



## THE GOVERNING BODY OF SHELLEY COLLEGE

**Minutes of the Full Governors Meeting of Shelley College Governing Body held at 6:00pm at the School on Tuesday 21<sup>st</sup> June 2016.**

### PRESENT

Mr N Wilson (Chair), Mrs A A Cooper, Mr G Davis, Ms A Horsfall-Jones, Ms T Dunkerley, Mrs P Gillespie, Mr J McNally, Mrs A Poppleton, Mr N Siraj, Mr B South

### In Attendance

Mrs H Tones, (Minute Clerk)  
Mrs J Carr, Vice Principal  
Mr A Hewitt, Vice Principal  
Mrs C Lally, Bursar  
Mr D Wadsworth, Associate Principal

Mr R Byard (Observer)

The meeting commenced at 18:05am.

### 2723. APOLOGIES FOR ABSENCE, DECLARATIONS OF INTEREST AND DELEGATION OF VOTING RIGHTS

- (a) Apologies were received Ms C Cooper-Smith (consent)
- (b) Ms A Horsfall-Jones declared she was a Governor at Flockton First School.

Brief Introductions of Rob Byard, a prospective Governor were held. Mr Byard was an MFL teacher at Penistone Grammar School. His CV and letter of introduction had been circulated electronically by Mrs A Poppleton earlier.

**Q: How did Mrs A Poppleton know of Mr R Byard?**

**A: He was a friend of her husband.**

### 2724. MATTERS FOR ANY OTHER BUSINESS

- (a) Governor application

### 2725. REPRESENTATION

No matters reported. It was noted that two Governors had end of office terms during the upcoming Autumn term.

A handwritten signature in black ink, appearing to be 'NWL'.

2726. APPROVAL OF THE MINUTES OF THE FULL GOVERNING BODY MEETING HELD ON 21 APRIL 2016

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

**RESOLVED:** That the minutes of the Full Governing Body meeting held on 21<sup>st</sup> April 2016 be approved subject to the following amendments:

- (a) Minute 2711 (d)  
Mr N Siraj left the meeting at end of Minute 2711 (d)
  - (b) Minute 2721  
Amend day of next meeting to 'Tuesday' from 'Thursday'
- (Unanimous)

2727. MATTERS ARISING

- (a) Minute 2711(a) (ii) PR companies

The Principal was meeting a PR company on Thursday 23 June 2016.

2728. FINANCE UPDATE

- (a) Ratification of 2016-17 Budget

Mrs C Lally spoke to the 2016-16 Budget, Budget 2016-17 Savings Identified and Virement Proposed reports circulated in the meeting.

The Budget 2016-17 Savings Identified report was deemed **confidential**.  
**Section excluded from public copy**

**Q: How does College define surplus?**

**A: The difference between budget and actual spend.**

The Chair advised that the 2016-17 Budget had been reviewed by the Resources committee who had recommended that the Full Governing Body ratify the 2016-17 Budget.

**RESOLVED:** That the Full Governing Body ratify the 2016-17 Budget as presented. (Unanimous)

The Chair thanked Mrs C Lally for her report.



2729. OPERATIONS PLAN UPDATE

Mr B South spoke to the Operations report which had been circulated prior. Highlights included:

- (a) Catering contracts – first bid stage had been reached. 5 companies had bid.
- (b) Cleaning contracts – 4 providers been reviewed. Mr B South reported that 2 members of staff who were retiring had given 57 years of service between them to school. Governors recorded their thanks to the staff for their service to College.
- (c) CIF – improvement works were happening over summer.
- (d) MUGA – positive feedback had been received and had led to enquiries for lettings. This requires a change of use planning application. A review of letting charges for 2016-17 was to be held.
- (e) ICT – Mr B South had consulted with Heads of Department on ICT requirements and a Consultation document had been produced. State of the art wireless across College was to be installed. Independent input had been sought from a Governor from another MAT school with IT experience. 3 ICT suites were being fully refurbished that will improve T&L. CCTV connections are to be installed. College was looking to re-cycle the best current equipment to refurbish another ICT suite. Assets for English and PE were also being improved. Most of the teaching staff will get higher specification computers. Science & English departments had agreed to share 32 laptops. Mr B South thanked the Principal and Mr D Wadsworth for their input and challenge.

The Chair thanked Mr B South for his report.

2730. HR UPDATE

The Principal spoke to the HR report that had been circulated prior to the meeting. Highlights included:

- (a) Mr D Wadsworth had been undertaking interviews.
- (b) Vacancies included:
  - a. Science vacancy still to be filled and there was a History vacancy as of January.
  - b. Internal adverts for an Excellent Practitioner had been placed.
  - c. Values and Skills Co-ordinator post advertised following the resignation of the Skills4Life Co-ordinator
  - d. SENCo vacancy that was to be filled January 2017.

