



**CANON LEE SCHOOL**

**Minutes of the Full Governing Body meeting  
held on Wednesday 21<sup>st</sup> September 2016 at 5pm in the Conference Room**

<b>Present:</b>	Paul Black (Chair) Helen Dowds (Acting Principal) Rob Orr Alison Davies Peter Hodge Patrick Looker Sarah Byrne
<b>In Attendance:</b>	Brian Crosby (Executive Principal) Matt Halifax (Vice Principal) Jess Swarbrick (Governor Support Officer – Clerk)

		<i>Action</i>
<b>1.</b>	<b><u>Welcome, Introductions and Check-In</u></b>	
	<b><u>1.1 Apologies for Absence</u></b> The Chair welcomed everyone to the meeting. Apologies were received, with consent, from John Kesterton and Donna McMahon.	
	<b><u>1.2 Declarations of Interest</u></b> There were no declarations of interest. Governors were asked to complete and return the annual Business Interest forms which had been distributed by the Clerk.	
	<b><u>1.3 Signpost and agree any urgent/important items for Any Other Business</u></b> There were no items raised for Any Other Business.	
<b>2.</b>	<b><u>Governors' Spotlight</u></b> The Chair asked governors to provide some information about themselves, their background and their vision for the school. Governors introduced themselves round the table. On completion, the Chair noted that there was a shared focus among the governing body on outcomes for children and a commitment to work together to enable and support the school to aim for outstanding. The Chair reminded governors that in their challenge to the Principal and Senior Leadership Team (SLT), it was important to ensure that no awkward questions remained unanswered.	
<b>3.</b>	<b><u>Minutes of the meeting held on 18<sup>th</sup> July 2016</u></b> Previously distributed. The minutes were agreed to be a true and accurate record and were signed by the Chair.	
<b>4.</b>	<b><u>Action Plan and matters arising not covered by the agenda</u></b> With reference to the Action Plan: 1. Completed. 2. Completed. 3. It was noted that the bank mandates and office paperwork for the Chair and Vice Chair had not yet been forwarded by the School Business Manager. The Principal agreed to ensure this was completed by Thursday 29 <sup>th</sup> September. 4. It was noted that a consultation had been launched with students and parents regarding the proposed name change to Vale of York Academy. The Chair noted that he had not received	<b>Principal</b>

