

# Vale of York Academy

## Minutes of the Local Governing Committee meeting held on Wednesday, 15<sup>th</sup> November 2017 at 5pm in the SLT Meeting Room

### Present:

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

### In Attendance:

Matt Halifax (Vice Principal)  
 Liz Hardy (Assistant Vice Principal) (until 5.48pm)  
 Liz Andrews-Wilson (Governance Support Officer – Clerk)

		Action																								
1.	<b>Welcome, apologies for absence, consent and declarations of interest</b> The Chair welcomed everyone to the meeting. Apologies for absence had been received from Miriam Zulkarnain and Alison Davies with consent. There were no declarations of interest.																									
2.	<b>Minutes of the meeting held on 19<sup>th</sup> September 2017 - Previously distributed</b> The minutes of the last meeting were agreed to be a true and accurate record of the meeting and were signed by the Chair.																									
3.	<b>Action Plan</b> <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>1.</td> <td>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</td> <td>3</td> <td>Completed</td> </tr> <tr> <td>2.</td> <td>CoG to share links for 'Papyrus' suicide prevention sessions with the SLT</td> <td>9</td> <td>CoG spoken to Chair's group and sent details into school</td> </tr> <tr> <td>3.</td> <td>The Principal to circulate policies relating to behaviour and pastoral issues</td> <td>11</td> <td>Completed</td> </tr> <tr> <td>4.</td> <td>All governors to review policies relating to behaviour and pastoral issues</td> <td>11</td> <td>Completed</td> </tr> <tr> <td>5.</td> <td>The Clerk to share the five LGC agenda templates, for the annual cycle</td> <td>12</td> <td>Completed</td> </tr> </tbody> </table> <p><b>Matters Arising</b> There were no matters arising.</p>		Action	Item	Status	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	Completed	2.	CoG to share links for 'Papyrus' suicide prevention sessions with the SLT	9	CoG spoken to Chair's group and sent details into school	3.	The Principal to circulate policies relating to behaviour and pastoral issues	11	Completed	4.	All governors to review policies relating to behaviour and pastoral issues	11	Completed	5.	The Clerk to share the five LGC agenda templates, for the annual cycle	12	Completed	
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	<b>Some items were taken out of order to allow staff members to leave.</b>																									
5.	<b>Standards (Holding the Headteacher to Account)</b> 5ii) Data reporting (Liz Hardy)																									

The Principal advised that the CEO had asked key leaders of the three secondary's within the Trust to work towards having consistent data, insomuch as possible. She informed governors that VoYA use ALPS data to give an external comparison and SISRA internally. She advised that in order to fall inline with MCEA and BHS a large piece of work would need to be done.

The Assistant Vice Principal reported that over 70% of Year 7 were performing well in both Maths and English. In response to a question the Principal explained the process of how the MEG targets are scored. The Assistant Vice Principal tabled the Year 7 & 8 Reporting Analysis (tabled item 1). She advised that the SLT were concerned that the 9-4 pupils were not achieving as they should be. She reported that the SLT were pushing to improve the outcomes of the middle to bottom sets. It was noted that the higher ability pupils were performing well and were receiving stretching and challenging work.

The Assistant Vice Principal reported that Year 7 were a middle ability cohort, but the Principal commented that there were more 'higher' and more 'lower' pupils within the cohort than what this initial data collection indicated. She added that the data should be looked at with a degree of caution, due to the lack of clarity around what a '9' looks like. It was also noted that Year 7 had only completed half a term at VoYA, furthermore the DfE were holding back releasing data. The following trends had been identified:

- Strong differences between boys and girls
- Pupil Premium pupils were tracking below their target
- Year 7 was a challenging year for Special Education Needs

The Chair of Governors summarised that Boys were currently tracking way under their MEG target, and were therefore under achieving. The governors discussed the ramifications of this data. The Principal advised that the SLT were reviewing which pupils were in each set to ensure that the pupils were in the correct set. Literacy and Numeracy groups were also being reviewed. Governors were informed that a more in depth review of the cohort and the data would be done after the next set of data had been released. In response to a question governors were advised that the structuring of the 'sets' had been changed to allow pupils to move through the sets if they start to develop in a particular subject.

