

Vale of York Academy
Minutes of the Meeting of the Local Governing Committee held on
28th January 2019 at 5:00pm

Present:	Toby Eastaugh (Principal) Patrick Looker Andy Thirlwell John Kesterton (Chair)	Peter Hodge Miriam Zulkarnain Sarah Byrne
In Attendance:	Mick Waring (Financial Controller - HLTY) Vanessa Smallwood (School Business Manager) Isabella Kvist-Hansen (Governance Support Officer – Clerk)	

		<u>Action</u>
1.	<p><u>Welcome, Apologies for Absence and Declarations of Interest</u></p> <p>The Chair welcomed everyone to the meeting. Apologies were received with content from Victoria Sanderson, Emma Owens, Alison Davies and Matt Halifax. There were no declarations of interest.</p>	
4.	<p><u>Resources (Overseeing Financial Performance)</u></p> <p>The management accounts and notes explaining major variances were distributed with the agenda. Mick Waring, Financial Controller in HLTY, had taken over the financial management of the school's accounts from January 2019.</p> <p>The Financial Controller reported that a lot of work had gone into restructuring the budget, implementing a new purchase order system and recoding invoices. He had so far completed revision of the school's income and staffing expenditure and would be working on none staffing expenditure going forward. He emphasised that implementation of the new practices was important to give a true picture of the school's accounts.</p> <p>The Financial Controller reported that additional SEN income had been removed from the budget. The budgeted income was now £6,000 which had been confirmed as the correct amount by the City of York Council.</p> <p>The Financial Controller further reported that for the period 4 and period 5 management accounts, staffing expenditure had been scrutinized and that everyone on the pay roll were now captured in the budget. He advised that the staffing budget did not include SENCO and English support and that capacity from other schools was included.</p> <p>The Financial Controller reported that he had to go through every invoice to list what category they fell under as there had previously been issues with incorrect coding. For the period 5 accounts he needed to arrange meetings with a number of people to go through everything.</p> <p>The Financial Controller reported that there would be savings in staffing expenditure, showing a positive position of about £16,000 and added that he had received confirmation that nearly £28,000</p>	

would be received in extra funding through the Chancellor’s capital bonus to schools, which had not been included in the budget. The Financial controller advised that school trips were overspent due to missing contributions from parents. The School Business Manager added that 5 parents had been referred for outstanding payments.

A Governor asked about the background for the outstanding payments and about financial support for children from disadvantaged families to cover for school trips.

The Business Manager advised that Pupil Premium (PP) funding was used to support children from disadvantaged families and added that it was unfair for parents who made an effort to save up to pay for their children’s school trips that others neglected the payments.

A Governor asked about the purchase order system and the reported miscoding in previous budgets.

The Financial Controller answered that any uncertainty was due to miscoding of invoices against the budget categories. The Business Manager added that filling had been complicated because two systems were in place within the Trust and she only had access to one of them. She had therefore not had a chance to tally across the two systems.

A Governor noted that previous management account reports had shown the school’s deficit ‘bouncing up and down’ and asked if they were now at the bottom of this.

The Financial Controller reported that the revision work was still ongoing but that getting the staffing expenditure right was a crucial part because this was the school’s main expenditure. He added that rigour was important and that the ‘cleaning up’ would be completed within the next couple of weeks. He advised that the new admin employee at the school responsible for finance was doing very well and that over time the school’s finances would be better.

The School Business Manager reported that currently one teacher and one TA were long term absent.

A Governor noted that spending on supply teachers could contribute to a further deficit and asked if this was being monitored.

The Financial Controller advised that the situations were being monitored and that eventually the long term absent staff members would be reduced to half payment and then no payment.

The Financial Controller expressed that he would provide Governors with further information once the reported work had been finalised.

2. Minutes of the meeting held on 19th September 2018

The Minutes including a confidential item were agreed to be a true and accurate record of the meeting and were signed by the Chair.

3. Action Plan and Matters Arising

	Action	Responsibility	Status
1	Propose TA appointments to the Trust Board	Principal	This proposal was made by the former Principal. Governors and the new Principal had not been informed by the Trust Board about the outcome of the proposal.
2	Inform the Trust Board about Governor reappointments	Governance Support Officer	Completed
3	Circulate date for Safer Recruitment Training	Governance Support Officer	Completed

Action Principal /Chair

5.