*(Signature)*

	<p>any feedback, and the Principal proposed that this be discussed in more detail under item 11. Completed.</p> <p>5. With reference to the outcomes of the Governance Review, it was noted that Bill Cliff from Castleford High School had carried out the review but not produced a full report of this. The Chair agreed to write to Mr Cliff and request a copy of the report as soon as possible.</p>	Chair
5.	<p><b>Committee Matters</b></p>	
	<p><b>5.1 Update from Sub-Committees</b></p> <p>It was noted that the Attainment and Learning Sub-Committee had met on 14<sup>th</sup> September, but that minutes were not yet available. Governors noted that an overview of the 2016 results would be provided under item 9.</p> <p>The Resources Sub-Committee would be meeting on 5<sup>th</sup> October.</p>	
	<p><b>5.2 Sub-Committee Terms of Reference and Membership</b></p> <p>Draft terms of reference had been previously distributed for both sub-committees. The Chair proposed that as much business as possible should be delegated to the sub-committees, to ensure that full governing body meetings were as strategic as possible. The Chair further proposed that the current terms of reference be approved unchanged at this point. He advised that on conversion to academy status, there would be a new Scheme of Delegation which would take the place of any previous agreed documents. Governors approved this proposal unanimously.</p> <p>A list of sub-committee membership had been previously distributed. A number of changes were made, including the appointment of Paul Black and Sarah Byrne to both sub-committees. The Clerk agreed to update the list and circulate with the minutes.</p> <p>A question was raised about potential new governing body members. The Chair advised that he had met with a number of people who had volunteered over the summer, but had not progressed these, in part due to the pending conversion to academy status. The Chair advised that further discussion was needed closer to the time of conversion about what the Local Governing Committee would look like and what delegated powers they would have. The Chair further advised that on conversion, the legal responsibility would lie with the Multi-Academy Trust Board, and more clarity was needed about how the Local Governing Committee (LGC) would need to act in order to support this.</p> <p>The Chair advised that there was no statutory requirement for the Hope Learning Trust to have a governing body in the school. He explained that there would be a Scheme of Delegation from the Trust but that the executive powers would lie with the Trust rather than the school, and with the Principal and Executive Principal as officers of the Trust.</p> <p>The Executive Principal advised that on the date of conversion, currently expected to be 1<sup>st</sup> January 2017, the governing body would move across to become the academy LGC, but that the Board would be looking to streamline the governance structure across all academies within the Trust within the first year. He added that this would aim to ensure no duplication of roles, but to continue effective support and monitoring of leadership in each academy. The Executive Principal noted that by September 2017, it was anticipated that there would be a clear vision within the Trust in terms of governance. He advised that he believed in local accountability, and harnessing community skills and resources.</p> <p>With reference to the Attainment &amp; Learning Sub-Committee, the Principal reported that discussion had taken place at the last meeting regarding the change of name. She advised that a suggestion had been made that the word "Attainment" indicated a focus purely on outcomes, rather than something like "Achievement", which reflected both the outcomes and the progress made to get there. Governors agreed this point, and approval was given to amend the name of the sub-committee to "Achievement &amp; Learning".</p> <p>Governors further approved the appointment of Paul Black as Chair of the Achievement &amp; Learning Sub-Committee.</p> <p>A question was raised regarding appeals panel membership. The Clerk advised that panels would usually be formed as needed from governors who were eligible to join, and who had no conflict of interest in the issue. It was noted that when the school had joined the Hope Learning Trust, it would be possible to recruit Board members or members of other LGCs within the Trust to sit on appeals panels.</p>	



	<p>With reference to Link Governor roles, it was agreed that these would remain as the previous year, and then be reviewed when the school had converted. In response to a question about the Enterprise link and Role of Children as Carers link, Alison Davies and Peter Hodge summarised the origins of these roles. It was agreed that there may be opportunities to develop these roles further, and both Alison and Peter agreed to work with the school to do this and report back.</p>	
6.	<p><b><u>Diary Dates for Autumn Term and Provisional dates for 2017</u></b>  Proposed dates for 2016/17 had been previously distributed. The Chair outlined the purpose of the Governor Strategy Morning on 15<sup>th</sup> October, which would provide a good opportunity to motivate and inspire governors, and to focus their vision for the school. Alison Davies advised that she would be unable to attend this session but may be able to phone in. The Chair agreed to look at arrangements to enable virtual attendance.</p> <p>The Principal advised that Donna McMahon was unable to attend any meetings on a Wednesday due to other commitments. She explained that if the proposed schedule of Wednesday meetings was confirmed, Donna had advised she would have to regretfully step down from the governing body. It was agreed that this would be unfortunate, and that if possible, at least the Achievement &amp; Learning Sub-Committee could look at an alternative day of the week to meet on. The Clerk agreed to liaise with the Chair and Principal to consider alternative dates for this sub-committee.</p> <p>With reference to the next full governing body meeting, it was agreed that this should be changed from Wednesday 7<sup>th</sup> to Thursday 8<sup>th</sup> December.</p>	Clerk
7.	<p><b><u>Principal's Report</u></b>  Governors noted the Principal's report, which had been previously distributed. The Principal advised that the format of the report provided key bullet points, which governors could then use to raise further questions. She further advised that the report had been structured on Ofsted headings, enabling a monitoring and accountability for each of the key areas.</p> <p><b><u>Pupil numbers</u></b> The Principal reported that numbers were increasing, with a total of 524 pupils currently on roll. The Principal advised that legally, the school must continue to accept pupils into Year 7, although with the current four-form entry structure, there were already two classes with 31 pupils and two with 32. The Principal advised that if numbers increased further, this would be a cause for concern, as there was no model of staffing set up for classes of over 34 pupils.</p> <p>The Principal advised that Year 7 pupils had had an excellent start to the year, with a lot of positive feedback being received by parents. The Principal reported that the LA had asked for expected numbers for the 2017 intake, and she had advised that 150 would be ideal, enabling five forms of 30 pupils. It was noted that the current number of Year 7s on roll was 126.</p> <p><b><u>Budget</u></b> The Principal reported that she had met with Richard Hartle from the LA and had received some good advice and clarity regarding the budget, which would be shared at the next Working Party meeting. It was also noted that the first meeting of the Resources Sub-Committee on 5<sup>th</sup> October would also discuss this in more depth. The Principal advised that the figures provided within her report were anticipated to be accurate, with the school expected to present a deficit of £204,000 to the LA on conversion at the end of December. Projected figures for 2017/18 predicted a deficit of around £12,000. The Principal advised that with expected staffing changes in the next year, this would potentially be reduced further. In response to a question about pupil numbers, the Principal confirmed that these projected figures were based on a Year 7 intake of 126.</p> <p><b><u>Staffing</u></b> The Principal reported that two very positive training days had taken place at the start of the autumn term, with ground rules and expectations clearly set out. The Principal advised that a Staff Handbook had been produced and distributed to all staff, which contained clear information and guidance on procedures and best practice. The Principal provided a copy of the handbook for governors to look at. It was noted that early signs indicated that staff were finding the handbook to be a very useful resource.</p> <p><b><u>Attendance</u></b> Governors noted the current attendance figures for the autumn term. The Principal advised that these figures represented only the first full week, meaning that the data set was not yet big enough to provide a clear picture. It was noted that attendance had been discussed in further detail at the Achievement &amp; Learning Sub-Committee meeting. The Principal advised that recruitment was currently underway for a number of TAs who would work in the Aspire Centre. She explained that until the centre</p>	

