

Vale of York Academy
Minutes of the Meeting of the Local Governing Committee held on
19th November 2018 at 5:00pm

Present:	Sarah Byrne Patrick Looker (Vice Chair) Victoria Sanderson Peter Hodge	Alison Davis Helen Dowds (Principal) Emma Owens Miriam Zulkarnain (<i>until 19.05</i>) John Kesterton (Chair) (<i>from 17:30</i>)
In Attendance:	Liz Hardy (Assistant Vice Principal – Data & Progress) Gavin Kumar (Assistant Vice Principal – Student Welfare & Pupil Premium) Sandra Cox (Finance Manager) (<i>until 17:14</i>) Vanessa Smallwood (School Business Manager) (<i>until 17.14</i>)	

		Action
1.	<p><u>Welcome, Apologies for Absence and Declarations of Interest</u></p> <p>The Vice Chair welcomed everyone to the meeting, as the Chair had announced that he would be delayed. Apologies for absence were received with consent from Matt Halifax. There were no declarations of interest.</p>	
4.	<p><u>Resources (Overseeing Financial Performance)</u></p> <p>Governors noted the Management Account Reports for Period 12 2017/18 and Period 1 2018/19, which were distributed with the agenda.</p> <p><u>4.1 Period 12 2017/18</u></p> <p>The Finance Manager reported that the estimated end of year outturn was a £75,783 deficit against an approved deficit of £82,000. She further reported that of the estimated outturn, around £5,500 related to Capital and was ring-fenced in the budget. The Finance Manager advised that the final outturn was subject to audit adjustments.</p> <p>The Finance Manager reported that invoices for Danesgate provision was estimated at approximately £33,600 and advised that this amount needed to be checked against the actual number of pupils who went to there.</p> <p>The School Business Manager reported that Danesgate were significantly behind with sending invoices to the school. She further reported that the school had made it clear that invoices relating to the period before academisation should go to City of York Council and would not be covered by the school. The School Business Manager advised that she would talk to the Headteacher about finding relevant solutions to this issue.</p> <p>A governor asked if the school had a rough idea of how many students had been at Danesgate over this period.</p> <p>The School Business Manager reported that once all information was provided by Danesgate it needed final inspection but that the school knew which children had gone there.</p> <p>A governor asked what implications it had for the school to be in deficit.</p>	

	<p>The Finance Manager reported that individual schools could have a deficit budget but that the Trust as an entity was not allowed to be in deficit.</p> <p>The Headteacher advised that the Trust was aware of the school's situation when they became a part of the Multi Academy Trust and that the Trust had approved the deficit budget. The Headteacher further advised that previous issues related to the Clifton with Rawcliffe site were still unresolved and that this resulted in a further deficit. A resolution to this issue could potentially see the school's budget increased by approximately £600,000.</p> <p>4.2 Period 1 2018/19</p> <p>The Finance Manager reported that it was currently difficult to comment on the Period 1 report because a new budget planning software had been introduced. As a result the current budget could not be uploaded and the Period 1 budget was therefore estimated against the start budget for the remaining months. She advised that the Period 2 Report would be more accurate.</p> <p>A governor asked how staffing expenses were reflected in the budget.</p> <p>The Finance Manager reported that staffing expenses were based on best possible estimates. She noted that there had been a lot of changes, which was not fully reflected in the current P1 position.</p> <p><i>(17:14 Sandra Cox and Vanessa Smallwood left the meeting)</i></p>																					
2.	<p><u>Minutes of the meeting held on 25th September 2018 including confidential item</u></p> <p>The minutes and the confidential item were agreed to be a true and accurate record of the meeting. The Chair was authorised to sign the minutes.</p>																					
3.	<p><u>Action Plan and Matters Arising</u></p> <table border="1" data-bbox="172 1081 1378 1626"> <thead> <tr> <th></th> <th>Action</th> <th>Item</th> <th>Person</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>Governance Support Officer to send skills audit forms to all governors.</td> <td>8</td> <td>GSO</td> <td>Completed</td> </tr> <tr> <td>2.</td> <td>Enquire about the frequency and content of ongoing safeguarding training for governors.</td> <td>10</td> <td>Chair</td> <td>Governors reported that they had experienced problems when trying to complete safeguarding training online. It was confirmed that everyone had done the training within the last 12 months.</td> </tr> <tr> <td>3.</td> <td>Circulate the itinerary of proposed Geography field trip for information</td> <td>14</td> <td>Chair</td> <td>Completed</td> </tr> </tbody> </table>		Action	Item	Person	Status	1.	Governance Support Officer to send skills audit forms to all governors.	8	GSO	Completed	2.	Enquire about the frequency and content of ongoing safeguarding training for governors.	10	Chair	Governors reported that they had experienced problems when trying to complete safeguarding training online. It was confirmed that everyone had done the training within the last 12 months.	3.	Circulate the itinerary of proposed Geography field trip for information	14	Chair	Completed	
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5.	<p><u>Principal's Report</u></p> <p>Governors noted the Principal's report, which was distributed with the agenda. The Principal highlighted the following headlines from the report:</p> <p>5.1 Staffing</p> <ul style="list-style-type: none"> - Successful appointment of a Head of Modern Foreign Languages. - Successful appointment of a new Attendance Officer. <p>The Principal reported that the school and Trust had worked together on the recruitment of a new Principal, with interviews being held before half term in October. However, it had been felt that none</p>																					

