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Page 989

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 14th November 2017.

PRESENT

Mrs A A Cooper (Acting Chair), Ms C Cooper-Smith, Ms A Dukeson, Ms A Horsfall-Jones, Mrs P Gillespie, Mr J McNally, Mrs A Poppleton, Ms R Rawling, Ms A Storey

In Attendance

Mrs H Tones, (Minute Clerk)
Mrs J Carr, Vice Principal
Mr A Hewitt, Vice Principal
Mrs C Lally, Business Manager
Mr D Wadsworth, Associate Principal

The meeting commenced at 18:10.

2892. APOLOGIES FOR ABSENCE, DECLARATIONS OF INTEREST, LAAPS AND DELEGATION OF VOTING RIGHTS

- (a) Apologies had been received from Mr G Davies (consent) and Mr N Wilson (consent)
- (b) Ms A Horsfall-Jones declared she was a Governor at Flockton First School.
- (c) Mrs A Poppleton was declared a LAAP.
- (d) Mr G Davis and Mr N Wilson had delegated their voting rights to the Chair of the meeting.

2893. MATTERS FOR ANY OTHER BUSINESS

- (a) Update on the SHARE MAT Directors meeting

2894. REPRESENTATION

Appointment:

Ms R Rawling, Staff Governor, effective from 28th September 2017.

2895. APPROVAL OF THE MINUTES OF THE FULL GOVERNING BODY MEETING HELD ON 26TH SEPTEMBER 2017

The minutes of the Full GB meeting held on 26th September 2017 had been circulated beforehand.

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RESOLVED: That the minutes of the Full Governing Body meeting held on 26th September 2017 be approved (Unanimous)

2896. MATTERS ARISING

(a) Staff Governor appointment (minute 2873 refers)

As Ms R Rawling had volunteered to be a Staff Governor, Ms A Poppleton had not needed to visit college on this matter.

(b) Geography and History review (minute 2879(b)d refers)

Q: How did the review of geography and history go?

A: There had been a change of leadership and separate heads of geography & history were now in place. Most teaching was good, one teacher had resigned and one teacher was being supported.

(c) Gender gap (minute 2879(b)f refers)

Q: How was college looking to improve the gender gap?

A: Through whole staff training, looking at completion rates and all staff having high expectations of boys. The progress of boys in years 10 & 11 was improving, however there is still a gap when compared with girls.

2897. GOVERNOR SAFEGUARDING TRAINING

Mrs J Carr circulated Safeguarding updates and declarations. The Governors had all previously received Keep Children Safe in Education 2016 DFE guidance and the Shelley College Safeguarding Policy 2017-2018. Mrs J Carr then updated the governors on the fact that all members of staff including Chartwell's (catering) members of staff and volunteers had all received the updates training this academic year.

Mrs Carr reported that schools in Kirklees are working together to provide clear and informative information to parent(s)/carer(s) about e-safety. The school is due to send home the details to parents.

Mrs Carr provided the training for Governors and reminded them that in school Mrs J Carr is the Designated Safeguarding Lead and she has two deputies: Greg Wadsworth (Director of Sixth Form) and Lisa Alcock (Student and Parent Engagement Officer).

The keys areas of safeguarding covered:

- Child sexual exploitation
- Preventing radicalisation
- Peer on peer abuse
- E-safety

The Governors were reminded that any allegations made against a member of staff including volunteers should be report to Mr McNally (CEO) or Mr D Wadsworth (Associate Principal).

Mrs J Carr advised that the pastoral team deal with a range of safeguarding issues and the current issues that all schools are facing around e-safety are a result of students not always considering the further ramifications of their actions. The school regularly provides education, support and guidance in this area via Skills for Life curriculum, assemblies, form tutor resources and specialist support services.

Q: Do you notify parents if students have posted inappropriate images on social media?

A: Yes.

College also support students by providing education and support to allow students to make informed choices. This is achieved via the Skills for Life programme, assemblies, tutor time and specialist support services.

Mrs P Gillespie (Governor) suggested providing parents with the information on Gallery Guardian which is an app that acts as an alert for parents. Mrs Carr was happy to add this information to the letter that was being sent to parents.

Ms A Poppleton raised concerns about the inappropriate use of social media by students which is now used as a source of information by respective employers. Governors discussed.

