

Vale of York Academy

Minutes of the Local Governing Committee meeting held on Monday, 12th March 2018 at 5pm in the SLT Meeting Room

Present:

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

In Attendance:

Matt Halifax (Vice Principal)
 Vanessa Smallwood (School Business Manager) (until 5.45pm)
 Sandra Cox (Finance Manager) (until 5.45pm)
 Janet Edgar (Governance Support Officer – Cover Clerk)

		Action																												
1.	<p>Welcome, apologies for absence, consent and declarations of interest</p> <p>The Chair welcomed everyone to the meeting. Introductions were made to the Clerk, Janet Edgar, who was covering for the regular Clerk, Liz Andrews-Wilson, as she was attending a CPD event.</p> <p>Apologies for absence were received with consent from Miriam Zulkarnain. Victoria Sanderson who had been due to attend as a potential co-opted Governor had also sent her apologies.</p> <p>Helen Dowds (Principal) declared that she was on the Interim Executive Board (IEB) for George Pinder School (Scarborough); this declaration of interest was duly recorded.</p>																													
2.	<p>Minutes of the meeting held on 15th November 2017 - Previously distributed</p> <p>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"> <thead> <tr> <th></th> <th>Action</th> <th>Item</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>The SLT to research the prerequisites of post-16 Drama/theatre studies course in relation to VoYA KS4 provision and feedback</td> <td>5ii</td> <td>Completed, see Matters Arising</td> </tr> <tr> <td>2.</td> <td>The Chair to share the Principal's targets with the LGC</td> <td>3</td> <td>Completed, see Matters Arising</td> </tr> <tr> <td>3.</td> <td>The Finance Manager was to ask the Central Team to indicate where the top slice was labelled within the Budget Monitoring Reports and if it was applied to the staffing costs</td> <td>5</td> <td>Completed, see Matters Arising</td> </tr> <tr> <td>4.</td> <td>The Finance Manager to present the 3–5 year budget positions as a working document at the next meeting</td> <td>5</td> <td>On agenda</td> </tr> <tr> <td>5.</td> <td>SLT would create a document to explain to the parents about the repercussions of what these serious sanctions might lead to</td> <td>4</td> <td>Completed, see Matters Arising</td> </tr> <tr> <td>6.</td> <td>The Vice Principal was to add 'Current data' to ADP targets (under BIG THEMES)</td> <td>7.2</td> <td>Carried forward, see Matters Arising</td> </tr> </tbody> </table>		Action	Item	Status	1.	The SLT to research the prerequisites of post-16 Drama/theatre studies course in relation to VoYA KS4 provision and feedback	5ii	Completed, see Matters Arising	2.	The Chair to share the Principal's targets with the LGC	3	Completed, see Matters Arising	3.	The Finance Manager was to ask the Central Team to indicate where the top slice was labelled within the Budget Monitoring Reports and if it was applied to the staffing costs	5	Completed, see Matters Arising	4.	The Finance Manager to present the 3–5 year budget positions as a working document at the next meeting	5	On agenda	5.	SLT would create a document to explain to the parents about the repercussions of what these serious sanctions might lead to	4	Completed, see Matters Arising	6.	The Vice Principal was to add 'Current data' to ADP targets (under BIG THEMES)	7.2	Carried forward, see Matters Arising	
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7.	The Chair to prepare a letter and nomination form (based on the LA guidance) for the Parent Governor Election	7.3	Completed
8.	All governors were to review their Skills Audit scores and inform the Clerk of any changes they would like to make	7.3	On agenda
9.	The Chair to contact the person who had stated an interest in becoming a governor, so ascertain if they were still interested	7.3	On hold, see Matters Arising
10	The Chair noted the need to progress the Principal's Pay Review	8.1	Completed, See Matters Arising Action 2
11	The Chair was to raise, at Chair's Committee, the risk associated with high level staff members being head hunted into other roles into the Trust	13	Completed, see Matters Arising
<p>Matters Arising</p> <p>Action 1: It was reported that the prerequisites of post-16 Drama/theatre studies course would not prevent VoYA delivering a BTEC programme.</p> <p>Action 2: The Chair said he had shared the Principal's targets with the Pay Committee. He noted that this also addressed Action 10.</p> <p>Action 3: The Finance Manager reported that the top slice was included within Section EO-Other Supplies and Services. She said she would cover this later in the meeting when reviewing the budget reports.</p> <p>Action 5: The Principal circulated a leaflet 'Exclusion: Striving to maintain the highest standards of behaviour' which explained to parents the steps the school would take if pupils breached the Positive Discipline Policy. She highlighted that the leaflet included information for parents on how they could support their child to improve their behaviour, as well as signposting to sources of help and advice. Governors thought the leaflet was comprehensive and clear, and they agreed with the Principal that the leaflet should emphasise the importance of parents taking ownership of their child's behaviour.</p> <p>Action 6: The Vice-Principal reported that the current data was still being validated; therefore it had not been added to Academy Development Plan (ADP) targets. The Principal informed Governors that outcome grades were being combined with other information to give the SLT concrete data and a triangulated approach when evaluating teacher effectiveness. She explained that some superb teaching was evident during lesson observations, but by its nature this demonstrated the best teaching and therefore it needed to be correlated with data outcomes to produce an accurate view of teacher effectiveness. The Vice Principal reported that he had dropped in to classes to obtain a more comprehensive view of the quality of teaching than lesson observations could provide. On the basis of this, it was estimated that 69% of teachers were regularly delivering 'good or better' teaching, as opposed to the 93% figure arrived at using the lesson observation approach only. In response to a question, the Principal confirmed that the school's 'open door' policy to observing teaching was very helpful and it was necessary to keep staff on board with this approach if the school was to evaluate effectively. The details of this would be picked up at the Working Party.</p> <p>Action 9: The Chair reported that the potential new Governor, Victoria Sanderson, had been invited to the meeting but had not been able to attend due to the illness of a close relative. The Chair would contact Ms Sanderson when appropriate to ascertain if she was still interested in becoming a Governor.</p> <p>Action 11: The Principal reported that some staff had made pay related enquiries about working in another Academy in the Trust. It was recognised that some staff were attracted by the idea of working in another school, particularly an Outstanding school, and this was a wider Trust issue that needed to be addressed. It was noted that Outstanding schools had their own issues, as it was</p>			

