

Vale of York Academy

Minutes of the Local Governing Committee meeting held on Thursday, 13th July 2017 5pm in the Library

Present:

Helen Dowds (Principal) Peter Hodge
 John Kesterton (Chair) Sarah Byrne
 Patrick Looker Emma Owens
 Donna McMahon

In Attendance:

Matt Halifax (Vice Principal)
 Liz Andrews-Wilson (Governor Support Officer - Clerk)

		Action																								
1.	<p>Welcome, apologies for absence, consent and declarations of interest The Chair welcomed everyone to the meeting. Apologies for absence had been received with consent from Miriam Zulkarnain and Alison Davies. Fran Johnston (Vice Principal) had also sent her apologies. There were no declarations of interest.</p> <p>The Clerk had previously advised the Chair that the HLTY MAT Board needed to approve the appointments of all LGC Chairs for 2017-18 across the Trust. As John Kesterton had only been elected into the role of Chair in May 2017, governors voted unanimously to keep JK in the Chair role through-out 2017-18.</p>																									
2.	<p>Minutes of the meeting held on 16th May 2017 - Previously distributed The minutes of the last meeting 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%;"> <thead> <tr> <th></th> <th>Action</th> <th>Item</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>SB, AD and Rob Orr to continue their work on developing sponsorship links and the further promotion of hiring out the Academies facilities</td> <td>3</td> <td>See Matters Arising 1</td> </tr> <tr> <td>2.</td> <td>A letter of thanks to go to the SEN team</td> <td>5.4</td> <td>Completed</td> </tr> <tr> <td>3.</td> <td>Clerk to circulate Skills Audit, then governors to complete and return forms to Clerk</td> <td>7</td> <td>Completed</td> </tr> <tr> <td>4.</td> <td>Governors to contact the SBM if they need their York Education website log in activating</td> <td>11.1</td> <td>Noted</td> </tr> <tr> <td>5.</td> <td>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</td> <td>11.2</td> <td>Completed</td> </tr> </tbody> </table> <p>Matters Arising Action No.1: The Headteacher thanked SB for providing the list of contact details of sponsorship links. SB advised that a printing company were considering sponsoring some artwork for the corridor walls.</p> <p>5.10pm – Matt Halifax left the meeting</p>		Action	Item	Status	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	See Matters Arising 1	2.	A letter of thanks to go to the SEN team	5.4	Completed	3.	Clerk to circulate Skills Audit, then governors to complete and return forms to Clerk	7	Completed	4.	Governors to contact the SBM if they need their York Education website log in activating	11.1	Noted	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	Completed	
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4.	<p>Holding the Headteacher to Account Headteacher's report</p> <p>Strategic direction The Principal referred to her report that had been circulated with the agenda pack. She highlighted</p>																									

that this last term had been a busy time for progressing the strategic direction of the school. She added that the Academy Development Plan was at the first draft stage and was soon to be finalised.

The Principal tabled a report by Jane Willis, entitled 'Secondary Advisor Report to the Hope Learning Trust Board', dated 25.05.17 (tabled item 1). She emphasised that JW had acknowledged that the school had been through a year of heavy change and now needed time for the changes to become embedded. Governors were asked to review the report.

The Principal advised that she had spoken to the MAT Board about concerns she had about Manor CE Academy taking on pupils above their PAN. She noted that 48 Year 7 pupils from within VoYA's catchment area were going to MCEA in September 2017. Governors concurred that it seemed unreasonable for MCEA to be over subscribed, but VoYA to be struggling to fill places and asked for more joined up thinking at MAT Board level.

The Principal advised that the Staff Handbook was ready for September, following an overhaul of the Marking section. Newsletters and the Year 6 transaction guide were available for governors to review. The Principal advised that she had received positive feedback, about the guide from the Headteachers at Clifton Green and Clifton with Rawcliffe Primary Schools. The Principal also tabled final copies of three new parent information leaflets: Safe guarding, Anti-bullying and E-Safety Support. She added that two further leaflets were planned: 1) Wider curriculum experiences and 2) Maximising your potential.