**Q: Was the history of SENCo vacancies a Shelley College or nationwide problem?**

**A: Wider than just Shelley College as a difficult role to fill.**

**Q: How does number of resignations compare to last year?**

**A: 20 teaching staff last year, 6 this year.**

The Chair thanked the Principal for the HR report.

2731. PRINCIPAL'S REPORT

The Principal spoke to his report that had been circulated prior. Hard copies were available in the meeting. Highlights included:

- (a) Mr D Wadsworth spoke to the latest student performance and progress report.
- (i) Significant improvement for Year 11 are expected compared to last year. The overall predictions are: 68% A\*-C including English and Maths compared to 57% last year and Progress 8 score of +0.2. All key indicators were that Year 11 leavers are in a stronger position than the previous cohort.
  - (ii) Current Year 10 – linear exams only now in English. There were still some unknowns nationally and very few test exam papers available. The new 5 grade is a raising of the national bar. Moderation internally and benchmarking with other schools was to be undertaken. Pupil Premium and Boys performance had been identified as gaps. Mrs J Carr was reviewing action plans and intervention.

**Q: Have social, behavioural and emotional needs been factored in?**

**A: Yes. Projections are based on current performance of all students.**

- (iii) Year 9 – English, Maths & Science focus had been given as options had just been decided by students.

The Principal advised that the new RE syllabus focused on an academic perspective of Christianity and some of the excellent work the department does in asking students to consider important moral questions could be lost. The Principal reported that College had to legally teach Religious Education in some form. However, we could continue to deliver the same course and accept some students would not gain a qualification.

**Q: Is anything similar to the EBacc impact on the Arts review being undertaken?**

**A: Unknown at this stage but forums were in place.**

**ACTION: Principal to arrange to send information about the RE syllabus to Mr N Siraj.**

- (b) Quality Assurance – strategy of having dedicated teaching assistants had been working well and improvement in student performance had been seen. Focus on stretch of more able students was planned moving forward. Next year 9 students' sets were to be by English ability. This was focus was part of the SDP.
- (c) Peer reviews – College was using Rob Jones, an OFSTED Lead Inspector, for Peer reviews on 14<sup>th</sup> October.

**Q: Can Governors come in to attend results feedback?**

**A: Yes**

- (d) Number of Exclusions increased but not the total number of days over previous year.



- (e) Pupil attendance had increased to 96.3%, up from 95.3% last year and almost certainly in the top 20% in the country. Attendance of disadvantaged students has improved even more, increasing to 94.0% from 91.3%. College's aim is to push the attendance of disadvantaged students so it matches the national rate (94.8%) before eliminating the gap with all Shelley students but the progress made has been substantial.

(f) Scheme of Delegation

The proposed scheme of Delegation for SHARE MAT had been circulated prior to the meeting and copies were available. The Principal advised that it had gone to every school in SHARE MAT and that it complied with EFA regulations.

**Q: Should Risk & Audit committee provide input before it is shared with directors?**

**A: No - needs to go to Directors first and can then refer to the SHARE MAT Risk & Audit committee.**

The Principal advised the MAT needed more Directors that are not members. The Principal in his capacity as CEO had contacted Academy Ambassadors on this.

The Minute clerk sought clarification on the Academy Council membership due to possible impact on quoracy. The Principal advised that the Board for Directors would determine the actual membership make up of Academy Councils.

No Governor questions were asked.

- (g) SHARE MAT Roles and Responsibilities – this document had been circulated prior to the meeting and copies were available.

**Q: Who registers Directors?**

**A: Cleo Potterton, Finance Director**

*(Post meeting note: clarification on why some Governors were listed on Duedil as Directors of SHARE MAT was being sought)*

Some Governors indicated a preference to be called Governing Body to Academy Council. Mr B South felt all schools should have the same name to ensure consistency across the MAT. Feedback from all schools was due at the next SHARE MAT Directors meeting to be held on 30<sup>th</sup> June.

- (h) Pyramid Update - the Principal had met with new Headteacher of Scissett Middle School. A headteacher planning meeting had been held on 17<sup>th</sup> June at which agreement had been gained about moderating standards across the pyramid and with high performing schools outside.

**Q: How far had their application to become a MAT progressed?**

**A: Not clear but it seemed to be progressing.**

- (i) SEN – the SEN Information report needed to be assessed by Governors. Mrs J Carr advised that this was in progress.



**ACTION: Mr N Siraj, SEN Governor, to arrange a meeting with Mrs J Carr regarding the SEN Information report.**

- (j) Timetabling – The Principal expressed his thanks to Mr A Hewitt for his work on the new timetable.

It noted that the rate of Academy conversions is likely to slow down after Government policy change about compulsory conversions.

The Chair thanked Mr D Wadsworth and the Principal for his report.