Working Party

	<p>necessary to maintain, sustain and improve at every juncture in order to retain the Outstanding status.</p>	
	<p>Some items were taken out of order to allow staff members to leave.</p>	
<p>5.</p>	<p>Resources (Overseeing Financial Performance)</p> <p>5.1) Budget Monitoring Report (Period 5) and 5.4) 3–5 year budget position The Finance Manager started her report by apologising for the lateness of the papers; these had been distributed to Governors before the meeting but there had not been an opportunity for the Principal to review and discuss them in detail with the Finance Manager and SBM before the meeting. It was recognised that as a result of this there may be some assumptions and inaccuracies which would be put right following that meeting.</p> <p><u>Management Accounts Report</u> -The Finance Manager explained the format of the new Management Accounts Report. She said that Governors would be used to seeing the first three columns of the report, which showed the Year to Date position. The received/spent column was 41.6% on budget. The right hand columns with the orange heading differed from previous reports in the way that the forecast was given for the whole year. The Finance Manager said that she was much happier with this report as it gave an improved view of forecast outturn by using a better indication of known expenditure in the remaining months. The report showed a forecast outturn of a £117,774 deficit against an approved budget deficit of £82,000 (variance of £35,000). The budget showed a current position of a saving of £23,450 to date, indicating the over spend had not yet occurred. The Finance Manager drew Governors' attention to the summary paper of the major variances and her executive summary.</p> <p>The Principal challenged the Finance Manager for more information on what had, and had not, been included in the future estimates. The Finance Manager reported that 80% of the budget was staffing and this was up to date as far as known. However, none of the staffing adjustments anticipated in connection with the Scarborough Schools had been included in the report, except continued 1-day income for the Principal's Executive Head work. Back filling for staff was not included. The Finance Manager explained that certain assumptions were made, such as that supply costs would increase and exam money would be spent by the end of the year, but these could be challenged and amended; she would meet with the SBM on a monthly basis to update the figures where assumptions had been made. The Principal reported that SIMs had been purchased with CYC and the Finance Manager said that this would be corrected and would show a saving of £8,500 at the end of the year.</p> <p>Governors returned to the forecast deficit of £117,774 and asked what would happen if the school ended the year in deficit. The Principal reported that she had attended a finance meeting and it had been indicated that the Trust Board would agree to the school accessing Trust reserves. However, she felt that it was premature to be considering this when she had not been able to examine the figures in detail, check the assumptions and consider why the deficits were occurring. She wanted to identify why there was a significant difference between the current and forecasted positions. The Chair acknowledged that the Principal needed time to prepare for presenting the position to governors.</p> <p><u>2017/18 Current Working Budget</u> – The Finance Manager reported that the working budget included the October 2017 census pupil numbers, and had also been updated with the indicative numbers for the Year 7 September 2018 intake. These were less (129) than predicted, which had impacted the budget. Existing Year 7 to 10 pupils had also been rolled forward into Year 8 to Year 11 in 2018/19. The final page of the report showed the impact of the cumulative deficit/surplus being carried forward, with the Finance Manager and Chair giving the example of the £57,000 deficit that was brought forward in 2017/18 being combined with the (forecasted) deficit of £117,774 to create a cumulative deficit of £174,774 being carried forward to 2018/19. The Finance Manager emphasised that the document was a starting point not a finished product and would be amended following conversations with the Principal and SBM. The bottom line when examining the position to 2021-22 was that the deficit would not accelerate due to the in-year figures improving with a rising roll, but there would still be a deficit until 2020-21. It was noted that the final table in the document</p>	<p>SC</p>

