



**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 5 February 2015.**

PRESENT

Mr N Wilson (Chair), Ms C Cooper-Smith, Mr G Davis, Ms T Dunkerley, Mrs P Gillespie, Mrs A Horsfall-Jones, 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  
Mr D Wadsworth, Associate Principal

The meeting commenced at 6:05pm.

Mr Wilson welcomed Mrs Horsfall-Jones, new Parent Governor to the meeting and brief introductions were held.

**2482. APOLOGIES FOR ABSENCE, DECLARATIONS OF INTEREST AND DELEGATION OF VOTING RIGHTS**

- (a) Apologies received from Mrs A A Cooper (consent), Mr Dunstan (consent)
- (b) Mr Dunstan had delegated his voting rights to Mr Wilson.
- (c) There were no declarations of interest

**2483. REPRESENTATION**

Resignation

<u>Name</u>	<u>Position</u>	<u>Effective from</u>
Mr B South	Parent Governor	1 December 2014

Appointment

<u>Name</u>	<u>Position</u>	<u>Effective from</u>
Mr B South	Staff Governor	1 December 2014
Mrs A Horsfall-Jones	Parent Governor	19 January 2015

**2484. NOTIFICATION OF ANY ITEMS TO BE BOUGHT UP UNDER ANY OTHER BUSINESS**

- (a) Unions (Mr Siraj)
- (b) Complaint re business (Mr Davis)
- (c) PAN - confirmation of 2016-17 PAN
- (d) National Governors Association

(e) School Website and communications

2485. APPOINTMENT OF VICE-CHAIR

Mr South had stepped down as Vice-Chair of the Full Governing Body on 1 December 2014 due to his employment by Shelley College. The Chair proposed Mr Siraj to be Vice-Chair, seconded by Ms Dunkerley.

**RESOLVED: That Mr Siraj be appointed Vice-Chair of the Full Governing Body of Shelley College for one year (Unanimous)**

Mr Siraj left the meeting and delegated his voting rights to the Chair his absence.

2486. APPROVAL OF THE MINUTES OF THE FULL GB MEETING HELD ON 18 NOVEMBER 2014 AND MATTERS ARISING

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

**RESOLVED: That the minutes of the meeting held on 18 November 2014 be approved (Unanimous)**

Matters arising:

(a) Committee meetings (minute 2472 refers)

The Quality of Education committee meeting had been held on 27 November 2014 but the Resources committee meeting to be held on 2 December had not been held as not enough Governors had been available to attend. College was now trialling only holding 3 Full GB meetings and 1 Health & Safety committee meeting per term.

**Q: Were agendas for the year set?**

**A: Not yet, but given this was the first meeting under the new format, feedback was welcomed about the future style of meetings.**

The Principal agreed to provide a draft schedule for future meetings for governors to consider at the next meeting.

2487. APPROVAL OF COMMITTEE MEETING MINUTES HELD AND MATTERS ARISING

Minutes of the last committee meetings had been circulated prior.

(a) Quality of Education meeting held on 27 November 2014

Mr Wadsworth reported that C&K had done a presentation on Year 11 destinations which showed the college's students had performed exceptionally well in terms of progression. There had also been a review of the SEF, SDP and student health checks. An update was given with regards to the cost of the Careers service that the LA was seeking to charge in future (£44k up from £29k).

College had an obligation to offer independent careers advice and guidance. Governors debated various options and associated costs, including bringing the service 'in house', where students could be offered access to on line careers advice.

The Principal advised that a decision as to the way forward was needed due to timescales of contract end / renew.

**Q: Could the role be possibly job shared?**

**A: Yes**

**RESOLVED: That the MAT advertise for a full time Careers Advisor position (Unanimous)**

**RESOLVED: That the minutes of the Quality of Education committee meeting were an accurate reflection of the meeting.**

The Chair thanked Mr Wadsworth for his update.

(b) Health & Safety

No committee meeting had been held since the last Full GB. Mr South gave a verbal update in relation to the Business Continuity Plan. This had been reviewed and updated. A peer assessment had been undertaken and the proposed plan had been passed as now fit for purpose. A copy of the plan had been circulated prior to the meeting. It was proposed that the Governors undertook a simulated table top exercise of a disaster situation to ensure roles and responsibilities were understood.

**Q: Would terminology be adapted from the generic terms used?**

**A: It would be adapted to College's terms.**

Mr South reported that Millbridge J, I & N School had asked for copy of the Business Continuity Plan for them to adapt.

The Chair thanked Mr South for his update

Mr South and Mr Wadsworth left the meeting. Mrs Gillespie joined the meeting.

(c) Resources & Communications Committee meeting – 7 October 2014

The Chair reminded Governors that the Full GB had approved the committee meeting minutes at the last Full GB meeting held.

Mrs Poppleton was concerned about supplier sponsorship of events. (Minute 80(d) refers). The Principal confirmed that College did not seek sponsorship as part of any tendering process or award of business. It was merely a route of possible additional income to College as budgets were being cut. Businesses sponsored Academic Achievement Awards at the Annual Presentation evenings for students.

It was agreed that College needed to be transparent whilst commercially aware.

2488. REPORT AND APPROVAL OF THE MINUTES OF THE AGM OF SHELLEY ACADEMY TRUST TRUSTEES ON 8 DECEMBER 2014.

The minutes had been circulated prior. No questions were asked. As there were not enough Trustees present, approval of the minutes was deferred to the next Full GB meeting.