was fully staffed, it could not run in the way it should. It was noted that this was frustrating, but that teaching staff had been supporting the running of the centre in their free periods, enabling it to work as best it could in the short term.

The Principal advised that the school was enforcing the uniform policy, and that this had met with resistance from some pupils who were pushing back against the rules. The Principal advised that there had been 10 exclusions issued in the last week, all for refusal to comply with the rules, or for challenging behaviour which needed to be dealt with. It was agreed that this pushing of boundaries was to be expected, but that this level should come down once the Aspire Centre was fully staffed and running as it should. It was noted that a Welfare Worker had been assigned to the school for one day per week from the primary cluster, and this would add to the existing capacity for dealing with behavioural issues.

The Executive Principal advised that it was essential to address behaviour issues before under-performance. He added that in general, behaviour in the school was good, though there was a small minority who were not abiding by the rules. It was agreed that it was important to establish a clear line, and maintain it.

**Other Updates** The Principal highlighted the work which was being done to establish links with the primary sector, particularly for pupils in Years 5 and 6. It was noted that on Tuesday 27<sup>th</sup> September, Year 6 pupils would come to the school for an afternoon of "taster" lessons, to show off the school in the best light ahead of the official open evening. Rob Orr provided an update on other work being done to link with local primary schools, including sports events which would take place each term, led by the Year 10 sports prefects. It was agreed that these events helped to increase the school's community involvement and support of local primary schools.

**Change of Name** The Principal reported that following discussion at the previous full governing body meeting regarding a change of name for the school, a consultation period had taken place, to enable parents and pupils to provide feedback. The Principal reported that there had been no feedback against the proposed name Vale of York Academy.

The Chair proposed that the name of the school be changed to Vale of York Academy at the point of conversion on 1<sup>st</sup> January 2017. This proposal was seconded by the Principal and approved unanimously by governors.

A question was raised regarding branding and signage from 1<sup>st</sup> January. The Principal advised that work was in progress to ensure that this would all be in place for the start of the spring term. As part of a wider discussion, the Principal advised that the Working Party was putting a procurement out for new uniform. She noted that a supplier had been sourced who could adapt all existing blazers over the Christmas holidays. The Principal explained that pupils would hand in their blazers in the last week of term, and these would be re-stitched over the holidays and handed back at the start of the spring term.

