

Vale of York Academy
Minutes of the Meeting of the Local Governing Committee held on
9th December 2019 at 5:00pm

Present:	Sarah Byrne Patrick Looker (Chair) Dave Seddon	Toby Eastaugh (Principal) Matt Halifax (Vice Principal) [from 5:42pm]
In Attendance:	Isabella Kvist-Hansen (Clerk – Governance Support Officer)	

		Action																								
1.	<p><u>Welcome, Apologies for Absence and Declarations of Interest</u></p> <p>The Chair welcomed everyone to the meeting.</p> <p>Apologies for absence were received with consent from Andy Thirlwell. Miriam Zulkarnain was also absent. The Principal reported that Matt Halifax was attending a meeting elsewhere at the school and would join the LGC meeting as soon as he was able.</p> <p>There were no declarations of interest.</p> <p>The Chair reported that Emma Owens and Victoria Sanderson had stepped down as Governors due to work commitments. Governors extended their thanks to both of them for their commitment and support. They acknowledged that the role as governors could be demanding and wished them the best in their professional careers.</p>																									
2.	<p><u>Minutes of the meeting held on 7th October 2019</u></p> <p>The minutes were agreed as a true and accurate record of the meeting and were signed by the Chair.</p> <table><tr><th></th><th>Action Point</th><th>Responsibility</th><th>Status</th></tr><tr><td>1</td><td>Inform the Training and Support Manager at CYC of current vacancies and desirable skills.</td><td>Clerk</td><td>To be raised again following further resignations</td></tr><tr><td>2</td><td>Share PP strategy presentation with all governors.</td><td>Assist. Vice Principal/ Principal</td><td>Completed</td></tr><tr><td>3</td><td>Provide feedback to governors on conclusions and outcomes of the focus groups.</td><td>Principal</td><td>Ongoing</td></tr><tr><td>4</td><td>Complete safeguarding training including prevent and send confirmation to the Principal's PA, Jo Bogue once completed. SB to share information on how to log on to training sessions.</td><td>All Governors and Sarah Byrne</td><td>Completed</td></tr><tr><td>5</td><td>Return signed document confirming Governors have read Keeping Children Safe in Education to the Assistant Vice Principal, Gavin Kumar.</td><td>All Governors</td><td>Completed</td></tr></table> <p>Action Point 1 – Discussions followed on time needed for the role as Governors, the amount of information shared, training opportunities etc. which could be overwhelming. It was raised that</p>		Action Point	Responsibility	Status	1	Inform the Training and Support Manager at CYC of current vacancies and desirable skills.	Clerk	To be raised again following further resignations	2	Share PP strategy presentation with all governors.	Assist. Vice Principal/ Principal	Completed	3	Provide feedback to governors on conclusions and outcomes of the focus groups.	Principal	Ongoing	4	Complete safeguarding training including prevent and send confirmation to the Principal's PA, Jo Bogue once completed. SB to share information on how to log on to training sessions.	All Governors and Sarah Byrne	Completed	5	Return signed document confirming Governors have read Keeping Children Safe in Education to the Assistant Vice Principal, Gavin Kumar.	All Governors	Completed	Clerk
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	<p>there was a perception that the role was very time consuming. It was suggested that induction of new Governors could be addressed going forward in terms of support to settle in, and perhaps having a more experienced Governor as a 'buddy'.</p> <p>The Principal agreed to search for new Governors within the Vale of York society and alumni network. A Governor noted that they should follow up with Mr John Kesterton, who had mentioned that he knew a potential candidate.</p> <p>Action Point 3 – The Principal reported that the work of the focus groups were progressing well. The Principal's group on workload had met on the same day of the meeting. At the meeting, they had discussed use of emails and addressed expectations. They had further addressed marking and feedback and how to use directed time efficiently. He further advised that some groups were now finite and would be completed. He reminded Governors of the areas covered by the focus groups:</p> <ul style="list-style-type: none"> • Tackling Workload • IT • Innovation in Teaching and Learning • Engagement – Behaviour and Attendance • Cultural Capital • Metacognition <p>He explained that metacognition involved getting children to plan, complete and evaluate their own work. He added that research had shown that this had worked well, especially with disadvantaged students.</p> <p>A Governor asked if staff was positive about the focus group work.</p> <p>The Principal replied that staff was very positive, and added that in the Ofsted staff survey, some focus group outcomes had been mentioned, for example workload and how this was addressed in school.</p> <p>A Governor asked if the Ofsted recommendations would be picked up by the focus groups.</p> <p>The Principal replied that this was a whole school focus and would feed into the academy development plan.</p> <p><u>Matters Arising</u></p> <p>The Principal reported that the P8 score reported at the previous meeting had now improved to - 0.25, which meant that the P8 score based on the previous year 11's end of year exams had changed to 'average' before the Ofsted inspection.</p>	HT/Chair
3.	<p><u>Principal's Report</u></p> <p>The Principal expressed that he was very thankful to the Governors and their work before and during the Ofsted inspection. This had played an important part in the school now being judged 'good'. The Governors thanked all members of staff for their good and hard work. Discussion followed on the awareness of the inspection amongst parents and in the wider community. The Principal reported that there had been an article in the local newspapers and a banner would be put up to promote the outcome.</p> <p>A Governor raised that there was an improved perception of the school in the local community. It was further reported that there had been a very positive atmosphere during the open evening, which had been very well managed and provided a welcoming environment for parents.</p> <p>The Principal advised that the achievement of the school had been acknowledged by other schools in the area. He added that it had also impacted on the students, and there was a sense, that since the inspection, it had had a positive effect on behaviour and attitude to learning amongst the children.</p> <p>The Principal outlined the recommendations in the report:</p> <ul style="list-style-type: none"> • <i>Leaders have ensured that, in each subject, pupils' knowledge builds up over their time in school. Leaders must now strengthen the curriculum further by ensuring that connections of knowledge between different subjects are fully embedded so that pupils can better integrate prior knowledge into new learning.</i> • <i>Leaders have worked hard over the last couple of years to instil high expectations across the school. Leaders must continue to reduce any variation in the standards and expectations of pupils' written work, particularly in key stage 3, so that the high-quality work that exists in</i> 	

