

**Vale of York Academy**  
**Minutes of the Meeting of the Local Governing Committee held on**  
**1<sup>st</sup> April 2019 at 5:00pm**

<b>Present:</b>	Toby Eastaugh (Principal) Alison Davies Sarah Byrne Patrick Looker Peter Hodge	John Kesterton (Chair) Emma Owens Matt Halifax Miriam Zulkarnain
<b>In Attendance:</b>	Mick Waring (Financial Controller) <i>[until 5:29pm]</i> Vanessa Smallwood (School Business Manager) <i>[until 5:29pm]</i> Isabella Kvist-Hansen (Governance Support Officer – Clerk)	

		<u>Action</u>
<b>1.</b>	<p><b><u>Welcome, Apologies for Absence and Declarations of Interest</u></b></p> <p>The Chair welcomed everyone to the meeting. Apologies for absence were received with consent from Victoria Sanderson and Andy Thirlwell. There were no declarations of interest.</p>	
<b>4.</b>	<p><b><u>Resources (Overseeing Financial Performance)</u></b></p> <p>The period 6 Management Accounts Reports and explanatory notes of major variances were distributed with the agenda.</p> <p>The Financial Controller highlighted the following from the reports:</p> <p><b>Income</b></p> <ul style="list-style-type: none"> <li>- A0 GAG funding - only a small variance due to rounding</li> <li>- A1 Other DfE Grants - the Teachers Pay Award had been added to the start budget which meant that there was currently no variance</li> <li>- A2 Other Government Funding - variance was due to SEND funding which had been revised based on resent figures from CYC. From the autumn term 2019, SEND funding would be decreasing as 2 of 3 SEND students would leave the school. There was also a slight drop in students eligible for Pupil Premium.</li> <li>- Overall the forecast outturn position on income was a positive variance of £21k.</li> </ul> <p><b>A Governor asked what the Y7 Catch Up Grant entailed.</b> The Financial Controller explained that if students fell below a certain grade, the school would receive this funding to provide additional support.</p> <p><b>Staff Expenditure</b></p> <ul style="list-style-type: none"> <li>- B5 Agency Staff – this post had significantly increased compared to the start budget due to cover provided for 3 absences and one vacancy.</li> <li>- The forecast outturn position on Staff Expenditure was a negative variance of £12k.</li> </ul> <p><b>A Governor asked if Initial Teacher Training funding was included in the budget.</b> The Financial Controller confirmed that the funding was included.</p>	

### **Non-Staffing Expenditure**

- C0 Maintenance and Premises – the Reactive Maintenance budget had been increased from £7.5k to £12k because end of period 6 spending was already £9.6k. The Financial Controller advised that there was not a lot left for further spending.  
The School Business Manager reported that work on fire panels had to be carried out over a weekend, which had contributed to the increased spending. She added that this work had to be done.
- D0 Educational Services and Supplies – the start budget had included £5k for marketing costs but end of period 6 showed spending of £6.6k. The forecast budget had been increased to allow for current rates of expenditure to continue.  
The School Business Manager reported that they were moving to a system where they would manage the website internally. Going forward she would be in charge of the website and staff would be involved in updating relevant areas.

#### **A Governor asked what else was included in marketing expenditure.**

The School Business Manager replied that other spending included a photoshoot and printing of options booklets. She advised that they were looking into what work could be done internally, and added that training related to website and IT could be done internally to reduce costs on external parties coming in.

- G0 Staff Development - nearly £5k had been spent on a training course attended by the former Principal. The Financial Controller was currently working on claiming this amount back through government funding.

#### **A Governor asked what was included in the hospitality budget.**

The School Business Manager replied that it included things like tea and coffee for visitors and meetings and a buffet for the parents' evening. She advised that costs could be decreased in this area and that she was looking into this going forward.

