

# Vale of York Academy

## Minutes of the Local Governing Committee meeting held on Tuesday, 19<sup>th</sup> September 2017 at 5pm in the SLT Meeting Room

**Present:**

|                         |             |                             |
|-------------------------|-------------|-----------------------------|
| Helen Dowds (Principal) | Peter Hodge | Donna McMahon (from 5.15pm) |
| John Kesterton (Chair)  | Sarah Byrne | Miriam Zulkarnain           |
| Patrick Looker          | Emma Owens  | Alison Davies               |

**In Attendance:**

Matt Halifax (Vice Principal) (from 5.10pm)  
 Wendy Munro (School Business Manager) (until 6.40pm)  
 Louise Scaum (Assistant Vice Principal) (until 6.40pm)  
 Liz Andrews-Wilson (Governance Support Officer – Clerk)

|           |   | Action |  |      |        |    |  |   |  |    |  |     |           |    |  |     |           |    |   |     |   |    |                                  |      |                |    |   |      |                |  |
|-----------|---|--------|--|------|--------|----|--|---|--|----|--|-----|-----------|----|--|-----|-----------|----|---|-----|---|----|----------------------------------|------|----------------|----|---|------|----------------|--|
| <b>1.</b> | <p><b>Election of Vice-Chair for 2017-18</b><br/>           It was noted that John Kesterton had been elected as Chair of the LGC for the year 2017-2018, at the LGC meeting held on 13.07.17.</p> <p>It was noted that Patrick Looker had been elected as Vice-Chair of the LGC, at the meeting held on 16.05.17. Helen Dowds proposed that Patrick Looker stay in post for 2017-2018, this was seconded by Sarah Byrne. All governors unanimously voted Patrick Looker into the Vice-Chair position.</p>  |        |  |      |        |    |  |   |  |    |  |     |           |    |  |     |           |    |   |     |   |    |                                  |      |                |    |   |      |                |  |
| <b>2.</b> | <p><b>Welcome, apologies for absence, consent and declarations of interest</b><br/>           The Chair welcomed everyone to the meeting and what was to be 'an exciting year at the Vale of York Academy'. There were no apologies for absence and there were no declarations of interest. Donna McMahon had advised the Clerk that she would be arriving at 5.15pm.</p>   |        |  |      |        |    |  |   |  |    |  |     |           |    |  |     |           |    |   |     |   |    |                                  |      |                |    |   |      |                |  |
| <b>2.</b> | <p><b>Minutes of the meeting held on 13<sup>th</sup> July 2017 - Previously distributed</b><br/>           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>  |        |  |      |        |    |  |   |  |    |  |     |           |    |  |     |           |    |   |     |   |    |                                  |      |                |    |   |      |                |  |
| <b>3.</b> | <p><b>Action Plan</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th>Action</th> <th>Item</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1.</td> <td>Chair to ask for a Chairs' meeting to be held where the Principal can attend to discuss financial management</td> <td style="text-align: center;">4</td> <td>Awaiting Chairs' meeting to be held. The Principal, Chair &amp; CEO were to meet to clarify the academies financial position</td> </tr> <tr> <td style="text-align: center;">2.</td> <td>The Clerk to circulate the finalised Working Party calendar with the minutes</td> <td style="text-align: center;">5.3</td> <td>Completed</td> </tr> <tr> <td style="text-align: center;">3.</td> <td>Governors to provide the Chair with any feedback on the schedule of work for the Working Party</td> <td style="text-align: center;">5.3</td> <td>Completed</td> </tr> <tr> <td style="text-align: center;">4.</td> <td>The Vice Principal to look at performance and outcomes and assess where they fit best into the schedule of work</td> <td style="text-align: center;">5.3</td> <td>Working Party was to respond to outcomes through-out the year</td> </tr> <tr> <td style="text-align: center;">5.</td> <td>The Risk Register to be reviewed</td> <td style="text-align: center;">10.1</td> <td>On this agenda</td> </tr> <tr> <td style="text-align: center;">6.</td> <td>Child Protection &amp; Safe Guarding Policy, LGBT Policy &amp; Dealing with inappropriate Parental conduct to be approved at the September WP</td> <td style="text-align: center;">10.2</td> <td>On this agenda</td> </tr> </tbody> </table> |        | Action   | Item | Status | 1. | Chair to ask for a Chairs' meeting to be held where the Principal can attend to discuss financial management | 4 | Awaiting Chairs' meeting to be held. The Principal, Chair & CEO were to meet to clarify the academies financial position | 2. | The Clerk to circulate the finalised Working Party calendar with the minutes | 5.3 | Completed | 3. | Governors to provide the Chair with any feedback on the schedule of work for the Working Party | 5.3 | Completed | 4. | The Vice Principal to look at performance and outcomes and assess where they fit best into the schedule of work | 5.3 | Working Party was to respond to outcomes through-out the year | 5. | The Risk Register to be reviewed | 10.1 | On this agenda | 6. | Child Protection & Safe Guarding Policy, LGBT Policy & Dealing with inappropriate Parental conduct to be approved at the September WP | 10.2 | On this agenda |  |
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| 1.        | Chair to ask for a Chairs' meeting to be held where the Principal can attend to discuss financial management  | 4      | Awaiting Chairs' meeting to be held. The Principal, Chair & CEO were to meet to clarify the academies financial position |      |        |    |  |   |  |    |  |     |           |    |  |     |           |    |   |     |   |    |                                  |      |                |    |   |      |                |  |
| 2.        | The Clerk to circulate the finalised Working Party calendar with the minutes  | 5.3    | Completed  |      |        |    |  |   |  |    |  |     |           |    |  |     |           |    |   |     |   |    |                                  |      |                |    |   |      |                |  |
| 3.        | Governors to provide the Chair with any feedback on the schedule of work for the Working Party  | 5.3    | Completed  |      |        |    |  |   |  |    |  |     |           |    |  |     |           |    |   |     |   |    |                                  |      |                |    |   |      |                |  |
| 4.        | The Vice Principal to look at performance and outcomes and assess where they fit best into the schedule of work   | 5.3    | Working Party was to respond to outcomes through-out the year  |      |        |    |  |   |  |    |  |     |           |    |  |     |           |    |   |     |   |    |                                  |      |                |    |   |      |                |  |
| 5.        | The Risk Register to be reviewed  | 10.1   | On this agenda   |      |        |    |  |   |  |    |  |     |           |    |  |     |           |    |   |     |   |    |                                  |      |                |    |   |      |                |  |
| 6.        | Child Protection & Safe Guarding Policy, LGBT Policy & Dealing with inappropriate Parental conduct to be approved at the September WP   | 10.2   | On this agenda   |      |        |    |  |   |  |    |  |     |           |    |  |     |           |    |   |     |   |    |                                  |      |                |    |   |      |                |  |