Principal's Report

The report was previously distributed with the agenda.

The Principal highlighted from the report:

5.1 Disadvantaged Students

The Principal reported that the School Development Plan showed large gaps between the progress of disadvantaged students and their peers. He advised that strategic planning was necessary to address this issue. In terms of attendance, PP eligible students' attendance was only 89.3% compared to 95.6% for non-PP students.

The Principal advised that there was a good climate for learning at the school and that they had to accelerate the progress moving forward, as well as investing in professional development to allow teacher to excel.

5.2 Fixed term exclusions

The Principal reported that there had been more than 400 days of exclusions. He advised that the Behaviour Policy had a tariff system where the days could accelerate quickly and move toward 45 days, which would result in a permanent exclusion. The Principal further advised that more intervention was needed at an earlier stage to reduce the number of exclusion days. He added that previously the protocol between schools in York had been to arrange managed moves, but now there was a clearer direction from the local authority for schools to provide additional support and put in place interventions. The Principal explained that it was a 'toxic mix' to have a Behaviour Policy that accelerated the route to permanent exclusions and a move away from managed moves. He advised that other schools had a more tapered system.

The Principal advised that there was currently a gap in the school's provision. He added that there would always be children who struggled with behaviour but the school currently had a lot of exclusions, which sometimes were counter-productive. He suggested that the school should have a provision for excluded children, where they could be taught before going back into mainstream lessons. He reported that 3 days fixed-term exclusion, was 3 days at home and that this had a negative impact on the attendance figure, which was currently only 93.6% for the entire school.

The Principal further reported that the internal provision could be opposite the current seclusion facilities. He advised that there were two small classrooms, toilet facilities and a redundant fire exit door which could be converted into an external door. The provision would be separate from the rest of the school so excluded students could meet up and enter the provision directly without having access to the rest of the school.

The Principal therefore suggested to Governors that the proposal submitted to the Trust Board by the former Principal, regarding extra funding to employ additional TAs, could be used to arrange this provision instead. He advised that some of the £28,000 received through the capital bonus could also be used for this and added that he would have to look into how much it would cost to refurbish the facilities. He advised that the CEO of HLT had informed that the school needed to address the number of exclusions, and with this provision the school would both address the exclusions and improve attendance.

The Principal agreed to formulate a proposal. He advised that he hoped that the provision could be in place from the start of the following academic year.

In relation to the previous TA proposal, the Principal added that simply receiving £40,000 from the Trust to hire additional TAs would not be targeted enough without a SENCO.

A Governor pointed out that the proposal suggested that the TAs should be used to secure support plans for children in year 7.

The Principal advised that a SENCO needed to lead on securing my support plans and that the school was currently recruiting for a new SENCO.

The Staff Governor added that the school did not have the capacity to deal with excluded students and that seclusion had not worked appropriately.

A Governor asked how the SENCO recruitment was progressing.

The Principal reported that there had been 2 applications thus far.

A Governor acknowledged that attendance needed to be improved, and asked, if the tariff system in the Behaviour Policy presented a deterrent, whether it required immediate review.

The Principal advised that it was problematic to change the Behaviour Policy mid-year. The Staff Governor added that the system in place made it very clear for teachers to follow the policy.

The Principal reported that the clarity for the teachers was positive and not something that should be jeopardized. He suggested that revision of the policy could be a job for the Working Party meetings.

Governors discussed that there was a pattern of the same students 'falling through the Behaviour Policy' and asked at what point the school needed to draw a line and send students to Danesgate.

A Governor suggested that intervention needed to happen earlier and added that she had discussed the importance of having a holistic approach to support provision with the Assistant Vice Principal for Student Welfare during her last safeguarding visit.

The Principal added that with the shift away from managed moves towards more permanent exclusions it was crucial for Headteachers to be certain that they had done what they could to improve behaviour and provide appropriate support.

A Governor asked about the plan for the Behaviour Policy going forward.