key stage 4 is replicated across the school.

- Staff work tirelessly to ensure that pupils attend school regularly. Although, overall, school attendance is improving, leaders must ensure that pupils 'attendance continues to improve, especially that of the disadvantaged pupils.
- Careers information, advice and guidance are a strength of the school in key stage 4. Leaders must now strengthen the curriculum further so that pupils in key stage 3 benefit from careers education in the same way as older pupils do.

He concluded that these recommendations set out nicely, the next stages for the school.

[Matt Halifax joined the meeting at 5:42pm]

Academy Development Plan

The Principal presented some of the areas in yellow:

- The school roll continues to rise by 40 students in September 2020

The Principal expressed that pupil numbers would not rise by 40. He added that there was a drop in the number of families who had listed the school as their first priority. He suggested that the good Ofsted report might attract some second choices, but the impact of the ranking would not have full effect on pupil numbers until the following year.

- Percentage of staff turnover remains low

The Principal advised that an English teacher would resign due to her current family situation. He further advised that most areas under Quality of Education could be changed to green following the Ofsted inspection, but they would look into this over the course of the year.

- Homework is set in line with policy

The Principal informed that there was still work to be done. He added that the best teachers set homework and marked accordingly, but it was important to keep an eye on this.

The Principal further advised that the Thinking Reading programme had now started and could be changed to green. In terms of numeracy and literacy, the courses for September 2020 would soon go live, and this area could then be changed to green. He advised that they had commissioned SLE support for Geography and MFL, but not currently for Business.

