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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 Tuesday 27th June 2017.

PRESENT

Mrs A A Cooper (Acting Chair), Ms C Cooper-Smith, Miss A Dukeson, Ms T Dunkerley, Ms A Horsfall-Jones, Mr J McNally, Mrs A Poppleton, Dr J Rhodes, Ms A Storey

In Attendance

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

The meeting commenced at 6:10pm.

Mr N Wilson was unable to attend as Chair so Mrs A A Cooper, Vice Chair acted as Chair for the meeting.

2852. APOLOGIES FOR ABSENCE, DECLARATIONS OF INTEREST, LAAPS AND DELEGATION OF VOTING RIGHTS

- (a) Apologies were received from Mrs P Gillespie (consent), Mr G Davis (consent) and Mr N Wilson (consent).
- (b) Mrs A Poppleton and Ms A Storey were declared as LAAPs.
- (c) Delegated voting rights were as follows:
 - a. Mr G Davis, Mr N Wilson and Mrs P Gillespie to the Chair
 - b. As Mrs P Gillespie was a LAAP and 2 LAAPs were present at the meeting it was agreed that Ms P Gillespie's delegated vote would not count.
- (d) Ms A Horsfall-Jones declared she was a Governor at Flockton First School.

2853. MATTERS FOR ANY OTHER BUSINESS

- (a) Toilet refurbishment

2854. REPRESENTATION

- (a) Resignations

Ms T Dunkerley, Trust Governor advised that she would not be seeking re-appointment at her end of term on 16th September 2017.

NW

Dr J Rhodes, Staff Governor had resigned from school, effective end the school year. Dr J Rhodes gave thanks to Governors and said she had enjoyed her time as a Staff Governor.

Note: Once these changes take place there will be 1 Staff Governor vacancy and up to 2 Trust Governor vacancies.

2855. APPROVAL OF THE MINUTES OF THE FULL GOVERNING BODY MEETING HELD ON 23 MARCH 2017

The minutes of the Full GB meeting held on 23rd March 2017 had been circulated prior.

RESOLVED: That the minutes of the Full Governing Body meeting held on 23rd March 2017 be approved (Unanimous)

2856. MATTERS ARISING

(a) Risk review (minute 2842(h) refers)

The Principal advised work on risk assessment was in plan. The Principal advised that this needs to be done at local governing body level.

2857. 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) Summary

- a. Attendance was a positive improvement, with an improvement from 96.3% in 2015-16 to 96.5% for 2016-17. The national average is 95%.
- b. Exam season –
 - i. The recent exam season has run very smoothly.
 - ii. Rachel Armitage had been appointed as permanent Exams Officer.
 - iii. The progress of new year 10 & 11 students is positive. The gap between the progress of disadvantaged and 'other' students has reduced, as has the gap between SEN and all other students. Less able students are predicted to make better progress than in previous years.

(b) Community Hub Developments

Mrs J Carr gave a verbal update as to current status.

- a. Mrs J Carr was on the working party and college were involved.
- b. The Governing Body need to sign a memorandum of understanding to confirm they wish to participate. There is no financial commitment.
- c. Community Hub locations were to be decided.
- d. Community Hubs were also in operation in Leeds.
- e. The plan was for a local directory of support to be developed. The allocation of resources would then be agreed to provide the best support for our students, with specific focus on mental health.

Q: Is this a requirement by Kirklees LA that we are involved in a hub?

A: No but college anticipate that many services will move to the hubs.



Mrs A Poppleton advised that the hubs were to better meet local need. Mrs J Carr advised that she had reviewed college's needs and mental health support emerged as a priority.

Governors supported Shelley College involvement in our community hub.

RESOLVED: Governors support Shelley College's involvement in the Community Hub. (Unanimous)

(c) Governor Link reports

- a. A copy of the proposed Link Governor report form had been circulated prior. No questions were asked.
- b. Ms A Horsfall-Jones recommended Governors who wished to be Link Governors attend training.
- c. Being a Link Governor allows for Governors to undertake due diligence and they were not there to judge teaching.
- d. Link Governor reports were to be sent to Sharon Pendleton, Administration Manager.

Q: Do teachers now know who the Link Governors are?