The Staff Governor added that from a class room point of view the policy was good and clear, but afterwards it was difficult, because there was not enough support when the students returned to school following an exclusion. She explained that reintegration was difficult due to lack of capacity.

Governors agreed to discuss the proposal from the Principal regarding internal provision and then review the tariff system and the Behaviour Policy at a later stage.

A Governor asked about the high amounts of persistent absentees.

The Principal reported that excluded students would be classed as persistent absentees and that this increased the numbers.

5.3 Staffing update

The Principal reported that all teaching staff had completed a questionnaire. The aims were to identify how to improve and reduce teachers' workload and identify areas where teachers felt they were spending too much time. The Principal advised that this would be discussed at a staff meeting the following day. At the meetings would look at the key areas identified through the questionnaire, which included: marking; general administration; staff meetings; and inputting data.

He advised that it was important to asked staff what they wanted to change, what they saw as the impact of the changes and how to make the changes. He added that teachers' workload was a focus for Ofsted as outlined in their new guidance.

The Principal reported that there had been one resignation from a TA following the restructure where their hours had been reduced. A Geography Teacher had also resigned and would leave the school at Easter.

He further reported that going forward he would be looking into realigning the Senior Leadership Team.

The Principal advised that the Trust had held a recruitment day for Initial Teacher Trainees (ITTs) enrolled with the Ebor-Hope Teaching School. He added that 10 ITTs had been interviewed and that 6 would be offered a NQT position within the Trust. He said that it had not been formally confirmed, but he believed that 2 would join the school.

The Principal reported that the SENCO interviews would soon commence and invited Governors to take part. The scheduled date was Thursday 7th February.

	<p>A Governor suggested that the interview date was rescheduled for Friday 8th February, so Governors who was already at the school on that day, to participate in Governors’ Panel Hearings, could stay and participate in the SENCO interviews after the hearings. The Principal agreed to reschedule the interviews for Friday 8th February 2019.</p> <p>The Principal reported that he had tried to meet with all curriculum leaders and that this was still ongoing.</p> <p>A Governor asked what the Principal had picked up in terms of progress and teaching and learning during his meetings with staff and line managers. The principal responded that there was too much talk. He suggested that the frequency of meeting could be reduced without losing quality. He added that he wanted to see his SLT team out more and less in their offices. He advised that there were robust systems in place but that the school could be more confident and empower the curriculum leaders. He added that if they were to grow as an organisation, they needed to be more confident that people were doing their jobs properly.</p> <p>Governors discussed the importance of efficient meetings and shared practices from their corporate jobs in the private sector.</p>	
6.	<p><u>Standards (Holding the Principal to Account)</u> There was noting to discuss at this meeting.</p>	
7.	<p><u>Local Governing Committee Strategic Direction</u> 7.1 Link Governors The Chair reported that the Secondary School Improvement Lead from HTLY, Katherine Humpleby, had recommended that all schools appointed a Pupil Premium Link Governor as this was a main Trust-wide focus going forward. Training for all PP Link Governors within the Trust would take place on 4th March 2019 at 5-6pm at Vale of York. The Chair agreed to attend the meeting.</p> <p>A Governor suggested that this would be a good time to review the link governor roles and that these could be allocated based on the skills identified through the completed skills audits. The Clerk agreed to send the skills audit for to the new Parent Governor. A Governor added that the school’s website needed to be updated to accurately show individual Governor’s responsibilities.</p> <p>7.2 Parent Governor Governors noted that the recent Parent Governor election had only resulted in one new appointment. In this situation the LGC could directly appoint a second Parent Governor.</p> <p>The LGC unanimously appointed Peter Hodge as a Parent Governor for a term of 4 years.</p>	<p>Chair</p> <p>Agenda Clerk</p>
8.	<p><u>HLTY Update</u> The Chair reported that he had received an email with answers to questions raised by all LGCs.</p> <p>A Governor asked about the English Review which was mentioned in the update. The Chair advised that the school still received external support from the Trust in English.</p> <p>A Governor reported that there had been some issues with attendance recording of students participating in the English support as parents had wrongfully received notifications about their children being absent. The issue was duly noted by the Principal.</p>	