The Principal reported that Beryl Varlow, who had been a teacher at the school for 30 years, would be retiring at the end of term. The Chair confirmed that a card had been sent for Beryl from the LGC. The Principal advised that there was to be a farewell get-together on 21.07.17 at 1.15pm, for all of the staff members who were leaving. She added that Brett Anderson had secured a role at Corpus Christi College, Leeds - so thankfully there was no need to run a redundancy process in DT. The Principal reported that a strong team were coming in and all posts were filled ready for September.

Financial Management

The Principal expressed concern that she had not yet received a monthly monitoring report from the HLTy central team. She advised that internal staff had been working on the reports, but the Finance Director had not yet entered staff salary details onto the system. She noted that this was not acceptable and expressed feelings of frustration towards the financial system.

The Principal advised that an external audit was being carried out on HLTy and that she had been given a copy of a list of issues, which the audited had shared with the CEO and the COO. The LGC raised concerns about the impact that these uncertainties might have on trusted members of staff.

The LGC wished to challenge the HLTy Board to response to such concerns and address the on-going issues with the financial systems. The Chair advised that the next Chair's meeting would not be held until well into the next academic year. It was agreed that the Chair would ask for a forthcoming meeting to include an item on the agenda so that the Principal could attend to address these issues.

Chair

Pupil Outcomes

The Principal tabled a document containing a table of the pupil's outcomes (tabled item 2). The table was divided into measures and the different sub-categories of pupils. She advised that this document had also been sent to the MAT Board. Governors reviewed the table and scrutinised the dataset by asking the Principal a number of questions. She explained that the lower part of the table should be read with caution, as these measures had changed three/four times and were expected to change again before September.

With reference to the table the Principal advised that the data can be used to compare subject against subject, and that had helped her to identify area that were underperforming. She added that the data had highlighted a big gap between the 'ALL' category and the 'PP' category. Furthermore, the data had identified that the 'Upper' sub-category was unlikely to hold with the national average. She advised that the out-going Year 11 had not been stretched and challenged, and staff had been cautious about predicting 8 and 9's.

The Principal advised that the dataset highlighted on tabled item 2 would appear to be strong enough to take the school out of coasting and bring VoYA in line with the national average. She explained that while the gap between ALL and PP remained big, the national average for PP was -0.28, and she was hopefully that the PP Progress 8 score would rise above -0.5. This indicating that the PP scores were not as bad as they initially appeared. **A governor challenged the**

Principal to explain why the 'Middle' sub-category were out performing the 'Upper'. The Principal explained that this data was symptomatic of the fact that historically the talented and gift pupils (Upper) had not been given the challenge to help them to achieve at their best. She added that the data from the lower years was already improving with the Upper ability pupils performing better. **A governor asked what plans were in place for the Upper ability pupils going forwards.** The Principal explained that no plan was needed as Year 10 were not repeating the pattern of Year 11. Instead a whole school intervention was in place.

5.35pm – Matt Halifax re-entered the meeting

Governors discussed the implications of the 9-4 and 9-5 Maths and English grading system. It was noted that the new GCSE grading scheme was causing a great deal of uncertainty. The Principal advised that at a meeting of the Secondary Head's it had been agreed that the secondary schools would supply the LA with only the headline results initially. Progress 8 attainment figures were not going to be passed to the LA at that stage. It was noted that ASCL had advised all schools that the performance measures would be completely different to last years results, following the introduction of the 9-1 grading scheme. It was noted that the Maths and English results from 2017 would be used to help set the perimeters for the other subjects. The Principal added that any statements to the press, regarding results, would be carefully considered.

Teaching and Learning

The Vice Principal tabled the Teaching and Learning - Non negotiables for 2017-18 (tabled item 3) and the T&L - Typicality criteria and rating (tabled item 4). He advised that there was to be a continuation of focus but in greater depth, adding that he wanted staff to have a greater understanding of the non negotiables. The Typicality criteria and rating document had been derived following the visit to Parkside Academy (Durham). He advised that Parkside view homework as very important and stated that this document provides staff with clear perimeters for the various components of T&L. He added that Typicality was to be brought under the quality assurance assessments and would be used as the foci for the focus fortnight, with weaker areas being identified and developed.

The Vice Principal advised that the Typicality criteria and rating gave a scaled score of 1-4 for the Curriculum Leaders. This analysis would in time produce individual staff profiles, looking at strengths and weaknesses and it would give a break down of departmental profiles. He advised that the five components would shape what was looked at during lesson observations. This would then help to identify departmental and whole school CPD training themes, which can then be addressed. He noted that there was still a body of work to do to look at how staff achieve outcomes and how peer assessment would be used.

