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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 27th September 2016.

Meeting commenced 6:05pm

PRESENT

Mr N Wilson (Chair), Mrs A A Cooper, Ms C Cooper-Smith, 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

The meeting commenced at 18:05am.

2745. APOLOGIES FOR ABSENCE, DECLARATIONS OF INTEREST, LAAPS AND DELEGATION OF VOTING RIGHTS

- (a) Apologies were received from Mr G Davis (Consent)
- (b) Ms A Horsfall-Jones declared she was a Governor at Flockton First School.
- (c) Mrs A Poppleton and Mrs P Gillespie were declared LAAPs.
Only 1 LAAP was able to vote so Mrs P Gillespie volunteered to not vote.
- (d) Mr G Davis had delegated his voting rights to Mr N Siraj for minutes item Appointment of Chair and then to the Chair for the rest of the meeting.

Mrs A Poppleton enquired about LAAP voting rights in relation to delegated voting rights of non-present Governors. She was keen that all Governors were clear about their voting rights in relation to legal requirements.

ACTION: Minute Clerk to seek clarification on delegated voting rights with regards to LAAP voting rights at meetings.

2746. APPOINTMENT OF CHAIR

The Minute Clerk chaired this item.
Mr N Wilson was proposed by Mr N Siraj and seconded by Mrs AA Cooper.

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

RESOLVED: That Mr N Wilson be appointed Chair of the Full Governing Body of Shelley College for one year (Unanimous)

Mr N Wilson then assumed role of Chair for rest of the meeting.

2747. APPOINTMENT OF VICE CHAIR

Mrs A A Cooper was proposed Mr N Wilson and seconded by Mr N Siraj.

RESOLVED: That Mrs A A Cooper be appointed Vice Chair of the Full Governing Body of Shelley College for one year (Unanimous)

2748. MATTERS FOR ANY OTHER BUSINESS

None

2749. REPRESENTATION

(a) End of Term:

- Mrs P Gillespie, Trust Governor end of term 19/10/16
- Mr N Siraj, Parent Governor, end of term 04/12/16 though was also affected by new Scheme of Delegation that had come into effect on 1st September 2016
- Mr B South, Staff Governor, end of term as of 30/11/16 under the new Scheme of Delegation

RESOLVED: That the Full GB recommend to SHARE Board to re-appoint Mrs P Gillespie as a Trust Governor (Unanimous)

It was noted that Governor appointments were to be made as follows:

(a) Appointment by secret ballot for a 2 year term for:

- i. 1 Teaching staff Governor effective 1st December 2016
- ii. 1 Support Staff Governor – no one currently appointed
- iii. 1 Parent Governor effective 5th December 2015

(b) Trust Governors were appointed by SHARE MAT Board for a 4 year term. Currently there were up to 2 Trust Governor vacancies, subject to SHARE MAT Board approval of the request to re-appointment of Mrs P Gillespie.

2750. APPOINTMENT OF GOVERNORS WITH SPECIFIC RESPONSIBILITIES

RESOLVED : That specific responsibilities of Governors for one year were:

**SEN - Mr N Wilson
Safeguarding - Ms T Dunkerley
Disadvantaged Children - Ms T Dunkerley
Governor Training - Ms A Horsfall-Jones**



LINK GOVERNORS

Art, Music, Drama - Mrs A Poppleton
Business and Social Science - Mr N Wilson
English - Ms C Cooper-Smith
Languages - Ms A Horsfall-Jones
Science - Ms A Horsfall Jones
Humanities - Mr G Davis
ICT - Mrs P Gillespie
Maths - Mrs A A Cooper
Pastoral – Ms T Dunkerley

(Unanimous)

ACTION: Faculty meetings to be an agenda item on the Self Evaluation and Improvement Board meeting being held on 10th October.

2751. **APPOINTMENT OF COMMITTEES**

It was noted that that majority of committees had been established for only up to 6 months.

RESOLVED: That Governor committees (2016-17) for a period of one year to be the same as the previous year. Governors to committees to be:

(a) RESOURCES

**Ms T Dunkerley, Mrs P Gillespie, Ms A Horsfall-Jones,
Mr B South, Mr N Wilson**

(b) HEALTH & SAFETY

Mr G Davis, Mr B South, Mr N Wilson

(c) SELF EVALUATION AND IMPROVEMENT BOARD

**Mrs A A Cooper, Ms C Cooper-Smith, Ms T Dunkerley,
Ms Horsfall-Jones, Mrs A Poppleton**

(Unanimous)

2752. **APPROVE CHAIRMAN'S DELEGATED POWERS**

The Governing Body reviewed the Chairman's delegated powers as follows:

- (i) To change date of a scheduled Meeting for good reason.
- (ii) To approve EV1A/EV1 form(s) on behalf of the Governing Body for all journeys
- (iii) To grant retrospective consent on the event that a Governor would become disqualified if the matter had to wait for the next governors' meeting.
- (iv) To determine in advance of a meeting whether any agenda items should be deleted from the copy made available to the school.