The Assistant Vice Principal reported that subjects in the open bucket tend to sit at a lower point, with lower achievement, due to the primary curriculum. Core subjects by contrast were performing well. She noted that the EBacc bucket was looking very strong and the cohort showed early indications of heading towards a stronger bucket performance. An anomaly had been noticed in Drama, governors queried if the data was correct. The Principal advised that the current assessment method was hampered by the immaturity of the pupils, so the teacher was developing a better assessment tool.

The Assistant Vice Principal reported that the ICT course was based more on coding. Governors noted that Pupil Premium pupils were out performing pupils in the ALL category in this subject. The Chair asked governors to use their link roles as an opportunity to contribute to 'their' area.

The Assistant Vice Principal drew governors' attention to the Year 8 data analysis; she reported that the cohort were tracking back to the end of Year 7, indicating a dip in performance. The SLT raised concern about Year 8's overall performance in English, which had seen a halving of the outcomes. The Principal reported that she and the Head of English had gone through the data child by child to try to explain why this had happened. The staff within the department had advised that they felt like they didn't have the correct assessment method in place to give confident predictions and as a result of this staff were tended to err on the side of caution. The Principal reported that a much deeper action plan was yet to be formulated to drive up Year 8 standards.

Governors scrutinised the Subject Level Analysis section of the report. Governors reiterated their concern about the Drama results, noting the need to adapt the course and the assessment process

to make it more accessible to KS3. The SLT advised that Drama does produce good results, but the pupils were not reaching their MEG targets. The teacher was trialling incorporating a written task to overcome the immaturity issues of the lower school cohort and to aid cross curricular learning. A discrepancy was noted in the tabled data. **[Later in the meeting Liz Hardy returned with the correct data, advising that a simple data entry error had been made, therefore creating the discrepancy]**. The Principal informed governors that the school may benefit from offering a BTEC in Performing Arts rather than GCSE Drama, due to the practical element of that course. The Chair commented that this may present an issue for post-16 development into A-Level theatres studies. It was agreed that the SLT would research the prerequisites of post-16 courses and feedback at the next LGC.

SLT

A governor asked how long it will take to migrate the data onto SISRA, the Principal estimated that it should be up and running in a couple of weeks. She noted that the accuracy of the data would depend on the staff inputting the data correctly. The Working Party were to review the Year 9 and 10 data snapshot at the meeting on 29.11.17.

*5.48pm – Liz Hardy left the meeting*

**5iii) Focus Fortnight report (Matt Halifax)**

The Vice Principal advised that Focus Fortnight 1 had been completed in October, noting the quality assurance aspect of the process. He tabled 'Focus Fortnight 1 – SLT feedback' (tabled item 2). He reported that lesson observations and books trawl had been done, to review the standards of Teaching and Learning across the school. He informed governors that VoYA, MCEA and BHS were sharing best practice on how to run Focus Fortnights. He reported that the tabled item was an overview of the information that had been collected.

The Vice Principal noted the following positive headlines:

- Greater evidence that planning was more effective
- Uniform course coverage with challenge placed on higher ability pupils
- Positive Discipline (PD) and other school systems were being applied consistently
- Less disruption in classrooms
- Push on engagement noted in KS3
- School Council and Pupil Voice both reflecting these points

**The Chair challenged the SLT to advise about what happens next.** The Vice Principal reported that on the 14.11.17 the school were running an in-house CPD session, which staff have to attend. Eight different issues were to be looked at, relating directly to the areas of concern that were noted through Focus Fortnight.

The Vice Principal acknowledged that the staff had identified a loop hole in the way that PD addresses homework codes. In order to rectify this homework codes had been moved so that three homework codes triggered a detention. Further changes had been made to reduce the number of pupils going to seclusion from minor PD offensives, so time out cards and equipment packs were being issued to certain pupils to stop them getting E codes. A governor challenged the SLT to ensure that clear and consistent information was being shared with colleagues.

The Vice Principal advised that an Overview of the Development Plan would be discussed at the next meeting, which would factor in performance management.

Agenda

The Vice Principal advised that the Focus Fortnight also provided a deeper scrutiny of particular subjects, which then feeds into the lesson observations done by external partners. He noted that the Staff Voice and Pupil Voice were being used to identify any issues. A governor commented that this information was very helpful and that it was great to see the action plan coming out of the FF.

