the opportunity to rectify the historical inaccuracies and prevent the issue reoccurring.

A governor expressed concern that as an LGB within a MAT there is no longer the level of control over the academy's finances as in previous years.

IGR shared that the CEO has been clear that finance is to be managed centrally and it is the LGB's responsibility to hold the academy to account against the budget set. The LGB and the academy are not accountable for the inaccuracies centrally.

A governor continued to challenge regarding the deficit forecast asking where this deficit will be funded from and if this is to be absorbed in the short term by the Trust, is the Trust in a position to support the academy. IGR reassured the governors that the Trust is in a healthy position to support the school whilst the deficit is addressed.

The Headteacher shared the financial expectations from the new analysis completed in recent weeks.

Both the Chair and the Vice Chair voiced concerns and IGR again accepted that the financial support has not been satisfactory, sharing the measures that will be implemented regarding committee restructuring and an external financial review.

A governor asked that the assurances provided by the Trust Link Governor that the Trust will cover the deficit be officially minuted. IGR agrees.

A governor requests that the latest financial information and projection be provided as soon as possible to the LGB for review.

The Headteacher shared that December figures had been distributed on the day of the meeting but this was too late to submit for scrutiny prior to the meeting commencing.

The Headteacher also shared that the academy had appealed for the release of lag funding due to increase in PAN be released early to support the academy growth but this has not been possible.

The Chair asked about the proposed changes to the funding formula, the Headteacher confirmed this has not yet been finalised.

The Headteacher expressed that the budget holders were managing their financial obligations well.

A governor asked the Trust Link Governor if someone from the central team would attend to explain the financial changes once the analysis had been completed.

**MAT to produce latest financial projection and Headteacher to provide to LGB for further review as soon as this becomes available.**

	IGR provided assurances that this would be possible once all measures had been taken.	
4	<p><b><u>Risk Management</u></b></p> <p>The Headteacher shared the new Trust format for Risk Management, outlining the differences between the previous strategy and the new method implemented.</p> <p>It was explained that the new method would provide focus for individual academies.</p> <p>The Headteacher outlined the review that had taken place at academy level and the results were presented for review. Clarity was provided regarding the scoring system used to identify and prioritise risk.</p> <p>Whilst the scoring for the academy resulted in low risk and a narrative was not mandatory, the academy is striving to excel and therefore has provided further insight for the benefit of sharing the direction of travel.</p> <p>Quality assurance that has taken place supports the measures that have been implemented to manage risk.</p> <p>A governor asked for further clarity around the scoring process. The Headteacher provided further insight regarding the progressive scoring of academy level risk.</p> <p>The Trust Link Governor also discussed the guidance given to support academies confidently score their risks using evidenced based scoring methods. The MAT will analyse and compare to provide meaningful feedback to each academy Headteacher.</p> <p>The Headteacher also shared details of the collaborative work they had completed with the MAT central team resulting in a new MAT wide contractor's policy.</p> <p>A Governor asked regarding the RAG status of finance given the report in item 3; the Headteacher shared that this had been reviewed in-line with the MAT scoring for this area.</p>	
5	<p><b><u>Year 11 &amp; 13 Data</u></b></p> <p>The Headteacher introduced the reports provided to the governors and shared that the results are broadly in-line with predictions. The Headteacher discussed the support mechanisms that have been implemented to help students achieve and exceed their predictions such as after school and holiday intervention sessions and parental support for BTEC assessments.</p> <p>The Headteacher also discussed the BTEC review that has taken place and the positive feedback received from the assessor. The Headteacher offered to share the report with Governors.</p> <p>A governor asked how the integrity of the data is ascertained. The Headteacher explained the levels of analysis that are conducted by the Data Manager and the moderation that takes place to ensure accuracy.</p> <p>The Trust Link Governor asked if student attainment has improved. The Headteacher shared that the students in Year 7 &amp; 8 were achieving results closer to the national average, with the school becoming a preferred choice for students outside of the catchment area.</p> <p>The Headteacher also shared with Governors the positive feedback received from a recent Family Heads meeting of local Headteachers from nearby primaries, in addition to highlighting the numbers of students choosing to be educated at Manor College continues to rise.</p> <p>The headteacher discussed the consideration of T-Levels for students. A governor expressed that this would be a child centric approach offering a broader curriculum and considering the voice of the students.</p> <p>There will be further training available to the senior leadership team around T-Levels.</p> <p>Year 13 data is positive across the board, 2019-2020 Year 13 students are a high ability cohort with 28% predicted A*-A. UCAS offers have already been received by some of the cohort with one having been offered and Oxbridge place.</p> <p>A number of Year 13 students spoke at the Family Heads meeting and shared the news of their UCAS success so far, the Headteacher also shared that some of the cohort have been inspired by staff at the academy and are looking at careers in teaching, others are looking at dentistry and ophthalmology, many discussed career aspirations and were positive role models for the academy.</p> <p>A student has been invited to appear on a TV documentary to discuss his achievements and aspirations due to his achievements having been raised in a 'deprived area' this particular student is also a pupil</p>	<p><b>Headteacher to provide BTEC review to Clerk for publishing on GovernorHub.</b></p>