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| 7.   | All Governors to complete the online training sessions listed in 11.1  | 11.1 | Training to be completed by the end of September. Certificates to be passed to the Principal's PA |
| <p><b>Matters Arising</b><br/>There were no matters arising.</p> <p><i>5.10pm – Matt Halifax entered the meeting</i></p> |  |      |   |
| 5.   | <p><b>Resources (Overseeing Financial Performance)</b></p> <p><b>Budget Monitoring Report</b><br/>The School Business Manager reported that she had raised concerns with HLTY's finance team, as the figures on the Budget Monitoring Report were different to what had been expected, and so she had asked for some clarification on the breakdowns. She advised that £4,800 was owed to the VoYA account, for maintenance work carried out on the HLTY's new kitchen. She added that she had been told by the Finance Director that the figures were not accurate and that they were a brief draft. Governors expressed their frustration at not having an accurate report to work with and the Principal stated that she did not feel comfortable with the inaccuracy of the figures.</p> <p>The Principal advised that she was to meet with the CEO to clarify how much of an issue it was for the governors to not have a clear oversight of the budget. Governors expressed concern at the risk factor this uncertainty posed and backed the Principal in wanting to know what control the LGC have over the schools budget. The LGC collectively wish to raise this issue with the HLTY Board and push the Board and the central team to produce an accurate budget report.</p> <p>The SBM explained that the report that had been distributed with the agenda covered the period up to the end of July. The Year to Date column takes the report to 31.08.17. She added that unlike maintained schools, the new financial year started on 1<sup>st</sup> September. A governor confirmed with the SBM that the report therefore represented the financial structure between 1<sup>st</sup> April 2017 and 31<sup>st</sup> July 2017, noting that the school converted to academy status on 1<sup>st</sup> April.</p> <p>The SBM reported a deficit budget of £47,623, but she stated that there were some big adjustments that still needed to be accounted for. She advised that there were still issues with payroll, which could have big implications on the budget. The Principal reminded governors that the deficit for 2016-17 and 2017-18 had already been approved by the Trust, but she wanted the Trust to provide some clarification on the estimated on-going deficit. She and the governors voiced their frustrations with the financial system, noting that Barby High School did not seem to have these problems. The SBM advised that a new Financial Controller had been appointed to support the Finance Director and she reported that she had pushed them for an accurate set of figures.</p> <p><b>Clifton with Rawcliffe site update</b><br/>The SBM reported that she had attended a meeting with HLTY representatives, Staff from VoYA and CYC to discuss the future of the Arts Block. She explained that various options were on the table and that the contracts needed to be finalised. She reported that the change of land-use application paperwork had gone to the Secretary of State.</p> <p>The Principal reminded governors that the Secretary of State needs to give the approval for the change of land-use and a decision was expected after 17.10.17. She added that CYC had released the change of land-use application into the public domain and several issues had resulted from this. The Principal advised that the process would take at least five months to come to a conclusion, but the consultation period could go on indefinitely depending on how much opposition there was from the community. The Chair advised that there was no opposition from the school. The Principal reported that she had attended the Parish Council meeting where the change of land-use had been discussed. She advised that some parts of the community had raised opposition.</p> <p>The Chair advised that the sale of the Arts Block / site had moved forward. He advised that the building / site does not belong to HLTY, as it was not included in the conversion. The Principal advised that CYC could not force VoYA to take it back now that the academy conversion was completed. The Chair explained that the signing of contracts had been put on hold, while the CYC consultation period was open, but it was possible that within 1 - 3 years a share of the funds (from the sale) could come across into the VoYA capital account. It was noted that the building was becoming derelict and even if the community wanted to use it a lot of work would need to be done to</p> |      |   |

