



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 26 June 2018.

Present

Mr N Wilson (Chair), Mrs A A Cooper, Mr G Davis, Ms M Dukeson, Ms A Horsfall-Jones, Mrs P L Gillespie, Mrs A Poppleton, Ms R Rawling, Ms A Storey

In Attendance

Mrs J Carr (Vice Principal)
Mr A Hewitt (Vice Principal)
Ms E Kilner (Minute Clerk)
Mr D Wadsworth (Associate Principal)
Mr G Wadsworth (Vice Principal)

Agenda Item	Discussion and Decisions	Action – who/by
2925.	<p>Apologies, consent and declarations of LAAPs and interests</p> <ul style="list-style-type: none"> • Apologies for absence were received from Mrs C Cooper-Smith with consent. • Mrs A Poppleton and Mrs P L Gillespie were declared as LAAPs. • The Chair registered that he was a supplier of stationery products to Shelley College. 	
2926.	<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"> • Proposed 2018 – 19 admissions policy. 	

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2927.	<p>Representation</p> <p>It was noted that several governors come to the end of their term during the 2018 – 19 academic year.</p> <p>It was agreed that all governors that are coming to the end of their term should notify the Chair if they do not wish to be re-elected at the end of their term.</p>	All Governors
2928.	<p>Minutes of the previous meeting held on 13 March 2018</p> <p>RESOLVED: That the minutes of the meeting held 13 March 2018 be approved and signed as a correct record of the meeting.</p>	
2929.	<p>Matters arising</p> <p>There were no matters arising.</p>	
2930.	<p>Principal's Report</p> <p>Mr D Wadsworth presented the Shelley College Principal's Report to Governors June 2018.</p> <p>(a) <u>Summary</u></p> <ul style="list-style-type: none"> • The majority of KPI's provide evidence of improvement compared to last year. Interventions are planned for areas where there have not been an improvement. • The exam season went well. Student behaviour was good and feedback on exams was in line with expectations. There was some non-attendance at exams by a couple of students despite constant communication and home visits. <p>(b) <u>Sixth Form recruitment</u></p> <ul style="list-style-type: none"> • Students attended a 6th Form applicants day on 21 June. In total, 109 students attended and 21 could not attend giving a total of 130 compared 95 last year. • Some subjects have very low numbers of students which makes them not financially viable. Options for these subjects are being reviewed and decisions may have to be made. <p>Q. Which subjects have low student numbers? A. Subjects included Spanish, French, Music and Further Maths.</p> <p>Q. Are low student numbers in Spanish and French related to the problems in the department in the last few years? A. Yes this is possible.</p>	

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	<p>Q. What subject blocks are Spanish and French included in? A. Subject blocks are appropriate.</p> <p>(c) <u>Progress of our current students</u></p> <ul style="list-style-type: none"> • Mr A Hewitt presented Year 9 Monitoring 3 KPI 2018 and Year 10 Monitoring 3 KPI May 2018. • Progress looks very positive but there may be some inflation in predictions. • Year 9 P8 Score is 0.84 which is very positive. English was negative -0.15. Maths was very good at 1.09. • In year 9 a gender gap still exists with girls doing better than boys. 	
	<p>Q. Are Scissett Middle school doing well? A. Scissett are a very good set of students.</p> <p>Q. What about Kirkburton? A. Kirkburton also have a good set of students.</p> <ul style="list-style-type: none"> • Year 10 P8 score is 0.78 but this may be inflated as it is based on teacher and classroom assessments rather than exams. Other has improved and this may be due to the increased choice of vocational subjects on offer. • A gender gap still exists in year 10 with girls doing better than boys. <p>Q. Pupil Premium appears to have improved comparing Year 9 and Year 10, is this due to cohort differences? A. Yes probably.</p> <p>Q. Will we continue to monitor Pupil premium funding spend? A. Yes. We will continue to monitor how money is spent and the impacts.</p> <p>(d) <u>School Development Plan updates 2017 – 18</u></p> <ul style="list-style-type: none"> • Good progress has been made against the main objectives. Evidence shows that strategies have had a positive impact in key areas: <ul style="list-style-type: none"> - Progress and outcomes for disadvantaged students and boys. - A more consistent approach to teaching and learning. 	

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	<ul style="list-style-type: none"> - Classroom routines across the majority of departments. - Timely data being produced and used more effectively. - Implementation of new courses in year 10 and year 11. <ul style="list-style-type: none"> • More work is required to engage with parents and communities. Improvements should be made in the use of social media and a new school website is being launched. <p>Q. Did we look at appointing an external PR company? A. No, due to funding.</p> <p>Q. Could we consider using university student resource to help with PR? A. This could be considered.</p>	
	<p>Q. Could parent sessions be run twice to resolve any timing issues? A. Yes this can be considered.</p> <p>Q. Do we still run the sessions to help parents support students through exams? A. This has been targeted to areas of greatest need.</p> <p>Q. Is the SDP on the school website as it needs to be proof read? A. Proof reading will be done.</p> <p>It was agreed that governors would send any ideas for parent engagement to Mr D Wadsworth.</p> <p>(e) <u>Key Priorities 2018 – 19</u></p> <ul style="list-style-type: none"> • Key priorities for 2018 -19 have been shared with teachers and leaders. These will be subject to change based on summer exam results. <p>(f) <u>Commitment to Learning Update</u></p> <ul style="list-style-type: none"> • Mr G Wadsworth circulated and presented the Commitment to Learning proposal 2018/19 onwards. • This provides a behaviour policy for use across the MAT to ensure behaviour and reward policies are consistent in all schools. • The policy will be presented to staff and then to parents. The policy will then be used as pilot with the new year 9's at the end of this term. 	<p>All Governors</p>

