

Vale of York Academy

Minutes of the Local Governing Committee meeting held on Tuesday, 16th May 2017 5pm in the SLT Meeting Room

Present:

Paul Black (Chair) Peter Hodge
Helen Dowds (Principal) Patrick Looker
Brian Crosby (HLTY, CEO) Alison Davies
John Kesterton Sarah Byrne
Miriam Zulkarnain Emma Owens
Donna McMahan

In Attendance:

Matt Halifax (Vice Principal) (from 5.08pm)
Fran Johnston (Vice Principal)
Liz Andrews-Wilson (Governor Support Officer - Clerk)

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1.	<p>Welcome, apologies for absence, consent and declarations of interest The Chair welcomed everyone to the meeting. There were no apologies and no declarations of interest.</p> <p>The Chair advised that he would be stepping down from governance after this meeting. John Kesterton (Vice Chair) expressed that he would be happy to be nominated to succeed Mr Black. Governors were offered the chance to think about this over the course of the meeting and it was agreed that it would be discussed in more detail in Any Other Business.</p>																																		
2.	<p>Minutes of the meeting held on 8th February 2017 (including Confidential Minutes) <i>Previously distributed</i> Two corrections were noted from the above minutes:</p> <ol style="list-style-type: none"> 1. Action 2 should say SB (Sarah Byrne) not DMc (Donna McMahan). 2. p2, bullet point action should also read SB not DM. <p>With these corrections noted the minutes and the confidential minutes were agreed to be a true and accurate record of the meeting and were signed by the Chair.</p>																																		
3.	<p>Action Plan</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;"></th> <th style="width: 45%;">Action</th> <th style="width: 20%;">Person</th> <th style="width: 30%;">Status</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1.</td> <td>Principal to pass Vice Chair a copy of the coasting notice letter</td> <td>Principal</td> <td>Completed</td> </tr> <tr> <td style="text-align: center;">2.</td> <td>The SENCO Governor to arrange a meeting with the SENCO team</td> <td>SB</td> <td>Completed</td> </tr> <tr> <td style="text-align: center;">3.</td> <td>Principal to send Ms Byrne Sue Counter's email</td> <td>Principal</td> <td>Completed</td> </tr> <tr> <td style="text-align: center;">4.</td> <td>The Principal and the Vice Chair to meet to discuss further ideas to improve learning</td> <td>Principal & JK</td> <td>Completed</td> </tr> <tr> <td style="text-align: center;">5.</td> <td>The Chair to forward HLTY email to the Principal to check website compliance</td> <td>PB & Principal</td> <td>Completed</td> </tr> <tr> <td style="text-align: center;">6.</td> <td>The Vice Chair to research private schools to see where their funding streams come from</td> <td>JK</td> <td>See Matters Arising below</td> </tr> <tr> <td style="text-align: center;">7.</td> <td>All to read 'A Competency framework for Governance' available at: www.gov.uk/government/publications/governance-handbook</td> <td>ALL</td> <td>Completed</td> </tr> </tbody> </table> <p>Matters Arising - Action 6: JK had explored private school funding streams, which drew parallels with the work which was</p>		Action	Person	Status	1.	Principal to pass Vice Chair a copy of the coasting notice letter	Principal	Completed	2.	The SENCO Governor to arrange a meeting with the SENCO team	SB	Completed	3.	Principal to send Ms Byrne Sue Counter's email	Principal	Completed	4.	The Principal and the Vice Chair to meet to discuss further ideas to improve learning	Principal & JK	Completed	5.	The Chair to forward HLTY email to the Principal to check website compliance	PB & Principal	Completed	6.	The Vice Chair to research private schools to see where their funding streams come from	JK	See Matters Arising below	7.	All to read 'A Competency framework for Governance' available at: www.gov.uk/government/publications/governance-handbook	ALL	Completed		
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	<p>already being done by this committee with local businesses. He advised that private schools also tend to run larger projects, such as summer conferences. It was agreed that SB, AD and Rob Orr would continue their work on developing sponsorship links and the further promotion of hiring out the Academies facilities.</p>	<p>SB, AD and R Orr</p>
<p>4.</p>	<p>Holding the Headteacher to Account The Principal referred to her report that had been circulated with the agenda pack. She noted that the school had converted to being an academy of 1st April 2017.</p> <p>Sale of the old Clifton with Rawcliffe site The Principal reported that she and the HLTY central team had been working closely with CYC on the sale of the Clifton with Rawcliffe site. She highlighted that the first action needed was for the Secretary of State to approve the change of land status, which could be delayed until after the General Election. The HLTY's CEO advised that the legal papers were currently with the solicitors. The Principal stated that she was pushing to get the Rawcliffe entrance built and operational before September.</p> <p>Vice Principal The Principal reported that Fran Johnston (VP) had accepted a job offer at Mount St. Mary's, as Curriculum Deputy from September 2017. The committee wished FJ well in her new role and thanked her for everything she had done for the school. The Principal advised that this promotion out of the Trust would negate the need to pursue a redundancy as part of the SLT restructure.</p> <p>Timetable The Principal advised that due to the lower than expected intake of Year 7 pupils for 2017-18, she would need to restructure the timetable around a four form model. She explained that there was no surplus in supply and demand, as the admissions number had dropped from 141 to 129. The four form model would therefore be the most efficient.</p> <p>Staffing The Principal advised that the Head of English had handed in her notice and interviews for a replacement were planned. The third round of SENCo interviews had failed to recruit a suitable candidate. The Principal advised that Marion Hudson (from Manor) had been providing cover for this role, with support one day per week, from Sue Counter (Director of SENCo). The Principal proposed that MH be employed at Vale of York three days per week and an SLT member would take on the SENCo named person title after the restructure. This proposal would involve MH sharing her time with Manor. Governors commented that MH and SC had worked hard to bring the school's SENCo requirements up to speed and stated that they had already put many procedures and systems into place. Governors agreed to back the Principal's proposal and thanked MH and the SENCo team for all the work they had done to date. It was noted that having MH continue in role would be less disruptive and would allow her and the team to continue to use the systems that were becoming embedded.</p> <p>The Principal advised that the school was fully staffed for September, albeit for the Head of English position; but she advised that the resignation deadline was still to come. The Principal was awaiting news of a staff members career move and advised that until there was clarity about this role there was a risk sitting over the timetable as she may need to launch a redundancy process in that team in 2018 if this person can not move on.</p> <p>Teaching and Learning The Principal reported that teaching standards had risen to 83% good or better, with improvements being helped along by the work overseen by Matt Halifax (VP) in co-ordinating the TLT. HLTY had also supported this. The quality of teaching was also being impacted by the number of strong candidates who had been recruited.</p> <p>The Principal reported that she had attended a training day at Manor CE Academy (MCEA), led by staff from both settings. It had been a very positive day and had helped to build links with the curriculum teams. Another training day was planned for January with the Barlby staff included.</p> <p>Attainment and Outcomes Much of this section of the Principal's report had been discussed and scrutinised at the Achievement and Learning Committee held on 11.05.17. The Principal referred governors to the minutes of that meeting.</p>	

