

Vale of York Academy
Minutes of the Meeting of the Local Governing Committee held on
10th June 2019 at 5:00pm

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| Present: | Toby Eastaugh (Principal) Matt Halifax (Vice Principal) Andy Thirlwell Miriam Zulkarnain Emma Owens | John Kesterton (Chair) Sarah Byrne Peter Hodge Patrick Looker |
| In Attendance: | Isabella Kvist-Hansen (Clerk – Governance Support Officer) | |

| | | Action | | | | | | | | | | | | |
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| 1. | <p><u>Welcome, Apologies for Absence and Declarations of Interest</u> Apologies for absence were received with consent from Alison Davies and Victoria Sanderson.</p> <p>Miriam Zulkarnain and Matt Halifax declared that as members of staff, they had a special interest in some discussions under item 4. They agreed to withdraw from the meeting to allow the other Governors to discuss this without members of staff present.</p> | | | | | | | | | | | | | |
| 2. | <p><u>Minutes of the meeting held on 1st April 2019</u> The minutes were agreed to be a true and accurate record of the meeting and were signed by the Chair.</p> | | | | | | | | | | | | | |
| 3. | <p><u>Action Plan and Matters Arising</u></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;"></th> <th style="width: 45%;">Action</th> <th style="width: 30%;">Responsibility</th> <th style="width: 20%;">Status</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1.</td> <td>Distribute the DfE statutory guidance Keeping Children Safe in Education. All Governors to read document.</td> <td>Clerk/ All Governors</td> <td>Completed</td> </tr> <tr> <td style="text-align: center;">2.</td> <td>Agree Link Governor responsibilities at working party meeting. Clerk to inform the School Business Manager after meeting.</td> <td>Clerk/ All Governors</td> <td>Carried forward</td> </tr> </tbody> </table> <p>Action Point 1 – All Governors confirmed they had read the guidance. A record to be signed by everyone to be arranged.</p> <p>Action Point 2 – The Chair reported that at the recent working party meeting English and finance had been the main focus. He suggested the following Link Governor roles based on current practice:</p> <p>SB – safeguarding, wellbeing and SEN JK – Leadership and Pupil Premium AD - Communication and Business Links and Outcomes PH – Teaching and Learning and Curriculum PL - Finance EO – Pupil Premium</p> | | Action | Responsibility | Status | 1. | Distribute the DfE statutory guidance Keeping Children Safe in Education. All Governors to read document. | Clerk/ All Governors | Completed | 2. | Agree Link Governor responsibilities at working party meeting. Clerk to inform the School Business Manager after meeting. | Clerk/ All Governors | Carried forward | Agenda |
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| | <p>AT – Teaching and Learning and Curriculum</p> <p>Governors agreed to the above responsibilities and would make updates accordingly to include governors who had not yet been allocated a Link Governor Role.</p> | <p>Agenda</p> |
| <p>4.</p> | <p><u>Resources (Overseeing Financial Performance)</u></p> <p>Governors noted the budget monitoring reports for period 8 and the start budget 2019/2020, including 5 year budget projections, which were distributed with the agenda.</p> <p>The Principal reported that finance had been discussed in detail previously at working party meetings. He highlighted the following:</p> <ul style="list-style-type: none"> • The Start budget 2018/19 forecasted a £36,678 in year deficit, while the period 8 outturn position showed an in year deficit of £32,413. The budget had been managed well and this had resulted in the slightly better position than predicted at the beginning of the financial year. • The school had received the ‘little extra’ capital income of £40,000 from the government which explained the £28,100 surplus variance. Suggested capital spending included carpets for the first floor and other ongoing repairs. <p><u>Start budget 2019/2020</u></p> <p>The Principal reported that he had been working closely with the Trust’s Financial Controller and the Finance Director to develop the budget forecasts. He highlighted the following:</p> <ul style="list-style-type: none"> • The outturn position in 2019/2020 would be an in-year surplus of £18,900. • Savings had been made on the following areas; hospitality, CPD and Marketing. • Supply cover costs remained high and £40,000 were committed in the start budget. • There would be no new TA or cover supervisor. • Moving into a Trust-wide IT agreement with Vital could result in further savings. • There would be 1.12 FTE extra teaching staff. <p>Overall, it was a tight budget but the school was in a better place financially than at the same time the previous year.</p> <p>A Governor asked about the Clifton on Rawcliffe site and what complications it might have, if this funding was not to be included in the school’s budget. The Principal replied that Governors might want to raise this as a question to Trustees.</p> <p><u>Agreed: Governors recommended the start budget for final approval by the Trust’s Resources Committee.</u></p> <p><u>Item to be recorded confidentially</u> See confidential minutes.</p> | |
| <p>5.</p> | <p><u>Principal’s Report (Previously distributed)</u></p> <p><u>Update on Academy Development Plan</u></p> <p>The Principal reported that actions to support the big three priorities had been identified and shared with the SLT and middle leaders.</p> <p>The Principal showed a presentation to Governors at the meeting, outlining the planned work to support the key priorities:</p> <p>1. Teaching and Learning</p> | |