The Principal reported that she had supported HLTy with a due diligence process and that she had

	<p>returned with some good ideas and methodologies which she would like to implement.</p>	
4.	<p><b>Resources (Overseeing Financial Performance)</b>  <b>4i) Budget Monitoring Report</b>  The Principal advised that going forward Sandra Cox would attend the LGC to provide a Finance report to governors. The governors acknowledged receipt of the Management Accounts which had been circulated with the agenda.</p> <p>The LGC again expressed their dissatisfaction with the lack of communication coming out of the Central Team, regarding the finances. They stressed that this was not a reflection on the Finance Officer. The Principal noted that it was unsatisfactory that she does not get to see the reports before the rest of the LGC. She advised that headway had been made in reducing the deficit and if these savings were to continue the deficit could be cleared in five months.</p>	
5.	<p><b>Standards (Holding the Headteacher to Account)</b>  <b>5i) Principal's report</b>  Governors acknowledged receipt of the Principal's report, which they had reviewed and scrutinised prior to the meeting.</p> <p>The Principal reported that the CEO, Chair and School Improvement Partner had attended her Appraisal. <b>A governor challenged the process involved, he acknowledge the need for the content of the meeting to remain confidential to the Appraisal panel, but stated that the LGC need to be aware of what the Principal's targets are so that they can fore fill their statutory duty to hold the Headteacher to account.</b> It was agreed that the Chair would raise this at the Chair's meeting and the Chair was to ask the CEO what information on targets can be shared with the LGC.</p> <p>The Principal noted that staff morale was currently low and that the eight week half term had put additional pressure on the work force.</p> <p>A governor questioned the significant of the HMIs attendance at school. The Principal advised that an NQT from York St John's University was working at the school, so was being supported by YSJ. She commented that it is always helpful to have visits from HMIs in an unofficial capacity to receive feedback.</p> <p>The Principal gave an update of the Head of English; she advised that she had handed in her notice. The HLT Director of English had stepped in to support the department, and MCEA and BHS had reduced their demands on her time in order to allow VoYA to access her full support. Two Cover Supervisors were supporting the Director of English, as lesson plans were in place. A governor asked what the impact had been on the rest of the team. The Principal stated that the department was devastated but the silver lining was that the Director of English was able to support the team. She noted that there was to be a follow up evening for parents following the Year 11 parent's evening, as both the Head of Maths and Head of English were absent on the night. <b>A governor challenged if there had been a review of the role to look at what the job entails.</b> The Principal stated that this was on going.</p> <p>The Principal reported that the Attendance Officer had made a strong and positive start and the school was seeing some real improvement on attendance figures. Governors noted their thanks to the Attendance Officer and look forward to her next report.</p>	Chair
6.	<p><b>Local Governing Committee (Strategic Direction)</b>  <b>6i) Working Party update (minutes 2.10.17 and 18.10.17)</b>  The minutes from these Working Parties were noted and accepted into the record.</p>	

	<p><b>6ii) Get Information about Schools (GIAS)</b> Governors were informed that the Principal's PA was dealing with the GIAS updates and had this in hand.</p> <p><b>6iii) Chair's Business and update from HLTy Chair's Group</b> The Chair advised that the Chair's group had sent a clear message to the Central Team that there was a lot of discontent about the lack of financial information.</p> <p><b>6iv) Confirmation of ADP link governor allocations</b> The Clerk was to re-circulate the Academy Development Plan, which lists the link governor allocations.</p> <p>It was noted that Sarah Byrne and Emma Owens did not yet have a link role. Miriam Zulkarnain had not been assigned a link role due to the conflict created by her being the staff governor.</p> <p><b>v) Potential governors</b> The Chair reported that he had spoken with a potential governor who was keen to support VoYA. The LGC discussed the option of increasing the numbers of governors on the LGC, particularly as a larger number would allow the LGC to run processes such as panel hearings and appeals without always having to rely on the same people. It was agreed that the Chair would invite her to attend the LGC or a Working Party, as the LGC were keen to expand. He noted that historically a larger governing body had been less effective, however a change of focus and the fact that the school was growing would make a growing LGC beneficial.</p> <p>Governors reflected on the Summer Skills Audit, noting that the self assessment process allowed for an element of modesty. It was agreed that the Working Party would review the Skills Audit and reflect on any skills gaps. The Clerk was asked to label the columns on the Skills Audit and re-circulate so that the review could include a moderation process, look at possible CPD opportunities and pairing and mentoring options.</p>	<p><b>Clerk</b></p> <p><b>Chair</b></p> <p><b>WP</b></p> <p><b>Clerk</b></p>
<p><b>7.</b></p>	<p><b>HLTY updates</b></p> <p><b>7i) Board minutes / Central Team Update</b> The LGC noted the content of the Board minutes from the meeting held on 27.09.2017 and the Central Team update.</p> <p><b>7ii) Risk Register</b> The Principal advised that there were no changes to the three main risks sent to the MAT Board for the Risk Register.</p> <p><b>iii) Health and Safety</b> The Principal advised that the SBM was awaiting responses on funding bids which had been applied for to repair the leaking roof. She reported that this issue had been discussed at Trustee level. There was an urgent need to repair the roof and governors raised concerns about this. The Principal reported that some work had begun.</p> <p>The Principal updated the governors about the fact that the Trust Board had opted to go with an external consultancy to create the SIF bid. The Principal commented that she would have preferred to have the SBM led on this.</p> <p><b>Clifton with Rawcliffe site update</b> The sale process continued.</p>	
<p><b>8.</b></p>	<p><b>Safeguarding</b></p> <p><b>8i) Link Governor Report</b> The Safeguarding Governor had produced a very detailed Link Governor Report. She had</p>	