Governors and Minute Clerk signed their safeguarding declarations and returned them to Mrs J Carr.

The Acting Chair thanked Mrs J Carr for the Governor training.

2898. 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. There had been 8 fixed term exclusions academic year to date vs 18 the previous year.
- b. External support for Languages was now in place.
- c. The exam board had upheld college's appeal on computing GCSE coursework moderation.

Q: Can this be shared to students?

A: Not yet as college had not yet information regarding the impact on grades.

(b) 6th form results

- a. The L3VA score has increased to +0.06 compared to +0.04 in 2016.
- b. College had performed strongly in vocational courses and pathways. Comparison to other colleges' performance was not yet known

(c) Link Governors

The template from Link Governor training needed to be circulated to Governors. Governors requested college contact details for their link departments.

AK

**ACTION: (i) Ms A Horsfall-Jones to send the Link Governor template to governors.
(ii) Mr D Wadsworth to send staff contacts to Governors.**

It was agreed that the first meeting of link governors was to be with Heads of Departments and to look at their self-evaluation form and departmental development plan.

(d) Curriculum Planning

Mr A Hewitt spoke to his report that had circulated beforehand. Highlights included:

a. KS 3/4/5

Mr A Hewitt gave an overview of the process and progress to date. Year 9 options had been amended with triple science and RS added as options. Based on ability, interests and career plans students will be placed in different pathways. These will influence the choices they can make. Approximately 60 of our most able students will opt for triple science. Approximately 60-65% of students will follow the Ebacc pathway and 35% the vocational/open pathway.

Q: Do students choose one subject from each option block?

A: Yes.

It was noted that Religious Studies will be taught in a different way through Skills for Life lessons.

Q: Can students currently in Year 10 & 11 opt out of Religious Studies (RS)?

A: The study of RS is a legal requirement. These students will be guided to one of three pathways. They will complete either a full GCSE, short course GCSE or an entry level qualification.

Q: What was the impact on staffing?

A: It will result in non-specialist staff being timetabled for fewer RS lessons, freeing them up to teach more in their specialist area. Tutors will be trained and supported to deliver the new Skills 4 Life curriculum. An extra teaching period will be added to Year 10 for English.

b. Post 16

A new curriculum model was proposed and discussed. The model covers four key areas:

- A level &/or vocational subjects
- Enrichment/Leadership opportunities
- Additional Curriculum
- Pathways and Work Experience

Subjects have been grouped together in different pathways, which offer a package of qualifications and experiences linked to specific aspects. These pathways include Medical & Sports Science, Business, Finance & Enterprise and Science, Technology & Maths (STEM). There will also be a bespoke pathway which allows students to choose a combination of subjects not available in any of the pathways.

The proposed model offers a greater range of vocational subjects including Performing Arts, Business studies, Music and Applied Science.

Mr A Hewitt had met with curriculum leaders, and Mr G Wadsworth was working with staff to produce the relevant marketing materials in preparation for the Open evening.

Q: What does Double Award mean and will universities recognise them?

A: Double Award is equivalent if two A levels. Universities will recognise such awards.

Q: Are any competitors doing this or does this give Shelley College an edge?

A: The use of pathways and the presentation of choices is distinct.

Q: What does research show about 16 year olds being forced to make a choice?

A: Students need to ask the right type of questions and seek guidance. That is why college was offering a bespoke option. College felt there needed to be a change of approach to attract recruitment. Focus is now on studying three A levels rather than four. Students receive independent careers advice.

Ms A Dukeson advised that universities are showing some flexibility on subject changes. Ms R Rawling said that students were asked by universities why they took such a broad range of subjects. The new post 16 support helps guide students better.

Mr D Wadsworth said that the majority of students will follow one of the pathways. Mr A Hewitt reported that Mr Greg Wadsworth had fed back that based on previous cohorts, approximately twelve students per year group would have followed the bespoke pathway.

Q: Are links with businesses established?

A: Some but a lot of ground work has still to be done.

Mr A Hewitt said that Future talks in the past had been good in past and maybe offering these should be re-visited

Mrs A Poppleton suggested that Shelley College could be a case study for the local cultural educational partnership.

