

Vale of York Academy

**Minutes of the Local Governing Committee meeting
held on Tuesday, 25th September 2018 at 5pm in the SLT Meeting Room**

Present:

Helen Dowds (Principal) Peter Hodge Alison Davies
(until 6.30) Emma Owens Matt Halifax (until 6.30)
John Kesterton (Chair)

In Attendance:

Vanessa Smallwood (School Business Manager) (until 5.25pm)
Sandra Cox (Finance Manager) (until 5.25pm)
Jess Swarbrick (Governance Advisor)
Isabella Kvist-Hansen (Governance Support Officer)

		Action
1.	<p>Election of LGC Chair and Vice-Chair John Kesterton was unanimously elected as Chair of the Local Governing Committee for a term of one year. (Proposed: Helen Dowds; Seconded: Emma Owens)</p> <p>Patrick Looker was unanimously elected as Vice-Chair of the Local Governing Committee for a term of one year (Proposed: John Kesterton; Seconded: Helen Dowds)</p>	
2.	<p>Welcome, apologies for absence, consent and declarations of interest The Chair welcomed everyone to the meeting. Apologies for absence had been received from Victoria Sanderson, Sarah Byrne, Patrick Looker and Miriam Zulkarnain. Helen Dowds (Principal) declared that she was on the Interim Executive Board (IEB) for The Graham School and Pinder School, Scarborough.</p> <p>The Chair welcomed Isabella Kvist-Hansen the new Governance Support Officer (GSO). The Chair also expressed warm thanks to former GSO Liz Andrews-Wilson for her excellent work.</p> <p>Annual register of Business Interest forms were tabled, and governors were asked to complete and return these to the GSO as soon as possible.</p>	
3.	<p>Minutes of the meeting held on 4th June 2018 – (Previously distributed) Minutes of the Extra Ordinary Meeting on 18th June 2018 – (Previously distributed) The minutes were agreed to be a true and accurate record and were signed by the Chair.</p>	
6.	<p>Resources Overseeing Financial Performance (moved up the agenda) The monitoring report for Period 10 was noted. The Finance Manager advised that the Period 11 report had also been issued but not published on MinutePad.</p>	

	<p>The Finance Manager reported that the forecasted deficit of £57,338.33 was £24,598.67 better than predicted. This improved position on previous reports reflected the school's commitment to reducing its deficit. The Finance Manager further noted that the final outturn deficit was expected to be around £45,000. It was noted that this final figure would be available for the next meeting.</p> <p>There was a predicted deficit for Staffing Expenditure of £-34,5544 in the 2017/18 outturn.</p> <p>Governors asked whether the positive £24k variance of the predicted deficit was likely to hold.</p> <p>The Finance Manager advised that this was dependent on provision from Danesgate. The final outturn figure of around £-45K was based on no other expenditure coming in.</p> <p>Governors raised a question about the overspend on TAs and how this was being planned for?</p> <p>The Principal advised that planning for restructure was underway and the process was being managed accordingly. She further advised that she would be attending the first union meeting on Thursday (27th September) to start moving this process forward.</p> <p>It was noted that the 2018/19 budget forecast a further deficit position, but this was reducing over time with an improved picture going forward. It was noted that given the size of savings incorporated this year, there was potentially scope to put forward a marginal surplus.</p> <p><i>[Sandra Cox and Vanessa Smallwood left the meeting at 5.25pm]</i></p>																													
4.	<p>Action Plan</p> <table border="1" data-bbox="153 1115 1369 1646"> <thead> <tr> <th></th> <th>Action</th> <th>Item</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td></td> <td>LGC 4th June 2018</td> <td></td> <td></td> </tr> <tr> <td>1.</td> <td>Trust Board to ratify the LGC's recommendation that Matt Halifax becomes a Trust Appointed Governor</td> <td>2</td> <td>Completed</td> </tr> <tr> <td>2.</td> <td>The Principal was to review the 'School on a page' document considering what staffing detail to include</td> <td>6</td> <td>Completed</td> </tr> <tr> <td></td> <td>LGC 18th June 2018</td> <td></td> <td></td> </tr> <tr> <td>3.</td> <td>Confidential item from the LGC meeting</td> <td>5</td> <td>Completed</td> </tr> <tr> <td>4.</td> <td>The Chair to raise questions at Chair's Forum; Can the Trust do anything to reduce energy costs, by making use of the Trust's purchasing power?</td> <td>2</td> <td>Carried forward</td> </tr> </tbody> </table> <p>Matters Arising There were no matters arising.</p>		Action	Item	Status		LGC 4th June 2018			1.	Trust Board to ratify the LGC's recommendation that Matt Halifax becomes a Trust Appointed Governor	2	Completed	2.	The Principal was to review the 'School on a page' document considering what staffing detail to include	6	Completed		LGC 18th June 2018			3.	Confidential item from the LGC meeting	5	Completed	4.	The Chair to raise questions at Chair's Forum; Can the Trust do anything to reduce energy costs, by making use of the Trust's purchasing power?	2	Carried forward	
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5.	<p>Principal's Report</p> <p>The Principal's Report had been circulated with the agenda and was taken as read. Questions from governors were invited:</p> <p>A question was raised about the long term absence of the School's Attendance Officer (AO).</p> <p>The Principal reported that this member of staff had now resigned, and the school would</p>																													