The Vice Principal advised that each member of staff was to receive an extra period per fortnight to work on CPD. He noted that excellent progress had been made in some areas. He acknowledged that support staff were not being used to maximise pupil outcome, so this was going to be addressed from September to help improve standards. **A governor challenged the use of these assessment methods asking if a staff members results could out perform the T&L assessments.** The Vice Principal advised that it was possible, and so the assessment would be adjusted.

Positive Discipline

The Principal advised that the Positive Discipline Policy was yet to prove its worth, but noted that staff felt that it was working 'on the ground'. She also championed the fact that circa 75% of the pupils do not get any stamps under the policy. **A governor challenged this asking how these pupils are rewarded.** The Principal advised that good behaviour was rewarded through house points and queue jumping privileges.

Attendance

The Principal advised that the attendance data had indicated that VoYA was significantly below the national average, with 16.9% of pupils registering as persistently absent. She added that a new Attendance Officer would be in post for September. The Principal acknowledged that VoYA would be in line with the national attendance figures if there had been fewer exclusions. Therefore, the SLT were considering using the Positive Discipline Policy to assess behaviour and use seclusion as a sanction, instead of accelerating to exclusion.

A governor challenged the attendance data asking what plans were in place to improve attendance. The Principal advised that the going forwards Tutors would be expected to make calls home to check on lateness and absence, as part of their performance management. It was noted

	<p>that VoYA had the highest fining rates in the city for absence. The Principal advised that if a child goes on holiday for four consecutive weeks the school can take them off roll. She added that staff were aware of the requirements of the FGM regulations and should anyone suspect that a pupil might be covered by the regulations the LA would step in to address this.</p>	
5.	<p>Chair's Business</p> <p>5.1 Correspondence The Chair reported that he had been dealing with a lot of letters of complaint from parents, regarding their child not being allowed to go to the Prom as a result of behavioral sanctions. He noted that a review of the PD Policy may lessen this in future years and added that parents need to be better informed about any behavior policy going forwards.</p> <p>5.2 Feedback from HLTY Chairs' Group The Chair noted the schools which were part of the HLTY and advised that the LGC Chairs would be having termly meetings to encourage the sharing of good governance across the Trust and see how different settings operate. He advised that the Chairs Meetings fall into a calendar of dates which include the LGCs and Trustee Board meetings and explained how each meeting feeds into the next one in the cyclical pattern of meetings.</p> <p>5.3 Working Group planning The Chair advised that he had put together a Working Party calendar for 2017-18 and he tabled a draft version for governors to comment on (tabled item 5). The Clerk would circulate the finalised calendar with the minutes. The calendar also provided governors with a schedule of work calendar which indicated what issues would be discussed at each meeting, in line with pre-existing reporting deadlines, outcomes, finance deadlines etc. He explained also how this cycle would work alongside the LGC cycle. Governors were asked to provide the Chair with any feedback ASAP. The Vice Principal was to look at performance and outcomes and assess where they fit best into the schedule of work.</p> <p>Governors raised concerns about the fact that they had not yet had sight of any monthly budget reports, noting that the MAT Board Resources Committee would need to see them.</p> <p>Open Evening The Chair noted the dated to the 2017-18 rising Year 6 Open Evening as Thursday, 5th October.</p> <p>Link Governors Governors discussed the Link Governor roles and assigned themselves to the most appropriate area to reflect their skills and interests. The Chair explained that he was keen for a governor to be assigned to each of the listed areas (as seen on a slide) to provide staff with a governor contact. The placing of MZ (staff governor) was discussed, in order to not place her in a compromising position and to maintain a degree of confidentiality. Once completed the Clerk would circulate the finalised plan for Link Governors with the minutes.</p> <p>Scheme of Delegation The Chair presented a slide on the Scheme of Delegation. He advised that he was beginning to drill into the requirements of the SoD, to ensure that the LGC were compliant. The Principal was able to confirm that the required Edubase notifications had been made. The Clerk advised that there was a second stage of Edubase requirements and she would email the information to the Principal and the Chair, from them to check whether this had been completed.</p>	<p>Clerk</p> <p>ALL MH</p> <p>Clerk</p>
6.	<p>Committee Reports</p> <p>6.1 Achievement and Learning Committee minutes for signing off – 11.05.17 Governors noted the minutes from this meeting and those present at that meeting agreed that they were a true and accurate record of the meeting. The minutes were signed by Donna McMahon.</p> <p>6.2 Resources Committee minutes for signing off – 03.05.17 Governors noted the minutes from this meeting and those present at that meeting agreed that they were a true and accurate record of the meeting. The minutes were signed by John Kesterton.</p>	
7.	<p>Overseeing Financial Performance Governors reiterated their frustration at the lack of data to monitor.</p>	
8.	<p>Working Party update It was noted that going forwards the minutes from each Working Party meeting needed to be</p>	

