



Kirklees Directorate for Children and Adults

Company no: 07729878

THE GOVERNING BODY OF SHELLEY COLLEGE

Minutes of the Meeting of the Governing Body held at 6.00pm at Shelley College on Tuesday 25 September 2018.

Present

Mr N Wilson (Chair), Mrs A A Cooper, Mrs C Cooper-Smith, Mr G Davis, Mrs P L Gillespie, Ms R Rawling, Mr D Wadsworth.

In Attendance

Mr A Hewitt (Vice Principal)
 Ms E Kilner (Minute Clerk)
 Mr G Wadsworth (Vice Principal)

Agenda Item	Discussion and Decisions	Action – who/by
2939.	<p>Election of Chair</p> <p>RESOLVED: That the term of office for the chair will be until the AGM 2019.</p> <p>RESOLVED: That Mr N Wilson be elected as Chair.</p>	
2940.	<p>Apologies, consent and declarations of LAAPs and interests</p> <ul style="list-style-type: none"> • Apologies for absence were received from Ms M A Dukeson, Ms A Horsfall-Jones, Mrs A Poppleton and Ms A Storey all with consent. • The Chair registered that he was a supplier of stationery products to Shelley College. <p>It was agreed that the Full Governing Body Meeting Register should be amended to show Mr D Wadsworth as Principal and show Mr J McNally as SHARE MAT CEO (In Attendance).</p>	Governor Clerking Service

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	<p>RESOLVED: That the protocol for apologies and consent to governor absence will be consent for all apologies received (blanket consent).</p> <p>RESOLVED: That the Governors' Code of Conduct be approved and adopted and that all governors present have signed the register to confirm that the Code of Conduct has been agreed and adopted.</p> <p>RESOLVED: That the Annual Review of Governance Information will be performed to ensure that all information is up to date. Governance arrangements are published on the school's website and the information on Edubase is up to date. The school holds a register of business and pecuniary interests of the governors.</p>	
2941.	<p>Matters for any other business</p> <p>The following matter is to be discussed under any other business.</p> <ul style="list-style-type: none"> • Letter of thanks to Mr J McNally 	
2942.	<p>Representation</p> <p>The following matters of representation were noted:</p> <ul style="list-style-type: none"> • Mrs A Poppleton has resigned as a Trust Governor with effect from 25 September 2018. • Mrs A A Cooper resigned as a Trust Governor with effect from 25 September 2018. • Mrs P L Gillespie resigned as a Trust Governor with effect from 25 September 2018. <p>The Chair of governors thanked Mrs A A Cooper, Mrs P L Gillespie and Mrs A Poppleton for their impact, support and hard work as governors and noted that all will be a loss to the governing body.</p>	
2943.	<p>Election of Vice-Chair</p> <p>RESOLVED: That the term of office for the Vice-Chair will be until the AGM 2019.</p> <p>RESOLVED: That Mr G Davis be elected as Vice-Chair.</p>	



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2944.	<p>Review of Committees</p> <p>RESOLVED: That membership of committees be as follows:</p> <p style="padding-left: 40px;"><u>Resources Committee</u> Mr N Wilson (Chair) Ms A Horsfall-Jones (Vice-Chair) Mr G Davis Ms M A Dukeson Ms A Storey</p> <p style="padding-left: 40px;"><u>Evaluation and Improvement Committee</u> Mrs C Cooper-Smith (Chair) Ms A Horsfall-Jones Ms M A Dukeson Ms R Rawling Ms A Storey</p> <p>RESOLVED: That the existing Terms of Reference remain unchanged.</p>	
2945.	<p>To appoint Trustees with Specific Responsibilities</p> <p>RESOLVED: That governors with specific responsibilities will be:</p> <ul style="list-style-type: none"> • Special Educational Needs and Disabilities (SEND) – Mr N Wilson • Safeguarding and Looked After Children – Mrs C Cooper-Smith • Premium Link – Ms A Horsfall-Jones • Trustee Training Contact – Ms A Horsfall Jones <p>It was agreed that Assessment and Feedback and Quality of Teaching will be included on the agenda of the Evaluation and Improvement Committee as standing items and therefore there is no requirement for governors with Specific Responsibilities for these two areas.</p> <p>It was agreed that the Chair will make visits to subject classes as part of his regular visits to the school to meet with the Principal. The Chair will update the Governing Body Meeting on visits and observations and this will be recorded as part of the meeting minutes.</p>	<p>Governor Clerking Service</p> <p>Chair</p>