- D0 Educational Services and Supplies – Offsite Behaviour Provision included costs of sending student to Danegate. Previously invoices had arrived very late from Danesgate but the autumn term 2018 was now included. The Financial Controller reported that he had just processed invoices dating back from the academic year 15/16. Invoices for the spring term 2019 had not yet been received and this could impact on the budget going forward. He advised that the Danesgate uptake would be monitored closely for each term.  
The School Business Manager reported that they would not be paying pre-academisation invoices as these should have been cleared with the debt arrangements.
- The forecast outturn position on non-Staffing Expenditure show a deficit position of £13.7k.

#### **The overall period 6 outturn position was of a £40k deficit.**

The Principal reported that the deficit had previously been £70k and the reduction to £40k showed that the deficit was being managed.

The Principal reported that the school currently did not buy into an insurance scheme for staff absence. He added that he had been looking into this, however, the insurance came at a high cost at around £80k annually.

The School Business Manager reported that they were looking into a scheme through NYCC for Vale of York and Barlby High School with support from the Trust, which might be at a much lower cost.

#### **A Governor asked when supply cover would be put in place in case of absence.**

The Principal replied that he would go as long as one week without supply cover being arranged. He advised that they currently only had 1 cover supervisor.

The Vice Principal suggested that there should be a Trust-wide cover supervisor.

	<p>The Principal advised that this year had been challenging for the school with 3 teachers being long-term absent. He added that two of these staff members were now leaving.</p> <p><b>A Governor suggested that creating online training to cover for teacher absence could be a way forward.</b></p> <p>The Principal replied that this was a big question. The Vice Principal added that someone would still have to supervise the students while completing the online training.</p> <p><i>[Mick Waring and Vanessa Smallwood left the meeting at 5:29pm]</i></p> <p><b>4.2 Request for Additional funding</b></p> <p>The Principal reported that the proposal for extra funding to develop alternative provision at the Aspire Centre was distributed as reference for Governors.</p> <p>He advised that the rationale behind the proposal was that it would help improve attendance caused by exclusions as well as pupil attainment and progress.</p> <p>The proposal was based on borrowing against future surplus gained through increased student numbers.</p> <p>The Principal advised that the proposal would be submitted for approval by the Trust Board the following week.</p> <p>The Principal agreed to keep Governors updated on future developments and feedback from the Trust.</p>	<b>Agenda</b>																																				
3.	<p><b><u>Action Plan and Matters Arising</u></b></p> <table border="1" data-bbox="172 1077 1380 1805"> <thead> <tr> <th></th> <th>Action</th> <th>Responsibility</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>Seek clarification about the outcome of the TA appointments proposal submitted to the Trust Board by the former Principal</td> <td>Chair/ Principal</td> <td>Completed</td> </tr> <tr> <td>2.</td> <td>Attend training for Pupil Premium Link Governors on 4th March 2019 at 5-6pm at Vale of York.</td> <td>Chair/ newly appointed PP Link Governor</td> <td>Training cancelled</td> </tr> <tr> <td>3.</td> <td>Send Skills Audit form to new Governor</td> <td>Clerk</td> <td>Completed</td> </tr> <tr> <td>4.</td> <td>Provide update on English progress to Governors and share action points</td> <td>Principal</td> <td>On agenda</td> </tr> <tr> <td>5.</td> <td>Share written note following safeguarding meeting with Assistant Vice Principal for Welfare</td> <td>Sarah Byrne</td> <td>On agenda</td> </tr> <tr> <td>6.</td> <td>Prepare interim feedback on completion of safeguarding action points</td> <td>Principal</td> <td>Completed</td> </tr> <tr> <td>7.</td> <td>Provide update on Security Policy and school bell</td> <td>Principal</td> <td>Completed</td> </tr> <tr> <td>8.</td> <td>Look through/share risk assessment of Morocco trip</td> <td>Peter Hodge/Principal</td> <td>See below</td> </tr> </tbody> </table> <p><b>Action 1</b> – The proposal had been withdrawn.</p> <p><b>Action 8</b> - The action had been addressed and Governors had asked questions and made inquiries. Peter Hodge had received a document but would in addition like to see a standard risk assessment. This was noted by the Principal.</p>		Action	Responsibility	Status	1.	Seek clarification about the outcome of the TA appointments proposal submitted to the Trust Board by the former Principal	Chair/ Principal	Completed	2.	Attend training for Pupil Premium Link Governors on 4th March 2019 at 5-6pm at Vale of York.	Chair/ newly appointed PP Link Governor	Training cancelled	3.	Send Skills Audit form to new Governor	Clerk	Completed	4.	Provide update on English progress to Governors and share action points	Principal	On agenda	5.	Share written note following safeguarding meeting with Assistant Vice Principal for Welfare	Sarah Byrne	On agenda	6.	Prepare interim feedback on completion of safeguarding action points	Principal	Completed	7.	Provide update on Security Policy and school bell	Principal	Completed	8.	Look through/share risk assessment of Morocco trip	Peter Hodge/Principal	See below	
	Action	Responsibility	Status																																			
1.	Seek clarification about the outcome of the TA appointments proposal submitted to the Trust Board by the former Principal	Chair/ Principal	Completed																																			
2.	Attend training for Pupil Premium Link Governors on 4th March 2019 at 5-6pm at Vale of York.	Chair/ newly appointed PP Link Governor	Training cancelled																																			
3.	Send Skills Audit form to new Governor	Clerk	Completed																																			
4.	Provide update on English progress to Governors and share action points	Principal	On agenda																																			
5.	Share written note following safeguarding meeting with Assistant Vice Principal for Welfare	Sarah Byrne	On agenda																																			
6.	Prepare interim feedback on completion of safeguarding action points	Principal	Completed																																			
7.	Provide update on Security Policy and school bell	Principal	Completed																																			
8.	Look through/share risk assessment of Morocco trip	Peter Hodge/Principal	See below																																			
5.	<b><u>Principal's Report</u></b>																																					