	<p>contained updated figures to reflect assumed pay increases of 2.5% for support staff and 2% for teachers; it was agreed that the support staff should be amended to 2%.</p> <p>The next meeting of the Working Party would consider the reports further and feedback.</p> <p>5.2 Restructure proposals (if relevant) No report was given.</p> <p>5.3 Final outturn position to year end No report was given.</p> <p>The Finance Manager and the SBM were thanked for their work on the reports and they left the meeting at 5.45pm.</p>	Working Party
4.	<p>Principal's Report</p> <p>The Principal's Report had been circulated with the agenda and was taken as read. The Principal advised that her report had been submitted to the Regional Schools Commissioner to contribute to the Trust SIP process. It was necessary for the Board to have an Improvement Plan in the same way as schools, and the Principal said that she had presented to that forum and had received positive feedback about the school's progress.</p> <p>The Principal discussed the following headlines:</p> <p><u>Staff attendance</u> figures had been collated mid-February and presented to the Working Party. There had been a slight increase due to a flu and sickness bug, but the figures still compared favourably with other Trust schools. There had been an increase in professional leave after the autumn half term break, which was to be expected because teachers found it difficult to take time out when classes were settling at the start of the year. A significant number of staff had needed to attend courses for exam boards. With respect to sickness, the Principal reported that Trust HR processes were followed but the triggers were the same as City of York (CYC) policy and were included in the staff handbook. Short term absence was within acceptable tolerances and no member of staff was on long term sick leave.</p> <p><u>Year 11 data</u> based on mock exam results in English, Maths and Science was presented on screen and Governors were reminded that they had access to the data through SISRA. The Principal and Governors discussed the main points:</p> <ul style="list-style-type: none"> • The Principal reported that the data would become more certain as the year progressed, and in order to ensure that there were no unwanted surprises teachers had been asked to be cautious in their marking. As these were new qualifications, the school had no experience on which to draw and it was not clear how estimates would translate to final results. Therefore, there was a cautious approach to the data; • 26% of pupils were working towards a grading of between 9 and 5, and 50% between 9 and 4; • The English results suggested a potential underperformance in the subject, therefore, pupils were undertaking additional English lessons instead of RE and PE. An extra member of staff had been employed to allow smaller groups to be created for every lesson. The Chair suggested that a change in English would prompt an improvement in the overall results due to the knock-on effects; • Comparisons of the results in Maths and English were considered further. The proportion of pupils achieving Grade 4+ were: <ul style="list-style-type: none"> ○ 50% in both English and Maths; ○ 28.4% in neither English or Maths; ○ 6.8% in English but not Maths and; ○ 14.8% in Maths but not English. <p>The Principal said that the greatest effort was concentrated on those pupils who should be achieving the grade in both subjects, but were currently slipping in one, eg they had</p>	

achieved the grade in Maths but not English, without an apparent explanation of why this would be. Staff were using the data to ensure that the right children were attending the intervention lessons. This also applied to a significant number of children who were currently receiving Grade 6's but had the potential to achieve Grades 8 or 9;