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|    | <p>make it usable. It was noted that there were on-going cost implications of keeping the site safe and secure while decisions are made.</p> <p><b>Review of restructure proposals</b><br/>The Principal advised that there were no restructure proposals, following the changes to the SLT at the end of last term.</p>  |  |
| 6. | <p><b>Standards (Holding the Headteacher to Account)<br/>Principal's report</b></p> <p>The Principal's report had been distributed with the agenda pack and governors had all reviewed the document prior to the meeting. The Chair invited governors to raise any comments or questions. A governor asked, as a general point, for the Principal to use full terms - rather than abbreviations, as the acronyms can make the reports difficult to follow.</p> <p>The Chair noted the comment that there was now 'significant calm' due to the split lunchtime. The Principal explained that the lower school have their lunch time slightly earlier, resulting in a big change of atmosphere in the school. She reported that lunch times are now calm and quiet, pressure on the dining hall had decreased and banning eating from everywhere but the dining room had significantly reduced the amount of litter. She added that for the first time pupils had a space indoors where they can spend lunch times and this had been well received. It was acknowledged that a review was needed to look at the duty system and morning break also needed to be reviewed - possibly with a re-think of the layout of the dining hall. The Vice Principal echoed the Principal's points, adding that it was working well having the lower school eating earlier, to aid their transition from primary. Year 7 and 8 pupils had commented that it was less intimidating having a staggered lunch. Governors queried if there was any feedback from the staff who were still teaching, when other classes were on lunch. The staff governor stated that the school felt calm and teachers were able to teach, with minimal disruption.</p> <p>A governor asked if the newsletters were available through the website. The Principal advised that the newsletters were up to date and were to take the same format as the HLT newsletter. A letter had gone out to parents asking if they would prefer a paper or an electronic copy. The electronic copies would include more links.</p> <p>The Chair noted the detail on page 2 of the report, relating to the IDACI (income deprivation affecting children index). The Principal advised that her analysis had highlighted that VoYA serves two out of the bottom three wards, of the 120 wards in York. She reported that this should help with the school's funding but noted that the in-take were coming from challenging backgrounds. The Principal suggested governor look at the following link, to learn more about the impact of the IDACI: <a href="http://dclgapps.communities.gov.uk/imd/idmap.html">http://dclgapps.communities.gov.uk/imd/idmap.html</a> She explained that this had been a useful exercise as the data could be used to compare VoYA to different schools with a similar in-take. She noted that York High School serves a deprived ward, rated lower than the ones in VoYA's catchment. It was acknowledged this analysis would be linked to the Admissions Policy and the Academy Development Plan.</p> <p>A governor challenged the SLT to explain what was being done to reduce the amount of unauthorised holiday, which had been identified as the main cause for absence. The Assistant Vice Principal advised that she had been meeting with Mark Smith (EWO at CYC) and he had been issuing £60 fines. A governor asked if the primary schools were also fining parents. The Principal advised that they tend not to. It was the view of the LGC that VoYA should continue to issue fines, as it was felt that being in receipt of a Penalty Notice would highlight to parents the importance of keeping attendance up or they could risk court proceedings. It was also noted that rewards are given to pupils whose attendance was good. The Principal added that it is often the pupils who miss the first few weeks of term, who end up causing problems, as they miss the period when expectations are delivered.</p> <p>A governor asked how the arrangements were working for the shared GCSE curriculum partnership with Manor CE Academy. The Vice Principal reported that 14 VoYA pupils were going across to MCEA and 16 were coming to VoYA from MCEA. He reported that both sets of pupils had been given an induction to the other setting and everything has been working well, albeit for some minor transport glitches. He commented that there had been total integration and the fact that the boys from MCEA were engaging in lesson was encouraging VoYA boys to get involved.</p> |  |