of the candidates were strong enough and the panel had made a decision not to appoint. An additional interview would take place on Monday 26th November 2018. The candidate would come in for a tour around the school beforehand. The Principal reported that this candidate had initially been a part of the first round of candidates but had been unable to attend an interview at that stage. The interview would run the same way as the first round of interviews to make the process fair.

A Governor asked if this was the only interview planned.

The Principal confirmed and noted that if this candidate was not successful, the school would have to run a new round of recruitment.

5.1.1 TA Restructure

The Principal reported that TA restructuring was an ongoing process. The school currently employed 8 TAs, who had initially been employed on 37 hours contracts, which had recently been reduced to 25 hours per week. The Principal reported that TAs in the school covered 5 main areas: Meet and Greet, Homework, English as an Additional Language (EAL), Emotional Literacy Support Assistants (ELSAs), and general numeracy and literacy support.

The Principal advised that TAs were also needed to support students with significant needs and in the application process for Education, Health and Care Plans (EHCP) for these students.

The Principal recommended to the governors that 2 additional TAs on 25 hour contracts were employed. The Principal advised that the increased staffing cost had not been budgeted and would result in a further deficit position. The Principal estimated that the cost of the additional TAs would increase the school's deficit by about £40,000. If governors supported this recommendation the Principal advised that the Trust Board would need to ratify this decision as it exceeded the proposed budget submission.

Principal

A Governor expressed concern about the TAs who had seen their hours reduced and asked how the school would justify taking on 2 additional TAs.

The Assistant Vice Principal for Student Welfare and Pupil Premium reported that more capacity was needed as more students in the new Year7 cohort required support, with some students essentially requiring one-to-one support. He reported that the transition from primary to secondary school had been challenging for some students, and that the process of getting My Support Plans (MSP) for some children should have been started one or two years earlier. This could have secured additional support for these students while still in primary school.

A governor asked if the school would receive extra funding for these students.

The Principal reported that MSP programmes had been started and that this could release extra funding to the school once the EHCP stage had been reached.

A governor asked if it was the school's experience that it was the same primary schools which did not provide data about students requiring additional support.

The Principal reported that primary schools did not want to label the children too early. She noted that without funding it was difficult for the school to provide adequate support for these children. The Principal advised that the Assistant Vice Principal was getting involved and that the school would work with primary schools to support this process earlier on.

Governors unanimously supported the Principal's recommendation.

5.2 Other Announcements

The Principal reported that the SLT had audited the Assessment and Homework Logs. They were not entirely happy with the current system and a further audit had therefore been arranged.

The Principal further reported that a safeguarding audit had taken place on Friday 9th November as part of the Trust's auditing process.

The Principal highlighted that a Remembrance Service had taken place and that the children had been writing messages and laid poppies. Students from George Pindar School had made the poppies and the Principal sent her thanks to the school.

The Principal reminded governors that the Awards Night was fast approaching and advised that governors were warmly invited to take part. The Awards Night would start at 7pm.

The Principal further reported that on 4th December the Hope Trust Minister Service would take place and on 17th December there would be a Carol Service at Clifton Parish Church.

5.3 Pupil Premium Strategy

Governors noted the PP strategy which had been distributed with the agenda.

The Assistant Vice Principal for Student Welfare & Pupil Premium reported that the PP strategy had a new format compared to previously. This new strategy was based on a template received from a secondary school rated 'Outstanding' by Ofsted. He advised that the school would potentially do a mid-year review of the new strategy.

The strategy was broken down into 5 main areas; Curriculum, Teaching and Learning, Attendance, Behaviour for Learning, and Wider Opportunities.

The Assistant Vice Principal reported that PP students had more behaviour incidences and behaviour issues compared to their peers and that these students would all be allocated a mentor. It was also a main focus to get the PP students to join the homework club.

The Principal advised that a trust-wide PP strategy was being developed, and that the school was currently waiting for further details of this. The Principal further advised that the school had done cross-sharing with other schools and that it was beneficial to learn from other schools and share best practices of PP support.