Teams of teachers would be looking into practices within the organisation to 'raise the bar' and set out expectations to students. There was still work to be done in this area.

2. Pupil Progress

The curriculum intent and provision were the main focuses. A new PP strategy would be in place as there were currently still noticeable gaps between disadvantaged students and their peers. This would be presented to Governors at the coming working party meeting.

3. Pupil Welfare

It was essential to improve attendance and reduce exclusions. Promotion of wellbeing for both students and adults was a focus and especially mental health was an area to address.

The following research groups had been identified to service the big three priorities:

Innovation and classroom practice – this group would collaborate with staff at Manor CE Academy.

Tackling workload – currently a national focus.

IT strategy – focus on how using IT could enhance the quality of teaching and learning.

Character and cultural capital – key area of the new Ofsted framework. The group would look at the wider curriculum offer.

Engagement – to reduce exclusions and improve attendance. Language towards students would be addressed as well as an assessment of behaviour when improved attendance and less exclusion had been achieved.

Metacognition – focus on getting students to understand how they learn best. There was a lot of research on this for the group to analyse.

Literacy and numeracy were also included in the ADP but a specific research group for this area would not be set up.

The Clerk agreed to share the slides from the presentation with all Governors together with the minutes.

Clerk

A Governor asked about the timescales for the work of the different research groups.

The Principal reported that direct development time (DDT) and twilight sessions would be dedicated to the work of the research groups. He advised that the groups were to get ownership and set their own terms of reference. Appraisal would be informed by the work carried out to secure accountability. The groups would feedback on their work through staff meetings and briefings, and perhaps at LGC meetings.

A Governor asked how the outcomes of the research groups would be monitored.

The Principal replied that it was incorporated in the ADP and there would be end of year reviews. Monitoring would be ongoing throughout the year. He added that the school was now in a place where it was time to give ownership to a wider range of people.

The Chair expressed that this initiative would give exciting prospects and Governors were looking forward to receiving feedback on the progress either at LGC meetings or during working parties.

A Governor suggested that the research groups and Governor Link roles could be matched.

The Chair agreed that for the research groups such as IT strategy and tackling workload, with more long-term objectives, Governor involvement would be relevant. The Headteacher agreed that it joined up nicely.

A Governor suggested that it would be useful for Governors to check up on the priorities in the ADP, and be updated on what had been achieved that year, as this was essential for Governors' preparation for an Ofsted inspection.

The Chair suggested that this could be addressed at the scheduled working party meeting on

Saturday 15 June 2019. The Principal agreed that there would be room to add this to the agenda.

Attendance

The Principal reported that the new Attendance Officer had started. Recording of absence had been investigated and checked with the local authority. This had identified that attendance had been misreported previously. The correct attendance figure was 94.0% and not 93.6%.

A Governor asked for an explanation to why attendance had been misreported previously.

The Vice Principal explained that SIMS generated 2 reports. One showed attendance all year for all students. The second showed all students' attendance currently at the school. He advised that both were valid reports, but one gave a figure of 93.6% while the other showed 94.0%. He added that the report showing all year attendance of all students resulted in the better figure.

A Governor asked if there was no guideline on which figure was recommended for reporting.

The Principal replied that they could use the best one. He advised that this had been confirmed and checked so 94.0% would be reported to the DfE.

The Headteacher reported that the national average was 94.5%. Attendance should improve the following year with a new Attendance Officer in place. The previous downwards spiral correlated with the absence of the Attendance Officer, which had had a very negative impact on overall attendance.