The Principal informed of the following areas, which remained red:

- Whole school attendance 94.5%. PP attendance 91.0%. PA 15%

The Principal expressed that it was his view that the Trust needed to hire a Family Liaison Officer who could do home visits and work across different schools.

A Governor asked if the Danesgate register had been sorted and made accurate.

The Principal replied that the students were now off-roll.

The Principal advised that the behaviour section could be changed to green following the Ofsted inspection, where this area was judged to be good. The areas under personal development could mainly be changed to green, there was just some work still to be done on developing cultural capital for disadvantaged students.

- Financial planning and implementation of Inclusion Provision

A Governor reported that internal alternative provision had been discussed previously to keep pupils on roll and to address behaviour and the large number of exclusions.

The Principal expressed that he was not sure there was further to pursue on this matter. He advised that schools had been approached by the LA and asked to express interest for hosting satellite alternative provision. The Trust's CEO had subsequently expressed that the Trust's plans could potentially address this going forward, so the LA's offer was not to be considered currently.

The Principal expressed that under Link Governor a PP Link Governor was currently missing. It was agreed that Sarah Byrne would cover this area.

Governors discussed the academy development plan and how to update the plan following the Ofsted inspection. It was agreed that they would continue to review the plan throughout the year as planned and add the Ofsted recommendations for monitoring.

Pupil Progress

The Principal presented the document outlining GCSE 2020 predictions based on the most recent teacher forecast data collection for year 11. He highlighted that the P8 was 0.20 compared to the end of year target of 0.10. He advised that this prediction was 0.3 points above the predication from the same time the previous year. **Governors considered the positive predictions. A Governor noted that the current predictions were below target in attainment and above in progress.**

The Principal replied that this was due to differences between internally set targets and the FFT targets.

A Governor asked about the gender split in the cohort.

The Principal replied that there were 62 girls and 36 boys.

Attendance

The Principal replied that attendance to date was 93.9%

A Governor asked about the new Attendance Officer.

The Principal reported that the new Attendance Officer had settled in well and was building up good relationships with parents. The Principal emphasised that attendance remained a main priority.

Behaviour and Discipline

Governors noted that number of seclusions had decreased significantly this academic year compared to the previous one. The number of fixed-term exclusions had also gone down as well as number of on-calls. Governors raised that these improvements in behaviour were still not reflected in the attendance figure.

The Principal agreed that they were still to see this reflected in overall attendance. He advised that seclusions had gone down also due to re-organisation of behaviour codes within the behaviour system.

SEND Update, Strategies and Interventions

The SEND and Safeguarding Link Governors reported that very good work had been done by the SENDCO, especially in terms of securing EHCPs.

The Principal agreed, and reported that it was being considered if the school's SENDCO could provide help to other schools within the Trust going forward. He advised that sharing of resources was important and this would also provide an income for the school.

A Governor asked if the SENDCO would be happy with this arrangement, and if her workload had been considered.

The Principal replied that going forward she would be able to manage her workload and also provide support externally.

Staffing Update

The Principal reported that a Pastoral Officer was leaving the school.

They were currently interviewing the current temporary Cover Supervisor for the role on a permanent basis. The role had also been advertised within the Trust and online. To hire the Cover Supervisor permanently they had made arrangements to buy this person out of their contract with the cover agency. The Principal further reported that a consultation process would be taking place within the Trust to streamline paygrades and job descriptions. Some members of staff would be affected by this, and they would agree on arrangements accordingly.

The Principal reported that the awards evening had been a big success with the Lord Mayor attending. He also advised that £1100 had been raised at the Christmas Fayre.

A Governor asked what the money would be spent on.

The Principal replied that teachers had requested purchasing C-pens. He explained that C-pens were a roller connected to a headset which read the words out. This could remove the need for support by readers. The Vice Principal added that C-Pens had been used during the year 11 mocks, but students still had to get used to using them. The Principal explained that teachers could make bids for the collected funds, and they would be allowing teachers to decide what should be purchased.