2732. SDP AND SEF UPDATE

Principal spoke to the proposals for the SDP document and advised that it that had been shared with all staff. The 3 significant goals had been positively received as gave staff clarity. These were:

- (a) Offer an outstanding experience for all our students through excellent teaching and learning,
- (b) Encourage students to have positive attitudes to learning, their school and wider society;
- (c) Provide a curriculum that gives our students the skills and experiences they need to be successful in modern society.

The Principal asked for Governors input.

**Q: What were reasons for the comment about downward trajectory?**

**A: Academic performance had been downward between 2012 and 2015 but indicators showed improvement is likely this year.**

**Q: Had student catchment changed?**

**A: There had been an increase in students come from outside the priority admission area over the last five or six years.**

Governors discussed the SDP.

The Principal advised that the next stage was that Senior Leaders will write more detail in the SDP and he would bring the SDP bring back for review in September.

Governors were pleased at honesty of the report.

2733. SEF

No update was reported.

2734. HEALTH CHECK REPORT 4

This had been covered under Minute 2732



2735. APPROVAL OF POLICIES

None requested.

It was highlighted that inset days needed to be agreed by Governors.

2736. STUDENT AND PARENT SURVEY OUTCOMES

Mr B South was progressing and the survey was due to be issued in next 2 weeks.

2737. SAFEGUARDING

One incident had been reported but no further action was to be taken.

2738. UPDATE ON ANNUAL GOVERNOR SKILLS AUDIT

Ms A Horsfall-Jones gave a verbal update. A draft report been produced that been reviewed and a finalised document was to be issued. Wider community links was an area that governors thought needed bolstering.

2739. GOVERNOR TRAINING AND SCHOOL VISITS

(a) Governor Training

(i) Mr N Siraj had attended a briefing for Governors held by Kirklees Governors Service. 2 members of DfE were present. Excellence in Education was presented on and the briefing covered raising standards though funding cuts.

(ii) Ms A Horsfall-Jones had attended Effective Monitoring in Schools which she recommended to any Link Governors to attend.

(iii) Ms A Horsfall-Jones had attended a Diocese Academies roadshow.

(iv) The Minute Clerk had attended a briefing session held by Kirklees Governors Service on 29<sup>th</sup> April 2016 regarding academies. The meeting transpired to be a research session of minute clerks by Kirklees Governors Services on their knowledge of academies for their internal use.

Post meeting note:

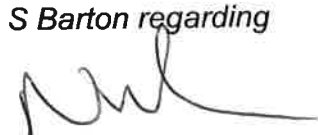
*Mrs AA Cooper, Ms C Cooper-Smith, Mr G Davis, Ms T Dunkerley, Ms A Horsfall-Jones, Mrs A Poppleton, Mr N Wilson had attended an offsite meeting regarding 20 Key Questions for The Governing Body to ask itself on 26<sup>th</sup> May 2016. No papers had been yet been circulated post meeting to Governors.*

(b) Governor School visits

None reported in the meeting.

Post meeting note:

*(i) Ms A Horsfall- Jones had visited Mrs M Worsley and Ms S Barton regarding the Annual Governors' Skills Audit.*



*(ii) Ms C Cooper-Smith, Ms A Horsfall-Jones and Mrs A Poppleton had attended the Teaching & Learning committee meeting on 5<sup>th</sup> May 2016.*

*(iii) Mrs A Poppleton had attended a Parents Evening on UCAS on 23rd June 2016.*

2740. ANY OTHER URGENT BUSINESS

(a) Governor appointment

Governors discussed Mr R Byard's application to be a Governor. No formal vote was taken to request that the SHARE MAT Board of Directors consider Mr R Byard's application.

**ACTION: Mrs A Horsfall-Jones to forward Mr R Byard's application to Mr N Wilson for review by the Board of Directors.**

2741. CORRESPONDENCE

None

2742. EV1s

None requested

2743. DATE OF FUTURE MEETINGS AND POSSIBLE AGENDA ITEMS

**RESOLVED: That the next meeting of the Governing Body be held at 6pm at the school on:**

**Tuesday 27<sup>th</sup> September 2016.**

Agenda Items to include:

- Appointment of Full GB Chair
- Appointment of Full GB Vice Chair
- Review of committees and membership
- Appointment of Governors with specific responsibilities
- End of Governor term of office (Mrs P Gillespie)
- SDP Review

Dates of Future Full GB meetings – at school

TBA

**ACTION: College to arrange circulation of Full GB and committee meetings to Governors.**

Future Agenda Items:





2744. AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY

**RESOLVED:** That Minute 2728(a) and related paper Budget 2016-17 Savings Identified be excluded from the copy to be made available at the School, in accordance with the Freedom of Information Act.

Meeting closed at 7:55pm.

N. WILSON  
Name

NW  
Signature

27<sup>th</sup> Sept 2016  
Date