The Report was previously distributed and taken as read. The Principal invited questions from Governors.

**A Governor asked the Principal to elaborate on the changes to the SLT.**

The Principal replied that the SLT roles had been adjusted to provide more capacity for Pupil Premium students. Some of the Assistant Vice Principal for Students Welfare's responsibilities had been divided into KS4 and KS2+3 and delegated to other SLT members. He added that they had made changes to how the team was operating without changing personnel.

He further reported that the number of meetings had been cut down. He was currently completing follow up on conversations with middle leaders and getting a more accurate view on what teaching and learning looked like at the school.

**A Governor asked why data reports to parents no longer included written comments from the subject teachers.**

The Principal reported that a comment from Form Tutors was included. He added that it was his view that the teacher comments did not provide significant additional value.

A Governor suggested that it was important to review what the comments actually meant in terms of progress. The Principal advised that one of the three annual data reports would have a Form Tutor comment, and added that parent evenings could be used to get extra feedback on individual students' achievements.

**A Governor asked what would happen if a child was underachieving and the parents were unable to attend parent evenings.**

The Principal replied that Progress Leaders were looking at cohort data and would pick up on abnormalities and address any concerns. The Vice Principal added that there was a sense of the comments in the data reports becoming too generic, as writing progress comments and next step statements were very time consuming to complete. He advised that when big reports came out there would always be an opportunity to meet staff face-to-face.

***Pupil outcomes***

The Principal reported that the pupil outcome data and targets had been scrutinized at the Working Party meeting the previous week.

The Principal further reported that Geography was a concern due to the absence of two teachers. He added that a teacher from another school in the Trust was providing support.

The Principal advised that the accuracy of Geography assessments was also a concern. He added that there were also concerns about inaccurate forecasts in English. The Vice Principal added that the PP gap in English pointed to lack of confidence in forecasting.

The Principal stressed that work had to be done to get this right and that there was currently not enough confidence amongst teachers to make accurate predictions, which made it difficult to put interventions in place.

The Principal advised that the final Y11 data capture would take place the following Monday and that the results would be out after Easter.