The Chair asked what plans were in place to celebrate Canon Lee and its history before it converted to the Vale of York Academy. Governors agreed that this positive acknowledgement of the school was key to a smooth and positive transition. The Principal agreed that this was an important point, and would be worked into plans for the end of term. The Executive Principal noted that there were plans to hold a Founder's Day. He further agreed that it was essential not to disregard the school's 75 year history, but to celebrate it. The Chair suggested that people also needed to allow for an element of "mourning" within this celebration, to mark the end of one era and the start of a new one. It was agreed that the Working Party would hold more detailed discussions about how to enable this. It was further noted that pupils should also be involved in discussions, and asked how they would like to celebrate.

With reference to the report, it was noted that the Principal had stated the school was strategically exposed in both English and Maths. Governors challenged the Principal to provide more information on this statement, and asked what was being done to deal with this issue. The Principal advised that there were currently two supply teachers in Maths and two in English, and also that there was no Head of English in post. She advised that adverts had been put out already, and it was expected that both departments would be in a stronger position in January.

Governors raised concerns about what provision would be in place to deal with these issues during the autumn term. The Principal advised that a consultant would be coming in and conducting a full audit of the English department. She explained that the management of English did not appear to have been verified or monitored for a number of years, meaning that issues had not been picked up sooner. The

	<p>Principal advised that Liz Hardy, Vice Principal, would be overseeing the department this term, and had reported that there was barely a scheme of work in place. The Principal advised that teams at Manor and Archbishop Holgate's academies were both supporting the school, and providing resources. In addition, the AQA would be supporting and auditing, and the SLT were monitoring the situation closely.</p> <p>With reference to the recruitment of a new Head of English, the Principal advised that a decision had been made to increase the status of the role to include an SLT responsibility for communication, in the hope of attracting a higher calibre of applicant.</p> <p>With reference to vacancies in Maths, the Principal advised that there had already been a lot of interest in the mainscale teacher vacancy. She added that the proposed rebranding of the school may have been a factor in this increased interest.</p> <p>The Principal advised that Liz Hardy had been provided with additional time to support the English department, and that she herself was overseeing Maths. The Principal advised that governors needed to be aware of the situation for both subjects, and were right to continue to challenge the actions being taken to address this. She added that there was strength in the specialists delivering support, with the intention of minimising the impact on Year 11 pupils as much as possible.</p> <p>Governors agreed that the link governors for English and Maths should each undertake a monitoring visit to school and report back at the next meeting in December.</p>	PL/JK
8.	<p><b><u>Draft School Development Plan</u></b></p> <p>Governors noted the draft School Development Plan, which had been previously distributed. The Principal advised that this covered all aspects of school life, not just the main Ofsted foci, and was based on the Hope Learning Trust template.</p> <p>The key priorities within the School Development Plan were noted as follows:</p> <ul style="list-style-type: none"> <li>• To achieve high academic standards for all students (Target for Summer 2017 – Average total Attainment = 46.0, Progress 8 = 0 - +0.20, 9-5 in English and maths = 43%. Attendance = 96.0%, PA = 5%)</li> <li>• To embed a new leadership team and structure so as to ensure HMI inspections consider leadership to be at least good.</li> <li>• To undertake a rigorous programme of CPD in partnership with Hope to ensure all staff understand Outstanding</li> <li>• To implement the assessment without levels strategy and to monitor this closely to ensure teacher assessments are accurate</li> <li>• To ensure financial viability to underpin all the key developments of the academy</li> <li>• To promote the academy rigorously with all key stakeholders to ensure the new brand and leadership are seen to have impact</li> <li>• To build strong and deep partnerships with Primary feeder schools to ensure as many of the catchment join Canon Lee as possible</li> <li>• To effectively plan for the student numbers so as to maintain standards throughout</li> <li>• To consider the links in place for pupils at Canon Lee as they progress beyond Year 11</li> </ul> <p>It was agreed that the Working Party would discuss and monitor the plan in more detail. Governors were asked to forward any questions on the plan to the Principal for further discussion.</p> <p>Governors agreed that the plan was robust and clear. A request was made for a glossary to accompany the document, and the Executive Principal agreed to provide this for information.</p> <p>The Executive Principal reported that the Trust's external consultant had carried out their first visit to the school, and had produced a report. It was noted that this report would be circulated by the Clerk with the minutes.</p>	
9.	<p><b><u>2016 Results Overview</u></b></p> <p>Matt Halifax tabled an overview of the 2016 results for information. It was noted that these had been discussed in detail at the Achievement &amp; Learning Sub-Committee meeting on 14<sup>th</sup> September. The Clerk agreed to forward a copy of the Powerpoint presentation from this meeting to all governors.</p> <p>Governors noted the headline outcomes, which showed significant improvement from 2015 outcomes in</p>	Clerk