Presentation on Curriculum by the Vice Principal

The Vice Principal advised that the preamble was to update Governors on the position of the curriculum, and this presentation was part of his NPQH (National Professional Qualification for Headship).

He advised that the school was now 'good' and next they had to map out the route to 'outstanding'. The Vice Principal reported that the previous Principal had led on changing the curriculum model and offer, while he had focused on standards, expectations and processes in order to deliver the curriculum.

He outlined practices over the course of the academic year: performance and exam analysis followed by establishing the development plan, then department QAs and lastly triangulation of teaching and learning, which was an ongoing progress linked to the SEF and development reviews. In terms of the curriculum, the programme of study mapped out the curriculum, the scheme of work focussed on the content, progress maps then ensured standardisation within departments and guided moderation, followed by assessment logs, which were assessed by the SLT and finally T&L and focus on interventions overall.

The Vice Principal reported that he had taken over following the former Principal's departure, and added that there was a need to evolve the curriculum plans given the development of the school as well as introduction of the new Ofsted framework, in which quality of education was a main focus together with the curriculum intent, implementation and impact (the three I's).

The Vice Principal then reported on implementation of the curriculum plan and outlined the timeline for identified actions; in the spring/summer 2019 the 'Golden Nugget' newsletter had been shared with staff to raise awareness amongst teachers. Strengths and risks had also been identified during the spring, as well as CPD time for staff and sessions to look into the new framework. During the summer curriculum team meetings had been used to build on implementation. They had further started mock 'deep dives' scrutiny which were good and useful to prepare for departmental scrutiny. The Vice Principal advised that 'connectedness' across the school was the next step.

It was reported that the option model provided good breath and helped the transition to keystage 4 and the four pathways model had been established.

The Vice Principal then outlined integrated curriculum financial planning and that areas to address going forward was DfE benchmarking and OGAT tools. He advised that there was a York system in place, where curriculum leaders could get information and share best practices. He added that commonality within the Trust could be addressed as well.

The Vice Principal outlined the following 'to do' areas:

- Adhere to SACRE and DfE guidance on RE and PSHE.
- Continue to develop the curriculum, with work to be done on outlining opportunities across departments in terms of transferred knowledge of skills.
- Consider vocational offer, with engineering to be explored and return of DT as an internally taught subject.
- Keystage 3 careers information, advice and guidance to be embedded to nurture students' advantages and interests.

A Governor asked if teachers had bought into the discipline of the new system, and further if there was still room for some individuality.

The Vice Principal replied that it provided a structure and guidance for teachers and that there were still flexibility within the system.

A Governor asked how the departmental curriculums were signed off.

The Principal replied that it was done by the Vice Principal and reported that teacher appraisal objectives had to feed into department development plans, which had been completed by

