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THE GOVERNING BODY OF SHELLEY ACADEMY TRUST AND SHELLEY COLLEGE

Minutes of the Full Governors Meeting of Shelley College Governing Body held at 6.00pm at the School on Thursday 2 July 2015.

PRESENT

Mr N Wilson (Chair), Mrs C Cooper-Smith, Mr G Davis, Mrs P Gillespie, Ms A Horsfall-Jones, Mr J McNally, Mrs A Poppleton.

In Attendance

Mrs H Tones, (Minute Clerk)
Mrs J Carr, Vice Principal
Mrs H Cuthill, Director of HR
Mr A Hewitt, Vice Principal
Mrs C Potterton, Director of Finance
Mr D Wadsworth, Associate Principal

The meeting commenced at 6:00pm.

2569. APOLOGIES FOR ABSENCE, DECLARATIONS OF INTEREST AND DELEGATION OF VOTING RIGHTS

- (a) Apologies received from Ms T Dunkerley (consent), Mr N Siraj (consent), Mr B South (consent)
- (b) There were no declarations of interest.
- (c) This item was deemed confidential and excluded from the school copy.

2570. NOTIFICATION OF ANY ITEMS TO BE BOUGHT UP UNDER ANY OTHER BUSINESS

- (a) Safeguarding and Looked After Children Governor appointment
- (b) EVI – Duke of Edinburgh trip run by Kirklees
- (c) Collaborative Funding Agreement for Teaching Schools required the Chair's signature that related to £60k of funding. The Chair signed the funding agreement.

2571. REPRESENTATIONRESIGNATION

<u>Name</u>	<u>Category</u>	<u>Effective From</u>
Mr M Dunstan	Trust Governor	1 st July 2015

The Chair read out Mr Dunstan's resignation email. The Chair and Governors thanked Mr Dunstan for his support and contribution to Shelley College and SHARE MAT whilst a Governor and Trustee.

END OF TERM

The Minute Clerk chaired this item.

<u>Name</u>	<u>Category</u>	<u>Effective From</u>
Mr N Wilson	Trust	13 th July 2015

RESOLVED: That Mr Wilson be invited to continue as Trust Governor effective from 13th July 2015 (Unanimous)

APPOINTMENT

<u>Name</u>	<u>Category</u>	<u>Effective From</u>
Mr N Wilson	Trust	13 th July 2015

2572. APPROVAL OF THE MINUTES OF THE FULL GB MEETING HELD ON 9 JUNE 2015 AND MATTERS ARISING

The minutes of the Full GB meeting had been circulated prior.

RESOLVED: That the minutes of the Full GB meeting held on 9 June 2015 be approved (unanimous) subject to the following amendments:

Minute 2256 (a) (i) (d) to read:

The percentage of PP students predicted to achieve 5A*-CEM has increased by 10% this academic year to 33%. It was noted that 4 students out of the 36 PP students were having a significant impact on outcomes of students because of complex needs, resulting in a pulling down of Progress 8 outcomes.

2573. MATTERS ARISING

None

2574. STRATEGIC REVIEW

This item was deemed confidential and excluded from the school copy.

2575. THE PRINCIPAL'S REPORT

The Principal's report had been circulated prior to the meeting. No questions were asked.

2576. FINANCE UPDATE

Mrs Potterton reported that College had been successful in their 6th Form funding appeal which had resulted in £120k being credited back to our accounts, to turn the expected deficit into a small surplus..

A Chair for the SHARE MAT audit committee was required. Mrs Poppleton expressed an interest and asked for more information to be sent to her.

ACTION: Mrs Potterton to send Audit committee information and roles to Mrs Poppleton.

2577. 2015-16 BUDGET REVIEW

No changes were reported to the Budget that had been approved at the previous Full GB meeting.

2578. HR UPDATE

No update.

2579. OPERATIONS PLAN UPDATE

The Principal advised that the classroom refurbishments had started and Governors were invited to see work to date after the meeting.

2580. APPROVAL OF POLICIES

RESOLVED: That the following policies be adopted:

- (i) Health & Safety Policy**
- (ii) First Aid and Administration of Medicines Policy**
- (iii) Accounting Polices subject to amending reference to Resources Committee**
- (iv) Financial Regulations – that there had been no change to the Financial Regulations and that the 2015-16 documents had been amended to be in the SHARE MAT format. (Unanimous)**

Any questions raised by Governors via email to college on policy changes were to be copied to the Minute Clerk for purposes of recording these in the Full GB meeting minutes.



2581. SDP & SEF UPDATE

No changes reported.

2582. SAFEGUARDING UPDATE

Mrs Carr reported that she had met with Mr Dunstan and had prepared an audit file for checking. Mr Dunstan had not visited school since the initial meeting.

RESOLVED: That the Chair invite Mr Siraj to be appointed the Safeguarding and Looked After Children Governor (Unanimous)

2583. LINK GOVERNOR REPORTS

Ms Horsfall-Jones reported that she had undertaken successful visits to Heads of MFL and Science. Ms Horsfall-Jones circulated her reports for review. Follow up visits were in plan.

ACTION: Link Governors to be an agenda item at the next Full GB meeting.

2584. VISITS TO SCHOOL AND TRAINING COURSES ATTENDED BY GOVERNORS

- (a) Mrs Cooper-Smith, Mr Davis, Mrs Poppleton had attended student interview afternoon on 1st July 2015.
- (b) Mrs Cooper-Smith, Ms Dunkerley, Ms Horsfall-Jones and Mrs Poppleton had attended a session on Finance given by Mrs Potterton. They reported that the session was very useful and suggested that other sessions be held next year on topics such as HR.
- (c) Mrs Poppleton was attending the Governor session with Adrian Lythgo in her capacity as school governor rather than in her work capacity.

2585. UPDATE ON REVIEW OF PRINCIPAL'S PERFORMANCE REVIEW PROCESS

Mrs Poppleton advised that she, Ms Dunkerley and Ms Horsfall-Jones had met as a working party to review the Principal's performance review process to ensure that the Principal had a valuable experience from his review. Mrs Poppleton circulated their report for Governor review and requested any comments to be sent to her outside of the meeting.

Mr Wadsworth had also provided information on how other staff performance was reviewed. The Principal advised that Pat Holderness was leaving the LA and therefore another person to help undertake the review was required.

2586. ANY OTHER BUSINESS

Items had been dealt with during the meeting.

2587. CORRESPONDENCE

A letter had been received from a parent relating to stealing from a school Locker. Mr South was dealing with this matter.