- The Principal advised that she thought the results would not cause concern with the Regional School Commissioner as long as the data went back in the right direction. However, she believed that the current results were not acceptable to the school and illustrated this by showing governors a graph of Key Stage 2 attainment; she believed too many pupils were in the bottom section of the graph and were not making sufficient progress;
- The Principal presented an excel spreadsheet on screen which showed the results in descending order by class group. It was noted that two English Language groups, a Media group and one Maths group were at the bottom, and there were differences between History groups. This would be used in conjunction with other data to see where improvements could be made. The Principal said that she had met with staff before Easter to discuss actions for raising achievements, such as considering whether the school was using the right interventions;
- **The Chair noted the considerable amount of measuring that was being carried out, and challenged the Principal and Vice Principal to explain how the benefit of having an extra member of staff for English was being evaluated.** The Vice Principal said that the Head of English was investigating the children in the 9-4 grade group to identify the cohort that should be achieving 8's and 9's but were only currently achieving 5's and 6's, as an improvement here would have the biggest impact on the data. A governor asked whether this would involve focussed support. The Vice Principal confirmed that this was the case and added that the Head of English was relatively new and was being supported and encouraged to lead the Department with a solution focussed approach.
- The Chair referred to the pupil attendance figures in the Principal's report and wanted to know whether there was any correlation with the Year 11 data, particularly where pupils were achieving in one subject (Maths or English) but not the other. The Principal said that there were two children who were persistently absent and not achieving in either Maths or English at Grade 4+. The pupils that the school wanted to influence through interventions were predominately attending.
- A governor asked whether the current Year 11 were a weak cohort, and whether cohorts coming through later were much stronger. The Principal said that Year 10 were probably a stronger ability cohort, but there was likely to be a drop again after this. She emphasised that the Progress 8 (P8) score was a 'leveller' and as long as the school achieved a strong P8 score, demonstrating higher than average progress, the attainment score of the cohort would not be a significant concern.

Attendance figures - the Principal drew governors' attention to the attendance figures for all York Secondary schools, advising that the data did not compare 'like with like' so some caution was needed. Attendance to this point for VoYA was 94%, the same as 2016/17. Exclusions and holidays still had a significant impact on school figures. The Principal said that non-persistent absence was at an acceptable level, but persistent absence was a major concern that the school continued to tackle. It was noted that positive discipline had had a positive impact.

Teaching, Learning and Assessment – Governors noted the information in this section of the Principal's report, in particular:

- Science - The Principal reported that a strong appointment had been made to the Head of Science post. Diane Pickering would bring much expertise to an already robust team, which included a strong Science NQT. The Vice Principal reported that the Science Review had been truncated due to adverse weather and would take place this half-term. However, the data analysis and the book scrutiny for Science were very positive and the SLT had learned about the plans for the Department during Ms Pickering's interview;
- Careers – A governor said she was pleased to read that all Year 11 had careers interviews

	<p>and asked for some more detail about what this entailed. The Principal responded by outlining the breadth of career activities that were in place at the school, including open days, PSE programme and CV building. She confirmed that all Year 11 pupils had a career interview with a non-academy member of staff. There were also activities for Year 9 children who had not thought about going to University, and a tailored programme for a small set of children who were at risk of not being in employment, education or training (NEETS) when they left school. There had been some success stories as a result of this programme last year. The Chair informed governors that the Future First Alumni programme provided some aspirational stories of how former pupils had helped those leaving school; this might be worth considering at Trust level, due to the costs involved.</p>	
6.	<p>Standards (Holding the Headteacher to Account) There were no specific items to discuss. The Chair highlighted that the governors had questioned the Principal about her report and during the Financial discussion.</p>	
7.	<p>Local Governing Committee Strategic Direction</p> <p>7.1 Working Party Updates (minutes 10.01.18) The minutes were accepted into the record.</p> <p>A Business Case Proposal for growth of the School Leadership Team (SLT) was tabled. The business case set out the salary costs saved or paid by HLT annually and the cost of a new appointment of an Assistant Vice Principal – Pupil Premium, Teaching and Learning Support and Intervention, and an uplift for the Vice Principal to take responsibility as Head of School when the Principal was not in school. The calculations showed that a new post would not add extra cost to the school. It was reported that appointments in the MAT at Executive Principal level might have a bearing on the proposal. It was agreed that the Working Party should give further consideration to the proposal and report back to the next LGC meeting.</p> <p>7.2 Chair’s Report The Chair said he did not have any updates that were not covered under other agenda items.</p> <p>7.3 Local Governing Committee Reconstitution The paper from the Governance Advisor, Jess Swarbrick, was noted. This set out the aligning of the LGC constitutions across the Trust and for VoYA the proposed constitution involved moving a LA Governor to a Trust appointed role (Sarah Byrne) and removing two co-opted posts, which were currently vacant, leaving 11 Governor posts on the LGC. There would be a change in category name from ‘co-opted’ to ‘Trust appointed’.</p> <p>The Chair reported that if Victoria Sanderson was still interested in becoming a Governor and was appointed, this would leave one parent vacancy and one Trust Appointed vacancy. Sarah Byrne had found a candidate who would become a parent of a child at the school in September, and there was a proposal to appoint the Vice Principal to the remaining Trust Appointed vacancy. The Chair queried whether the Vice Principal could be ex-officio due to his leading the school in the Principal’s absence as he was keen to ensure the right balance of governors. It was recognised that there was a need to have sufficient non-parent governors to sit on exclusion panels; these could not be sought from other schools in the MAT as governors may be required to sit on appeals panels later on. The Principal cautioned against having an even number of Governors as this caused difficulties when a vote was required.</p> <p>The Chair agreed to draft a response to the Governance Advisor, which he would circulate to Governors for agreement.</p> <p>7.4 Appointment of Matt Halifax into a Co-opted Governor role This was deferred until the LGC reconstitution was agreed.</p> <p>7.5 Outcome of Parent Election</p>	<p>Working Party</p> <p>Chair</p> <p>Agenda</p>