	<p>premium student which is a great reflection of the support the academy has given to his education in helping him to reach his full potential.</p> <p>The governors discussed the strong links to employability within the curriculum intent. Staff surveyed students as part of research into employability within the curriculum and found that employability needs to be referenced from Year 7 onwards.</p>	
6	<p><b><u>Deep Dive Quality Assurance Feedback</u></b></p> <p>The Chair shared with governors an overview of the mock Deep Dives that had taken place in recent weeks with the involvement of the MAT CEO. The QA was used to measure the, Intent, Implementation and Impact of the curriculum.</p> <p>As part of the mock deep dives, the Head of the Department was interviewed, book scrutiny took place, whole class feedback was reviewed and 6 separate lessons observations were conducted; during all lesson observations high levels of student engagement was evident with intuitive teaching practices observed to support all levels of ability and working to pace.</p> <p>The Chair shared that the feedback was positive and the CEO is an Ofsted inspector and approved of the findings on the day.</p> <p>A governor queried the differences in the reporting format between the Geography and History analysis. The Headteacher shared that the two reports were generated by different individuals.</p> <p>A governor expressed his gratitude on behalf of the LGB for the time the Chair has dedicated to the Academy in addition to his full time occupation.</p> <p>A second governor asked how the senior leadership are tracking the actions raised from the QA. The Headteacher explained that the actions are implemented by the Head of the Department and these are reviewed at the next QA session.</p>	
7	<p><b><u>DSL – Mental Health First Aid Training</u></b></p> <p>The Headteacher shared with those in attendance the changes to statutory compliance that will be taking effect in the near future regarding Mental Health and Wellbeing. It will become a mandatory requirement to have a Designated Safeguarding Lead trained in Mental Health First Aid.</p> <p>As part of a strategic discussion within the MAT, chaired by the Headteacher, it was discussed that the cost per delegate to receive this training would be in the region of £1000 To ensure cost effectiveness for the MAT, the Headteacher discussed the option of facilitating the training at the Academy which provided training to 20 MAT employees at a total cost to the MAT of £2000. This has made significant savings for the Trust both financially and practically.</p> <p>The trust is now compliant as soon as the new legislation becomes effective and staff have access to over 700 resources for the new framework, including exemplar policies and scripts.</p> <p>The MAT included members of the HR team to support staff wellbeing.</p> <p>The Academy will be required to have two mental health first aiders in place in September. This has been completed in January in readiness for the statutory changes due.</p> <p>The Trust Link Governor asked about measures to support and reduce work related stress. The Headteacher outlined the support networks available for academy staff to support wellbeing, retention and progression.</p>	<p><b>Mental Health Support to be presented to FGB in Autumn 2020</b></p>
8	<p><b><u>CPD - Metacognition</u></b></p> <p>The headteacher provided an overview of the presentation prepared by the Deputy Headteacher regarding metacognition and the methods used to support knowledge retention to compliment the new Ofsted framework.</p> <p>A Governor asked where the methods had been developed, the Headteacher shared that the methods adopted were derived from the Education Endowment Foundation (EEF) a tested theory of a 3 year plan.</p>	
9	<p><b><u>Governor Monitoring Visits and Evidence of Impact on School Improvement</u></b></p> <p>The Clerk shared that this agenda item was an opportunity for a governor not present to provide further feedback on the recent Safeguarding Audit that took place. Due to their apologies, this item was not discussed further.</p>	
10	<p><b><u>Post 16 Attendance Data</u></b></p> <p>The Headteacher discussed the report provided to the LGB and the analysis and monitoring of attendance that had taken place which has been completed by a member of the senior leadership team and the</p>	