RESOLVED: That Governors approve proposed changes to the curriculum offered (Unanimous)

(e) Survey feedback

It was reported that the majority of feedback from student, parent and staff surveys was reflected in the SDP. The consistent approach by staff across school had led to a positive impact on student behaviour

Q: What is school doing to deal with bullying?

A: College had interpreted that survey feedback from parents who responded by answering 'don't know' had not experienced an incident of bullying, therefore they were unable to make an informed judgement. Bullying was dealt with robustly by

school. College had implemented the 'Talk to Us' email address based on student voice. A peer mentoring scheme also in place. Students tend to come to a member of staff for face to face discussion.

Governors fed back that it was good that a support network was in place.

Q: Had the percentage of parents stating that they would recommend Shelley College increased compared with previous years?

A: College had not used the same format before but the plan was to retain the new format to allow future comparisons to be made.

Q: Does school need to do more for both physical and emotional health?

A: There is a possible society issue regarding mental health.

College will continue to support students and parents in these areas. It was reported that there was in- school support and that a CAMHS counsellor comes into college. College did benchmark against other schools in the area. College was also working with the community hub to commission more services into the area that schools can use.

Q: Was anything proactively being done to help?

A: Students had access to the MUGA and a range of clubs and activities during lunchtime and after school. A rota system operates for the MUGA to allow year groups to use the facility. The Skills 4 Life curriculum covers a range of physical & emotional health aspects and links well with the assembly program.

Q: Was there promotion of activities and MUGA with regards to the benefits to mental health?

A: This was linked to the Skills 4 Life and assembly package.

Ms A Horsfall-Jones left the meeting.

The Principal said that Dr Steve Peters had advised college that support of students was different to that used with adults due to students' brains being wired differently to that of adults.

Ms A Storey offered to bring in talking cards for college to review.

Mr D Wadsworth advised that students are making positive choices to help them relax.

The college website was in progress of being updated to provide an overview of the extra-curricular activities offered by college. Mr D Wadsworth invited governors to visit college to see the range of activities offered and level of engagement from students.

(f) Year 11 Monitoring

Mr A Hewitt advised that college had just completed the latest Year 11 monitoring. All subjects (apart from Business Studies & Technology) have moved to the new 9-1 grading system. Highlights included:

- a. The gap between boys & girls and disadvantaged & 'other' students' progress had narrowed in Year 11.
- b. Progress in the EBacc and Open buckets are positive.
- c. It was felt that predictions may be inflated in a number of subjects because information from examination boards is still incomplete. SLT links will continue to support their departments in terms of the use of assessments to accurately predict progress. Predictions will also be cross referenced against the quality assurance feedback of teaching & learning in each subject.

The Acting Chair thanked Mr A Hewitt for his reports.

(g) Finance Report

Mrs C Lally spoke to her report that had been circulated beforehand. Highlights included:

- a. The annual audit was completed.
- b. Cumulative surplus (pre-audit) was £715k, down by £514k. This was due to planned expenditure on toilet refurbishment, Year 10 quad and upgrading computer suites. Significant overspends were reported and discussed at the Resources Committee on Staffing, and commitments from 2015/16 that were not accounted for in the 16/17 budget plan.
- c. 2017-18 spending is in line with the budget plan.
- d. Staffing virements had been presented and approved by the Resources committee.

(h) Operations Report

Mrs C Lally spoke her report that has been circulated beforehand. Highlights included:

- a. In addition to the £367,500 received following a successful CIF bid, an extra £47k from school funds was required to complete roofing works. The Resources committee had recommended that the Full Governing Body support the £47k spend from contingency.

Q: Can any value engineering be done?

A: College had asked the company to reduce fees and to remove portakabins from the proposal.

RESOLVED: That the Full Governing Body ratify the additional spend of £47k for roofing works from contingency. (Unanimous)

- b. The Directors had ratified the cleaning contract being awarded to Churchills and was due to commence 1st March 2018
- c. The Every management system had been implemented to log issues for premises and IT and was working well. The caretakers were using the system.

The Acting Chair thanked Mrs C Lally for her reports.

(i) Health & Safety and Risk report

Mr D Wadsworth spoke to the report that had been circulated beforehand. Highlights included:

- a. A trust wide Risk & Audit committee had been established.