	<p>be starting the process of recruitment to this position as soon as possible. In response to a question about who would monitor attendance until the new appointment, the Principal advised that this role would be covered by Gavin Kumar, Assistant Vice Principal for Behaviour & Welfare.</p> <p>The Principal further reported that the school was recruiting for a Head of Modern Foreign Languages, with an advert being published in the TES.</p> <p>Academy Development Plan (<i>previously distributed</i>) The Principal underlined the importance of setting achievable targets and ensuring everyone was working through the strategic aims, focusing on the key areas of ‘The Big Three’: <i>Teaching and Learning, Student Welfare and Student Performance</i>. The Principal advised that these aims were now displayed in every classroom and shared during each staff meeting. She added that the “Big Three” were also linked in to the performance management targets for all staff.</p> <p>The Principal reported that a GCSE information evening for parents had been held in school and had been very well attended. Governors received some anecdotal feedback on the event. A discussion followed about what could be done to improve arrangements in the future. The Principal advised that the event had been more popular than expected, which was positive but had meant that it was very crowded in the hall as a result.</p>	
7.	<p>Standards (Holding the Headteacher to Account) Pupil Outcomes It was noted that progress outcomes were improving. The Principal reported that the school used the SISRA database, which incorporated results from several thousand schools to allow provisional benchmarking to be made ahead of the final validated data being published in November.</p> <p>The Principal reported that the Progress 8 (P8) score of -0.29 was an improvement from last year’s P8 of -0.67. Governors agreed that this was positive, though the Principal advised that the Senior Leadership Team (SLT) were emphasising to staff the expectation of further continued improvement is expected.</p> <p>Governors noted that improvement in the quality of teaching and learning had led to the improvement in progress scores, despite these still having a negative residual overall.</p> <p>Governors noted the External Healthcheck Review and the School on a Page Report, both of which had been circulated with the agenda. It was noted that the Healthcheck Review had been discussed in detail at the previous meeting.</p> <p>With reference to the School on a Page Report, it was noted that the school’s self-evaluation judged current overall effectiveness as 3 (“requires improvement”).</p> <p>Governors noted the current whole school attendance figure of 94.2%, The Principal advised that this was still considerably below the national average of 95.1%. However, the Principal also reported that Pupil Premium attendance was close to national average. She added, however, that there had been continued issues with persistent absentees within this group, which had been challenging due to the absence of the Attendance Officer. Governors agreed that this needed to be a key issue for the LGC to monitor.</p> <p>Governors asked whether there were actions that the school could take to support students who were absent due to their role as carers.</p>	