Talent Management and Recruitment

- A new Progress Leader had been appointed and would join the school in September.
- There had been two resignations but this had been expected.
- A Maths NQT had been recruited following the Trust's NQT recruitment day, he had, however, now dropped out of the course and would not be joining the school.
- They were advertising for a maths or science teacher. September start was a possibility as they had received expression of interests from several people.

The Chair reported that there was more stability now, which showed that the school was now in a good place.

Pupil outcomes

Governors noted the presented predications and targets for year 11 included in the report.

The Chair asked about reporting of end of year outcomes to Governors.

The Principal agreed to do a summary and send to Governors once the data had been released.

Teaching and Learning Assessment

The report by the Vice Principal was taken as read and questions from Governors were invited.

A Governor raised a question about Trust-wide training for staff.

The Vice Principal advised that next year they would buy into the teaching school alliance offer, which meant that teachers could access the trust-wide CPD offer. He further advised that a schedule was being drafted for middle-leader meetings within the Trust.

Exclusions

The Principal reported that exclusions were decreasing. It had been very high in the first term but had slowly reduced since.

6. Approval of Trips 2019/2020

The Vice Principal presented a proposal for a year 9-10 IT/Business studies trip to Disney Land Paris to attend a computer science conference. They would leave on 28th February 2020 and students would miss two days of school.

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| | <p>A Governor asked about the cost of the trip. The Vice Principal replied that the cost would be £286 per student.</p> <p>A Governor asked about considerations of disadvantaged students, and if there was a hardship fund to support these students. The Principal advised that there was as a fund and parents could contact the school. He added that they could subsidise costs through pupil premium funding.</p> <p>The Principal reported that the trip would be run by a provider who had experience of planning this trip successfully at other schools.</p> <p><u>Agreed: Governors approved the proposal.</u></p> | |
| 7. | <p><u>Standards (Holding the Principal to Account)</u> There was nothing further to report at this meeting having examined the Principal’s report.</p> | |
| 8. | <p><u>Pupil Premium Update</u> The Chair announced that the new pupil premium strategy would be presented on Saturday 15th June 2019 at the working party meeting.</p> | |
| 9. | <p><u>Safeguarding (standing item)</u> Governors noted the distributed Safeguarding Link Governor visit report.</p> <p>The Link Governor reported, in relation to the Trust Board not approving the proposal for establishing internal alternative provision at the school, that she had during a training session at CYC been presented with the council’s plans of setting up alternative provision throughout the city. She asked if a conversation with the local authority on this had taken place.</p> <p>The Principal replied that Kestrel was providing key-stage 3 provision in York, and the council was keen on developing satellite provision in different areas of the city. They had asked secondary schools to express interest. He advised that his view was that it was best not to established Kestrel satellite provision at the school. He added that he would rather do something internally than using the available space to host local authority provision. The Principal further advised that it would be city wide provision which would not necessarily be available for Vale of York students.</p> <p>Governors expressed that further conversations about this option, and details on what it would entail, would be beneficial going forward. The Headteacher agreed to seek further information and involve the Assistant Vice Principal for Student Welfare and PP and report back to the LGC.</p> | Principal |
| 10. | <p><u>LCG Strategic Direction</u> Governors noted the distributed notes from the working party meetings. A special working party meeting, which would focus on the new Ofsted Framework, would take place on Saturday 15th June 2019. Another meeting would take place on Wednesday 19th June 2019.</p> <p><u>Chair’s report</u> The Chair reported that he had discussed joining the Trust Board as a Trustee with the CEO of the Trust and the Chair of Trustees. He had following agreed to transfer onto the Trust Board from September. He announced that Monday 9th September 2019 would be his last meeting as Chair. He expressed that he had enjoyed his role as Chair of Governors, and that it had been good to follow the school’s journey. He added that during inspections both Governors and Trustees would be interviewed, and he hoped he could continue make a valuable contribution to the school in that scenario as a Trustee.</p> | |

