



## CANON LEE SCHOOL

### Minutes of the meeting of the Full Governing Body held in school on Tuesday 26<sup>th</sup> April 2016, at 5pm

**Present:** Mr Alan Lodge (Chair), Mr Richard Crane (Executive Headteacher), Miss Sam Buckley, Mrs S Byrne, Mr Peter Hodge, Mr John Kesterton, Mr Patrick Looker, Ms Donna McMahon, Mr Rob Orr

**In attendance:** Mr Ollie Brady, Mr Matt Halifax, Mrs Liz Hardy  
Mrs Sophie Triffitt (Clerk)

#### 1. Welcome, Apologies for Absence and Declarations of Interest

Apologies were received and accepted for Mrs A Davies. There were no declarations of interest.

The Chair of Governors welcomed and introduced Mrs S Byrne as an LA approved governor. Mrs Byrne introduced herself explaining her professional background is in corporate events. The Governing Body formally welcomed Mrs Byrne onto the governing body.

#### 2. Minutes of the Meetings

##### a) 9<sup>th</sup> February 2016 (FGB)

Previously circulated. The minutes were agreed as a true and accurate reflection of the meeting and signed by the Chair of Governors.

##### b) 22<sup>nd</sup> February 2016 (EFGB)

Previously circulated. The minutes were agreed as a true and accurate reflection of the meeting and signed by the Chair of Governors. Governors confirmed they had nothing to add that had not already been included in the minutes.

#### 3. Actions Arising from the 9<sup>th</sup> February 2016 meetings

It was confirmed that all actions were complete.

#### 4. Committee Reports

##### a) Governors Monitoring Committee – 12<sup>th</sup> January 2016 & 1<sup>st</sup> March 2016

Previously circulated.

##### b) Business Committee – 1<sup>st</sup> March 2016

Previously circulated.

It was reported that the 75<sup>th</sup> Anniversary event was a success generating good publicity and the governing body recorded their thanks and congratulations to everyone involved in the planning. The governing body noted their appreciation to the York Music Centre for their support.

The Committee Chair informed governors that the committee was due to meet on the 25<sup>th</sup> April 2016 but had to be rescheduled for the 3<sup>rd</sup> May 2016 but confirmed a draft budget has been circulated noting there is a great deal of fluidity in staffing at present and their remains a staffing surplus in terms of curriculum planning. The Committee Chair recorded his concern that the 31<sup>st</sup> May deadline for any notice to staff of redundancy in readiness for September will not be met.

The Executive Headteacher updated governors on curriculum setting and staffing noting that resolutions have been agreed with three staff members. The Executive Headteacher noted that there is one final staffing issue to resolve before his support to Canon Lee ends with the

individual having reached stage two if the attendance procedure. The Executive Headteacher expressed his hope to have the more challenging elements dealt with by 21<sup>st</sup> June leaving the school in a strong position moving forward. The Executive Headteacher also noted that there will be appointments over the next few days to promote strong internal people the school wants to retain.

The Executive Headteacher informed governors that English, History and Science adverts are going out under the Hope banner.

**a. SFVS Report**

The Business Committee Chair provided a report to governors and confirmed the SFVS return has been signed and submitted. The Business Committee Chair highlighted the need for all governors Business Interests to be declared on an ongoing basis and Business Interest forms signed and returned to the Clerk.

The Governing Body thanked the Business Committee Chair for his work to ensure a comprehensive and accurate report submission.

**b. Start Budget Approval**

Governors delegated authority to the Business Committee to review and approve the 2016-17 Start Budget submission.

**c) Education Committee – 15<sup>th</sup> March 2016**

Previously circulated. The Committee Chair reported that the committee received updates on Mock Review Analysis and interventions noting that governors are in a stronger position information wise than in previous years. It was also reported to the committee that attendance is good with persistent absences down. The Committee received an update on teaching and learning with the second wave observations adding to the bank of information.

Leaver Destination data was provided to the committee with 3% of leavers being NEET (not in education, employment or training) and relates to two students and is in line with the deprivation indicators. The percent of students going on to attend sixth form is 19% and 62% into further education which is a positive trend from the previous year.

**5. Executive Headteacher Report**

The Executive Headteacher informed governors that the previously circulated report mirrors the self evaluation and opened to governor questions.

A governor asked for an update on the focus for the high attaining cohort. Mr Halifax explained that there is intervention targeted groups but have had to prioritise resources and the A and A\* targeted support resource has been moved to the C/D borders and those on the progress border based on marginal gain.

Mrs Hardy added that the last cohort for focus is boys and in particular pupil premium boys as the two cohorts not making progress and there is a wide spread of interventions based on the most current data set. Mrs Hardy reported that the lower ability cohort are performing a third of a grade better on average, the upper ability are performing on expected and the middle ability, boys and pupil premium need the focus. Mrs Hardy tabled a data pack for governor's information covering Year 7 to Year 11.

