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THE GOVERNING BODY OF SHELLEY COLLEGE

Minutes of the Full Governors Annual Meeting of Shelley College Governing Body held at 6:00pm at the School on Tuesday 26th September 2017.

PRESENT

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

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 18:05.

2869. APOLOGIES FOR ABSENCE, DECLARATIONS OF INTEREST, LAAPS AND DELEGATION OF VOTING RIGHTS

- (a) Ms A Horsfall-Jones declared she was a Governor at Flockton First School.
- (b) Mrs A Poppleton was declared a LAAP.
- (c) The Minute Clerk reported that it has been clarified that Ms A Storey was not a LAAP.

Ms A Storey joined meeting.

The Chair proposed to Governors that they continued with their agreed responsibilities for the year ahead. Governors were in agreement with this proposal.

The Principal advised that under the SHARE MAT Scheme of Delegation it was not necessary to hold elections for the Chair and Vice Chair. This was as the term for these posts was 4 years, although 2 year terms will be considered by directors this term.

2870. APPOINTMENT OF CHAIR

The Minute Clerk chaired this item. Mr N Wilson confirmed he was willing to continue as Chair.

RESOLVED: That Mr N Wilson be re-appointed Chair of the Full Governing Body of Shelley College (Unanimous)

ATC

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

2871. APPOINTMENT OF VICE CHAIR

Mrs A A Cooper confirmed that she was willing to continue as Vice-Chair.

RESOLVED: **That Mrs A A Cooper be re-appointed Vice Chair of the Full Governing Body of Shelley College (Unanimous)**

2872. MATTERS FOR ANY OTHER BUSINESS

None

2873. REPRESENTATION

- (a) The Principal advised that no interest had been expressed for the Staff Governor vacancy. He asked if a Governor was able to come into college to speak to staff about the role. Ms A Poppleton volunteered to come into college with a view to recruit a Staff Governor.

ACTION: **Mrs A Poppleton to arrange to visit college to support recruitment of a Staff Governor.**

- (b) It was noted that currently there were up to 2 Trust Governor vacancies.

Q: Who seeks to find and appoint Trust Governors?

A: The Board and local Governing Bodies. The Directors are responsible for the ratification of Trust Governor appointments.

2874. APPOINTMENT OF GOVERNORS WITH SPECIFIC RESPONSIBILITIES

RESOLVED : **That Governors with specific responsibilities for one year were:**

**SEN - Mr N Wilson
Safeguarding – Mrs A A Cooper
Disadvantaged Children – Mrs A A Cooper
Governor Training - Ms A Horsfall-Jones**

LINK GOVERNORS

**Art, Music, Drama, PE - 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
Technology - Ms A Storey
Pastoral - Ms A A Cooper
6th Form - Mr G Davis**

(Unanimous)

AA

2875. APPOINTMENT OF COMMITTEES

RESOLVED: (i) That Governor committees (2017-18) to be:

(a) RESOURCES

Ms A Dukeson Mrs P Gillespie, Ms A Horsfall-Jones, Ms A Storey, Mr N Wilson.

(b) HEALTH & SAFETY

Mr G Davis, Mr N Wilson.

It was noted that this committee was to be a SHARE MAT committee.

(c) SELF EVALUATION AND IMPROVEMENT BOARD

Mrs A A Cooper, Ms C Cooper-Smith, Ms A Dukeson, Mrs P Gillespie, Ms Horsfall-Jones, Mrs A Poppleton, Ms A Storey.

(ii) That only Governors could vote at committee meetings.

(Unanimous)

Mrs A Poppleton advised that there was a need for independent committee members for the SHARE MAT Audit & Risk Assurance committee. She requested Governors to suggested possible committee members to herself.

2876. 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.



2877. APPROVAL OF THE MINUTES OF THE FULL GOVERNING BODY MEETING HELD ON 27 JUNE 2017

The minutes of the Full GB meeting held on 27th June 2017 had been circulated beforehand.

RESOLVED: That the minutes of the Full Governing Body meeting held on 27th June 2017 be approved subject to the following amendments:
(i) Minute 2854 (a) refers – to read ‘Ms T Dunkerley, Trust Governor advised that she would not be seeking re-appointment.’

(Unanimous)

2878. MATTERS ARISING

- (a) Skills for Life Day (minute 2863 (a) refers)
Ms C Cooper-Smith and Mr G Davis reported that the Skills4Life day was well organised and students were well prepared.
- (b) Toilet block (minute 2877(g)b refers)
School reported that the new toilet blocks were operational and feedback from students was positive. One parent had inspected the facilities and was happy with the plans. The Principal invited Governors to inspect the refurbished toilets by the main reception after the meeting.