## **2017 Outcome / National data and forecasts comparisons**

The LGC noted the PowerPoint presentation and the minutes of the recent Working Party which had provided great detail about the Outcomes of the 2016-17 exam results. Governors commented that the document provides evidence that the group had drilled down into the results and that the Principal had provided a robust and detailed dataset. The minutes from the Working Party were accepted by the LGC and taken into the record; and the Principal was thanked for producing the in-depth analysis for governors. The Principal reported that while there were some positives in the results, there was a need to improve in some areas and staff had reacted positively to this message, which was delivered at the start of term training day.

The Chair invited governors to arrange Link Governor meetings and refer back to these results to challenge the staff to think about how to improve on their results.

## **Academy Development Plan 2017-18**

### **BIG themes**

The Principal advised that the template for the ADP had come from HLTY and that the top part of the document was changing all the time. She drew governors' attention to the BIG themes section, noting specifically the bullet point: *'to achieve high academic standards for all students'*. She explained that the finalised national averages (for 2016-17) were due out on 26.09.17 and targets for Summer 2018 had been set as ALPS 4 or above, 55% attaining a 9-5 in English and Maths, Attendance 96.0% and PA = 10%. It was agreed that a Working Party would drill into the ALPS analysis.

The Principal advised that the two new SLT members needed time to become embedded into the team. She highlighted that the Vice Principal was under pressure by the School Improvement Panel to improve Teaching and Learning, so a rigorous CPS programme had been launched. The Principal advised that another BIG theme was *'to ensure financial viability'*. She reiterated the frustrations felt by the LGC due to the lack of clear data.