- b. All schools in the trust are using the GRC One risk management system that has nine risk categories. Shelley College had allocated categories of risks to specific staff to manage. These risks would be reported to the Full Governing Body and in turn reported on to the SHARE MAT Audit & Risk Assurance committee for their review.

(j) Human Resources Report

The Principal spoke to the Human Resources report had been circulated beforehand. Highlights included:

- a. The Principal gave an overview of the pay progression process and recommendations. Rachel Walker, HR had been involved and all staff appraisals had been reviewed.
- b. No appeals had yet been received from staff that had not been recommended for pay progression.

Q: Are those who have not been recommended for pay progression on support plans or receiving appropriate support?

A: Yes.

(k) DBS Re-Checks

College was undertaking a rolling program of DBS re-checks with priority on exam invigilators.

(l) Recruitment

College will be fully staffed for teaching staff as from Christmas.

Q: Why had college advertised temporary contracts for some posts?

A: There had not enough time to advertise for a permanent position in Design Technology due to the timing of the resignation.

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

2899. COMMITTEE REPORTS

The minutes of the Evaluation & Improvement committee meeting held on 9th October 2017 had been circulated beforehand. No verbal reports were given. No questions were asked.

2900. APPROVAL OF POLICIES

The Post 16 Behaviour policy for approval had been circulated beforehand. Copies were available in the meeting. Governors reviewed the policies.

(a) Post 16 Behaviour Policy

Q: How did college ensure students know about the policy?

A: College will circulate and discuss the policy with students. Students and parents currently sign a Post 16 Learning Agreement document.

The Principal asked that the wording of the policy was changed from 'behaviour' to 'code of conduct'.

**RESOLVED: That the Whole-School Policy for Behaviour be adopted subject to the amendment requested.
(Unanimous)**

2901. SAFEGUARDING

Nothing to report.

2902. GOVERNOR TRAINING AND SCHOOL VISITS

(a) Governor Training

None reported

(b) Governor School visits

No governors had undertaken link visits.

2903. GOVERNORS SKILLS AUDIT UPDATE

ACTION: Ms J Newson to circulate the skills audit analysis to Governors

2904. ANY OTHER URGENT BUSINESS

(a) Peer Review Feedback

The Principal advised that Rob Jones was undertaking a peer review on 27th November. Feedback was due to be given at approximately 3.30pm and the Principal invited governors to attend

(b) SHARE MAT

The Principal reported that at the Directors meeting held on 7th November 2017 it had been agreed to split Directors from Governors. Two secondary schools were looking to join the trust. The Members decision on this matter was to be made at the SHARE MAT AGM on 5th December 2017.

The Principal asked for governors to put their names forward if they were interested in being a director. Directors would be appointed based on skills that met the trust's needs.

2905. CORRESPONDENCE

None

2906. EV1s

Mr D Wadsworth presented the following EVIs for approval:

(a) Awards trip for Sports Leaders to Wimbledon, 11-12th July 2018

(b) Geography fieldwork in Scarborough and along Holderness Coast, 26th February to 1st March 2018.

- (c) Arts department trip to galleries in Newcastle, Edinburgh and Glasgow, 14-16th February 2018.

RESOLVED: That the Acting Chair sign the EVIs for:

- (a) Awards trip for Sports Leaders to Wimbledon, 11-12th July 2018.
- (b) Geography fieldwork in Scarborough and along Holderness Coast, 26th February to 1st March 2018.
- (c) Arts department trip to galleries in Newcastle, Edinburgh and Glasgow, 14-16th February 2018.

(Unanimous)

2907. 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 16th January 2017 at 6.00pm.

Agenda items to include:

2908. Dates of Future Full GB meetings – at school

PROPOSED SCHEDULE FOR MAT/SHELLEY 2017-18

MAT or
Shelley College

Thursday	30 th November	SHARE MAT Audit & Risk Committee	4.00 p.m.	MAT	nb: Y9 Parents Evening
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	

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

Future Agenda Items:

2909. PAY PROGRESSION

It was noted that pay progression for the Principal, who was CEO of the trust, was a matter for the Directors.

2910. 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 8.01pm.

<u>A.A COOPER</u>	<u>A. Cooper</u>	<u>13/3/18</u>
Name	Signature	Date