	circulated with the LGC agenda pack, with all actions clearly listed. Governors acknowledged that any decisions must be made by the LGC, so Working Party items must be put before the LGC for ratification.							
9.	Strategic Direction of Vale of York No report was taken. Carried forward to the September meeting.							
10.	<p>HLTY updates</p> <p>10.1 Risk Register The Principal advised that the Risk Register had been completed and supplied to the MAT Board. She advised that the three main risks had been identified as: 1. Results, 2. Reputation and 3. Finances. The Risk Register was to be reviewed in the Autumn term.</p> <p>10.2 Policies A number of policies had been circulated to the LGC for governors to review.</p> <p>Child Protection & Safe Guarding Policy Governors were advised that this policy had been amended and were given copies to take away and review. It was agreed that the policy would be approved at the September Working Party, once any comments had been received.</p> <p>LGBT Policy It was agreed that the policy would be approved at the September Working Party, once any comments had been received.</p> <p>Dealing with inappropriate Parental conduct It was agreed that the policy would be approved at the September Working Party, once any comments had been received.</p> <p>The Principal advised that there were two different sets of policies which help governor VoYA:</p> <p>Statutory Policies It was agreed that the Principal should have delegated responsibility to maintain and keep Statutory Policies up to date. These policies would then be approved and signed by the LGC.</p> <p>Operational procedures It was agreed that the Principal should have delegated responsibility to maintain and keep Operational procedures up to date. Governors were to be informed of any changes.</p> <p>Policies were to come from the School Bus website unless superseded by HLTY polices specific to the MAT.</p>	<p>Principal</p> <p>WP</p> <p>WP</p> <p>WP</p>						
11.	<p>Governor Training and Link Governor visits</p> <p>11.1 Safe guarding visit report Governors noted the 2017 Safe guarding report compiled by Donna McMahon. DMc noted one amendment – the Principal attends Safer Recruitment training bi-annually.</p> <p>The Principal advised that Safe guarding, FGM and Prevent training was to be rolled out to all staff. Governors were asked to complete the following online training sessions and forward their certificates to the Principal’s PA ASAP. These certificates would then be added to the Central Record. She added that the Prevent training had recently been updated by the government.</p> <table border="1"> <tr> <td>Prevent</td> <td>https://www.elearning.prevent.homeoffice.gov.uk/</td> </tr> <tr> <td>CSE (Child sexual exploitation)</td> <td>http://paceuk.info/training/keep-them-safe/</td> </tr> <tr> <td>FGM</td> <td>https://www.fgmelearning.co.uk/</td> </tr> </table> <p>The Principal acknowledged that the landscape was changing rapidly on issues such as Prevent and E-Safety and stated that it was of the utmost importance that staff and governors were kept up to date.</p> <p>A governor asked if the Risk Assessments and Procedures had been updated in light of the recent</p>	Prevent	https://www.elearning.prevent.homeoffice.gov.uk/	CSE (Child sexual exploitation)	http://paceuk.info/training/keep-them-safe/	FGM	https://www.fgmelearning.co.uk/	ALL
Prevent	https://www.elearning.prevent.homeoffice.gov.uk/							
CSE (Child sexual exploitation)	http://paceuk.info/training/keep-them-safe/							
FGM	https://www.fgmelearning.co.uk/							

