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THE GOVERNING BODY OF SHELLEY COLLEGE

Minutes of the Full Governors Meeting of Shelley College Governing Body held at 6:00pm at the School on Thursday 23rd March 2017.

Meeting commenced 6:00 pm

PRESENT

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

In Attendance

Mrs H Tones, (Minute Clerk)
Ms J Carr, Vice Principal
Mr A Hewitt, Vice Principal
Mr D Wadsworth, Associate Principal

The meeting commenced at 6:00pm.

Brief introductions were held.

2837. APOLOGIES FOR ABSENCE. DECLARATIONS OF INTEREST, LAAPS AND DELEGATION OF VOTING RIGHTS

- (a) Apologies were received from Dr J Rhodes (consent), Mrs C Lally
- (b) Mrs A Poppleton and Mrs P Gillespie were declared as LAAPs.
- (c) Delegated voting rights were as follows:
 - a. Dr J Rhodes to Mr N Wilson
- (d) Ms A Horsfall-Jones declared she was a Governor at Flockton First School.

2838. MATTERS FOR ANY OTHER BUSINESS

- (a) SHARE MAT Audit & Risk committee letter.

2839. REPRESENTATION

- (a) Appointment

Mrs A Storey, Parent Governor, effective 23rd March 2017.

AC

2840. APPROVAL OF THE MINUTES OF THE FULL GOVERNING BODY MEETING HELD ON 17TH JANUARY 2017

The minutes of the Full GB meeting held on 17th January 2017 had been circulated prior. The Principal and Chair requested that the Minute Clerk check her original notes relating to Page 960, minute 2821, question and answer as this did not make sense.

RESOLVED: That the minutes of the Full Governing Body meeting held 17th January 2017 be approved subject to the Minute Clerk advising on minute 2821. (Unanimous)

2841. MATTERS ARISING

None.

2842. PRINCIPAL'S REPORT

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

(a) Current Academic Performance

- a. Rob Jones report - a follow up visit by Mr Jones occurred on 22nd March 2017 and a report of the visit was circulated in the meeting. Overall, positive feedback had been received. He made suggestions for improving SEND practice and teaching & learning including the use of feedback and a review of teaching in MFL.

Q: What timescale was there for improvement in teaching?

A: This varied by department. Focus was on those departments which were not performing at a consistently high level

- b. The academic data was to be reviewed by the Evaluation & Improvement committee. It was reported that a small number of students (9) in Year 11 had a significant negative impact on the progress of disadvantaged and some SEN students.
- c. The deadline for controlled assessments had been bought forward in order to allow these to be reviewed before the exam board deadlines.

(b) School Development Plan

- a. Values and skills curriculum
Mr D Wadsworth and Mr G Wadsworth have reviewed the Skills4Life programme for the 6th Form and improvements will be made ready for 2017-18. Feedback received from lower school students and tutors was that the programme and resources were much improved compared with previous years.
- b. Disadvantaged & SEN progress
Students were performing well in lessons. There are 9 disadvantaged students who arrived late or are on alternative provision placements.

If these students were removed from the figures then disadvantaged students were making similar progress to non-disadvantaged. Rob Jones thought the school had a comprehensive explanation for the impact of these pupils on overall figures. Progress of the SEN support cohort had significantly improved.

Q: Will Shelley College continue to keep the 9 students on roll?

A: Yes, the students had extreme needs.

c. Assessment practice to support Teaching and Learning

- i. Effective marking of student work was being focused on. Departments were being given some flexibility for their marking policies within clear guidance on areas such as "valuing pupils' efforts" and "helping pupils improve".
- ii. A review of setting of some disadvantaged students had been held and some students had been moved up to a higher set. This was because the QA team have found that disadvantaged pupils make similar progress to their peers in the same class.
- iii. Mr A Hewitt advised that it was still not clear what the assessment level boundaries were for the reformed English & maths GCSEs and only two practice papers had been released by the exam boards. Standards of assessments across college were good and standardisation of approach was being done.

d. Behaviour

- i. Mrs J Carr reported that more teachers were now on cover during lunchtime and the impact has been positive.
- ii. Student Voice had asked for more activities and as a result the MUGA had been opened up each lunch time.
- iii. Lessons now have 5 routines for staff and students to follow (non-negotiable) which have had a positive improvement on student behaviour and engagement in lessons.
- iv. There was push of student punctuality to lessons by staff which had seen a significant improvement, resulting in a more purposeful start to lessons.

(c) Curriculum Development

Mr A Hewitt gave an update on curriculum development proposals that had been circulated prior to the meeting. Changes proposed included:

- a. Science - moving triple Science to being an option choice (from 2018-19) to provide sufficient teaching time.
- b. Separating MFL sets from English which would allow more flexible setting of students in English in Year 9
- c. Skills4Life and RS options were discussed.

Mr A Hewitt proposed that a full curriculum review for 2018-19 be held.

Mrs A Poppleton joined the meeting.

Governors supported the proposals that Mr Hewitt proposed.