	<p>challenged the concerns raised above about the responses to behaviour issues, this had now been rectified. A governor asked if all the pupils who should be on an EHCP were now where they should be. The SLT reported that this work was picking up pace and more EHCPs were in place.</p> <p>Single Central Record – The Principal gave her assurance to governors about the Single Central Record stating that she had no concerns. She noted that the recent audit had moved it to a much better position.</p>					
<p>9.</p>	<p><b>Governing Body Training</b>  <b>9i) Governor Training Reports</b></p> <p><b>Minutepad Software Demo</b> <a href="https://www.minutepad.info/">https://www.minutepad.info/</a></p> <p>SB and EO reported that they had both attended the Minutepad Software Demo at CYC. SB provided a written summary on the session and asked the Clerk to include it within the minutes. It was reported that the LA intend to fund the use of Minutepad for up to two years once it has been trialled. SB and EO spoke highly of the software stating that they had been impressed by its capabilities.</p> <p>-----</p> <p><b>SB's report:</b>  Replaces paper for LGC meetings and is more secure</p> <p><b>Pros</b></p> <ul style="list-style-type: none"> <li>• Sends emails &amp; calendar notifications to governors to accept/decline for LGC meetings</li> <li>• Meeting information included within invites and link to login to view documents (no attachments) all highly secure</li> <li>• Allows you to make notes electronically and store, highlight sections, add tasks, go back to the section you were last reading and search for something quickly</li> <li>• Schedule task reminders so LCG members are prompted between meetings</li> <li>• Can link up to projector/screen to present</li> <li>• Allows us to store documents securely for LGC's such as Scheme of Delegation etc.</li> </ul> <p><b>Cons</b></p> <ul style="list-style-type: none"> <li>• Will work offline but ideally all would need WIFI (packs can be downloaded)</li> <li>• Access to tablet/computer (viewing is the same on both)</li> <li>• Training of LCG no more than 1 hour</li> </ul> <p>Currently being tested by one MAT in the City. LA did say they would look to fund for schools wanting to use this for up to 2 years. After that there would be a cost but they didn't highlight how much. Overall this system looked really easy to use and most of all was much more secure than what we have currently so my [SB's] recommendation would be to agree to test it.</p> <p>-----</p> <p><b>Termly Workshop</b>  EO reported that she had attended the Governor's Termly Workshop. She noted that York was to see a £3.9 million increase in funding for school, but VoYA would not actually gain that much.</p> <p><b>Financial Management training</b>  PL attended the Financial Management training session. He reported that the message came through that the LGC do not have the same level of responsibility over the budget as they did when the school was maintained.</p> <p>The Principal thanked governors for attending these sessions.</p>					
<p>11.</p>	<p><b>Policy updates</b>  Governors had reviewed all of the policies that had been circulated by the Principal and presented at the Working Party for review. The following were all ratified by the LGC:</p> <table border="1" data-bbox="167 2027 1356 2072"> <tr> <td data-bbox="167 2027 231 2072">1</td> <td data-bbox="231 2027 742 2072">Accessibility Plan</td> <td data-bbox="742 2027 821 2072">19</td> <td data-bbox="821 2027 1356 2072">Equality Policy</td> </tr> </table>	1	Accessibility Plan	19	Equality Policy	
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	2	Accessibility Policy	20	E-Safety Sop		
	3	Administration of Medicines SOP	21	Extremism and Anti-Radicalisation SOP		
	4	Admissions Policy	22	Fabricated Illness SOP		
	5	Allegations of abuse against staff Policy	23	LGBT SOP		
	6	Anti-Bullying SOP	24	Looked After Children SOP		
	7	Attendance and Truancy Policy	25	Parental Conduct Policy		
	8	Attendance Officer Home Visit SOP	26	Private Car Transport SOP		
	9	Behaviour Policy	27	Ramadan Fasting SOP		
	10	Bereavement SOP	28	Self Harm SOP		
	11	British Values SOP	29	Separated Parents SOP		
	12	Charging and Remissions Policy	30	Sex and Relationship Education Policy		
	13	Children Missing Education COP	31	Social Media Code of Conduct for parents		
	14	Complaints Policy	32	Social Media		
	15	Child Sexual Exploitation SOP	33	Supporting Students with Medical Conditions		
	16	Drug and Alcohol SOP	34	Visitors		
	17	Eating Disorder SOP	35	Young Carer's SOP		
	18	Emotionally Based School Refusal SOP				
	<p><b>10ii)</b> The Principal advised that she had been working on policy compliance and had populated the statutory policy checklist that had been circulated with the agenda. She tabled the completed 'Statutory Policies and Information - Policies and Documents Required by Academies 2017' document for governors to review. The Clerk was to circulate this to governors electronically.</p> <p>With reference to the HLTY Trust-wide policy tracker that had been circulated with the agenda, the Principal reported that the policies that needed to be on the website were all available on the website. She added that the SLT had decided to not post the policies that 'could' be on the website to avoid the risk of out of date information being available, noting that policies can become out of date very quickly. She added that if people wish to see these policies they can ask and will be given paper copies.</p>				CLERK	
<b>11.</b>	<p><b>Items to raise with the Trust Board</b></p> <p>The LGC again wished to raise their concern about the lack of financial clarity with the MAT Board.</p>					
<b>12.</b>	<p><b>Any Other Business</b></p> <p>The Principal reported that the Diocesan Board and the CEO were reviewing the individual Scheme of Delegation for the academies in the Trust, in order to bring the Scheme of Delegation's across the church schools into alignment.</p> <p>The Chair thanked the team of people who had been working on additional panel hearings. The Principal advised that she would like a core group of governors to support these processes so that people can become 'experts'. It was noted that this would be important if an appeal occurred. Governor asked for some training to develop their knowledge on the various processes and how best to run panel hearings. The Clerk agreed to ask if the Governance Service was able to provide any bespoke training of this nature.</p>				CLERK	
<b>14.</b>	<p><b>Dates and time of next meeting</b></p> <p>Tuesday, 16<sup>th</sup> January 2018, 5pm</p>					