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2946.	<p>Chair's Delegated Powers</p> <p>RESOLVED: That the Chair be granted the following delegated powers:</p> <ul style="list-style-type: none"> (i) Change the date of a scheduled meeting, for good reason (ii) Chair's powers to grant retrospective consent to absence in the event that a governor would have become disqualified if the matter had to wait for the next governors' meeting. (iii) To determine in advance of a meeting whether any items of the agenda should be deleted from the copy to be made available at the school. 	
2947.	<p>Delegation of Financial Powers to the Principal</p> <p>RESOLVED: That the Governing Body delegates to the Principal the power to carry out on its behalf the following delegated duties:</p> <ul style="list-style-type: none"> (i) Planning and conducting the affairs of the school to remain solvent. (ii) Ensuring good financial management and effective internal control (iii) Ensuring that funding is used only in accordance with the conditions attached to that funding. (iv) Ensure compliance with the funding agreement and the academy financial handbook. <p>RESOLVED: That the Principal be authorised to approve spending in accordance with SHARE MAT Scheme of Delegation.</p>	
2948.	<p>Minutes of the previous meeting held on 26 June 2018</p> <p>RESOLVED: That the minutes of the meeting held 26 June 2018 be approved and signed as a correct record of the meeting.</p>	



Agenda Item	Discussion and Decisions	Action – who/by
2949.	<p>Matters arising</p> <p>a) <u>Governor Training and school visits (Minute 2933 refers)</u></p> <p>Q. How did the mock interviews go with year 11 on 27 June 2018?</p> <p>A. Very well. Mr G Davis was very impressed with students.</p>	
2950.	<p>Principal's Report</p> <p>Mr D Wadsworth presented the Shelley College Principal's Report to Governors September 2018.</p> <p>(a) <u>Summary</u></p> <ul style="list-style-type: none"> • It has been a successful start to the new academic year with the Commitment to Learning policy having a positive impact on behaviour. Seniors leaders and the pastoral team are visiting every lesson throughout the day. • The school is pleased with GCSE and A level results. Progress scores are still internal predictions but are positive. • Sixth form recruitment has improved with 112 students joining in year 12 vs 95 last year. The total sixth form roll is 204. Recruitment is still a priority. • Review is being made of potentially combining teaching of year 12 and year 13 in a small number of subjects. <p>Q. How do Teachers feel about this?</p> <p>A. It presents challenges but teachers are keen to avoid subjects being lost from the curriculum.</p> <p>(b) <u>Standards and Effectiveness update</u></p> <ul style="list-style-type: none"> • Internal projections suggest a P8 score of +0.39. • English and Maths attainment has improved and indicative progress scores for key departments including history, geography and languages are stronger. • Indicative figures suggest all 4 'buckets' have positive P8 scores as do boys and girls. Disadvantaged students have improved but will still be negative P8. Issues with disadvantaged students are linked to curriculum choice within the 'open' bucket and the issue. • Progress in technology subjects was disappointing. Reviews are underway and action plans will be put in place. • Curriculum leaders have challenged moderator decisions in GCSE dance and A Level Art. 	



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	<ul style="list-style-type: none"> • A Level indicative L3VA score is +0.21 compared to +0.08 in 2017. Strong performance was achieved in Social Sciences, Chemistry, History, Spanish, Biology, English Literature and Cambridge National Sport. Progress was disappointing in Physics, Philosophy & Ethics, Computing, Applied Science and Textiles. SLT links will put plans in place for improvements. <p>Q. How many staff are on formal plans currently? A. Just 1.</p> <p>Q. Why was Applied Science so poor? A. Mainly due to leadership and some decisions regarding course content. Plans are in place.</p> <p>Q. Are we staying with the same exam board? A. Yes due to university acceptance requirements.</p> <p>The governors congratulated the staff on the results and thanked them for their hard work.</p> <p>(c) <u>Behaviour, welfare and safeguarding update</u></p> <ul style="list-style-type: none"> • During the final two weeks of term a new Commitment to Learning system was trialled. • Initial feedback in the new academic year is very positive with behaviour in lessons improved and just a small pocket of students causing issues. • Attendance figures are very strong with most cohorts improving compared to last year. Strategies are being implemented to address students having a negative impact on specific cohorts. • So far this term three students have received a fixed term exclusion totalling four days. <p>Q. Is late arrival a problem? A. Yes but mostly due to school buses. School bus companies have been asked to improve the service.</p> <p>It was agreed the Mr N Wilson would contact a local councillor and pass on contact details for Mr G Wadsworth to enable discussion about school bus issues.</p>	<p>NW</p>