A: No, but Mr D Wadsworth will speak to departments if Governors wished to proceed.

(d) School Development Plan

- a. Overall progress has been good. Some areas are now imbedded and continue to improve.
- b. Skills for Life had seen a positive improvement, including a focus on British Values.
- c. Progress for the new current Year 10 and Year 11 students is positive overall.
- d. Disadvantaged and Boys will continue to be priority cohorts for the 2017/18 plan.
- e. The new outdoor social area, increased access to lunchtime activities and improved supervision has had positive impact on student behaviour during social times, particularly lunchtime.
- f. 6th Form progress is strong.
- g. 6th Form recruitment was stronger than the same time last year. External recruitment is strong with 59 applicants. Mr D Wadsworth praised Mr G Wadsworth and Ms A Dukeson on their recruitment activity and associated results.
- i. A number of strategies are having a positive impact on the progress of disadvantaged students, including the *teaching group* students are assigned to, target setting and high teacher expectations. Extended school sessions (from 3-4pm) and extra Maths and English lessons will also be introduced from September 2017.
- j. Dr J Rhodes advised that students provided positive verbal feedback following their English and Maths exams. The feedback was more positive than that recorded on national forums.

Q: What was the Principal's view of college in an Ofsted inspection capacity?

A: Mr J McNally explained that the 'good' judgement in the current SEF had been appropriate for the autumn and spring but evidence indicates the college may have



moved closer to outstanding. It makes sense to review SEF grades after the summer exam results are known.

(e) Inset days

The Principal proposed to disaggregate four days and have one staff training day for 2017-18. Staff will complete weekly training to make up the time from the disaggregated days. This follows the same format as the last two years.

RESOLVED: That college for 2017-18 disaggregate four days and have one staff training day for 2017-18 (Unanimous)

(f) Financial Report

- a. Mrs C Lally advised that she had restricted departmental spending in order to assist year-end accounting procedures.
- b. Fixed assets audit - in the recent fixed assets audit security, allocation of income from trampoline sale and location of identified assets had been reported as needing to be addressed. Actions were in place to address these issues.
- c. Two budget scenarios had been presented to the governors Resources committee. Scenario 2 had been recommended by the Resources committee for ratification by the Full Governing Body. Scenario 1 had an in year deficit of £54k whereas Scenario 2 had an in year surplus of £22.8k.
- d. For 2017-18 a £1.153m surplus was bought forward that included £320k capital spend that already previously been approved by Governors for refurbishment works.

(g) Operations report

Mrs C Lally spoke to the report that had been circulated prior.

- a. Directors had agreed to not replace the Director of Operations. Temporarily, Mrs C Lally will undertake the Business Manager role, which includes the line management of the ICT & Facilities managers.
- b. Toilet refurbishment - parents have been invited in for the opening of toilet refurbishments on 7th July 2017.
- c. MUGA floodlights had been approved and were being installed during summer holiday.
- d. The Lettings policy had been reviewed at the Resources committee meeting and recommended that the Full Governing Body adopt the policy.
- e. A new online system to hire facilities was being implemented.
- f. UPS was being installed to help manage power surges.
- g. CIF grant had been approved for £360K for roof repairs. This was currently out to tender with work planned to commence in September.
- h. The cleaning tender had gone back out through the European tender process. Mrs C Lally will oversee the tender process, with independent advice and support from Martin Wilson.

Q: Will a question on Admitted body status be in the tender?

A: Yes.

Mrs A Poppleton raised whether risk management needed to be undertaken in light of social media feedback regarding the toilets refurbishment. The Principal asked Governors to challenge statements made by parents. Parents had been invited in to see the new toilets.



Q: Has anybody tried to engage with The Examiner?

A: Ms J Newson had spoken with The Examiner regarding the refurbishments. The college sends frequent press releases to the Examiner and has been nominated for the newspaper's School of the Year award.

The Principal advised that we shared the relevant information and plans with parents and the press. Mr D Wadsworth reported of those that he had spoken to in the community did not see what the problem was. College had requested some comments posted on The Examiner's social media be removed as derogatory against individuals. This had been done. Governors discussed.