The Executive Headteacher assured governors that the Maths and English leadership meetings are facilitating a number of targeted interventions.

Mrs Hardy noted that the Year 11 data is down by 2% on the 5A\*-C but this data set does tend to have a dip at this point in the year. It was noted that there is more work to do on Year 9 and curriculum team meetings are focusing on Year 11 and Year 9 cohorts.

A governor noted concern over the flux of staff and that the eye may be taken off the ball. Mrs Hardy noted that SLT are aware of this and are keeping informed as well as impressing on the staff leaving that appraisals will follow them. The Executive Headteacher added that overall there is a focused, committed and purposeful Year 11 who are doing lots of past paper work. Mr

Halifax added that Mr Orr is delivering on some really good work of engaging and informing parents and up skilling and co-coordinating curriculum leaders.

A governor noted that the report makes reference to successful Easter events and asked if the right people attended. Mr Orr reported that although not one hundred percent attendance a good proportion did attend and the targeted children attended. In response to a governor it was confirmed the Easter programme ran with the schools own staff.

Mr Halifax added that there will be an English Literature programme which will be delivered by an external company who will provide an intensive immersive teaching week WC 9<sup>th</sup> May 2016 for twenty students in Year 11 who are on a D in English Literature and they guarantee all students will get a C grade which will bring the pass rate up to 75% from 50% for A\*-C and will boost the P8 score and prevent students having to re-sit English at College.

A governor asked what results will be published given parents will not be familiar with the Progress 8 positive and negative number system and the Executive Headteacher informed governors that no consensus has been reached on what will be published. It was also noted that Headteachers often highlight the best data point first as their headline. The Executive Headteacher noted that he would anticipate using the old measures of A\*-C and more than and expected progress.

In response to a governor the Executive Headteacher confirmed the Finance Officer post has been offered with a start date of 6<sup>th</sup> June 2016.

In response to a governor the Executive Headteacher confirmed there was a successful audit lead by the School Business Manager with the rigorous process resulting in a good outcome.

The Chair of Governors noted that this is the last report from Mr Crane and thanking him for the good progress made in school adding that governors are looking forward to good exam results.

The Executive Headteacher thanked the Chair of Governors and emphasised how he has been impressed with the staff in school and thanked in particular the senior team who have been fantastic.

## **6. Pupil Premium Review Outcomes**

Mr Halifax confirmed the Pupil Premium Review report was sent to Mrs A Davies, Pupil Premium Link Governor, and Mrs Davies visited school on the 19<sup>th</sup> April 2016 and experienced some whole staff training.

Mr Halifax explained that the review took place in February / March 2016 noting that the expectations and actual experience of the process did not align. Mr Halifax tabled a break down of the key findings and recommendations which are the eight strategic targets.

Mrs Hardy and Mr Halifax felt that the recommendations do not go far enough and does not address the issues with pupil premium at Canon Lee that SLT perceive it to be.

Mr Halifax tabled what he perceives the eight actions to be taken by an institution to reduce the pupil premium gap.

Mr Orr noted that the recent training session delivered by Mr Halifax was very effective with staff coming away with a better understanding and taking on board how a high quality of teaching can raise the performance of all students.

Mr Halifax noted that as a school the gap is not closing noting that pupil premium P8 last year was -0.49 and currently, based on Summer1 predicted grades, is -0.37 highlighting the need to question if the good work being done is having an impact and is coordinated enough.

In reference to the review actions Mr Halifax confirmed that

- Pupil premium has been on SLT agendas for a full half term and includes consideration to all sub groups.

- Training gave time to curriculum debate and discussion to their barriers and strategies to address giving the example that PE assigned strategy to individual students for identified needs to address barriers to learning. Child / Subject / Identified Need / Strategy.
- Future plans include discussion and moderation of the FFT20 targets to ensure more realistic target setting.
- High quality teaching.
- KS3 PP children to have individual pen profiles with each child having a 1:1 meeting with a staff member to provide opportunity for them to share their thoughts.

*Point 5: Socio-economic measures are not a limiting factor on academic ability or potential.* A governor questioned if the statement goes against the whole reason for pupil premium. Mr Halifax highlighted that there should be no glass ceiling for any child they should have the opportunity to make the progress. A governor asked if there is a barrier of teacher's thoughts on intake potential. Mr Halifax assured governors that the change to targeting and monitoring progress measures has converted the last of the teaching body who may have had these thoughts. Mrs Hardy added that the talk now is about upper, middle and lower ability cohorts and it can clearly be seen how pupil premium students sit across all three bandings and there is a wide range of pupils with varying barriers and needs.