	<p>Item not discussed.</p> <p>7.6 Co-opted Governor vacancy The prospective governor, Victoria Sanderson, had not been able to attend the meeting. The item was deferred until the Chair had contacted Ms Sanderson to ascertain if she was still interested in filling the vacancy.</p> <p>7.7 Skills Audit – skills review Previously distributed. The governors reviewed the completed skills audit. The Chair said that no significant gaps had been identified: All essential criteria had an overall score of 4 or above, and the lowest score for any desirable criteria was 3.</p> <p>7.8 Review of Scheme of Delegation The Chair reminded members that the LGC wanted to review the Scheme of Delegation to ensure that it was compliant with the roles and responsibilities that were set out in the Scheme. He asked governors to ‘self evaluate’ the effectiveness of their role and the LGC as a whole. Governors agreed that there had been improvements and the LGC was receiving more data and asking probing questions.</p> <p>The item was carried forward to the next meeting for a more comprehensive review.</p>	<p>Chair</p> <p>Agenda</p>
<p>8.</p>	<p>HLTY updates</p> <p>8.1) Board minutes (10.01.18) / Central Team Update The LGC noted the content of the Board minutes from the meeting held on 10th January 2018 and the Central Team update. Governors observed that there had been a significant amount of discussion about finance at the meeting, notably the issues relating to the 5% top slice and the transparency of information for LGCs, as documented on page 3 of the minutes. The Finance Director for HLTY had been requested to produce a paper for academies clarifying the 5% top slice expenditure, which governors hoped would clear up the ambiguity. The Principal also drew governors’ attention to page 4 of the minutes, which documented the concern about the lack of financial clarity under the VoYA LGC update item. The Principal reiterated her concern voiced earlier in the meeting that it was difficult to manage the school’s budget when the reports kept changing and she had not been given sufficient advance sight of the reports.</p> <p>8.2) Risk Register No changes to the Risk Register were reported.</p> <p>8.3) Health and Safety Group Update The Principal reported that the Adverse Weather policy had worked well. The school had been closed for two days. In response to a question, the Principal advised that there was a special code schools used for recording absence for school closure days and although this had a slightly negative impact on data it affected all schools in the same way. She said the school had opened again on the Friday but attendance had been poor which would affect the school’s attendance data.</p>	
<p>9.</p>	<p>Safeguarding Sarah Byrne reported that she had a meeting with Louise Scaum arranged in relation to her Safeguarding link governor role.</p>	
<p>10.</p>	<p>Governing Body Training Emma Owens reported on her attendance at the Governors Termly Workshop on 31st January. She said that the workshop had been very informative, with information on how the school system was developing in York and briefings on Special Educational Needs and Disability (SEND), apprenticeship reforms and York’s approach to early help and intervention. She agreed to send the notes and papers to the Clerk for circulation.</p> <p>Patrick Looker advised that he would attend the Leading the Governing Board course.</p>	<p>EO</p>