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| | <p><u>Governor appointments</u></p> <p>The Chair reported that a parent had shown interest in joining the LGC. He had following been in contact with the Trust's Governance Advisor about appointing this candidate to replace Peter Hodge, who had previously expressed that he wished to step down when a new Parent Governor had been found. The Governor Advisor had advised that because the last parent governor election was in December 2018, the school would have to announce the vacancy and invite expression of interests from all parents.</p> <p>The Principal reported that the vacancy for a Parent Governor had been announced in the April 2019 newsletter and express of interest from parents had been invited.</p> <p>The Clerk advised that since the vacancy had been advertised in April 2019 but resulted in no candidates coming forward, it was justified for the LGC to appoint a Parent Governor directly, and that further announcement was not necessary.</p> <p>The new Governor was to be invited to the next LGC meeting in September where the LGC could finally approve his appointment.</p> <p><u>Question from Trustees</u></p> <p>The Trustees had asked the LGC to consider the following question:</p> <p><i>Trustees requested further detail on what was being done to address the concerns in English at Vale of York and how the LGC were monitoring this.</i></p> <p>The Chair had prior to the meeting made available a timeline to show monitoring by the LGC. This included a series of points to demonstrate that Governors were focussing on English as part of their overall monitoring. He asked Governors for feedback on the document, and would subsequently sent the document to the Trust's Governance Advisor for distribution to Trustees.</p> <p>The Chair reported that the Trust's Standard Committee had received a report, with some inaccuracies, from The Trust's Director of English. These inaccuracies had been raised by the Chair and Principal to the Secondary School Improvement Lead. This concern had been addressed.</p> | <p>Chair</p> <p>Chair</p> |
| <p>11.</p> | <p><u>HLTY Update</u> (Previously distributed)</p> <p>Governors noted the update from the Board of Trustees.</p> | |
| <p>12.</p> | <p><u>LGC Training</u></p> <p>Ofsted training for all Governors to be held on 15th June 2019 from 9:00am to 11:45am.</p> | |
| <p>13.</p> | <p><u>Policy Updates</u></p> <p><u>Behaviour policy</u></p> <p>The Principal explained that in the previous version of the policy, the exclusion tariff had escalate quickly. In the new version the tariff system was more tapered and in line with policies of other schools and MATs.</p> <p><u>Agreed: Governors approved the policy.</u></p> <p><u>Exclusions policy</u></p> <p>There were no changes to the policy but it needed reapproval by the LGC.</p> <p><u>Agreed: Governors reapproved the policy.</u></p> <p><u>Shared Parental Leave Policy</u></p> <p>The Principal reported that there was no Hope policy, and they would therefore adopt the CYC</p> | |

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| | policy, until a Trust-wide policy was available. <u>Agreed: Governors approved the policy.</u> | |
| 14. | <u>Items / Actions for the Trust Board</u> In relation to the Clifton with Rawcliffe site, the LGC would like to receive clarity on funding arrangements, and if sports sites were to develop elsewhere could the money quid pro quo be returned and used within the school to improve existing facilities. | |
| 15. | <u>Any Other Business</u> There was no further business to discuss. | |
| 16. | <u>Dates of future meetings</u> The LGC agreed to the suggested meeting dates for 2019/2020 and confirmed that they would continue to meet on Mondays at 5:00pm. <ul style="list-style-type: none"> • Results: Mon 09/09/19 (single item) • Cycle 1: Mon 07/10/19 • Cycle 2: Mon 09/12/19 • Cycle 3: Mon 10/02/20 • Cycle 4: Mon 30/03/20 • Cycle 5: Mon 15/06/20 <p><i>[Matt Halifax and Miriam Zulkarnain left the meeting at 6:33pm]</i></p> | |

The meeting closed at 6:42pm

Chair of Governors ,
Mr J Kesterton

Date

VALE OF YORK ACADEMY ACTION POINTS
From the Meeting of the Local Governing Committee held on 10/06/2019

| | <u>Action Point</u> | <u>Item</u> | <u>Responsibility</u> | <u>Timescale</u> |
|-----------|---|--------------------|------------------------------|-----------------------------------|
| 1 | Distribute slides from big 3 priorities presentation with all Governors together with the minutes. | 5 | Clerk | Before end of term |
| 2 | Seek further information on Kestrel satellite provision and involve the Assistant Vice Principal for Student Welfare and PP and report back to the LGC. | 9 | Principal | Before LGC 07/10/19 |
| 3 | Invited new parent governor to LGC meeting on 09/09/19 | 10 | Chair | Prior to meeting |
| 4. | Send LGC response to Governor Advisor for distribution to Trust's Standards Committee. | 10 | Chair | Before 24 th June 2019 |

Items for the Next Agenda:

Link Governor Roles

Update on CYC satellite provision