The Principal reported that she had received positive feedback about the behaviour of the pupils and their uniform. She emphasised the importance of all aspects of the community promoting the school and the role that key stakeholders have in engaging with other schools. She commented that encouraging the departments across the three secondary's to work together would be a way of driving up standards across the Trust. The Positive Discipline Policy was reportedly becoming embedded.

### **Strategic Development Growth**

The Principal summarised this section of the ADP by advising that the main factors which would influence strategic development would be the monies coming in from the CwR site. She also noted that a more central location for VoYA would be advantageous.

### **Quality of Teaching, Learning and assessment**

The Principal summarised this section advising that the three main areas for T&L development were:

- 1) Teaching and Learning
- 2) Student Welfare
- 3) Student performance

She reported that a staff meeting had focused on T&L and it had been impressed onto the teaching staff that they were responsible for high quality outcomes.

Other headlines:

- The SBM had been seconded to the MAT two days a week until Christmas
- Community work remained high on the agenda, budget to remain in place
- Two new SLT members – Head of English and Head of Maths were to be line managed by the Principal
- The Principal was to have an overview of the work of the Middle Leaders to aid accountability (in response to exit interview feedback)
- Middle Leaders were to be responsible for disseminating information and good practice to their teams
- Core and Ebacc Middle Leaders to have weekly meetings with the Principal
- Other subjects were to meet the Principal fortnightly

**A governor challenged the Principal to explain the rationale behind having these meetings.**

**Working Party**

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|    | <p>The Principal explained that the meetings were there to look at results and to push for accountability, through book trawls and other similar exercises. The Assistant Vice Principal added that these meetings would be supported by the Focus Fortnight as part of the Quality Assurance process.</p> <p><i>6.05pm – Alison Davies left the meeting</i></p> <p>It was agreed that the Principal would allocate a governor to each area of the ADP, to help monitor and support each part. The allocations were to be based on the departmental links that had been agreed at the July meeting. This was to be taken forward at a Working Party. The Clerk was to re-circulate the list of Link Governors.</p> <p><i>6.13pm – Wendy Munro left the meeting</i></p> <p>The Principal clarified the Big themes from the ADP and linked them to the Outcomes. She advised of her own judgements about each section of the ADP and the grade that each section should achieve: Leadership and Management (4); Behaviour and Safety (3); Outcomes (4) and Teaching and Learning (4). The Chair highlighted that these gradings were retrospective and therefore gave no indication of future outcomes. He added that the changes to the curriculum, staff changes and links with MCEA were all evidence of improvement. Furthermore, strategies were in place to move areas forward.</p> <p><i>6.15pm – Wendy Munro re-entered the meeting</i></p> <p><b>A governor challenged the Principal by asking what the SLT were going to focus on if everything has to change.</b> The Principal stated that leadership was the key and when there is good leadership in place good outcomes will follow. The Chair reported that he had witnessed Good → Outstanding leadership at the training session at the start of term; and he commented that the LGC and the Working Party would be continually moderating this. The Chair also stated that Good or better teaching (although consistently evident through lesson observations and SLT tours) was not at present reflected in the Good or better outcomes. It was noted that the SIP had commented on the exemplary behaviour seen through-out the school; anecdotally they had visited on a Thursday which had been flagged as a behaviour spike in 2016-17. The LGC concluded this section of the meeting noting that the transitional period was happening.</p> <p><i>6.22pm – Alison Davies re-entered the meeting</i></p> | <b>Working Party</b> |
| 7. | <p><b>Local Governing Committee (Strategic Direction) Working Party update and copies of minutes</b></p> <p>Report taken as part of Item 6.</p> <p><b>Governor Code of Conduct</b><br/>The LGC agreed to adopt the updated 2017 Governor Code of Conduct.</p> <p><b>Chair’s Business and update from HLTY Chairs’ Group</b><br/>The Chair noted that the Chairs’ Group had not yet met this academic year. The Chair asked governors to let him know if they wanted any issues taking to these meetings.</p>   |                      |
| 8. | <p><b>HLTY updates</b><br/><b>Board minutes 19.07.17</b></p> <ul style="list-style-type: none"> <li>• The LGC noted the Board minutes from the meeting held on 19.07.17</li> <li>• The Chair advised that the Chairs’ Group meetings report into the Board</li> <li>• The LGC acknowledged that Barlby High School had officially converted and they welcomed the Barlby team into HLTY</li> </ul> <p><b>Central Team update</b></p> <ul style="list-style-type: none"> <li>• Staffing changes in the central team were noted. Jo Brighton (HR Manager), Jo Lynch (COO) and Sue Dixon (PA to the CEO) had all moved on</li> <li>• Jerri Ryder had been appointed as the Executive Administrator</li> <li>• Mick Waring had been appointed as the Financial Controller</li> <li>• Sarah Clark had been appointed as the Head of the Teaching School</li> <li>• The Central Team had moved into their new offices at VoYA</li> </ul>   |                      |

