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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 15th November 2016.

Meeting commenced 8:00am

PRESENT

Mr N Wilson (Chair), Ms A Horsfall-Jones, Mr G Davis, Ms T Dunkerley, Mr J McNally, Mr N Siraj

In Attendance

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

The meeting commenced at 8:05am.

The Chair advised that he had to leave before the end of the meeting. In the absence of the Vice Chair at the meeting, a Governor was needed to be nominated to act as Chair.

RESOLVED: That Mr G Davis assume role of Chair when Mr N Wilson left the meeting (Unanimous)

Mr N Wilson delegated his voting rights to Mr G Davis in his absence.

It was agreed to take the agenda in a different order to that issued due to the early departure of the Chair.

Ms Horsfall-Jones was not present at the start of the meeting.

2773. APOLOGIES FOR ABSENCE, DECLARATIONS OF INTEREST, LAAPS AND DELEGATION OF VOTING RIGHTS

- (a) Apologies were received from Mrs A A Cooper, Ms C Cooper-Smith, Mrs P Gillespie, Mrs A Poppleton, Mr B South (Consent)
- (b) Delegated voting rights were as follows:
 - a. Mrs A A Cooper to Mr G Davis
 - b. Ms C Cooper-Smith to Ms A Horsfall-Jones
 - c. Mrs A Poppleton to Ms T Dunkerley
 - d. Mr B South to Mr G Davis
- (c) Ms A Horsfall-Jones declared she was a Governor at Flockton First School.

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

2774. MATTERS FOR ANY OTHER BUSINESS

- (a) Shelley College Leadership team proposal
- (b) Catering - raised by Mr G Davis
- (c) Letter from Farnley Tyas re catering
- (d) 6th Form 2018/19 curriculum changes

2775. SAFEGUARDING UPDATE

Mrs J Carr circulated her Safeguarding update report and copies of the Safeguarding policy were available.

Mrs J Carr had held 2 after school Safeguarding sessions with staff last year. Updates were given to staff when changes to the Safeguarding policy occurred. It was noted that Safeguarding had ramifications throughout school with far reaching implications for staff and students. Key changes in safeguarding included:

- (a) FGM policy which was now statutory requirement.
- (b) Increased focus on peer on peer abuse.
- (c) Process was that staff informed police in conjunction with Mrs J Carr if there were any safeguarding issues identified.

Mrs J Carr advised of the overall Safeguarding process used by College. She had met with Mr N Wilson and submitted a detailed questionnaire on Safeguarding to Kirklees.

Governor names were needed to be given to Rachel Walker for Safeguarding records.

ACTION: Mrs J Carr to send Minute Clerk report for circulation to Governors.

The Chair thanked Mrs J Carr for her report.

Mrs J Carr left meeting.

2776. REPRESENTATION

(a) Appointments

Mrs P Gillespie, Trust Governor, appointment had been ratified by SHARE Board of Directors on 8th November 2016

(b) End of Term

Mr N Siraj, Parent Governor, end of term 4th December 2016.

It was noted that Directors of SHARE MAT had advised that the new Scheme of Delegation was effective only for new Governor appointments from 1st September 2016. Therefore Mr B South and Mrs A Horsfall-Jones would serve their full 4 year terms.



The Principal advised that Mr B South was a Support Staff under the new Scheme of Delegation.

Currently vacancies as follows:

- (a) Appointment by secret ballot for a 2 year term for:
- i. 1 Teaching Staff Governor - no one currently appointed
 - ii. 1 Parent Governor effective 5th December 2016

(b) 1 Trust Governor, appointed by SHARE MAT Board for a 4 year term.

ACTION: The Principal to seek interest from Teaching staff for Staff Governor vacancy.

Mr N Siraj thanked Shelley College for his time of being a Parent Governor. He had found the school community friendly, it had been an honour serving as a governor and had pleasure being a member of various Governor committees.

The Chair recorded his thanks to Mr N Siraj for his contribution over the last 4 years.

2777. APPROVAL OF THE MINUTES OF THE FULL GOVERNING BODY MEETING HELD ON 27TH SEPTEMBER 2016

The minutes of the Full GB meeting held on 27th September 2016 had been circulated prior.

RESOLVED: That the minutes of the Full Governing Body meeting held on 27th September 2016 be approved subject to the following amendment:

**Mr N Wilson had responsibility for Safeguarding not Ms T Dunkerley (minute 2750 refers)
(Unanimous)**

2778. MATTERS ARISING

- (a) Additional curriculum responsibilities had been identified at the Evaluation and Improvement Committee meeting. These were as follows:
- a. Mr N Wilson - Technology
 - b. Mrs A Poppleton - PE

2779. COMMITTEE REPORTS

Draft minutes of committee meetings held since start of term had been circulated prior. These minutes were confidential and not yet approved by the committees concerned.

(a) Evaluation and Improvement
No questions asked.

(b) Health & Safety
No issues had been reported at the committee meeting.



(c) Resources

The committee meeting had been postponed due to lack of Governor availability.

(d) Leadership Proposal

The Principal spoke to his Leadership proposal. College had strong English and Maths Middle leaders. The Principal proposed putting middle leaders on to the Leadership spine and spoke to his recommendations that were deemed confidential. The initial costs of the proposal were about £7.5k with maximum cost over 3 years of £25.6k.