**A Governor noted that the maths department stood out with more aspirational predictions and asked for the reasons behind this.**

The Vice Principal advised that the maths department had been more accurate and in line with exam results last year, which had given them more confidence. He added that the maths department had also received a lot of support from the Trust.

*The following has been recorded as a separate confidential item.*

***Exclusions and Attendance***

The Principal reported that currently attendance was overall 93.5%

He further reported that Persistent Absentees was currently at 17%. He added that attendance should

	<p>improve when they had had a full year with an employed Attendance Officer with correct training.</p> <p><b>A Governor noted the low PP attendance and asked if this was due to PP students also being heavily represented in exclusions.</b></p> <p>The Principal reported that PP students were overrepresented in the exclusion data but this would only account for some of the difference.</p> <p>The Vice Principal added that there were things in place to address this i.e. making it easier to meet end of year attendance targets and receive end of term rewards and an 'Attendance Streak' which recognised persistency in attendance.</p> <p><b>Other Announcements</b></p> <p>The Principal reported that he had visited the following primary schools in the catchment area; Clifton with Rawcliffe, Burton Green, Clifton Green and in addition a meeting was scheduled with the Headteacher of Skelton Primary School.</p> <p>He has visited Master Classes at Bootham School and St Peter's School.</p> <p>The following week the Headteachers from Barlby High School and Manor CE Academy, as well as the Trust's Secondary Improvement Lead, would come into the school to conduct an informal peer review.</p> <p><b>A Governor asked what the outcome of the primary visits had been.</b></p> <p>The Principal replied that they had all expressed that they really wanted Vale of York to be a good school. They had recognised the improvements made and that there was now more confidence in the school. He advised that he had felt very welcomed by the primary school Headteachers. He added that it was vital for the school to get good results and achieve a good judgement from Ofsted. They had agreed during the meetings, that it was important not to lose the families in the local area to other schools.</p>	
6.	<p><b><u>Standards (Holding the Principal to Account)</u></b></p> <p>Covered under item 5.</p>	
7.	<p><b><u>Safeguarding</u></b></p> <p>Sarah Byrne reported that all Governors were required to read the DfE statutory guidance 'Keeping Children Safe in Education'. Governors would be asked to sign for completion at the next LGC meeting. The Clerk agreed to distribute the document to all Governors.</p> <p>Sarah Byrne reported that she would attend a safeguarding conference on keeping children safe.</p>	Clerk/ All Govs.
8.	<p><b><u>Pupil Premium Update</u></b></p> <p>Governors noted the distributed Pupil Premium Strategy which was distributed with the agenda.</p> <p>The Chair reported that the initial PP link Governor training had been cancelled. He was in contact with the Trust's Secondary Improvement Lead about a new date for the training.</p>	
9.	<p><b><u>Local Governing Committee Strategic Direction</u></b></p> <p>Governors noted the distributed updates from the Working Parties in February and March.</p> <p><b>Chair's Report</b></p> <p>The Chair reported that he and the Principal had talked about how the LGC could be as effective as possible and discussed link Governor roles. He advised that going forward, Link Governor roles would be aligned with the school's overarching strategic areas. Governors' skills should therefore be matched to these areas to make use of everyone's strengths.</p> <p>Governors agreed to finalise the work on link Governor roles at the working party meeting on Wednesday 1<sup>st</sup> May. The Clerk would then inform the School Business Manager so the school's website could be updated accordingly.</p>	Clerk