(d) Regional Schools Commissioner feedback

The Principal advised that Anthony Briggs had visited Shelley College and Cowlersley Primary school. Feedback relevant to Shelley College included:

- a. Positive feedback on learning environment, QA teams and standards.
- b. A strong MAT presence was lacking.

(e) Financial Report

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

- a. Virements had been approved at the Resources committee meeting that had preceded this meeting.
- b. Predicted in year surplus had increased from £53k to £83k.
- c. There was a £1.1m budget surplus projected for the end of 2016-17. As previously agreed by governors, approximately £320k has been allocated for capital investment to develop and refurbish student toilet blocks, improve school's ICT infrastructure and create an outside social area for Year 10 students.

Mrs A Horsfall-Jones joined the meeting.

- d. A proposal for a further £100k be allocated for continued capital spend and staffing was put forward. This was due to some uncertainty over the next 6-12 months in terms of staffing costs and the potential growth of the trust. Humanities and Science may require further staffing. The matter had been discussed at the Resources committee meeting held prior. The Resources committee recommended that the Full Governing Body support the proposal.

RESOLVED: That further investment of up to £100k could be undertaken for continued capital spend and staffing. (Unanimous)

(f) Operations Report

The Operations report had been circulated prior. Mr D Wadsworth gave a verbal report. Highlights included:

- a. Planning for the MUGA lighting had been received.
- b. Mrs B Stapleton was working on a creating new Lettings Policy.

Q: Did school have a policy to handle emergencies such as an intruder onsite?

A: Yes

Governors discussed use of technology to support emergency situation management. One of the governors suggested that our existing technology such as whiteboards, PCs or the bell system might be used to flag emergency procedures to staff. Mr B South to investigate.

The Principal advised relevant staff did get reminders with regards to emergency protocols. It was acknowledged that practising some of the emergency procedures would be helpful.

ACTION: (i) Mr B South to investigate use of existing technology to flag emergency procedures.
(ii) Lettings Policy to be bought to the next Full GB meeting to be held on 9th May 2017.

(g) HR

The HR report had been circulated prior. Highlights included:

- a. Impact of the Apprenticeship levy was being reviewed at a trust wide level. Shelley College were looking at apprenticeship opportunities.
- b. The Exams Officer had resigned and a Deputy Exams Officer had been appointed. Dr J Rhodes is to be the designated Exams Officer for the summer period.

(h) Risks and Opportunities

A letter received from Mrs A Poppleton, Chair of SHARE MAT Audit & Risk committee was circulated in the meeting. Mrs A Poppleton advised GRC One risk and compliance software had been purchased for use across the trust. The committee had recommended that local committees in trust schools had a standing agenda item to review any red flagged risk items.

RESOLVED: That committees have Risk review as a standing agenda item for any red flagged risk items (Unanimous)

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

2843. REPORTS FROM COMMITTEES

(a) Evaluation and Improvement

The draft minutes of the committee meeting held on 30th January 2017 had been circulated prior. Mrs C Cooper-Smith have a verbal report. Mr G Stead, SENCo had been invited to join the committee to cover SEN matters moving forward.

(b) Resources

Mr N Wilson advised that the committee had just met prior to the meeting and matters had been raised during the Full GB (minutes 2821 (g)d. and 2821 (j) refer)

(c) Health & Safety

The planned meeting that was to have been held on was cancelled due to lack of Governor and staff availability. Mr B South was reviewing the external audit report that had been received and would be updating the committee.

Att

2844. SAFEGUARDING

The Principal advised that there was nothing to report.

2845. GOVERNOR SKILLS AUDIT FOLLOW UP

It was noted that there was SHARE MAT Directors working party that Mrs J Newson was collating Governor Skills Audit responses from all schools.

ACTION: Ms A Horsfall-Jones to email the last set of Governor Skills Audit responses to Mrs J Newson.

2846. GOVERNOR TRAINING AND SCHOOL VISITS

(a) Governor Training

Ms T Dunkerley, Ms C Cooper-Smith, Mrs P Gillespie and Mrs A Poppleton had attended 'Effective monitoring through focussed visits to school' training on 2nd February at College. They recommended that all Governors should attend the course.

(b) Governor School visits

None reported.

2847. CORRESPONDENCE

The Principal advised he had sent a response to the EfA regarding a complaint letter that had been sent. The EfA had subsequently written to him to say that college was meeting requirements and that no further action was to be taken. It was believed that the complaint was one that had been sent directly to OFSTED in the previous academic year. The complaint was anonymous and made unsubstantiated allegations.

2848. EV1s

None

2849. ANY OTHER URGENT BUSINESS

AOB items had been covered during the course of the meeting (minute 2842 (h) refers).

2850. 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 9th May 2017 at 6:00pm.

Agenda items to include:
Shelley College Lettings Policy

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

Day	Date	Meeting	Time
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 (Shelley College)	8.00 a.m.

Future Agenda Items:

2851. 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 7:12pm.

ANNE ANNE COOPER
Name

At Cooper
Signature

27/6/17
Date

AA