	<p>November.</p> <p>Governors thanked the Vice Principal for his excellent work.</p>	
4.	<p><u>Staff Development</u></p> <p>Covered above.</p>	
5.	<p><u>Resources - Finance Update</u></p> <p>The Principal reported that the period 2 management accounts forecasted a £4k in year deficit, which was a negative variance of £10k compared to the start budget. He advised that the main variance on staffing was increased costs of support staff cover due to additional capacity of Cover Supervisors.</p> <p>The Principal further reported on National Funding Formula changes, which could mean a £80k increase in funding from September 2020, the Trust would however, expect some of the money to be utilised to cover the legacy deficit.</p> <p>Governors considered the budget and explanatory notes and took notice of the school's overall improving financial position.</p>	
6.	<p><u>Chair's Report / LGC Strategic Direction</u></p> <p>Governors noted the update from the Board of Trustees.</p> <p>The Principal informed of the appointment of a new CEO from September 2020. He advised that the new CEO worked for a MAT in Ipswich.</p>	
7.	<p><u>Stakeholder Engagement - Pupil Voice</u></p> <p>There was nothing to report.</p>	
8.	<p><u>Safeguarding</u></p> <p>Governors noted the report from the Safeguarding Link Governor. She reported that she planned her next meeting in January 2020.</p>	
9.	<p><u>Health & Safety</u></p> <p>There was nothing to report.</p>	
10.	<p><u>Premises & Maintenance</u></p> <p>There was nothing to report.</p>	
11.	<p><u>Risk Management</u></p> <p>The Chair reported that this was a new process within the Trust and would be a standing agenda item going forward. The Principal added that he had received a template register with prepopulated items. The Trust's COO had following met with him and given feedback. She had expressed that the Vale of York risk register had been very good. He advised that it had been done in collaboration with the other SLT members.</p> <p>Governor discussed that risk management could be moved up agenda for the coming meeting.</p> <p>The Principal outlined the red areas on the register:</p> <p>One red area was governance and especially appointment of new Governors with relevant experiences and skills, as well as succession planning.</p> <p>The other red area was appointment of high quality practitioners to core subjects. The Principal advised that there would be 3 vacancies within school going forward. This had been actioned by the Trust's recruitment day and appointment of an ITT in English.</p> <p>The Chair reported that they were currently short on Governors but not on expertise. He suggested that they should keep an eye on any areas moving in wrong direction.</p> <p>The Principal advised that the COO had inputted the boilers to the list and added that CIF funding had been applied for by the Trust.</p>	

	<p>A Governor asked about number 44, Health of Caretaker, which was stated as an area for monitoring.</p> <p>The Principal replied that this must have been put on the register by the COO, and agreed to seek clarification of this.</p>	
12.	<p><u>Policy Review</u></p> <p>There was nothing to report.</p>	
13.	<p><u>Any Other Business</u></p> <p>The Principal reported that staffing was to be addressed at the February meeting.</p> <p>A Governor raised that Link Governor Responsibilities were to be updated on the website.</p>	<p>Agenda</p> <p>HT</p>
14.	<p><u>Dates of future meetings</u></p> <p>Monday 10th February 2020, 5:00pm</p>	

The meeting closed at 7:16pm


Chair of Governors, Mr P Looker

10/2/20
Date

VALE OF YORK ACADEMY ACTION POINTS AND RAG RATING
From the Meeting of the Local Governing Committee held on 9th December 2019

	<u>Action Point</u>	<u>Item</u>	<u>Responsibility</u>	<u>Timescale</u>
1	Raise the LGC vacancies again with the Training and Support Manager at CYC following further resignations.	2.1	Clerk	ASAP
2	Search for new Governors within the Vale of York society and alumni network. Follow up with Mr John Kesterton about a potential candidate.	2.1	Principal /Chair	Update at next meeting
3	Facilitate updates to Link Governor responsibilities on the school website	13	Principal	ASAP

Items for the Next Agenda:

Staffing Update

Agenda Number	Item Heading	Key lines of Enquiry /Points of Note (RAG Rated)	Comments / Action to Address
3	Principal's Report	<p>Ofsted Report</p> <p>Attendance remains a key area for improvement.</p>	<p>Governors celebrated the good outcome of the recent Ofsted Inspection. They thanked everyone at the school for their hard work to make improvements and develop the school, which had resulted in the school being judged 'good'. This was a real achievement across the board.</p> <p>It was noted that behaviour had improved significantly with number of seclusions, on calls and exclusions decreasing compared to last year's figures. This was however not yet</p>

			<p>reflected in the overall attendance figure. Attendance was also raised as an area of improvement in the Ofsted report.</p> <p><i>Governors will keep monitoring attendance and the impact of having a new Attendance Officer in place.</i></p>
11	Risk Management	Governance and appointment of quality practitioners to core subjects were currently red risks.	<p>4 Governors had left the LGC since the beginning of the academic year. Options to actively look for new Governors were discussed at the meeting.</p> <p>It was reported at the meeting that there were 3 vacancies with the school.</p> <p><i>Governors will monitor developments on these risks closely.</i></p>