RESOLVED: That the Chair be delegated powers to:
(i) To change date of a scheduled Meeting for good reason.
(ii) To approve EV1A/EV1 form(s) on behalf of the Governing Body for all journeys



(iii) To grant retrospective consent on the event that a Governor would become disqualified if the matter had to wait for the next governors' meeting.

(iv) To determine in advance of a meeting whether any agenda items should be deleted from the copy made available to the school.

2753. APPROVAL OF THE MINUTES OF THE FULL GOVERNING BODY MEETING HELD ON 21 JUNE 2016

The minutes of the Full GB meeting held on 21st June 2016 had been circulated prior.

RESOLVED: That the minutes of the Full Governing Body meeting held on 21st June 2016 be approved subject to the following amendments:

(a) Virements (Minute 2728 (a) refers)

Amend 'requested virements totalling £119.5' to read 'requested virements totalling £119.5k'

(b) Governor School Visits (Minute 2739 9b) refers)

Add that Ms A Horsfall-Jones had undertaken a Link Governor visit to Shelley College.

(Unanimous)

2754. MATTERS ARISING

(a) Due to change in Governor responsibilities:

a. The Principal was to email the RE syllabus to Mr N Siraj (minute 2731 (a) refers)

b. Mr N Wilson was to meet with Mrs C Carr regarding SEN Information report. (minute 2731 (i) refers)

Q: Do Governors regard the email from Mr Byard as a widely perceived view of Staff dissatisfaction ?

A: The college has just received a very positive Investors in People assessment, which included a staff survey. The perception of leaders from their discussions with staff is that morale is good, although disaffection amongst a minority can never be ruled out.

2755. PRINCIPAL'S REPORT

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

(a) Jayne Newson, Executive PA had joined and had made a positive start. Her changes to the new bulletin to parents had been positively received

(b) Academic performance for 2015-16 had been positive and in line with predictions.



Governors congratulated and recorded thanks to all staff on the results that College had achieved.

Q: Why was there no A Level result information on the College website?

A: Principal accepted this feedback and was to address.

- (c) Focus was on Progress
- (d) College website was being updated. The Principal requested that Governor information be provided. It was also noted that there was no information for BAME and not all legally required policies were uploaded. This was being addressed

Q: How many students were non White British?

A: About 10% overall and this varies by year group.

Q: What parent feedback did College have on the OFSTED website?

A: Normally not many parental responses to surveys until OFSTED inspection is held. Results of the survey held last term were still being analysed.

ACTION The Self Evaluation and Improvement Board committee to review the Parent survey results.

- (e) College had commissioned Rebecca Firth, an external Marketing consultant, with regards to College's marketing. She had undertaken a marketing review with the Principal and Mrs J Carr plus others and was to initially focus on College's prospectus. Governors supported this proposal.
- (f) Standards Tracker software was being implemented as the Teacher Appraisal System.
- (g) The Year 2016 Year 11 Student destination report was circulated. College was pleased to report no NEETS.

The Chair thanked the Principal for his report.

2756. FINANCE UPDATE

Mrs C Lally spoke to her 15/16 Year End Variance Analysis report that she circulated in the meeting. Highlights included:

- (a) Overspend on Print Management systems, Computer, Educational Support and other Support staff.
- (b) Underspend in Business Support.
- (c) A member of the SLT costs had been taken out due to secondment.
- (d) Cost of the catering contract had reduced.
- (e) There was an In year surplus of £99.5k. Overall there had been a £2k increase over the previous reported surplus.

Mrs C Lally requested approval of proposed 2016/17 Virements totalling £ 275,480. These included:

- (a) Income reduction
 - a. £265.9k catering income



- b. £8k transport income
- (b) Expenditure reduction
 - a. £106k catering costs
 - b. £76k due to staff secondment
 - c. £133k catering staff costs
- (c) Expenditure increase
 - a. Teacher Salaries totalling £36.2k relating to pay awards and staff appointments.
 - b. Other Support salaries of £9k

RESOLVED: That the virements requested of £ 275,480 be approved (Unanimous)

The Chair thanked Mrs C Lally for her report.

2756. HR UPDATE

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

- (a) Julie Hampson was on a new secondment until Easter 2017.
- (b) Garry Stead had been appointed as SENCO effective 1st October.
- (c) Sharron Pendleton had been appointed Admin Manager, effective August 2016.
- (d) The STRB recommended 1% pay award had been had been implemented for all Teaching/Leadership staff across the MAT effective 1st September 2016.

The Chair thanked the Principal for the HR report.