	<p>Other updates</p> <ul style="list-style-type: none"> • A bumper newsletter had been produced • Threefour had produced some publicity leaflets • Y6 – Y7 transition brochures were going out to the Year 7 intake • Wider opportunities were starting to be made available to the pupils, like the Morocco trip • Aspire Learning had approached the Principal offering to run a joint trip for three children from VoY and three from MCEA to go to Australia to a circus school • The Principal had started working as the Executive Head at Barlby High School • Visitors had been commenting on the smartness of the new uniforms <p>Behaviour and Safety</p> <p>The Vice Principal (FJ) reported that attendance figures had gone above national average and had reached 94.12%. Persistently absent was sitting at 14%, just below national average (largely due to one or two individuals). It was noted that exclusions were having an impact on attendance figures. The Principal advised that she had seen a better attendance system in place at Barlby and would like to implement a similar system. A governor challenged the SLT to provide evidence of the audit trail on attendance. He was advised that the Attendance Officer or FJ enter and alter the various attendance codes and they had gone back over some missing data and filled in gaps. The CYC Attendance Officer then checks the system and scrutinises the data. It was noted that when PA pupils transfer off-site their codes are updated and the overall figures improve. The CYC Attendance Officer (Mark Smith) was attended regularly and was supporting the staff.</p> <p>The Principal referred to page 4 of her report, highlighting the third graph. She advised that the introduction of the Positive Discipline Policy had not caused the increased rate of exclusions and seclusions that the SLT had expected. She added that the staff were getting further training on how to work with the PD policy. A governor asked if there were any incentives for staff to encourage the success of PD. The Principal advised that the policy needed to become embedded and then the SLT would analysis the data to pin point any members of staff who were struggling with the system. It was noted that PD seemed to be levelling the gap between PP and non-PP.</p> <p>Governors scrutinised the graphs and discussed the various reasons why spikes in behavioural issues had occurred on particular dates. The SLT advised that the pupils understood the various sanctions of PD and knew that after the fifth seclusion exclusion would follow.</p> <p>A governor challenged the SLT to explain how the ‘always children’ are rewarded. The Principal advised that the pupils that behave well, arrive on time and have good attendance are given house points and the staff were re-launching the rewards scheme. The pupils collect the house points and cash them in to receive a reward. The pupils wanted to ‘buy’ time in the games room or get fast passes for Flamingo Land and it had even been suggested that they could use the points to go to the front of the lunch queue. A governor asked if the governing body could do anything to support the rewards system, with the idea of the pupils having a positive, ‘well done’ informal chat with the governors – instead of them having to receive their rewards in front of their peers. The staff commented that the pupils like to receive phone calls home saying ‘you are doing really well’.</p>	
5.	<p>Committee Reports</p> <p>5.1 Achievement and Learning Committee - 16.03.17 and 11.05.17 Governors noted the minutes from the meeting held on 16.03.17 and a brief verbal report was given on the meeting held on 11.05.17.</p> <p>5.2 Resources Committee - 03.05.17 The Chair of the Resources Committee gave a verbal update on the meeting. He advised of the difficulties the Committee had faced in reviewing the financial situation due to the transition from CYC to the HLTY financial systems. He added that the delay in setting up the data systems had caused some confusion.</p> <p>The Chair of the Resources Committee reported that he had sent a letter to the HLTY central team asking for financial clarity and it was noted that the Finance Director and the Chief Operations Officer had begun sending data through. He advised that the financial situation had been clarified and he had been pleased to have had sight of the Start Budget for April to September.</p> <p>5.3 Start Budget The Principal reported that finance staff at HLTY had spent this last week manually entering data into the new financial systems. She advised that the system does not normally allow for a part year</p>	