	<p>The Chair advised that he had been approached by the CEO of the Trust about considering a Trust level position.</p> <p>Governors expressed that they would be sad to see the Chair leaving the LGC to take on a Trust position.</p> <p>The Chair agreed to keep Governors updated before the last LGC meeting in June 2019 about his decision.</p> <p><b>Governor Appointments</b></p> <p>The Chair advised that he had been in contact with a person who had previously shown interest in joining the LGC as a Governor. He was still awaiting a response.</p>	
10.	<p><b><u>LGC Training</u></b></p> <p>See item 7.</p>	
11.	<p><b><u>HLTY Update</u></b></p> <p>Governors noted the update from the Board of Trustees.</p>	
12.	<p><b><u>Policy Updates</u></b></p> <p><b>12.1 SEN Policy</b></p> <p>A Governor commented that the policy would need updating when the new SENCO started in June 2019. Further, that she did not remember having seen latest prospectus.</p> <p>This was noted by the Principal.</p> <p>Governor adopted the policy.</p> <p><b>12.2 Risk management assessment</b></p> <p>A Governor noted that the table of content did not match with the block of tables included in the policy and asked if something was missing.</p> <p>A Governor pointed out that the title ‘Vice Principal for Performance’ needed to be corrected to the current title.</p> <p>The LGC would consider the policy once updated.</p> <p><b>12.3 Non-examination Assessment Policy</b></p> <p>Governors had no comments and adopted the policy.</p> <p><b>12.4 Internal Appeal procedures</b></p> <p>A Governor noted that pagination was missing. She stressed that all policies should have clearly numbered pages and state the total number of pages.</p> <p>This was noted by the Principal.</p> <p>Governors adopted the procedure.</p> <p><b>12.5 Emergency Evacuation Policy</b></p> <p>A Governor noted that it said ‘liaise with SENCO’ several places in the policy, since there was no SENCO currently at the school, it was suggested that ‘and/or other relevant person’ could be added. Further, the title ‘Vice Principal of Performance’ needed to be corrected.</p> <p>Subject to the above, Governors adopted the policy.</p> <p><b>12.6 Exam Contingency Plan</b></p> <p>Governors had not comments to the plan and it was adopted.</p> <p><b>12.7 Exam Policy</b></p> <p>A Governor noted that the committee link should be changed to LGC and ‘Vice Principal of Teaching</p>	

	<p>and Learning' should be corrected as well. A Governor suggested that a system was needed to make sure that teachers, exam invigilators and others were fully briefed on the policies and procedures in place. This was duly noted by the Principal.</p> <p>Governors adopted the policy.</p> <p>The Principal suggested that review dates needed to be arranged and that the school had to complete the necessary work to update all policies. He added that work was needed to streamline Trust-wide policies and school specific policies. Governors agreed to look at policies on the next Working Party meeting.</p>	
<b>13.</b>	<p><b><i>Items / Actions for the Trust Board</i></b> Governors would like to get an update on Trust-wide policies and information about streamlining Trust policies and policies specific for individual schools.</p>	
<b>14.</b>	<p><b><i>Any Other Business</i></b> The Principal invited Governors to attend the Spring Concert on 9<sup>th</sup> April 2019.</p> <p><b>A Governor raised a question about mixed ability sets in English.</b> Governors agreed to put this on the agenda for the next Working Party meeting.</p>	
<b>15.</b>	<p><b><i>Dates of future meetings</i></b> Working Party meeting Wednesday 1st May 2019 LGC meeting 10th June 2019 at 5:00pm</p>	

*The meeting closed at 6:53pm*

\_\_\_\_\_  
Chair, Mr J Kesterton

\_\_\_\_\_  
Date

**VALE OF YORK ACADEMY ACTION POINTS**  
**From the Meeting of the Local Governing Committee held on 1<sup>st</sup> April 2019**

	<b><u>Action Point</u></b>	<b><u>Item</u></b>	<b><u>Responsibility</u></b>	<b><u>Timescale</u></b>
<b>1.</b>	Distribute the DfE statutory guidance Keeping Children Safe in Education. All Governors to read document.	7	Clerk/ All Governors	Before LGC meeting 10 <sup>th</sup> June 2019
<b>2.</b>	Agree link Governor responsibilities at working party meeting. Clerk to inform the School Business Manager after meeting.	9	Clerk/ All Governors	Friday 3rd May 2019

**Items for the Next Agenda:**

Request for Additional funding for Aspire