Mr Halifax informed governors that SLT are looking to introduce form tutor meetings after key data points and to be more proactive about parental engagement at key points.

Mr Halifax explained that the school is looking to ring fence a percentage of the PP funding for individual directed access with the use of the funds to be agreed in liaison with the student, parents and school.

Mr Halifax also reported that there will be:

- A check that all eligible families who are entitled to PP funding are receiving it.
- Targeted intervention of support staff with training to be given on pen portrait interviews.
- Effective use of cross data with behaviour, exclusions and attendance and any trends to be addressed.
- Ever 6 and Free School Meal performance data to be split.
- Whole school drive of raising Teaching and Learning and its impacts.

A governor asked if there will be a follow up visit and Mr Halifax confirmed that the reviewers will come back at some point in the next six months.

A governor noted the Challenge Partner Visit Report made comment to a lack of rigour and lack of willingness and had a down beat feel. The Executive Headteacher noted that the visits are useful and provide a snapshot and highlighted that the recent student voice by Mike Drury was very positive.

SLT summarised that they were not happy with the way the Pupil Premium Review process was undertaken particularly with having to chase the first report and then there had to be time spent challenging aspects of the report. The Executive Headteacher confirmed the cost of the review was £2k and explained that if Mr Halifax had been taken off timetable for a day he could have delivered a more comprehensive report.

The Executive Headteacher reported that Ofsted had been impressed with the Self Evaluation.

Governors recorded that they had a greater sense of consistency in reports to governors.

## **7. Planned Teaching and Learning Improvements**

### OBSERVATIONS

Mr Brady reported that since the last meeting the second wave of observations have been completed and reflect an increasing positive picture with 74% good or better teaching against a 75% benchmark. Mr Brady did caution that there may have been some over optimism in the early stages of the process while the new observation requirements become embedded with staff.

Mr Brady presented the most recent anonymised data tracker to governors.

A governor asked if the outcome is based on triangulation, best fit or a formula and Mr Brady confirmed it is based on a cautious best fit.

The Executive Headteacher noted that those who graded as a four are leaving or have left.

Mr Brady reported that the number of active teachers delivering good or better teaching is 62% and expects 13.5% of those to move up a grade based on a good round of results.

#### IRIS

Mr Brady informed governors that the Teaching and Learning lead is proactively pushing the use of IRIS and the third cohort of training was completed last week.

#### CPD

Mr Brady informed governors that there is a whole school element of prescriptive training of the basic expectations and Clifton Green delivering a session on Primary literacy strategies. Mr Brady added that the new Year 7 cohort will have a Year 6 example benchmark piece of work in the front of each Year 7 student's book for teacher reference.

#### MARKING

Mr Brady emphasised that marking is a key element of teaching quality and impact and there have been a range of approaches taken but a sampling and action process is not working so the next step will be to talk to each team and build a collaborative view of best practice and action planning.

Mr Brady emphasised that marking must have improved by the time of the next Ofsted visit.

A governor suggested an effective approach might be to keep a record of each subject best practice and key principles so Ofsted and observers know what that department's best practice looks like.

A governor asked if there is no confidence in the marking then how can there be confidence in the data. Mr Brady explained that assessments feed the data and the marking issues are around feedback, allowing time to respond, impact, challenge and informed planning.

A governor asked at what point marking becomes feedback. Mr Brady explained that it is when shared with the student and it can be either verbal or written. Mr Brady added that good teachers offer verbal feedback throughout a lesson but the key area for evidence is written feedback as good marking and feedback will be demonstrated by progress in books

Mr Brady showed governors the ten key principles poster which outlines the house style of Canon Lee for best practice book presentation.

A governor referenced point 6 of the Pupil Premium Review and noted that Meta Cognition combined with good feedback could deliver an extra year of progress.

### **8. Show My Homework – Impacts and Outcomes**

The Executive Headteacher reported that the school is pushing the message for students to be logging on and becoming familiar with the software and an increasing amount and quality of homework set by staff is being seen with a focus on extended pieces of literacy across all subjects.

A governor asked what the cost of the software is and the Executive Headteacher confirmed c£10k on a three year license.

A governor asked what value the software gives above a planner. The Executive Headteacher responded that it enables check and challenge of the quantity and quality of homework the teachers are setting and used as a measure of consistency. The Executive Headteacher explained that the system is still being embedded but there is real potential with the software.

A governor asked what parental engagement there is with the software. The Executive Headteacher explained that Show my Homework allows for a way to engage and empower

parents. In response to a governor the Executive Headteacher confirmed that he will aim to ensure staff provide detail to the homework set.

Parent governors emphasised the need for consistent value add detailed homework.