budget, so this had caused delays. The Principal drew governors' attention to the Income/Expenditure Profile Report 2016-17 that was disturbed prior to the meeting. She advised that there was a £41,018 deficit forecast, despite savings of circa £388,000 since she came into post. Governors spent some time reviewing the report and scrutinising the data. The MAT Board had asked for a non-deficit budget to be put forward for approval but the Principal explained that any further changes in staffing would require a curriculum overhaul. It was noted that the budget was over by £8,000 per month, but it had been over by £38,000 per month, so huge reductions had already happened.

The Principal explained that the 2017-18 budget was not yet available, but the fact that the school had already had a year of lag would mean that the budget would be in a better position going forwards. The Chair of the Resources Committee reiterated that there was no leeway in the curriculum plan and the staffing arrangements; and advised that the HLT central team now had control of the budget. He asked that the Principal shifts her focus away from the budget and concentrated on the teaching and learning of the pupils and the admission of more children from within the catchment, by expanding on the schools growing reputation.

The Principal explained that only by increasing the number of pupils on roll could she implement a five form model and achieve higher funding levels. She advised that the EFA do work with academies and help if they are growing and need to access lag funding.

Sale of the old Clifton with Rawcliffe site

The CEO advised that a meeting had taken place at CYC to discuss the sale of the CwR site. CYC had proposed purchasing the building/site for £300,000 and the Council would accept the risk if the change of land status was denied or delayed. He advised that the HLT had decided to wait and keep the site until the legal paperwork could be finalised as it was likely to be worth circa £700,000. The CEO advised that the Trust would be putting forward an accrual statement from the sale of the site, to offset the deficit budget.

Further Budget discussion

The CEO advised that the financial software would be installed by September and it would take six weeks to close down the 'school' budget and then CYC would write off the deficit. He added that the CYC School Business Support Manager and her team had the responsibility of closing down the school budget. Going forward he advised that monthly budget summary sheets would be available.