RESOLVED: That the Principal to proceed with initial middle management proposal (Unanimous)

2800. EV1s

The Principal requested EV1 approval for a History trip to Berlin 5-8 April 2017, a Ski trip to Italy 15-22 April 2017 and a PE trip to Wimbledon 12-13 July 2017

RESOLVED: That the Chair signed the EVIs for History trip to Berlin 5-8 April 2017, Ski trip to Italy 15-22 April 2017 and PE trip to Wimbledon 12-13 July 2017 (Unanimous)

The Chair and Mr N Siraj left the meeting. Mr G Davis assumed Chair.
The meeting was inquorate.

2801. FINANCE UPDATE

Mrs C Lally joined meeting and circulated her virement requests and supporting confidential documentation which she spoke to. The virements requested did not affect budget. Virements requested included:

- (a) Funding from Chartwells for shop fit - £35.9k
- (b) Teaching staff virements - £25.9k
- (c) £15k to SHARE for Shelley staff costs
- (d) ISW Vacancy - move amount from ISW Salary budget to Cover Costs budget

Mrs C Lally reported that college had subsidised a bus for Barnsley area students.

Q: Had provision of a bus for students made a difference?

A: Too early to say

As the meeting was inquorate but financial approval was required for the virements requested before month end, it was agreed to request Governor approval by email that would be ratified at the next Full GB meeting held.

ACTION: Mrs C Lally to provide virement request to the Minute Clerk for issue by email requesting Governor approval by 23rd November 2016.

Mrs C Lally left meeting

The meeting was suspended at 9:00am.

The meeting re-convened at 9:47am.



Ms A Horsfall-Jones joined the meeting. The meeting was quorate and Mr G Davis re-assumed role of Chair.

2802. PRINCIPAL'S REPORT

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

- (a) Peer review by Rob Jones had identified some areas as outstanding
- (b) The SDP been updated by SLT and progress had been made in key areas.
- (c) Discuss for Life lessons had been positive.
- (d) Gary Stead had made good impact as the new SENCO.
- (e) Marketing: a new website was being commissioned and would be linking to College's prospectus and SHARE website.

The Acting Chair thanked the Principal for his report.

2803. HR UPDATE

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

- (a) Pay progression had been completed
- (b) One Head of Department had resigned.

Mr G Davis reported positive support by Mr G Wadsworth to 6th Form students and recorded his thanks.

The Acting Chair thanked the Principal for the HR report.

2804. OPERATIONS PLAN UPDATE

The Operations report with had been circulated prior. Highlights included:

- (i) Cleaning and Energy supply contracts were being reviewed.
 - (ii) New HR software, SELIMA was due to be implemented by early December 2016.
- (a) Mr G Davis fed back some feedback received regarding the new catering contract. Principal reported food choice was healthier than before. Demand had increased. Mr B South was undertaking parent consultation with regards to daily spend limit.
- (b) It was reported that a letter from Kay Smith, Chair of Governors, and the Headteacher of Farnley Tyas C of E First School had been received. The Principal advised that the school had not used the catering service last year. The catering contract had changed so College could no longer offer the catering service. A letter about withdrawal of service had been received which Governors discussed.

ACTION: The Principal to draft letter of response for Mr N Wilson, Chair of Governors to send to Farnley Tyas Chair of Governors and Headteacher.

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



2805. APPROVAL OF POLICIES

No policies had been submitted for approval

2806. SDP UPDATE

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

2807. STUDENT AND PARENT SURVEY OUTCOMES

ACTION: The Principal to arrange for the survey outcomes to be circulated electronically to Governors

2808. SAFEGUARDING

No update

2809. GOVERNOR SKILLS AUDIT FOLLOW UP

No update

2810. GOVERNOR TRAINING AND SCHOOL VISITS

(a) Governor Training

Ms A Horsfall-Jones had received some dates from Dugall Mc Cormick for Link Governor training. Training would last for 90 minutes and would also be open to other schools.

ACTION: Ms A Horsfall-Jones to email Governors proposed training dates requesting their availability.

(b) Governor School visits

Ms A Horsfall-Jones, Mr G Davis and Ms T Dunkerley had been interviewed by the Investors in Pupils inspection team on 15th November 2016.

It was noted that ratification of the Governors Code of Conduct had occurred at the SHARE MAT Directors meeting held on 8th November 2016

2811. REVIEW ANNUAL SUMMATIVE COMPLAINT LOG

No formal report was made but number of complaints to the Principal was fewer than 5. Item was to be carried over to the next Full GB meeting.

2812. CORRESPONDENCE

This had been covered under Minute 2804(b).



2813. ANY OTHER URGENT BUSINESS(a) Post 16 Curriculum planning 2018-19

Mr D Wadsworth circulated his report on Post 16 Curriculum Planning. A review of curriculum offer and marketing due to recent uptake of 6th form places was being undertaken. There had been demand for vocational subjects which had been delivering better outcomes. The curriculum planning was currently at draft stage.

Governors reviewed the draft outline proposal and supported moving it forward to the next stage.

Q: Does College have the skill set in place to deliver changes proposed?

A: In the majority there were skills in place.

Q: Can any proposed changes be delivered from September 2017?

A: Only as A Level subjects.

2814. 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 17th January 2017 at 6:00pm.

Agenda items to include:

- Annual Summative Complaint Log

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

Day	Date	Meeting	Time
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 (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:

2815. AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY

RESOLVED: That minutes or related papers be excluded from the copy to be made available at the School, in accordance with the Freedom of Information Act as follows:
Detailed salary information supporting virement request (minute 2779(d) refers)

Meeting closed at 10.32am

<u>N. WILSON</u>	<u></u>	<u>17. 1. 2017</u>
Name	Signature	Date