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|     | <p><b>Risk Register – three main risks</b><br/> The Principal reported that the three main risks to VoYA that had been forwarded to the Board were:</p> <ol style="list-style-type: none"> <li>1) Outcomes</li> <li>2) Finances</li> <li>3) Reputation</li> </ol> <p><b>Health and Safety Group Update</b><br/> The Health and Safety Group had been the responsibility of the Chief Operations Officer and with no replacement in post, it had been agreed early on the day of the meeting that Wendy Munro (VoYA) and Karen Forrester (MCEA) would take on this responsibility and continue the COO’s work. Part of which would be reviewing policy documents.</p>  |        |
| 9.  | <p><b>Safeguarding</b><br/> The Assistant Vice Principal advised that the school was using a new operating system to record any safeguarding concerns. The Child Protection Online Management System records a full chronology and allows users to enter a greater depth of information, with more accuracy. The system can then be securely viewed by all parties involved with that case.</p> <p>It was noted that only certain named personnel had access rights to the data to safeguard the information. She advised that the system was being populated by Sue Naylor and explained that any staff member can upload concerns, files and documents onto the system, but they can not see or edit the other details. She also advised that the wider agencies can see the data, but at the top level the data was encrypted with a data code. The Assistant Vice Principal advised she and Sue Naylor had stringent permissions placed on the system.</p> <p><b>Governors clarified the safety and the security of the system, by challenging the Assistant Vice Principal to explain how the system worked.</b> Governors were given a full explanation of the system and were pleased to here that everything was joined up in one place.</p> <p><i>6.35pm – Alison Davies left the meeting</i></p> <p>The Assistant Vice Principal advised that there were a couple of FEHAs and Child Protection cases on going at this time.</p> <p>A governor queried if the school had any suicide prevention training sessions available for staff. The Assistant Vice Principal advised that Sue Naylor had attended a session on self-harm, no guidance was available on suicide. The governor agreed to share the details/links of an online session called ‘Papyrus’.</p> <p><i>6.40pm – Louise Scaum and Wendy Munro left the meeting</i></p> | CoG    |
| 10. | <p><b>LGC Training</b><br/> The LGC noted the Governor Training Programme that had been circulated. The Clerk provided the LGC with further detail about the Meeting Management Software Demonstration. She explained that the Governance Service were trialling a software package, which enabled governors to log into a secure portal in order to access papers and correspondence about governance. It was noted that sending governance papers out to personal email addresses would not be allowed under the new General Data Protection Regulation (GDPR) which comes into effect in May 2018, replacing the Data Protection Act 1998. It is the hope that this software will enable Schools, Governors and Clerks to be compliant with this law.</p> <p>Sarah Byrne advised that she would attend the Meeting Management Software Demonstration, on 27.09.17 on behalf of the LGC.</p> <p>Emma Owens advised that she would attend the Governors Termly Workshop, on 27.09.17 on behalf of the LGC.</p> <p>Patrick Looker advised that he would attend the Understanding Financial Management with MATs training session, on 28.09.17 on behalf of the LGC.</p> <p>Governors were asked to report back on each of the sessions at the November LGC.</p>   | Agenda |

