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THE GOVERNING BODY OF SHELLEY COLLEGE

Minutes of the Full Governors Meeting of Shelley College Governing Body held at 8:00am at the School on Tuesday 17th January 2017.

Meeting commenced 6:00 pm

PRESENT

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

In Attendance

Mrs H Tones, (Minute Clerk)
Mr A Hewitt, Vice Principal
Mr B South, Operations Director, SHARE MAT
Mr D Wadsworth, Associate Principal

The meeting commenced at 6:00pm.

Brief introductions were held.

2816. APOLOGIES FOR ABSENCE, DECLARATIONS OF INTEREST, LAAPS AND DELEGATION OF VOTING RIGHTS

- (a) Apologies were received from Mrs A A Cooper, (consent), Ms T Dunkerley (consent), Mrs C Lally
- (b) Mrs A Poppleton and Mrs P Gillespie were declared as LAAPs.
- (c) Delegated voting rights were as follows:
 - a. Mrs A A Cooper to Mr N Wilson
 - b. Ms T Dunkerley to Mrs A Poppleton
- (d) Ms A Horsfall-Jones declared she was a Governor at Flockton First School.

2817. MATTERS FOR ANY OTHER BUSINESS

- (a) Catering (Mr D Davis)

2818. REPRESENTATION

- (a) Resignation

Mr B South, Support Staff Governor, effective 17th January 2017.

(b) Appointments

Miss A Dukeson, Support Staff Governor, effective 17th January 2017
Dr J Rhodes, Staff Governor, effective 17th January 2017.

The Minute Clerk advised that the terms of office for Staff and Support Governors was 2 years.

It was noted that there was still one Parent Governor vacancy (2 year term) and the Full Governing Body could choose to appoint one more Trust Governor (ratified by SHARE MAT Board for a 4 year term)

2819. APPROVAL OF THE MINUTES OF THE FULL GOVERNING BODY MEETING HELD ON 15TH NOVEMBER 2016

The minutes of the Full GB meeting held on 15th November 2016 had been circulated prior.

RESOLVED: **That the minutes of the Full Governing Body meeting held on 15th November 2016 be approved.**
(Unanimous)

2820. MATTERS ARISING

None.

2821. PRINCIPAL'S REPORT

Mr D Wadsworth spoke to the Principal's report that had been circulated prior. Hard copies were available in the meeting. Highlights included:

- (a) School had been awarded Investors in Pupils. Mr G Wadsworth was commended for his work in securing this achievement for college.
- (b) RAISE Online detail was to be covered at the Evaluation & Improvement committee

Ms A Horsfall-Jones joined the meeting.

- (c) College had put in place two cut off dates for 6th Form applications.
- (d) Areas for development were Disadvantaged, SEN and Less Able Disadvantaged students. This focus had been shared with Curriculum Leaders.

Q: Was Progress 8 results for all students?

A: No, just Less Able SEN Support students. SEN student progress was compared to all students nationally.

- (e) The Quality Assurance Team will be focusing on SEN, less able and disadvantaged students.
- (f) Mr A Hewitt gave an overview of proposed Curriculum changes to be made within the existing staffing model. Year 9 were to have more varied option choices and



(g) in turn this provided a career pathway to suit varying needs. Options booklets were being produced for the Year 9 Parents Evening on 2 Feb.

Dr J Rhodes advised Governors that an Animal Care option was being considered.

(h) Curriculum – AH working on proposal regarding 2018-19 6th Form recruitment. The draft Post 16 Curriculum planning report was available as part of the Principal's report. Subject umbrellas. Teaching College opportunities. Distinct pathway routes for students through a cohesive approach over the two years in 6 Form were all suggested.

Q: How did choices relate to Higher Education such as Universities?

A: Universities specify on their websites any academic subject requirements and the routes would provide for all progression choices.

Q: Had there been any consultation with existing 6th Form students?

A: Mixed responses had been given as to the reasons why students stay or leave. Teaching and experiences at Shelley were rated positively. Some just want a change of venue.