	report shared with the Governors. The report had been drafted at the request of the Vice Chair, The Headteacher asked if the Vice Chair approved of the information provided, to which approval was noted.	
11	<p><b><u>Governance Structure</u></b></p> <p>The Clerk provided the governors with the results of the recent Parent Governor nomination period. The nomination period closed with no nominations having been received by the academy. A discussion was held regarding the next steps to take to recruit a Parent Governor. It was agreed that a governor may approach a parent that may have suitable skills to support the governing body.</p> <p>The Clerk also revisited the current co-opted vacancy and it was discussed that the Chair would contact a member of the local community who had expressed an interest in joining the LGB.</p>	<b>Contact to be made with the two possible candidates for the current LGB vacancies.</b>
12	<p><b><u>Policies for Review</u></b></p> <p>The Clerk shared with the LGB details of four new statutory policies to be implemented:</p> <ol style="list-style-type: none"> <li>1. Protection of Biometric Information of Children in School and Colleges</li> <li>2. Newly Qualified Teacher</li> <li>3. Designated Teacher for Looked After Children</li> <li>4. Children with Health Needs that Cannot Attend School</li> </ol> <p>Drafts of policies 1 and 2 were approved. The Clerk shared that policies 3 and 4 will be submitted for approval at the next FGB meeting.</p>	<b>Policies 3 &amp; 4 to be approved at next FGB meeting.</b>
13	<p><b><u>Admission Consultation Summary</u></b></p> <p>The Headteacher summarised the admissions proposal and outlined that no feedback had been received during the consultation period to the proposed changes. The Clerk outlined the policies presented to the LGB and explained that the admission policy will be a two part format; the first part relates to the Trust obligations and the second part is academy specific. The admissions policies were determined and approved.</p>	
14	<p><b><u>Code of Conduct</u></b></p> <p>The Vice Chair reviewed and signed the code of conduct approved by the LGB in his absence.</p>	
15	<p><b><u>Skills Audit</u></b></p> <p>The Clerk provided those in attendance with a skills audit questionnaire to complete and return before the next FGB meeting in May.</p> <p>The Clerk agreed to follow up with those absent to ensure all governors have completed the skills audit in readiness for review by the Clerk to Trustees during the Summer Term.</p>	<b>All forms to be returned before 30.04.2020</b>
16	<p><b><u>Pecuniary Interest Form – Update</u></b></p> <p>The Headteacher shared with governors that her pecuniary interest form has been updated to reflect her marriage to a contractor who had supported with the emergency repairs to a boiler house on site.</p> <p>The headteacher outlined the circumstances relating to the work taking place and the transparency that had been applied as the CEO had been made aware. This work had been completed by a skilled contractor at a significantly reduced financial cost to the academy due to the emergency circumstances.</p> <p>The LGB thanked the Headteacher for her declaration and offered thanks to her husband for supporting the school in a time of need.</p>	
17	<p><b><u>Governor Monitoring Visits &amp; Evidence of Impact on School Improvement</u></b></p> <p>The Chair shared with attendees the Vice Chair’s reason for absence, his concerns regarding communication and the possibility his absence reflects negatively on his involvement so far this academic year; the Vice Chair hopes to address this on his return. The Clerk shared that the Vice Chair had been in regular contact via email and has offered to meet in the Spring Term.</p> <p>Six quality assurance summaries were provided to the Governors for review in advance of the meeting. There were no further questions.</p> <p>The Headteacher thanked the Governors for their time so far this academic year.</p>	
18	<p><b><u>Correspondence</u></b></p> <p>None received.</p>	
19	<p><b><u>Determination of Confidentiality</u></b></p> <p>Sensitive information discussed in items 3 &amp; 6.</p>	

<b>20</b>	<p><b><u>Date and Time of the Next Meeting</u></b></p> <p>Thursday 7 May 2020 5pm Admin Boardroom</p>	
<b>21</b>	<p><b><u>What Have We Achieved Tonight That Will Make A Difference to the Students in Our School?</u></b></p> <p>The Chair expressed that the Deep Dive QA had been very insightful and allowed for a trial of the end-to-end process. The evidence supports that the teaching and learning in the area sampled is high quality and consistent.</p> <p>The Trust Link Governor expressed that he feels the academy lives by its values.</p>	
<b>22</b>	<p><b><u>AOB</u></b></p> <p>The Headteacher shared that a member of staff has almost qualified to represent the country in Indoor Cricket as part of Team GB. Should the team qualify, in order to participate the member of staff will need a week of special leave to travel and take part in the tournament.</p> <p>The request was APPROVED unanimously.</p> <p>The Headteacher also shared the great news that the academy has been successful in securing £10,000 funding for a Spanish foreign exchange programme which will be supporting students boost their learning of a modern foreign language. This will provide 20 students with the opportunity to hone their language skills without any financial impact on their families.</p>	
<b>Meeting Ends: 19:10</b>		