	<p>Sarah Byrne advised that she would attend 'A Governor's Role in Overseeing Financial Performance' on 16th May 2018.</p>	
<p>11.</p>	<p>Policy updates Previously distributed. The Chair asked about the origin of the policies; the Headteacher explained that the policies were produced by a Joint Council for Qualifications and then adapted to suit each school's particular requirements. She advised that the policies under consideration at this meeting generally related to examinations.</p> <p>11.1 Exam Policy The Principal advised that the policy had been updated. APPROVED</p> <p>11.2 Exam Contingency Policy The Principal advised that the policy had been updated. APPROVED</p> <p>11.3 Non-examination Assessment Policy The Principal advised that the policy had been changed significantly by the Joint Council. Previously, coursework marks were not shared with pupils, but under the current policy pupils must be given their mark when it was available. The purpose of the change was to mitigate against 'surprises' for the child later on, and enable any appeals to be dealt with at the time. The Principal advised that if a mark was disputed, the school would carry out an investigation to confirm that the marker had followed policy, was marking within the criteria and there was no subjectivity involved. In response to a query, she confirmed that there was cross marking within the school, eg in English, and within the Trust for some subjects, eg IT. APPROVED</p> <p>11.4 Risk Management Policy (Exams) - APPROVED</p> <p>11.5 Emergency Evaluation Policy (Exams) - APPROVED</p> <p>11.6 Internal Appeals Procedures It was noted that this had been updated to reflect the changes to the non-examination Assessment Policy (11.3). APPROVED</p> <p>11.7 BTEC Appeals Policy The Principal reported that this was a new policy for the school, due to their recent offering of BTEC qualifications. It had been adapted from the Joint Council policy. APPROVED</p> <p>11.8 BTEC Policies and Procedures The Principal reported that this was a new policy for the school, due to their recent offering of BTEC qualifications. It had been adapted from the Joint Council policy. APPROVED</p> <p>11.9 HLTY's Reserves Policy Governors unanimously ADOPTED the policy, in anticipation of it been approved by the MAT Board on 7 March 2018.</p> <p><u>All Policies</u> Alison Davies advised that all policies should have page numbers in the format 'x of y', and version control, in order to be compliant with quality assurance protocol. Some of the policies presented were not complaint and she said this was of serious concern as non-conformity would be an issue in terms of any accreditation. The Principal accepted this, but pointed out that the format for the policies came from the Trust, not the school.</p> <p>The Chair asked the Principal how the staff, and where relevant the pupils, would be made aware of the policies. The Principal responded by advising that the policies were on the agenda for the staff meeting the next day, and every child was given details of the examination regulations and</p>	

	procedures.	
12.	Items to raise with the Trust Board It was agreed that the financial transparency and reporting issues between the Trust and LGCs discussed earlier in the meeting (item 5 and item 8.1) should be raised with the Trust Board. This included the communication of staffing decisions at Trust level that had an impact on individual schools.	
13.	Any Other Business None	
14.	Dates and time of next meeting Monday, 4 th June 2018 at 5pm	

The meeting ended at 7.04pm

Chair

Date

**ACTION PLAN FROM THE MEETING OF THE LOCAL GOVERNING COMMITTEE
HELD ON MONDAY, 12TH March 2018**

	Action	Item	Person	Date
1.	The Vice Principal was to add 'Current data' to ADP targets (under BIG THEMES)	3 (carried forward)	MH	Next meeting
2.	Correct the budget report to show SIMs as already purchased	5	Sandra Cox	23/03/18
3.	Draft a response to the Governance Advisor regarding the LGC Reconstitution and circulate it to Governors for comment/approval.	7.3	Chair	April 2018
4.	Contact Victoria Sanderson when appropriate to ascertain if she is still interested in becoming a Governor	7.6	Chair	April 2018
5.	Send notes and papers from the Governors Termly Workshop to the Clerk for circulation to Governors.	10	Emma Owens	Completed

Items for next Agenda

- 2017/18 Current Working Budget – feedback from Working Party
- Business Case Proposal for growth of School Leadership Team (SLT) – feedback from Working Party
- Review of Scheme of Delegation

Items for discussion at Working Parties

- Teacher Effectiveness (Action 6, Matters arising)
- 2017/18 Current Working Budget
- Business Case Proposal for growth of School Leadership Team (SLT)