Governors discussed the budget in detail, with the following points being noted:

- The teacher : pupil ratio was the only thing that can affect the overall budget
- The staffing profile needs to be a mixture of new and experienced teachers, and the leaders need to encourage staff promotion into other settings, to help balance the wage bill
- The central team from Outwood Academy chain were to visit HLT to conduct an external review to see if there was anything further that could be done to tighten the budget and improve standards
- The budget was leaner, with many of the staffing / curriculum issues being resolved
- Short term staff absences were being covered by the Cover Supervisors (providing cost efficiency)
- Long term absentees were being referred for Occupation Health assessments where necessary
- The Principal's work at Barby was generating additional income
- Going forward further opportunities for other staff members to provide School to School support would be available

5.4 SEN Visit Report

Governors noted the content of the SEN Governor's report. It was noted that the gaps in procedure had been filled through the new staffing arrangements and the team was working well. The SEN Governor advised that a further six pupils needed to be on EHCP's, which would make a big difference to their education and the funding the school receives to support them. She added that the team had future proofed the school as the systems they had in place were robust. The exam concessions for Year 11 were reportedly in place, but the Examination's Officer had advised the team that the Year 11 pupils did not have the paperwork trail from lower down the school. It was noted that Sue Counter's post was paid for by the CYC School Improvement Panel, so the school was benefitting from this external funding.

It was agreed that a letter of thanks should go to the SEN team for the work that they had done and the progress that had been made in such a short space of time.

SB

6.	<p>Working Party update No further report.</p>	
7.	<p>Strategic Direction of the school The CEO thanked the governors for their interaction with HLTY over the last year and the good working relationships that had been developed. He advised that the Vale of York's governance structure was his preferred model for academy governance moving forwards. He also thanked the Chair for the engaging meeting he had attended with the Principal at MCEA. He advised that the Trust were aiming to develop a governance structure which was thorough enough to work, but gave the staff enough time to do their jobs. With that in mind a Consultant had conducted a review into the Trust's governance.</p> <p>The CEO advised that there was to be a cycle of meeting dates that the LGC's across the Trust would all feed into, to provide reports to the MAT Board. The meetings were to be based around an eight week rotation including: the Full Trust Board, the Trust Board Resources Committee, the Trust Board Standards Committee and the LGC's; and then less frequently the SIAMS Committee and the Chairs of the LGC's. He tabled a document entitled, 'Proposed Hope Meeting Schedule for 2017/18' (Tabled Item 1). It was suggested that the LGC's meet in the third or fourth week of the month in September, November, January, April and June.</p> <p>The CEO advised that the Board were keen for all Principal's to submit a report in the same format, across the Trust. He added that the Clerk would continue to provide steer and advice, as well as taking the minutes and preparing them for the full Trust Board to scrutinise. Full Trust Board minutes would then also flow back to the LGC's and issues can be raised via the Clerk. The Trust Board's Resources Committee were to be responsible for all of the finance, HR and Health and Safety issues and the Trust Board's Standards Committee would be responsible for datasets and would provide support in the event of a crisis. The SIAMS Committee was only relevant to the church schools.</p> <p>The CEO outlined the structure of the various levels of governance in more detail. He described the Trust Board as the governing body of each setting, with the individual LGC's receiving delegated powers from the Board. He added that the Scheme of Delegation and the Matrix of Delegation were the signed contracts that look at what responsibilities are held by the LGC, the CEO and the Trust Board etc. He gave the explain that a draft budget from a school would go to the Trust Board's Resources Committee and then to the Full Trust Board for approval; while decisions made at LGC need to go to the Full Trust Board for ratification. Governors commented that in order for this structure to work tight and thorough communication would be needed.</p> <p>The CEO outlined how the LGC meetings would have standardised agendas covering the three main governance responsibilities:</p> <ol style="list-style-type: none"> 1) Holding the Leaders to account 2) Finance 3) Strategic direction <p>Each meeting would have part of the agenda pre-populated with items that needed to be discussed as part of that cycle, depending on the time of year, such as: start budget, results etc. He commented that the role of the LGC was still going to be extremely important, but the Trust Board did not want the schools within the MAT to continue to work with sub-committees. He reiterated that the working party model developed at Vale of York was ideal, as the parties can have tasks delegated to them from the LGC. The aim was to move away from a formal meeting structure.</p> <p>Governors noted that their role was to oversee, bring challenge, review and hold leaders to account, by scrutinising how public money is spent. It was also noted that governors should not use their jobs to give professional opinions, as the LGC have no liability. Governor appointment were to be made by the MAT Board going forwards and the Trust Board would ideally like to see between 9 - 11 governors on each LGC (to include two staff members and two parents). The CEO advised that the Trust can remove governors from LGC's if necessary. He added that a Skills Audit should be completely annually. It was agreed that a Skills Audit would be done over the summer term; once the new Chair's appointment had been ratified. Governors were also to review the governance of the LGC at a working party.</p> <p>The CEO advised that by September the HLTY would comprise of a total of 2,200 pupils, with Skelton Primary School and Barlby High School joining the Trust. He added that in York there was a 14 month wait to join a MAT, due to the legal process that was involved and the waiting list at CYC.</p> <p>The Principal explained that she wanted to use the Summer Term to establish the working practices</p>	Clerk/ALL