2879. PRINCIPAL'S REPORT

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

- (a) Summary
- a. Year 9 had settled in well with the two 2 week transition in the summer term having a positive impact..
 - b. College was at PAN of 360.
- (b) Exam results
- a. Summer exams – GCSE English & Maths had done exceptionally in Attainment and Progress for the cohort.
 - b. Progress in Humanities and Foreign Languages was disappointing.
 - c. A review of the MFL department had led to a robust action plan moving forward including support from other schools.
 - d. Leadership in humanities had changed with the faculty leader relinquishing her responsibilities. Heads of geography and history will now link directly to a member of the SLT team (Mr A Hewitt). A review of geography and history will take place before October half-term.
 - e. Examples of other subjects where progress was positive include Art & Drama.
 - f. Disadvantaged and Boys' progress have been identified as priorities for 2017-18
 - g. Moderator decisions had been challenged for GCSE and A Levels, however only a few changes had been upheld so far.

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Ms A Horsfall-Jones joined the meeting.

- h. There had been positive outcomes for A Levels, although final progress measures were not due until January 2018.
- i. Mr D Wadsworth circulated the restricted DfE Performance Leagues.
 - i. Progress 8 score was +0.31 with English at +0.59 and Maths +0.53.
 - ii. Prior attainment – there had been positive impact on those with low prior attainment
 - iii. The gender gap between Boys and Girls will be a focus area moving forward.
 - iv. 50% achieved a strong pass in English and Maths (grade 5 or above).
 - v. 30% of students achieved the EBacc qualifications.

Q: Was demand for college places from in area or outside?

A: Demand was from both. Priority was given to in area and the majority attending were from middle schools.

Q: Will staff changes in humanities have an impact on Religious Studies?

A: No as Senior Leaders are looking at different ways of working, including curriculum review.

Q: The national press said boys' performance had improved but this was not reflected at Shelley College?

A: The national press referred to higher ability boys.

The results will be discussed and scrutinised in more detail by the Evaluation & Improvement committee. The Principal reported that the Progress 8 result was very strong. Governors congratulated all staff on the achievements made.

(c) SEF

Mr D Wadsworth spoke to the SEF that had been circulated beforehand. The SEF had been updated and condensed. The Principal will review the SEF again during the spring term, focusing on the impact of strategies in languages and humanities, and the progress of boys and disadvantaged students. No questions were asked.

(d) Future Strategic planning

The Principal reported that 6th form recruitment is lower again this year and a similar pattern has been seen in other schools. 6th form funding remains tight. The Principal felt that college needed to wait and see what emerges over time.

Q: Has any work been done as to why have student numbers fallen?

A: 6th form colleges including Greenhead, New College, Barnsley and Kirklees have had a massive push on recruitment, resulting in a significant increase in the number of students on roll. Leavers 2017 were a less able year group, therefore more students have gone on to study level 2 qualifications and apprenticeships. This was also a small year group (335 students) which reflects a generally lower population at this age.

(e) Finance Report

Mrs C Lally spoke to her report. Highlights included:

- a. External Audit was due to commence on 16th October 2017.
- b. A re-structure of the Finance department had been undertaken.

AC

(f) Operations Report

Mrs C Lally spoke her report. Highlights included:

- a. 2 new computer suites had been installed
- b. New teacher laptops had been rolled out.
- c. New server rack installed.
- d. Toilet refurbishment had been completed
- e. College was looking to trial an interactive projector in Maths to replace interactive whiteboards.

Mrs C Cooper-Smith left the meeting.

(g) Health & Safety and Risk report

Mrs C Lally spoke her report. Highlights included:

- a. The trust and school was moving to using GRC1, risk management software that RAG rates risk for each school.
- b. Risk assessments across schools at local governing body level when finalising development plans was now a priority for all schools.
- c. Staff had attended First Aider courses.
- d. There no incidents to report.

(h) Human Resources Report

Highlights included:

- a. The recommended National pay increase was 2% for position at the bottom and top of the main teachers' scale and 1% for all other parts. Trust leaders are recommending 2% for all main pay scale parts, to keep the increment consistent and match the vast majority of other employers. Upper and leadership scales will be awarded 1%.
- b. Due to unsuccessful recruitment of the ICT and Data Manager positions, college was working on a revised plan using existing staff, including the appointment of an Assistant Head (student achievement) and two ICT/data apprentices.
- c. Jack Wyatt had been promoted to Director of Science and the Head of Science position has been advertised.
- d. Overall, new staff appointments are performing well.
- e. David Clegg, Investors in People, visited on 18th September 2017 for a progress meeting. He provided feedback which will be added to college's 2017/18 HR development plan.

The Principal invited Governors to feed back their comments relating to pay increases for consideration.

The Chair thanked the Principal, Mr D Wadsworth and Mrs C Lally for their reports.

2880. APPROVAL OF POLICIES

Policies for approval had been circulated prior to the meeting. Copies were available in the meeting. Governors reviewed the policies.

(a) Whole School Policy for Behaviour

The Principal requested that persistent bad behaviour fixed term exclusion be incorporated into the policy.