2757. OPERATIONS PLAN UPDATE

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

- (a) Over the summer infrastructure investment including 3 new ICT suites and CCTV in 3 classrooms had been completed. Mr B South was pleased to report that no damage to rooms that had CCTV installed had occurred since start of term.
- (b) New telephone system had been implemented and were bedding in.
- (c) CIF funding of £247k had been spent with completion in time. The new LED lighting had made a significant improvement.
- (d) Air conditioning was to be looked at.
- (e) School now can track anyone coming in from main entrances around school which has significant safeguarding benefits.
- (f) Catering contracts had been circulated to SHARE Directors for approval. Implementation due date to be 1st November 2016. Investment in the dining room, quality of food and value for money provided was anticipated to improve.
- (g) A change of use planning application been submitted for the MUGA.
- (h) Mr B South and Ms J Newson were tasked to consolidate and review annual policies.

The Chair thanked Mr B South for his report.
Mr South left the meeting.



2758. 6th FORM ENTRY REQUIREMENTS

Mr D Wadsworth spoke to a proposal regarding 6th Form Entry requirements that had been circulated prior to the meeting. This was due to changes in current set up. The impact of new curriculum of English & Maths will reduce grades at GCSE. There were 2 tabled options for Governor consideration.

Q: What was 6 Form intake this year?

A: 98 which up from 93 last year. College had capacity for higher numbers.

Q: Were entry requirements fixed or flexible?

A: Individual conversations were held where necessary.

Governors reviewed impact on intake and debated the 2 options suggested.

RESOLVED: That Option 2 of the proposed entry requirements be approved. (Unanimous)

The Chair thanked Mr D Wadsworth for his report.

2759. APPROVAL OF POLICIES

(a) Anti Bullying Policy

The updated policy had been circulated prior to the meeting.

RESOLVED: That the Anti-Bullying Policy be adopted (Unanimous)

(b) Admissions (Years 9,10 and 11)

The Admissions Policy (Years 9,10 and 11) for Academic Year 2018-19 was circulated.

RESOLVED: That the Admissions Policy (Years 9,10 and 11) for Academic Year 2018-19 be approved (Unanimous)

(c) Safeguarding

Mrs J Carr circulated the updated Safeguarding Policy that had been based on the adopted Kirklees Model Policy.

RESOLVED: That the Safeguarding Policy be adopted subject to the following amendment:

Nominated Safeguarding Governor for 2016-16 to be Tamsin Dunkerley (Unanimous)

(d) Sex Education Policy

Mrs J Carr requested that approval of the Sex Education Policy be delegated to the Principal.

RESOLVED: That approval of the Sex Education Policy be delegated to the Principal (Unanimous)



2760. SDP UPDATE

An updated SDP had been circulated prior. The Principal advised that 6th Form been added to the SDP.

Q: Does College have facility for parents of 6th Form students to look at regarding homework and work set?

A: Not currently but was to be investigated.

ACTION: Online parent access to student work and performance to be covered at the Evaluation and Improvement committee meeting.

The SDP and SEF were to be standing agenda items at the Evaluation and Curriculum committee meetings.

2761. CONFIRMATION OF 2017/18 PAN

The proposed PAN was to remain at the current level of 360.

RESOLVED: That the 2017/18 PAN be set at 360. (Unanimous)

ACTION: The Principal to check to see if College needed to consult on the 2017/18 PAN.

2762. REVIEW ANNUAL SUMMATIVE COMPLAINT LOG

No report was made. Item to be carried over to the next Full GB meeting.

2763. SAFEGUARDING

No update

2764. GOVERNOR TRAINING AND SCHOOL VISITS

(a) Governor Training

Mrs P Gillespie had undertaken Safeguarding Training.

(b) Governor School visits

- a. Mr G Davis attended the New Starter Parent's Welcome Evening on 7th July 2016. He reported he was suitably impressed by staff performance on the evening.
- b. Ms A Horsfall-Jones had a Link Governor visit with Joanna Rhodes.
- c. Ms A Horsfall-Jones had met the HR Manager regarding Governor Induction.
- d. Mr N Wilson had undertaken a telephone interview with Investors in Pupils.

Governors Code of Conduct was discussed. The Principal advised that other schools in the MAT had adopted the NGA Governors Code of Conduct. Governors agreed to adopt the same code.

ACTION: Minute Clerk to email the NGA Governors' Code of Conduct to Governors.



It was noted that ratification of the Governors Code of Conduct was required by the SHARE MAT Directors.

The Principal advised that the Year 8 Parents Evening was on 29th September at 5:45pm. Governors were invited to attend in their capacity as Governors.