	<p>and adopt the new LGC and working party model. Governors commented that they wanted to continue the fortnightly working parties, with their fluid agendas and the ability to bring to the table the priorities of the day. 'Task and finish' groups would then work on specific projects, or focus on certain issues. The CEO advised that the monthly monitoring reports from HLTy would also be discussed at the working parties. A governor commented how useful it was to be in the school fortnightly, to feel part of the system and that the frequency helped the meetings to feel less disjointed.</p> <p>A governor stated that the LGC would be on a learning curve and would need to assess if the proposed model was fit for purpose. It was agreed that the Resources Committee and the Achievement and Learning Committees were to no longer operate.</p>	
8.	<p>HLTY update 8.1 Update Covered under item 7.</p> <p>8.2 Risk Register The Chair noted that the Resources Committee had flagged a risk with the MAT's central team, following the repeated occurrence of high legionella readings in the new building. The CEO confirmed that the Chief Operations Officer (COO) was the person to raise 'risks' with and that she had visited the site to deal with the situation. He advised that the Trust was still largely using existing policies, in particular Health and Safety policies. He added that CYC still had a major input on Health and Safety. The CEO also reported that the COO had re-written the Health and Safety Policy to combine NYCC's and CYC's policies.</p>	
9.	<p>Governing Body Training The Clerk advised that the Governors Termly Workshop held on 10.05.17 at West Offices had largely focused on the Apprenticeship Levy. The CEO advised that the COO had been working on this and the Trust were already preparing papers to make use of the Levy.</p>	
10.	<p>Policy Review No policies were reviewed.</p>	
11.	<p>Any Other Business 11.1 York Education Website Governors to contact the SBM if they need their York Education website log in activating.</p> <p>11.2 Election of a new Chair The Committee thanked Paul Black for all the work he had done as a governor at Vale of York/ Canon Lee, thanking him for his intellect, support and sense of humour. Mr Black received special thanks from the Principal for the support he had given her since she came into post.</p> <p>John Kesterton (Vice Chair) indicated that he was happy to move into the Chair position. Alison Davies nominated John Kesterton. Proposed by: Paul Black Seconded by: Sarah Byrne All governors with voting rights unanimously voted John Kesterton into the Chair position.</p> <p>Patrick Looker was asked if he would like to become Vice Chair. Mr Looker agreed. Proposed by: Helen Dowds Seconded by: Alison Davies All governors with voting rights unanimously voted Patrick Looker into the Vice Chair position.</p> <p>The Clerk was to advise the Clerk to the HLTy MAT Board of Mr Black's resignation and ask her to add John Kesterton's nomination to stand as Chair to the agenda for the Full Board for ratification. It was noted that the MAT Board had a full meeting scheduled for the 24.05.17.</p>	<p>All</p> <p>Clerk</p>
12.	<p>How did we do? Self-evaluation of the governing body meeting and performance No self-evaluation was completed at this meeting.</p>	
13.	<p>Dates and time of next meeting Thursday, 13th July 2017, 5 - 7pm</p>	

The meeting ended at 7.20pm

Chair

Date

**ACTION PLAN FROM THE MEETING OF THE LOCAL GOVERNING COMMITTEE
HELD ON TUESDAY, 16th MAY 2017**

	Action	Item	Person	Date
1.	SB, AD and Rob Orr to continue their work on developing sponsorship links and the further promotion of hiring out the Academies facilities	3	SB, AD and Rob Orr	Summer term
2.	A letter of thanks to go to the SEN team	5.4	Sarah Byrne	June 2017
3.	Clerk to circulate Skills Audit, then governors to complete and return forms to Clerk	7	Clerk / then All	Summer term
4.	Governors to contact the SBM if they need their York Education website log in activating	11.1	All	June 2017
5.	The Clerk to advise the Clerk to the HLTY MAT Board of Mr Black's resignation and ask that John Kesterton's nomination to stand as Chair be added to the agenda for the Full Board for ratification	11.2	Clerk	Completed

Items for next Agenda

None