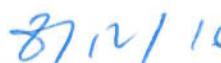
	<p>most measures. It was noted that a comparison of 2015 and 2016 data using 2016 rules showed a lower percentage of attainment, but a significant increase in progress.</p> <p>The Fischer Family Trust (FFT) benchmark estimate for 2016 predicted 43% of pupils achieving A*-C including English and Maths, while actual results for the school were higher at 52.5%. Governors noted that this showed a continued upward trend, though this figure was still below the national average of 63%.</p> <p>Governors noted that in terms of subject level analysis, there had been a considerable improvement in the accuracy of tracking and predicting outcomes.</p> <p>It was noted that a number of subjects had performed particularly well, including Science, German, Geography, Drama, PE, Media and Textiles. Governors agreed a proposal put forward by the Achievement &amp; Learning Sub-Committee to write to these departments to congratulate them on their results.</p> <p>Governors noted the key areas of continued focus which were included within the report. English was again highlighted as a key priority, as discussed under item 7. With reference to Pupil Premium performance, Matt advised that the gap had narrowed, though there was still work to be done to improve this further. It was noted that the Pupil Premium action plan which was put in place in February 2016 must start to have impact this year.</p> <p>It was noted that the "open" bucket subjects had not contributed as much value as in previous years, and this was an area of focus. In response to a question about possible reasons for this, it was noted that during this period of transition, there was a general feeling of suppression of current outcome grades. It was further noted that there appeared to be harsher and more rigorous marking in these subjects across the country, and that this was a national picture. In addition, it was noted that there had been some restructure of curriculum leaders, and this would need to be managed closely to ensure this did not impact on outcomes.</p> <p>Governors noted the targets in place for Exit 2017, and the change in threshold measure from A*-C to 9-5. The Principal advised that it was not possible to equate the numerical system to an equivalent grade, but at best guess a 5 represented a weak B / top C. It was noted that this raised the bar, with an expectation of 40% of a national average cohort achieving 9-5 (compared to 60% achieving A*-C). Governors noted that FFT predictions for the school based on previous results were for 16% of the cohort to achieve 9-5. The Principal advised that this figure would increase in light of the 2016 results and for this reason, an aspirational target of 43% had been set.</p> <p>It was noted that whilst this figure was lower than results for 2016, this was due to significant changes to performance measures in 2017, rather than any expected decrease in the school's performance. The Principal advised that this was a national picture, and not school specific. Governors agreed that it would be important to make this clear to parents, and to provide clear guidance and information about the new system.</p>	
10.	<p><b><u>Academy Conversion – process, timescales, funding and changing roles and power of the Governing Body</u></b></p> <p>It was noted that a number of points relating to academy conversion had been discussed as part of the Principal's report. With reference to the conversion process, the Executive Principal reported that the Trust had carried out due diligence checks, and that a report on premises, health and safety was pending. He advised that there was no expectation that the Board would have any concerns regarding the school's finances to stop the conversion process going through.</p>	
11.	<p><b><u>Academy Conversion – a discussion about the school's identity and branding with the trust</u></b></p> <p>It was noted that this had been discussed under item 7 and could be discussed in more detail at the weekly Working Party meetings.</p>	
12.	<p><b><u>Uniformity vs Independence</u></b></p> <p>The Chair raised the question as to how much of the Trust's identity the Vale of York Academy would be expected to take, and how much of their own identity would they be able to keep. It was agreed that this could be a key theme for the Governors' Strategy Morning on 15<sup>th</sup> October, and that more time should be devoted to this discussion at the full governing body meeting in December. The Executive Principal advised that he believed in deserved autonomy as far as possible.</p>	