ACTION: (i) Mrs J Carr to add persistent bad behaviour fixed term exclusion
(ii) Mrs J Carr to develop a parent guide for commitment to learning

(b) Whole-School Policy on Anti-Bullying

It was felt that DBS checks should to be undertaken every 4 years for Governors and 5 years for staff.

ACTION: (i) The Principal and Mrs J Carr to meet with HR and discuss recommendations re DBS for staff and Governors.
(ii) Mrs J Cars to email to governors Declarations on Safeguarding document that Governors need to sign and return.

RESOLVED: (i) That the Whole-School Policy for Behaviour be adopted subject to the amendment requested.
(ii) That the Whole-School Policy on Anti-Bullying Policy be adopted.

(Unanimous)

2881. CONFIRMATION OF 2018-19 PAN

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

RESOLVED: That the 2018-19 PAN be set at 360. (Unanimous)

Mr D Wadsworth left the meeting.

2882. REVIEW ANNUAL SUMMATIVE COMPLAINT LOG

The Principal apologised that the report had been omitted from the hard copy reports brought to the meeting.

ACTION: The Principal to request that Ms J Newson circulate the Annual Summative Complaint Log via email.

2883. SAFEGUARDING

Nothing to report

2884. GOVERNOR TRAINING AND SCHOOL VISITS

(a) Governor Training

None reported

(b) Governor School visits

- a. Mrs A Horsfall had come in on the last day of school in the summer term.
- b. Ms C Cooper-Smith and Mr G Davis had attended the Skills4Life event on 28th June.

AAC

2885. PRINCIPAL'S PERFORMANCE REVIEW

It was reported that this had been set for 16th November

2886. ANNUAL GOVERNOR REPORTING AND SKILLS AUDIT

(a) Completion of Declaration of Interest Forms and Related Parties forms

Governors were requested to complete the Annual Declaration of Interest and Related Parties forms and return to the Minute Clerk at the end of the meeting. All Governors submitted completed forms.

(b) Annual Governor Skills Audit

The Minute Clerk advised that SHARE MAT had developed a skills audit for Directors and Governors based on the NGA skills audit.

ACTION: Ms A Horsfall-Jones to liaise with Ms J Newson regarding issue and consolidation of the annual Governor skills audit.

2887. ANY OTHER URGENT BUSINESS

The Principal circulated the Green Light Alliance brochure to Governors.

2888. CORRESPONDENCE

None

2889. EV1s

None

2890. 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 14th November at 8:00am.

Agenda items to include:

Dates of Future Full GB meetings – at school

PROPOSED SCHEDULE FOR MAT/SHELLEY 2017-18

MAT or
Shelley College

Tuesday	3 rd October	SHARE MAT Audit & Risk Committee	4.00 p.m.	MAT
Monday	9 th October	Evaluation and Improvement Board	5.00 p.m.	Shelley
Thursday	19 th October	Health and Safety Committee	3.30 p.m.	Shelley
Half Term				
Tuesday	7 th November	Share MAT Directors Meeting	8.00 a.m.	MAT
Tuesday	14 th November	Resources Committee (Finance)	5.00 p.m.	Shelley
Tuesday	14 th November	Full Governors	6.00 p.m.	Shelley
Thursday	30 th November	SHARE MAT Audit & Risk Committee	4.00 p.m.	MAT
Tuesday	5 th December	AGM SHARE Academy	8.30 a.m.	MAT
Christmas Holiday				
Tuesday	16 th January	Full Governors	6.00 p.m.	Shelley
Monday	29 th January	Evaluation and Improvement Board	5.00 p.m.	Shelley
Half Term				
Tuesday	27 th February	Health and Safety Committee	3.30 p.m.	Shelley
Wednesday	28 th February	SHARE MAT Audit & Risk Committee	4.00 p.m.	MAT
Tuesday	6 th March	Share MAT Directors Meeting	6.00 p.m.	MAT
Tuesday	13 th March	Resources Committee (Finance)	5.00 p.m.	Shelley
Tuesday	13 th March	Full Governors	6.00 p.m.	Shelley
Easter Holiday				
Tuesday	24 th April	Evaluation and Improvement Board	5.00 p.m.	Shelley
Tuesday	8 th May	Full Governors	6.00 p.m.	Shelley
Half term				
Tuesday	12 th June	Health and Safety Committee	3.30 p.m.	Shelley
Tuesday	12 th June	SHARE MAT Audit & Risk Committee	4.30 pm	MAT
Tuesday	26 th June	Resources Committee (Finance)	5.00 p.m.	Shelley
Tuesday	26 th June	Full Governors	6.00 p.m.	Shelley

nb: Y9
Parents
Evening

Governors reviewed the current planned meeting dates. It was agreed to accept these meeting dates.

Future Agenda Items:2891. 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 19.41.

AA COOPER
Name

AA Cooper
Signature

14/11/17
Date