A governor noted that costs had not yet been included in the new strategy.

The Principal advised that there was no overspend and that estimated costs would be added to the strategy when the school received the correct figures from the Trust.

A Governor asked how much of the PP funding had been spent so far.

The Assistant Vice Principal reported that approximately £5,000 had been spent at this point.

A governor noted the importance of having a system in place to show that the PP funding had an impact on student outcomes.

The Principal advised that proving this was very difficult but that internal data showed that the gap between PP students and their peers was closing. The Principal noted the importance of being able to show examples of where PP funding had had an impact.

A Governor asked in relation to the launch of the app MYEd, if this could be a disadvantage to PP students and if they were still informed about their homework in class.

The Principal advised that all students were informed about homework in class. The Principal reported that students, including PP students, have access to smartphones and can access their homework through the MYEd app.

A governor asked if all teachers knew who the PP students were.

The Assistant Vice Principal reported that the PP students were identified by all teachers.

5.4 Pupil Outcomes

The Assistant Vice Principal for Data and Progress showed governors a presentation of Year 8 and Year 10 datasets during the meeting.

5.4.1 Year 10 Datasets

The Assistant Vice Principal advised that the Y10 data was compared against the national Fischer Family Trust (FFT) data and that the school's target was to be in the top 20% performing schools. The dataset showed very good results overall.

The Assistant Vice Principal highlighted the following from the attainment data:

- The MEG target was practically met. Girls were above the target and boys slightly below.
- There was an expected gap between PP students and their peers, but PP students were practically on the MEG target.
- SEN students were underperforming. These students were not meeting the MEG target. The Principal advised that only 2 out of 7 SEN students were regularly coming to school. 5 SEN students were currently persistent absentees.

The Assistant Vice Principal highlighted the following from the progress data:

- The overall Progress 8 score was a very positive, although it was not quite at the top 20% target.
- Girls were scoring better than boys. The gender gap was a general issue nationwide.
- SEN students were working at around half a grade below the school's expected target.

The Assistant Vice Principal highlighted the following from the Ebacc data:

- English was on target and the best result yet for the school.
- Boys were underperforming.
- Maths was above target. Girls were doing particularly well.
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The subject data showed good results overall. The average grade in Psychology was high. The Principal noted that this subject was considered to be one of the most difficult GCSE exams. The average grades in History and PE were slightly below expected levels.

5.4.2 Year 8 dataset

The Year 8 dataset was compared against the FFT 20% target.

The Assistant Vice Principal highlighted the following from the attainment data:

- The overall Attainment8 score was above target. Girls were above the target and boys below.
- The PP students had overall scored well and were meeting the expected Attainment 8 target.
- The number of students achieving grade 4 or above were below targets for all groups.
- 10.7% of the students were exceeding their targets.
- The gap between SEN students and their peers were high

The Principal advised that the attainment scores were on track and that the school would look closely at the Progress 8 scores. SEN students would be a key focus moving forward.

The Assistant Vice Principal highlighted the following from the subject data:

- English was below the school's expectations.
- No students were exceeding their targets in Maths.
- The overall results in Science were good.
- The results in RE were very good.

A governor asked if this data would be compared to future datasets and presented to governors.

The Principal confirmed that this would be provided for future scrutiny.

The governors thanked the Assistant Vice Principal for the presentation.

5.5 Behaviour, Attendance and Exclusions

The Assistant Vice Principal for Student Welfare & Pupil Premium showed a presentation to governors with details of key updates to the Behaviour Policy.