	With reference to proposed changes to the school uniform, governors agreed to delegate decisions on this to the Principal and the SLT. The Principal advised that any discussion and decision would also involve consultation with the School Council.	
13.	<p><b><u>Clarification of the roles of Executive Principal and Principal (including current contract) moving forward</u></b></p> <p>The Chair advised that this was a period of transition for the school, and it was important to confirm whether the accountability and authority lay with the Acting Principal or Executive Principal at this point. It was confirmed that whilst the school was LA maintained, the Principal was accountable along with the governing body. It was further noted that any strategic issues would be dealt with in consultation with the governing body and the Executive Principal.</p> <p><i>[Helen Dowds and Matt Halifax left the meeting at 7.05pm]</i></p> <p><i>The following discussion has been recorded as a separate, confidential minute.</i></p> <p><i>[Helen Dowds and Matt Halifax re-joined the meeting at 7.30pm]</i></p>	
14.	<p><b><u>Monitoring Visits and Governor Training</u></b></p> <p>Governors noted the 2015/16 training attendance report which had been previously distributed.</p>	
15.	<p><b><u>Any Other Business</u></b></p> <p><b><u>15.1 Safeguarding Visit</u></b></p> <p>Governors noted the July 2016 report from Donna McMahon, which was previously distributed.</p> <p><b><u>15.2 Appointment of Co-Opted governor</u></b></p> <p>The Chair proposed the appointment of Brian Crosby as co-opted governor. This proposal was approved unanimously.</p>	
16.	<p><b><u>Summary of agreed actions and timescales</u></b></p> <p>The Clerk reminded governors of the agreed actions from the meeting as displayed on the Action Plan below.</p>	
17.	<p><b><u>How did we do? Self-evaluation of the governing body meeting and performance</u></b></p> <p>It was agreed that this item should be carried forward to the next meeting.</p>	
18.	<p><b><u>Dates and Times of Future Meetings</u></b></p> <ul style="list-style-type: none"> <li>- Thursday 8<sup>th</sup> December 2016, 5pm</li> <li>- Wednesday 8<sup>th</sup> February 2017, 5pm</li> <li>- Wednesday 17<sup>th</sup> May 2017, 5pm</li> <li>- Wednesday 5<sup>th</sup> July 2017</li>   <li>- Governor Strategy Morning – Saturday 15<sup>th</sup> October 2016 10am-12pm</li> </ul>	

The meeting closed at 7.30pm.



Mr Paul Black



Date

**ACTION PLAN FROM THE MEETING OF THE FULL GOVERNING BODY HELD ON  
WEDNESDAY 21<sup>ST</sup> SEPTEMBER 2016**

	<b>Action</b>	<b>Agenda</b>	<b>Person</b>	<b>Date</b>
1.	Request bank mandates from School Business Manager for Chair and Vice-Chair	4(3)	Principal/SBM	29/09/16
2.	Contact Bill Clift to request full report of governance review	4	Chair	ASAP
3.	Liaise with Principal and Chair regarding alternative dates for Ach & Learn Sub-Cttee	6	Clerk	ASAP
4.	English and Maths Link Governor Monitoring Visit – arrange and report	7	Patrick Looker / John Kesterton	30/11/16
5.	Forward PPT on 2016 Results Overview to all governors	9	Clerk	With minutes

Items for next Agenda:

- \* Maths and English Link Governor – report on monitoring visit