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	<p>(d) <u>Self Evaluation Form (SEF) & School Development Plan</u></p> <ul style="list-style-type: none"> • SEF is currently Outstanding (1c) but when progress figures are confirmed this may increase some of the fine judgements to (1b) • Mr D Wadsworth circulated 2018 – 19 Priorities and updated the meeting on the key priorities for 2018 – 19. <p>Q. How are appointments currently booked for parents evening? A. This is currently via paper slips but it is very time consuming.</p> <p>(e) <u>2018 – 19 Curriculum</u></p> <ul style="list-style-type: none"> • The curriculum is designed to ensure all pupils have access to a broad and balanced experience. • It was noted that the Ofsted framework is changing and curriculum will be at the forefront with reviews of curriculum to assess if it is fit for purpose. • Skills 4 Life and RS are now taught in a 20 minute form period every Monday morning. • KS4 for year 10 and year 11 has 3 GCSE pathways. • Sixth form curriculum is wide and offers a large range of subjects with progression pathways. <p>(f) <u>Finance Report</u></p> <ul style="list-style-type: none"> • There is still an in year deficit projected for 2017 – 18. This will be shared with the Resources Committee when work is complete. • There have been changes in 2018 – 19 budget and impacts will be confirmed at the Resources Committee. • Changes include impacts of Teachers pay rise, Teachers pay grant and restructuring of technicians. Net impacts are expected to be positive. <p>(g) <u>Risk management and Health & Safety</u></p> <ul style="list-style-type: none"> • There has been no movement on the GRC One Risk matrix since the last meeting. • Long term financial security is the only red risk and this may reduce to amber after 2018 – 19 budgets are updated. <p>Q. When will website be updated? A. Release of the new website is currently being planned but the difficulty is time to keep all information up to date.</p>	



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	Mr D Wadsworth confirmed that all key policies on the website is fully up to date and complaint.	
2951.	<p>Approval of Policies</p> <p>RESOLVED: That following policies were approved and adopted:</p> <ul style="list-style-type: none"> • Behaviour Policy September 2018 • Safeguarding and Child Protection Policy • Whole School Policy on Sex and Relationship Education • Post 16 Behaviour and Attendance Policy – Academic Year 2018-19 • Pupil with Medical Needs and Disability Policy • Anti Bullying Policy – Academic Year 2017-18 • Trustees Allowance Policy <p>Q. Can details of the responsible governor be added to ‘Safeguarding on a Page’? A. Yes this will be updated together with the policy and website.</p> <p>Q. Is Mr G Wadsworth the School Safeguarding Lead? A. Yes.</p>	
2952.	<p>Safeguarding</p> <p>There were no safeguarding issues for discussion.</p>	
2953.	<p>Consultation on Admission Arrangements for 2020/21</p> <p>Mr D Wadsworth updated on issues with the 2020 cohort. There are currently 373 pupils in Middle schools but Shelley Year 9 PAN is only 360.</p> <p>The LA policy is very clear and will be adopted to allocate places but there may be issues if places are allocated on appeal.</p> <p>Q. Could the school accommodate more than 360 PAN? A. This wouldn't be possible as it would be up to 90 additional pupils and the associated additional costs such as teaching, resources etc. The increase of 90 pupils would be 30 per year as it makes sense to increase PAN in multiples of 30.</p>	
2954.	<p>Governor training and school visits</p> <p>The following governor visits and training have taken place in</p>	




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	<p>September 2018:</p> <ul style="list-style-type: none"> - Mr N Wilson has met with Mr D Wadsworth on 25 September 2018. Visits were made to science lessons during the meeting. - Mr G Davis attended the Senior Leadership Team Meeting with parents. It was noted that the attendance from parents was poor but further meetings will be held. 	
2955.	<p>Any other urgent business</p> <p>Mr N Wilson updated that he will write a letter of thanks to Mr J McNally for his work as Principal at Shelley College.</p> <p>Q. Is Mr J McNally still based at the School? A. First floor accommodation is now used for ShareMAT and the Teaching School.</p> <p>Q. Has the bungalow been refurbished yet? A. Not yet as additional insurance funds are being sought.</p>	
2956.	<p>Correspondence</p> <p>None.</p>	
2957.	<p>EVI's</p> <p>Mr D Wadsworth presented the following EVI's and requested approval</p> <ul style="list-style-type: none"> - 7th to 10th February 2019 – Spanish trip to Madrid. This is a planned tour and 40 students are expected to attend. - February 2019 – Half Term Ski Trip, 20 students are expected to attend <p>Q. How much is the Ski Trip? A. £1,400.</p> <p>Q. What type of accommodation is provided on the Ski Trip? A. 3 Star plus accommodation with Bed, Breakfast and evening meal and flights and ski passes included. Students will require only a small amount of spending money in addition to the trip cost.</p> <p>RESOLVED: That the Chair should sign the three EVI's presented.</p>	



Agenda Item	Discussion and Decisions	Action – who/by
2958.	<p>Dates of meetings for the 2018 – 2019 academic year</p> <p>RESOLVED: The next meetings of the governing body will be held at the school at 6.00pm:</p> <ul style="list-style-type: none"> - Tuesday 13 November 2018 - Tuesday 12 March 2019 - Tuesday 9 July 2019 	
2959.	<p>Agenda, minutes and related papers – school copy</p> <p>RESOLVED: That no part of these minutes, agenda or related papers be excluded from the copy to be made available at the School, in accordance with the Freedom of Information Act.</p>	

The Chair closed the meeting at 7.45pm.



Chair
 13th NOVEMBER

Date