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	<p>Q. What is a removal room? A. This is used for students who are removed from class and may be a room in the 6th Form area.</p> <p>Q. Do Thornhill use 'Exclusion' or 'Inclusion' rooms? A. All schools are using 'Removal' rooms. There are also Isolation rooms where required.</p> <p>Q. Will this policy be used at Thornhill and Royds Hall? A. Yes. Policies will be very similar with some specific variations at each school as required.</p> <p>(g) <u>Finance Report</u></p> <ul style="list-style-type: none"> • The current year projected deficit is £17,557. This is a worst case scenario. • The proposed Budget for 2018-19 shows an in year surplus of £39k 	
	<p>RESOLVED: That the Budget 2018 – 19 be approved.</p> <p>Q. Why are catering costs lower than expected? A. School catering is a pre-agreed contract. The costs relate to catering costs for the school including catering for meetings and interviews.</p> <p>(h) <u>Operations Report</u></p> <ul style="list-style-type: none"> • Mr D Wadsworth updated that Ms B Stapleton has been appointed as the Data Protection Officer across the trust. Ms B Stapleton has overall responsibility for compliance including DPO, Health and Safety and Risk. • Planned work for the summer holiday has been agreed. • An insurance pay out of £10k has been received for damage to the caretakers bungalow. This may be sufficient to fund new conference and meeting rooms. <p>Q. Will lighting in the drive be improved? A. A new light has been put up.</p> <p>Q. Can we resubmit the SIF bid for improvements at the front of the school? A. The chances of receiving funding on resubmission are very low.</p>	

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	<p>(i) <u>Health & Safety and Risk Report</u></p> <ul style="list-style-type: none"> • Two main areas of risk have changed RAG status since the last meeting. • Finance has been moved to Red due to the proposed changes in government funding. • Behaviour and Safeguarding has reduced to Amber due to staff changes and changes to protocols linked to specific departments including art and technology. • A Health and Safety Audit has been performed by Gallaghers. All issues will be resolved by 31 August 2018. <p>Q. Who performed the Health and Safety Audit? A. It was performed by Gallaghers.</p>	
	<p>(j) <u>Human Resources Report</u></p> <ul style="list-style-type: none"> • Mr D Wadsworth updated the meeting on staffing changes. • All teaching vacancies have been filled and the school is fully staffed for September 2018. • There have been a number of internal promotions and also promotions within the MAT. • A special mention was made for Mr Martin Tunnacliffe who is retiring after working at the school for 31 years. <p>Q. Will the 6th Form Student Manager be responsible for student recruitment? A. Yes, together with the Progress Leader and Mr G Wadsworth who still has Senior Leadership Team responsibility for the 6th Form.</p>	
2931.	<p>Approval of Policies</p> <p>Mr D Wadsworth advised that the school admission policy requires approval. It was confirmed that there is no significant change in policy, the PAN is unchanged and the over subscription policy is unchanged.</p> <p>RESOLVED: That the Shelley College Admission's Policy should be approved.</p>	
2932.	<p>Safeguarding</p> <p>There were no safeguarding issues for discussion.</p>	

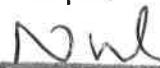
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2933.	<p>Governor training and school visits</p> <p>The following governor visits and training have taken place in 2018 since the last meeting.</p> <ul style="list-style-type: none"> - Mr N Wilson has met with Mr D Wadsworth every two weeks. Visits are being made to departments at each meeting. - Mr G Davis has visited the Geography and History departments. A report of the visit has been provided to the school. - Mr G Davis is visiting school on 27 June to perform year 11 interviews. - Mrs A Horsfall-Jones attended Ofsted visit training at Scissett school. - Mrs A A Cooper attended the Head Teacher interview. <p>It was agreed the Mr D Wadsworth would set up a central file for governor visit reports.</p>	DW
2934.	<p>Any other urgent business</p> <p>There were no matters of Any Other Business for discussion.</p>	
2935.	<p>Correspondence</p> <p>Two complaints from parents have been received.</p> <ul style="list-style-type: none"> • A parent complained that their daughter is being bullied by a teacher. This has been fully investigated and reports have been submitted to EFSA. In conclusion, the teacher had high expectations but was not bullying. Nothing further has been heard from EFSA or the parent. • A parent complained about confiscation of a mobile phone from a student. This has been fully investigated and it has been concluded that school policy was followed. The parent has also written to Paula Sherriff MP. <p>The Parent has requested a formal response from the Chair of governors. This is not required as a formal complaint was not made.</p>	

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2936.	<p>EVI's</p> <p>Mr D Wadsworth presented the following EVI's and requested approval</p> <ul style="list-style-type: none"> - March 2019 trip to Berlin – 6th Form - Art trip to Paris – year 11 - Trip to Lille Christmas market – year 10 <p>RESOLVED: That the Chair should sign the three EVI's presented.</p>	
2937.	<p>Dates of meetings for the 2017 – 2018 academic year</p> <p>There are no more meetings of the Governing Body in the current academic year.</p> <p>Proposed meeting dates for the 2018 – 2019 academic year have been circulated by email.</p>	
2938.	<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 7.50pm.


 Chair
 25th September 2018
 Date