(h) Human Resources

- a. Two Business Administrator apprenticeships been advertised.
- b. College was fully staffed for September, including long supply in Chemistry during the Autumn term.
- c. Mr Jack Wyatt had been temporarily promoted to Director of Science due to Dr J Rhodes leaving.
- d. An Exams Officer been appointed.
- e. Staff turnover is lower than 2015-16.
- f. Sickness absence is lower than 2015-16.
- g. Training and implementation on the new risk management system is on-going. Risk management procedures will be implemented trust-wide.

Q: Were there any department trends in terms of staff absence?

A: No, there were no patterns of absence by department.

Q: What was the impact of long term sickness on the figures reported?

A: There had only been one long term absence this year. College tracked short and long term absence.

Q: Was special leave given apart from bereavements?

A: Other examples included special level for dependents.

2858. RATIFICATION OF 2017/18 BUDGET

The proposed 2017-18 budget had been circulated prior to the meeting. The Resources committee had recommended to Full Governing Body to ratify Scenario 2 for 2017-18. The difference between scenario 1 and 2 is that a seconded senior leader is included in scenario 1 but removed from scenario 2. As a result of securing a Headship this member of staff will be handing in her notice as of 31st August, therefore scenario 2 was recommended.

Q: Has funding formula for 2017-18 been used?

A: Yes.

RESOLVED: That the Full Governing Body ratify the 2017-18 Budget Scenario 2 (Unanimous)



2859. REPORTS FROM COMMITTEES

(a) Evaluation and Improvement

The draft minutes of the committee meeting held on 25th April 2017 had been circulated prior. Mrs C Cooper-Smith gave a verbal report. No questions were asked.

(b) Resources

The draft minutes of the meeting held on 23rd March 2017 had been circulated prior. Mrs A Horsfall-Jones gave a verbal update on the meeting held on 27th June 2017. The Resources committee had recommended that the Lettings policy to go to Audit & Risk for review.

(c) Health & Safety

The draft minutes of the committee meeting held on 13th June 2017 had been circulated prior. The Minute Clerk advised no major risks had been identified or reported.

2860. APPROVALS OF POLICIES

RESOLVED: That the Full GB adopt the 2017-18 Lettings policy (Unanimous)

2861. SAFEGUARDING

Mrs J Carr advised that there was nothing to report. College was working with the Local Authority on safeguarding matters. Mrs A Poppleton thought it was good that college had shown '3 Girls' to Year 10 as part of the Skills4Life programme.

2862. GOVERNOR SKILLS AUDIT FOLLOW UP

Ms A Horsfall-Jones advised no update.

ACTION: Mrs A Horsfall-Jones to arrange that Ms A Storey complete the Governor Skills Audit

NWJ

2863. GOVERNOR TRAINING AND SCHOOL VISITS

(a) Governor Training
None reported.

(b) Governor School visits
Mrs C Cooper-Smith advised that she was attending the Skills4Life Interview morning on 28th June 2017.

2864. CORRESPONDENCE

None.

2865. EV1s

Mr D Wadsworth requested approval for two EV1s for a Geography residential trip to Iceland on 2-5 April 2018 and a Sports Canoeing day at Rother Valley on 29 September 2017.

RESOLVED: That the EV1s be approved for a Geography residential trip to Iceland on 2-5 April 2018 and a Sports Canoeing day at Rother Valley on 29 September 2017.

2866. ANY OTHER URGENT BUSINESS

None

Ms T Dunkerley thanked Governors for her four years of being a Governor and was in turn thanked for her commitment and contributions.

2867. 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 26th September 2017 at 6:00pm.

Agenda items to include:

Appointment of Chair and Vice Chair

Appointment of committees

Appointment of Governors with specific responsibilities



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

PROPOSED SCHEDULE FOR MAT/SHELLEY 2017-18				MAT or Shelley
Tuesday	26 th September	Full Governors (AGM)	6.00 p.m.	Shelley
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
Thursday	5 th July	Share MAT Directors Meeting	8.00 a.m.	MAT

nb: Y9
Parents
Evening

Future Agenda Items:2868. 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 7:38pm.

N. Wilson
Name

Nul
Signature

26th September 2017
Date