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| 11. | <p><b>Policy updates</b></p> <p><b>11.1 HLTY Admissions Policy</b><br/>It was noted that MCEA and Forest of Galtres have a different Admissions Policy to the non-faith schools in the MAT. The Chair commented that VoYA needed to improve it's reputation in order to increase the in-take. The LGC NOTED the HLTY Admissions Policy and the consultation period that begins on 16.10.17.</p> <p>The following policies were all adopted by the LGC, following a review by the Working Party.<br/><b>LGBT Policy</b><br/><b>Child Protection &amp; Safe Guarding Policy</b><br/><b>Dealing with inappropriate Parental conduct</b></p> <p>The Principal advised that the Assistant Vice Principal had worked hard over the summer on all of the polices relating to behaviour and pastoral issues. These polices would all need to be reviewed by the Working Party and adopted by the LGC at the next meeting. The Principal agreed to circulate the policies.</p>   | Principal |
| 12. | <p><b>Any Other Business</b></p> <p><b>Edubase</b><br/>The Clerk asked the governors if they agreed to have some additional personal details uploaded onto Edubase. Governors agreed to release this information to Edubase.</p> <p><i>Post meeting note – The day following this meeting the Clerk learnt that the School Bus had launched a database which had replaced Edubase. This release was issued on the day of this meeting. The new database is called: "Get Information About Schools' (GIAS). Going forwards GIAS will be the DfE'S register of all educational establishments in England and Wales.</i></p> <p><b>Governor emails</b><br/>The Chair reported that he now has a Vale of York email address, for parents to contact him on.</p> <p><b>Defibrillator</b><br/>A governor asked if the school had a defibrillator. The Principal advised that one was on site and that the staff had received First Aid training at Easter. The pupils also received 'start-a-heart' training.</p> <p><b>Agenda templates</b><br/>Following a discussion the Clerk agreed to share with the Principal and the Chair the five LGC agenda templates, for the annual cycle. These had been drafted by the HLTY Governance Advisor (Jess Swarbrick), alongside the COO at the end of last term. These templates should then help to guide areas that the Working Party need to focus on at particular times of the year.</p> | Clerk     |
| 14. | <p><b>Dates and time of next meeting</b><br/>Tuesday, 14<sup>th</sup> November 2017, 5pm</p>  |           |

The meeting ended at 7pm

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Chair

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Date

**ACTION PLAN FROM THE MEETING OF THE LOCAL GOVERNING COMMITTEE  
HELD ON TUESDAY, 19<sup>th</sup> SEPTEMBER 2017**

|    | Action   | Item | Person | Date             |
|----|--|------|--------|------------------|
| 1. | All Governors to complete the online training sessions (see Item 11.1 in minutes of meeting held on 13.07.17). Certificates to Principal's PA ASAP | 3    | All    | End of Sept 2017 |

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| 2. | CoG to share links for 'Papyrus' suicide prevention sessions with the SLT    | 9  | CoG       | End of Sept 2017 |
| 3. | The Principal to circulate polices relating to behaviour and pastoral issues | 11 | Principal | Completed        |
| 4. | All governors to review polices relating to behaviour and pastoral issues    | 11 | All       | 14.11.17         |
| 5. | The Clerk to share the five LGC agenda templates, for the annual cycle       | 12 | Clerk     | Completed        |

**Items for next Agenda**

- Feedback from Software Demo, Termly workshop and Financial Management training

**Items for discussion at Working Parties**

- Drill into the ALPS analysis
- Principal to allocate a governor to each area of the ADP
- Review polices relating to behaviour