	<p>The Principal advised that the Vice Principal had written a report and would be able to give a verbal report on the progress in English. He added that there was a number of action point. He agreed to send an update to Governors.</p> <p>A Governor noted that it said in the HLTY Update that Development Plans were shared between schools, and asked if actions and ways forward were shared amongst the schools, and if schools benefitted from sharing experiences.</p> <p>The Principal confirmed and added that the Development Plans were shared to make sure they were fit for purpose. He advised that there were definitely things that could be shared amongst the schools and that it was positive to share experiences.</p>	<p>Agenda/ Principal</p>
<p>9.</p>	<p><u>Safeguarding (standing item)</u></p> <p>The Safeguarding Review Report was distributed with the agenda.</p> <p>Governors noted that it was a thorough report and that many actions points had been flagged up. Governors went through the 'Areas of Concern' list on page 5 of the report.</p> <p>The Principal advised that the Assistant Vice Principal for Student Welfare was working on meeting the action points arising from report with support from the School Business Manager. He added that the School Business manager was particularly looking into the points relating to GDPR compliancy.</p> <p>A Governor reported that she would go through the points at a meeting scheduled with the Assistant Vice Principal and that she would write a note after the meeting.</p> <p>The Principal suggested that the LGC agreed on a timeline for completion of the action points. It was agreed that interim feedback would be given at the Working Party 6th April 2019.</p>	<p>SB Principal</p>
<p>10.</p>	<p><u>LGC Training</u></p> <ul style="list-style-type: none"> • The Chair reported that he would participate in the training session Safer Recruitment in Education on 19th February 2019 at the City of York Council. • Andy Thirlwell reported that he had participated in the training session Welcome to Governance in a MAT on 22nd January 2019 at City of York Council • Sarah Byrne reported that she had completed the required safeguarding training for Governors. 	
<p>11.</p>	<p><u>Policy Updates</u></p> <p>The Behaviour policy was distributed with the agenda.</p> <p>Based on the discussion under item 4, Governors agreed to maintain the policy for now, while being mindful that changes to the policy could be implemented going forward.</p> <p>Governor approved the Behaviour Policy.</p>	
<p>12.</p>	<p><u>Items / Actions for the Trust Board</u></p> <p>Governors would like to receive information about the TA proposal submitted by former Principal Mrs Helen Dowds. Going forward, they would like to receive information about utilising potential funding from the Trust for establishing internal alternative provision at Vale of York.</p>	
<p>13.</p>	<p><u>Any Other Business</u></p> <p>The two following items were raised by Governors for discussion:</p> <p>13.1 Security Policy</p> <p>A Governor reported that she did not recall seeing a Security Policy and advised that such a policy should include invacuation procedures.</p> <p>The Principal reported that this had just been finalised and advised that staff had not been informed</p>	

VALE OF YORK ACADEMY ACTION POINTS
From the Meeting of the Local Governing Committee held on 28th January 2019

	<u>Action Point</u>	<u>Item</u>	<u>Responsibility</u>	<u>Timescale</u>
1	Seek clarification about the outcome of the TA appointments proposal submitted to the Trust Board by the former Principal	3.1	Chair/ Principal	Before LGC meeting on 01/04/19
2	Attend training for Pupil Premium Link Governors on 4th March 2019 at 5-6pm at Vale of York.	7.1	Chair/ newly appointed PP Link Governor	04/03/19
3	Send Skills Audit form to new Governor	7.1	Clerk	Before Working Party meeting 11/02/19
4	Provide update on English progress to Governors and share action points	8	Principal	Before LGC meeting on 01/04/19
5	Share written note following safeguarding meeting with Assistant Vice Principal for Welfare	9	Sarah Byrne	Before LGC meeting on 01/04/19
6	Prepare interim feedback on completion of safeguarding action points	9	Principal	Before Working Party 06/04/19
7	Provide update on Security Policy and school bell	13.1	Principal	Before LGC meeting on 01/04/19
8	Look through/share risk assessment of Morocco trip	13.2	Peter Hodge/Principal	ASAP

Items for the Next Agenda:

Confirmation of Link Governor Roles
 Feedback from PP Link Governor Training
 English report - Verbal update to LGC by Vice Principal