	<p>atrocities seen in other cities. The Principal advised that the Trust was being directed by the LA and there was a course of action to follow.</p> <p>11.2 Skills Audit - Summer 2017 The Chair advised that VoYA had adopted the HLTY model of having nice LGC members. Governors reviewed the Skills Audit which had been circulated with the agenda and discussed the impacted of the areas that had been identified as weaknesses. Two areas had a low overall score:</p> <ul style="list-style-type: none"> • Experience of property and estate-management • Experience of reviewing governance structures <p>It was noted that the Skills Audit had been Strong overall and even the weaker areas had as least one person who had a strong skill set in that area. It was agreed that the Skills Audit would be revisited to help the LGC stay on top of the weaker areas and the LGC were to be mindful of this and ask for help in needed.</p> <p>Clifton with Rawcliffe site It was reported that the Chair and the Principal had attended a meeting with Maxine Squire regarding the CwR site. The Chair explained that mis-communication had resulted in the need for a further meeting with the CYC legal team which he had attended along with the Principal, the SBM and representatives from HLTY. He explained that no minutes were taken at a previous meeting and so the issues had to be looked at again.</p> <p><i>6.50pm – Matt Halifax left the meeting</i></p> <p>The Chair reported that Stuart Rawlins had advised that he would be happy to support the LGC and the Principal to progress the development of the site if he was needed. Concerns had been raised about the fact that ‘industrial use’ had been included on the change of land use documents that had been prepared for the Secretary of State, as a housing development would be more profitable and in keeping with the area.</p> <p>11.3 Learning Link Registration The Clerk informed governors that the GEL Online training portal had been changed and governors should now use the Learning Link website https://nga.vc-enable.co.uk/. She advised that there was a sheet in the agenda pack that explains how to register. She added that individuals training records, that GEL maintained, should be migrating across to Link Learning in due course. Governors were asked to provide a copy of any course certificates from any training to the Principal’s PA, to be filed in the Governor file.</p>						
12.	<p>LGC meeting dates 2017-18 for approval</p> <p>The following dates were approved for the 2017-18 LGC meetings. All with a start time of 5pm.</p> <table border="1" data-bbox="169 1402 1147 1469"> <tr> <td>Tues 19th Sept 2017</td> <td>Tues 14th Nov 2017</td> <td>Mon 15th Jan 2018</td> <td>Mon 12th March 2018</td> <td>Mon 4th June 2018</td> </tr> </table>	Tues 19 th Sept 2017	Tues 14 th Nov 2017	Mon 15 th Jan 2018	Mon 12 th March 2018	Mon 4 th June 2018	
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13.	<p>Any Other Business The LGC acknowledged the huge contribution made by the Principal and all of the staff at VoYA. Noting their resilience and willingness to take on the challenges facing the school.</p> <p>The Chair noted that the movement towards a Working Party meeting structure will help to facilitate better communication and allow the governors to provide greater challenge. He noted that the key challenges for next year would be to move the school to being a ‘Good’ school, build on it’s reputation and continue to develop the positive feeling inside the school.</p> <p>The LGC noted the staff who were moving on and thanked those staff members for the contribution they had made to the school. A special note of thanks was given to Fran Johnston (VP). The LGC wished her well in her new role and thanked her for everything she had done for the school.</p>						
14.	<p>Dates and time of next meeting Tuesday, 19th September 2017, 5pm</p>						

The meeting ended at 7pm

Chair

Date

**ACTION PLAN FROM THE MEETING OF THE LOCAL GOVERNING COMMITTEE
HELD ON TUESDAY, 13th July 2017**

	Action	Item	Person	Date
1.	Chair to ask for a Chairs meeting to be held where the Principal can attend to discuss financial management	4	Chair	Sept 2017
2.	The Clerk to circulate the finalised Working Party calendar with the minutes	5.3	Clerk	Sept 2017
3.	Governors to provide the Chair with any feedback on the schedule of work for the Working Party	5.3	All	Sept 2017
4.	The Vice Principal to look at performance and outcomes and assess where they fit best into the schedule of work	5.3	MH	Sept 2017
5.	The Risk Register to be reviewed	10.1	Principal	Sept 2017
6.	Child Protection & Safe Guarding Policy, LGBT Policy and Dealing with inappropriate Parental conduct to be approved at the September Working Party	10.2	Working Party	Sept 2017
7.	All Governors to complete the online training sessions listed in 11.1	11.1	All	Sept 2017

Items for next Agenda

- Strategic Direction of Vale of York