The meeting ended at 7.20pm

**ACTION PLAN FROM THE MEETING OF THE LOCAL GOVERNING COMMITTEE  
HELD ON WEDNESDAY, 15<sup>th</sup> NOVEMBER 2017**

	<b>Action</b>	<b>Item</b>	<b>Person</b>	<b>Date</b>
1.	The SLT to research the prerequisites of post-16 Drama/theatre studies course and feedback	5ii	SLT	16.01.18
2.	The Chair to raise the Principal Appraisal process at the Chair's meeting and the Chair was to ask the CEO what information on targets can be shared with the LGC	5i	Chair	16.01.18
3.	The Clerk to re-circulate the Academy Development Plan	6iv	Clerk	Completed
4.	The Chair was to invite the potential governor to an LGC meeting or a Working Party	6v	Chair	16.01.18
5.	The Clerk to label columns on the Skills Audit and re-circulate	6v	Clerk	Completed
6.	The Clerk to circulate the populated Statutory Policies and Information checklist	10ii	Clerk	Completed
7.	The Clerk to ask if the Governance Service was able to provide any bespoke training on panel hearings	12	Clerk	16.01.18

**Items for next Agenda**

- Overview of the Development Plan

**Items for discussion at Working Parties**

- Year 9 and 10 data snap shot
- Skills Audit review