	<p>The Principal reported that this support was already in place, and the school worked with other agencies such as Front Door on providing this.</p> <p>The Principal further advised that a Young Carers group had been set up the previous year to support students in this situation during the school day and was still active.</p> <p>The Principal also drew governors' attention to absence levels of non-teaching staff, which have had a negative financial impact on the school's budget.</p> <p>Governors thanked the Principal for her report.</p>	
8.	<p>Local Governing Committee Strategic Direction</p> <p>8.1 Working Party Updates Governors noted the minutes from the latest Working Party meetings, which had been circulated for information.</p> <p>8.2 Governor appointments The Chair advised that he had asked the school to start the process of parent governor elections and that information will be circulated to parents.</p> <p>8.3 Governor Visit Reports Governors noted the visit report submitted by Sarah Byrne, which had been circulated for information.</p> <p>8.4 Governance Calendar Governors noted the calendar, which had been previously distributed.</p> <p>8.5 Skills Audit It was noted that the Governance Support Officer would send out the skills audit to all governors for completion.</p>	GSO
9.	<p>HLTY updates</p> <p>9.1 Central Team Update Governors noted the Central Team update which had been previously distributed.</p> <p>9.2 HLTY Code of Conduct Governors noted the HLTY Code of Conduct which had been previously distributed.</p>	
10.	<p>Safeguarding</p> <p>There were no issues or updates to report.</p> <p>The Chair advised that he would look for further information on the degree of ongoing training which should be completed by governors, and how often this should be reviewed.</p>	Chair
11.	<p>Governing Body Training</p> <p>Governors noted the 2018/19 training programme, which had been circulated for information.</p> <p>The Principal asked whether it was possible to arrange more bespoke training for the Trust according to need.</p> <p>The Governance Advisor mentioned that if there was a need, the LGC could approach the Governance Service about the possibility of arranging such training, as had been done in</p>	

	<p>the summer term.</p> <p>A number of training opportunities in the autumn term were noted, including training on Exclusions on 22nd October at 6.30pm.</p>	
12.	<p>Policy updates Careers Guidance and Student Inspiration Standard Operating Procedure (<i>Previously distributed</i>)</p> <p>The Vice Principal reported that the school was aiming to achieve the Careers Mark this year, and had received a preliminary visit to address the actions which needed to be taken to achieve this. The Careers Guidance and Student Inspiration SOP had been sent out to governors for approval as part of this process.</p> <p>It was noted that if the school achieved the Careers Mark, it would be one of only three schools in York to attain the award, which was very positive.</p> <p>With reference to enrichment days, Peter Hodge noted that he had worked on this with Julia Massey from the Local Authority two years ago. The Principal advised that this had now been taken on by Liz Hardy, Assistant Principal, and governors agreed that it was positive that this was coming back into focus.</p> <p>Governors approved the SOP, and expressed their thanks to Ms Hardy for her work in developing this.</p>	
13.	<p>Actions/ Items to raise with the Trust Board</p> <p>There were no issues to raise with the Trust Board.</p>	
14.	<p>Any Other Business 14.1 Proposal for Geography School Trip</p> <p>The Principal advised that a proposal for a 3 day residential field trip in the summer term had been received.</p> <p>She advised that it was her recommendation that this was not a good use of resources, and she had raised a question of whether the required coursework could be completed in a different way.</p> <p>Governors discussed the issue, and a number of points were raised, including the issue of affordability of a residential for some students. A question was raised as to whether the trip could be reduced to two days and based more locally than currently proposed.</p> <p>The Chair agreed to circulate the itinerary and further information to governors, and it was proposed that a final decision on this matter should be discussed at the next Working Party meeting on 8th October.</p> <p><i>[Helen Dowds and Matt Halifax left the meeting at 6.30pm]</i></p> <p>14.1 Confidential Item</p> <p>The following discussion has been recorded as a separate, confidential minute.</p>	Chair
15.	<p>Dates and time of next meeting</p> <ul style="list-style-type: none"> * Monday 19th November 2018, 5.00pm * Monday 28th January 2019, 5.00pm 	

* Monday 1st April 2019, 5.00pm * Monday 10th June 2019, 5.00pm	
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The meeting closed at 7.00pm

**John Kesterton, Chair of the
Local Governing Committee**

Date

**ACTION PLAN FROM THE MEETING OF THE LOCAL GOVERNING COMMITTEE
HELD ON TUESDAY 25TH SEPTEMBER 2018**

	Action	Item	Person	Date
1.	Governance Support Officer to send skills audit forms to all governors.	8	GSO	Completed
2.	Enquire about the frequency and content of ongoing safeguarding training for governors.	10	Chair	19/11/18
3.	Circulate the itinerary of proposed Geography field trip for information	14	Chair	08/10/18

Items for next Agenda

Update on attendance

Items for discussion at Working Parties

Proposal for Geography School Trip