	<p>The Assistant Vice Principal reported that the attendance figure had gone down slightly this year to 94.1% compared to 94.4% the previous year. He reminded governors that every point was significant in attendance figures. Currently, 27 students had an attendance figure of less than 70%. The Assistant Vice Principal further reported that intervention groups had been set up for 5 students to improve their attendance. He noted that some students' attendance was affected by exclusions.</p> <p>A Governor asked how the number of persistent absentees was compared to data from other schools.</p> <p>The Principal advised that schools did not share this kind of data, so it was difficult to compare against other schools.</p> <p>The Assistant Vice Principal further reported that 101 pupils had been in seclusion this academic year and a total of 371 days had been spent in seclusion.</p> <p>The Behaviour Policy divided discipline codes into two groups:</p> <p>Challenging/Defiant Behaviour: Around Site, Behaviour, and Progress and Passivity. 8 codes in a week would result in seclusion.</p> <p>Organisational: Homework, Uniform, Late, and Organisation. 3 of the same code within a half term would result in detention.</p> <p>The Assistant Vice Principal reported that the school had strategies in place to deal with each of these discipline codes.</p> <p>It was highlighted from the Principal's report, that data included in the report showed that exclusions by gender were equal to school proportions. There were slightly more boys being excluded, but this matched the overall gender balance. The proportion of PP students in the exclusions data had increased and was currently at 80%. The Principal reported that days of exclusion were increasing but that this was only because they were accumulating. The Principal noted that if the budget was less restrained the school could secure better internal provision.</p> <p>The Assistant Vice Principal reported that the school attended Behaviour and Attendance Partnership (BAP) meetings with other secondary schools in the city, to discuss managed moves and Danesgate Provision. He noted that for some children going to Danesgate was the right solution.</p> <p><i>(Jon Kesterton joined the meeting at 17:30).</i> <i>(Gavin Kumar left the meeting at 18:45)</i></p>	
6.	<p><u>Standards (Holding the Principal to Account)</u></p> <p>Covered under item 5.</p>	
7.	<p><u>Local Governing Committee Strategic Direction</u></p> <p>7.1 Chair's Report</p> <p>The Chair of Governors reported that a discussion about the proposed Geography fieldtrip had taken place at the Working Party meeting on 5th November 2018.</p> <p>The Chair updated the governors on the recruitment of a new Principal and went through the schedule of the coming interview day. The Chair advised that he would send the full details of day to the governors. The Chair confirmed with the Principal that the staff had been updated on this situation.</p> <p>7.2 Governor Recruitment</p> <p>The Chair advised that the current Parent Governor would step down when his term of office came to an end in February 2019. He advised that an election would be held for the two parent governor positions at the start of the spring term.</p>	

	<p>The Governance Support Officer advised that the terms of office for governors John Kesterton (Chair) and Patrick Looker (Vice-chair) were due to end on 9th December 2018.</p> <p>Both governors confirmed that they wished to be re-appointed for a term of 4 years.</p> <p>The Governance Support Officer agreed to inform the Trust Board so that these re-appointments could be ratified.</p>	GSO
8.	<p><u>HLTY Update</u></p> <p>The Principal noted that it was stated in the update that; <i>Trustees asked how any areas of concern highlighted within external review reports were addressed, how LGCs were monitoring these and how evidence of their scrutiny was being recorded.</i></p> <p>The Principal reported that the school had had one review which the school had commissioned itself. This reviewer had recommended actions points for the school to address. The Principal noted that the Trust had requested information about external reviews with a very short deadline.</p> <p>A governor asked about the strategy going forward for external reviews.</p> <p>The Principal reported that the Trust was initiating an annual internal review for all schools and an external review every second year. This idea was welcomed by the Principal.</p>	
9.	<p><u>Safeguarding (standing item)</u></p> <p>The governors noted the Link Governor's Report which had been distributed with the agenda. The areas covered in the report were SEN, Safeguarding and Behaviour. The Principal noted that the report picked up on a lot of good and relevant issues.</p>	
10.	<p><u>LGC Training</u></p> <p>The Principal recommended governors to participate in Safer Recruitment organised by City of York Council. She noted that it had been suggested during the safeguarding audit that face-to-face training was preferred over online training.</p> <p>The Governance Support Officer agreed to circulate the date of the training to all governors.</p> <p>The Chair confirmed that he would participate in the Safer Recruitment training.</p>	GSO
11.	<p><u>Policy Updates</u></p> <p>The Behaviour Policy had been ratified at the Working Party meeting but needed re-approval after the updates presented at this meeting.</p> <p>The Chair asked if the Complaints and Grievance Policy needed updating.</p> <p>The Principal advised that the policy would stay in place until a new one had been received from the Trust.</p>	Agenda
12.	<p><u>Items / Actions for the Trust Board</u></p> <p>There were no items to raise with the Trust Board.</p>	
13.	<p><u>Any Other Business</u></p> <p><i>The following item has been recorded as a separate confidential item.</i></p> <p>(Miriam Zulkarnain left at 19:05)</p>	
14.	<p><u>Dates of future meetings</u></p> <p>Monday 28th Jan 2019 5pm. Monday 1st April 2019 5pm. Monday 10th June 2019 5pm.</p>	

The meeting closed at 19.22

Chair, John Kesterton

Date

VALE OF YORK ACADEMY ACTION POINTS
From the Meeting of the Local Governing Committee held on 19th November 2018

	<u>Action Point</u>	<u>Item</u>	<u>Responsibility</u>	<u>Timescale</u>
1	Propose TA appointments to the Trust Board	5.1.1	Principal	Asap
2	Inform the Trust Board about governor reappointments	7.2	Governance Support Officer	Before Trust Board meeting 19 th December 2018
3	Circulate date of Safer Recruitment training	10	Governance Support Officer	Asap

Items for the Next Agenda:

Behaviour Policy