2765. PRINCIPAL'S PERFORMANCE REVIEW

The Principal was also the CEO of SHARE MAT. His performance review was to be undertaken by at least 2 SHARE MAT Directors. One reviewer could be a Shelley College Governor as 2 Directors were Shelley College Governors.

The Principal advised that Governor agreement to pay decisions of staff was needed. Pay review was to be held on 10th October at 3:30pm. Mrs C Cooper-Smith, Ms A Horsfall-Jones and Mr N Wilson agreed to attend.

Governors discussed communication within the MAT.

Q: When was information on MAT Directors and staff available on the website.

A: This was currently in process to go onto website.

ACTION: The Principal to arrange circulation of the updated Scheme of Delegation to be when done.

Governors requested that SHARE MAT information to be part of the Governor Induction process.

Mr N Siraj suggested a joint event / meeting of all Governors in MAT be held. Governors were supportive of this proposal.

ACTION: Proposed joint Governor event for SHARE MAT school Governors to be an agenda item at the next SHARE MAT Directors meeting.

2766. ANNUAL GOVERNOR REPORTING AND SKILLS AUDIT

(a) Completion of Declaration of Interest Forms and Related Parties forms
Governors were requested to complete the Annual Interest Forms and return to the Minute Clerk at the end of the meeting.

(b) Update on Governor Skills Audit
A follow up meeting was required regarding the 20 questions feedback.

**ACTION: (i) Mrs A Poppleton was to circulate the 20 questions report to all Governors.
(ii) Governor Skills follow up to be an agenda items at the next Full GB meeting.**

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2767. ANY OTHER URGENT BUSINESS

(a) Fraud case

The Principal and Mrs C Lally had attended Leeds Crown Court regarding the Computer Fraud case against 2 former members of staff. Sentencing was due on 6th October.

(b) Rob Jones, Peer Review.

The Principal advised that a Peer review by Rob Jones was being held on 14th October. Governors were invited to the feedback session that was due to be held at 3:30pm.

2768. CORRESPONDENCE

(a) Complaint received from Ofsted

The Chair read a complaint letter received from Ofsted dated 23rd September 2016. The Principal advised that the complaint process was that the letter also went to LA. Mary Cameron, Safeguarding had investigated the complaint. Mr D Wadsworth had spoken to staff concerned who denied the level of severity detailed in the complaint letter. The Principal had also taken a call from HMI and had spoken with them. No further action was being taken.

(b) Governor application

The Chair had circulated prior to the meeting by email the response received from Mr R Byard regarding his Governor application outcome.

2769. EV1s

The Principal requested EV1 approval for 3 school trips: Amsterdam 16-18 February 2017, Malton (Geography) 13-16 February 2017 and to Berlin (Business) 5-7 March 2017.

RESOLVED: That the Chair signed the EVIs for the trips to Amsterdam 16-18 February 2017, Malton (Geography) 13-16 February 2017 and to Berlin (Business) 5-7 March 2017.

2770. 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 15th November at 8:00am.

Agenda items to include:

- Annual Summative Complaint Log
- Governors Skills Audit follow up

Advance apologies were received from:

Mr N Siraj for the SHARE MAT Directors meeting on 8th November and Full GB meeting on 15th November,

Mrs A Poppleton for 15th November Full GB meeting

Ms C Cooper-Smith for 15th November Full GB meeting



2771. Dates of Future Full GB meetings – at school

Day	Date	Meeting	Time
Thursday	10 th November 2016	Finance Committee	5.00 p.m.
Tuesday	15 th November 2016	Full Governors	8.00 a.m.
Tuesday	6 th December 2016	AGM SHARE Academy	8.30 a.m.
Tuesday	17 th January 2017	Full Governors	6.00 p.m.
Monday	30 th January 2017	Evaluation and Improvement Board	5.00 p.m.
Tuesday	7 th March 2017	Health and Safety Committee	3.30 p.m.
Tuesday	14 th March 2017	Share MAT Directors Meeting	6.00 p.m.
Thursday	23 rd March 2017	Finance Committee	5.00 p.m.
Thursday	23 rd March 2017	Full Governors	6.00 p.m.
Tuesday	25 th April 2017	Evaluation and Improvement Board	5.00 p.m.
Tuesday	9 th May 2017	Full Governors	8.00 a.m.
Tuesday	13 th June 2017	Health and Safety Committee	3.30 p.m.
Tuesday	27 th June 2017	Finance Committee	5.00 p.m.
Tuesday	27 th June 2017	Full Governors	6.00 p.m.
Thursday	6 th July 2017	Share MAT Directors Meeting	8.00 a.m.

Future Agenda Items:2772. AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY

RESOLVED: That no minutes or related papers be excluded from the copy to be made available at the School, in accordance with the Freedom of Information Act.

Meeting closed at 8:10pm

N Wilson
Name

[Signature]
Signature

15.11.2016
Date