- (i) SEF had been updated by the Principal and copies had been circulated prior. Overall the Principal rated college as Good. Teachers needed to ensure students were working and completing work to the same standard of other students. Grouping of students was to be reviewed.
- (j) SDP – Gaps identified in the SEF were addressed through the SDP i.e. the strategy.
 - a. Develop Stronger Values and skills curriculum - positive progress had been made.
 - b. Improve outcomes for SEN, disadvantaged (PP) and less able students - changes had been made to the plan to reflect discussions and had been shared with staff. Further work was to be done.
 - c. Outstanding assessment practice that supports teaching - some progress had been made in assessment of T&L. Mr A Hewitt had samples from across all year groups and developed a checklist as to what constitutes a good assessment. Feedback had been given to Curriculum Leaders.
 - d. Student Behaviour – Teaching staff had been added on lunchtime rotas. Some 6th Form students were also on rota. Lesson changeover was being addressed through increased staff visibility.

Q: Are there any specific bottlenecks that were affecting behaviour?

A: Yes and these are known and targeted by pastoral staff and leaders.

- e. Progress - Production of student performance data had improved but requires further improvement on pre-16 data.

The Chair thanked Mr D Wadsworth and the Principal for their reports.

2822. FINANCE UPDATE

Mr D Wadsworth advised that college was on track against budget. There was currently a predicted £53k in year surplus.



The final instalment for the roofing works was due to arrive at end of January 2017.

2823. OPERATIONS UPDATE

Mr B South spoke to his report that had been circulated prior. Highlights included:

- (a) Two Capital Improvement bids had been submitted for Disabled access and Air Conditioning.
- (b) A review of ICT was underway to help formulate a 2 year ICT plan.
- (c) College was awaiting the outcome of the MUGA planning application.
- (d) Refurbishment of the PE changing rooms and corridors was being finalised.

In response to Mr G Davis, Mr B South advised that he proposed to trial an increase in daily limit for student Catering spend for 3 months.

Q: Can the catering system send an automatic email to parents when funds get low?

A: Unknown, however students will not be refused to be served food.

ACTION: Mr B South to investigate automatic email ability when a student's catering fund gets low.

2824. HR UPDATE

Mr B South spoke to the HR report that had been circulated prior. The new HR software Selima had been launched.

The Chair thanked Mr B South for his the HR report.

2825. APPROVAL OF POLICIES

No policies had been submitted for approval.

2826. SDP UPDATE

An updated SDP had been circulated prior as part of the Principal's report.
No questions were asked.

2827. SAFEWARDING

The Principal gave a verbal update.

Q: Does college offer counselling to students?

A: Yes, however in some circumstances other agencies and specialist support needed to be involved.

2828. GOVERNOR SKILLS AUDIT FOLLOW UP

No update.

2829. GOVERNOR TRAINING AND SCHOOL VISITS

(a) Governor Training

Ms A Horsfall-Jones advised that Link Governor training was to be on 2nd Feb at College.

(b) Governor School visits

Various Governors had attended the college's Showcase event and Billy Elliot production. Positive feedback was given.

2830. REVIEW ANNUAL SUMMATIVE COMPLAINT LOG

The Principal advised that 13 complaints had been received by the Principal. The majority however were categorised as Level 1 that should have been a teacher response.

Q: Is the Complaints policy on the college website?

A: Yes.

2831. CORRESPONDENCE

No correspondence was reported.

Mr B South advised that Farnley Tyas catering query had been resolved. Chartwells would provide a cold meal if requested.

2832. EV1s

None

2833. PRINCIPAL'S PERFORMANCE REVIEW

The Principal's performance review had been undertaken by the Chair and Mr Mark Day, SHARE MAT Director.

2834. ANY OTHER URGENT BUSINESS

(a) The Key

Mrs A Horsfall-Jones advised that the cost of subscription to The Key was £1312 for both Governors and School Leaders for Shelley College. The costs were based on the number of students. Heaton Avenue and Cowlersley were already enrolled. Governors discussed.

RESOLVED: That Shelley College Governors did not wish to subscribe to The Key.

(b) National Funding

- a. The Principal advised that indicative figures showed that Kirklees will have a cut in the schools national funding formula.
- b. Kirklees is the 8th lowest funded council in England.



c. Mrs A Poppleton suggested College approach Paula Sheriff, MP on this matter.

(c) Commercial strategy

Governors discussed.

2835. 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:

Thursday 23rd March 2017 at 6:00pm.

Agenda items to include:

Dates of Future Full GB, committee and SHARE MAT meetings – at school

Day	Date	Meeting	Time
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 (Cowersley Primary school)	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 (location tbc)	8.00 a.m.

Future Agenda Items:

2836. 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 7:26pm.

N Wilson
Name


Signature

23rd March 2017
Date