In response to a governor the Executive Headteacher explained there is no specific length required to demonstrate extended thinking but the student should know the length required based on the task i.e. a report would be expected to be between three and five hundred words. The Executive Headteacher added that Show My Homework shows the task should take X amount of time.

## **9. Policies for Review and Approval**

### **a) Budget Management Policy**

Previously circulated. Governors approved the policy.

The Governing Body delegated authority to the Business Committee to approve the 2016-17 budget submission.

### **b) Positive Behaviour Policy and Framework**

Previously circulated.

Governors referenced the 'all students are required to wear plain black trousers' be updated to allow for an option for girls to wear a skirt within the same bullet point.

Governors requested 'resultant' to be updated to 'result' at the bottom of page 1 in the Basic Expectations Stamps section.

Governors agreed for the approval of the policy be carried over to the Education Committee on 24<sup>th</sup> May 2016.

## **10. Admission Arrangements (including oversubscription criteria)**

The Executive Headteacher informed governors that the expected intake is around 140. In response to a governor the Executive Headteacher assured governors that the four form entry structure that was set when intake stood at 120 will still be fit for purpose with the increased intake.

**Action:** Website commentary on admissions to be updated.

*Post meeting note:* The Associate Headteacher confirmed that as of 5<sup>th</sup> May 2016 the admissions number for 2016-17 Year 7 intake is 131.

## **11. Chairs Business**

### **a) Canon Lee / Joseph Rowntree School Review Meeting 16<sup>th</sup> March 2016**

Governors were informed the review meeting did not take place.

### **b) Hope Learning Trust Update**

**Action:** Clerk to circulate the minutes from the 15<sup>th</sup> April EFGB.

Miss Buckley reported that in line with agreement at the EFGB Tim Priestley has been appointed to carry out the consultation funded using the conversion grant.

Miss Buckley also recorded that at the 15<sup>th</sup> April 2016 meeting governors gave authority to Hope Learning Trust to make staffing appointments this term subject to governor involvement.

Staff members left the room while governors discussed the Principal appointment process and emphasised that stability is key for the staff and students.

### **c) Governance Review Outcome**

Mr Halifax has picked up outstanding issues regarding the Governance Review and is addressing. It was noted that a preliminary letter was provided.

It was confirmed that the School Improvement Panel is scheduled for 27<sup>th</sup> April 2016.

**d) Chair of Governors Resignation**

The Chair of Governors informed the governing body that he is tendering his resignation from the governing body with immediate effect.

The Governing Body appointed Miss Buckley as Vice Chair to the position of Chair of Governors on an interim basis until 1<sup>st</sup> September 2016. It was agreed that Miss Buckley will communicate the change to Mr Crosby and notify him of the need for a new Chair of Governors from 1<sup>st</sup> September 2016.

The Governing Body thanked Mr Lodge for his commitment to and representation of the governing body through a number of challenging situations. Mr Lodge recorded his appreciation for the support he has received from fellow governors and SLT.

**12. Any Other Business**

**a) Reconstitution of the Board**

Miss Buckley explained that with the move into the Hope MAT there will be a reconstitution of the governing body and Mr Crosby has confirmed any governor who wishes to remain on the Local Governing Body can do so.

Miss Buckley informed governors that Mr Crosby wants to appoint to vacancies, potentially increase the number of governors and review the committee structure and link governor roles. Mr Crosby has requested authority to commence changes this term.

Governors were in agreement that the Canon Lee Governing Body remains as is until the end of term but agreed to allow Mr Crosby to conduct his review work and canvas potential recruitment for any appointments ready for 1<sup>st</sup> September 2016. Governors emphasised that until 1<sup>st</sup> September 2016 this governing body has legal responsibility.

Any governors not wanting to remain in post beyond 1<sup>st</sup> September 2016 to confirm to Miss Buckley as Chair of Governors.

**b) Monitoring Committee**

Mrs Byrne was appointed to the Monitoring Committee to replace Mr Lodge.

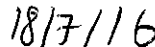
**13. Date and Time of Next Meeting – Tuesday 5<sup>th</sup> July 2016 5pm**

The meeting closed at 7.35pm.



Mr Alan Lodge – Chair of Governors

MISS S BUCKLEY



Date

**Canon Lee School  
Action Plan following the  
Full Governing Body meeting on the 26<sup>th</sup> April 2016**

	<b>Action</b>	<b>Agenda Item</b>	<b>Person(s) Responsible</b>	<b>Timescale</b>
4	Website commentary on admissions to be updated.	10	Associate Headteacher	ASAP
5	Circulate the minutes from the 15 <sup>th</sup> April EFGB.	11b	Clerk	Complete 4/5/16

<b>5<sup>th</sup> July</b>	<b>September 2016</b>
EFGB Minutes 26 <sup>th</sup> April Minutes Governance Review Outcome	