

### FULL GOVERNING BODY MEETING

#### Minutes of the Meeting held Wednesday 23<sup>rd</sup> September 2015 at 7.00pm

<b>Present:</b>	Mr T Myers (Chair)	Mrs S Duxbury	Mr S Naish
	Mr B Crosby (Principal)	Mr D Judson	Mr T Hanham
	Mrs F Long	Mr M Quick	Mrs C Mawson
	Mr D Hosier	Mr A Moorcroft	Mr A Richardson
	Mrs M Hudson	Mrs T Elsworth	Ms H Woodall
	Ms J Wright	Mr R Yarrow	Mrs E Jones

<b>In Attendance:</b>	Mr S Gumn (Associate Principal)
	Mr S Bryan-Smith (Finance Director)
	Mrs V Barton (Associate Member)
	Dr D Cooper (Associate Member)
	Dr S King (Associate Member)
	Dr S Smith (Associate Member)
	Mrs C Grant (Clerk)
Dr S Jackson (Cover Clerk)	

		Action
1.	<p><b>Welcome and Opening Prayer</b></p> <p>Governors were welcomed to the meeting, which opened with a prayer led by the new Chair.</p> <p>The Chair thanked the Local Governing Body (LGB) for their support in his new role and for their full attendance and introduced new Clerk Cathy Grant and Cover Clerk Sarah Jackson.</p> <p>The Chair thanked Fiona Long for her previous time and commitment as chair and her ongoing support for two further years. Introductions around the table followed.</p> <p>The Chair apologised that a number of factors had led to the agenda and papers going out late. In future the aim was for them to be distributed at least one week before the meeting. He noted the full agenda, assumed that previously distributed papers had been read and requested that contributors focused on the key points. The Chair asked for any feedback, there was none given.</p>	
2.	<p><b>Apologies for absence and declarations of interest</b></p> <p>Apologies for absence were received, with consent, from Mr G Reagan and Revd C Coates.</p> <p>There were no declarations of interest with regard to the agenda. Governors were handed Business Interest forms to update or sign. These were returned to the clerk who will scan them and return to the schools for publicising online. Governors were reminded of the importance of continuing to note any declarations of interest as and when they cropped up.</p>	Clerk
3.	<p><b>Governor's involvement in Attendance and Disciplinary Panels</b></p> <p>Simon Gumn emphasized the importance of governors' involvement in these panels. Four governors already played a valuable role in this. It was noted that governors' involvement in issues of attendance and behaviour had led to improvements in attendance of individuals and provided a good visible presence of governors in the Academy.</p> <p>Governors interested in getting involved were asked to express their interest to Jane Atkinson or Simon Gumn.</p>	All Governors
4.	<p><b>Minutes of the LGB meeting held on 24<sup>th</sup> June 2015 (previously distributed)</b></p> <p>The minutes were agreed as an accurate record of the meeting with one minor typing error altered.</p> <p><b>4.1 Election of Local Governing Body (LGB) Vice Chair</b></p>	

	<p>The Chair noted that governor Robert Yarrow had expressed an interest in the role. No other nominations had been put forward. Governors unanimously agreed to elect Mr Yarrow as Vice Chair.</p> <p><b>4.2 Election of Premises Committee Chair</b> The Chair enquired as to whether Martyn Quick would be happy to take the role of Premises Committee Chair. Mr Quick said he would need to juggle a few other commitments but would be happy to take the role. Governors unanimously agreed.</p> <p><b>4.3 Election of Staffing Committee Chair</b> The Chair enquired as to whether Tom Hanham would be happy to take the role of Staffing Committee Chair. Mr Hanham said he would be happy to take the role. Governors unanimously agreed.</p> <p><b>The group reviewed the Action Points (AP) on the previous minutes (24/6/15):</b></p> <p>AP1 Submit nominations for the role of Vice Chair of Governors to the Clerk – see decision above (4.1)</p> <p>AP2 Check the progress target figure in Maths with Mr Nariani – see Item 6 below.</p> <p>AP3 Update the Academy Development Plan with the agreed changes – completed. Further discussion carried forward in Agenda Point 6.1.</p> <p>AP4 Advise Poppleton Neighbourhood Plan that the Governing Body of MCEA supported having a buffer zone – Governor Fiona Long had done this.</p> <p><b>From previous meetings (3/12/14)</b> AP1 Forward the Statutory Statement of Discrimination to the Clerk for distributing – Carry forward for the Principal to action.</p> <p>There were no Matters Arising.</p>	<b>Principal</b>
<b>5</b>	<p><b>Principal's Report</b> (<i>previously distributed</i>) The following key points were raised:</p> <p>There was a tremendous start to the year, with a sense of great energy amongst students and staff.</p> <p><b>GCSE results.</b> A very good performance with summary highlights available now. Further details in Agenda Point 6.2</p> <p><b>Staffing/development:</b> Five staff had been replaced. In addition, four TAs and eight new trainee teachers had joined the Academy team from the Schools Direct programme. Also four post-graduate volunteers from the USA had spent time at the Academy via the organisation Youth for Christ.</p> <p>New staff: Jo Leigh – exams officer Helen Hall – TA Thomas Wood – TA Milly Ralph – TA Becky Moorcroft – TA Grace Hetmanski – Geography Helen Landon – Art Lauren McGiven - English Brian Rock – English Tim Godfrey – Maths Rebecca Trevor - Physics</p> <p>Unfortunately, a valued member of the facilities team would be leaving the Academy to return to work in industry. There had been a high level of turnover in the team since more well paid jobs became available in the industrial/building sectors. Karen was being challenged to rebuild the team and to ensure MCEA had some financial savings.</p> <p><b>Sixth Form news:</b></p>	<b>MQ Prem Com Agenda</b>

	<p>Although the Memorandum of Understanding has been formed, the Education Funding Agency (EFA) had said an Academy could not enter an agreement with an LA school. The Principal was writing to the local MP to see if there was a way ahead, and if he could broker something with the DfE.</p> <p>In the meantime, the Associate Sixth Form would go ahead with 36 MCEA students in Year 12. Some students started at other Sixth Forms in September 2014, and were presently restarting Year 12 at All Saints. Some courses were taking place on the MCEA campus (e.g. Media Studies).</p> <p>A governor asked for parents of Year 11 students to be kept regularly informed as they were making selections at present. The Principal noted that there would be an independent Open Evening held at MCEA's campus by All Saints for prospective parents and students. Another governor enquired about the progress of the building works at All Saints. The Principal reported that there had been delays but a new team member had been appointed to move this forward.</p> <p><b>Hope Learning Trust</b> – to be covered later in Item 6.5.</p> <p><b>SEND: There was funding pressure as there was no guarantee of SEND income. There were 32 colleagues in place plus the Applefields team.</b> Currently the Academy had: 24 young people with Education, Health and Care Plans/statements; a further 7 students on a My Support Plan (MSP); 84 students on SENS (old SA+); and 83 on monitor (old SA+ below). The Principal advised governors to visit the impressive facility.</p> <p><b>Kitchen:</b> The Principal reported that the kitchen/food at the Academy was very high quality and this function was proving very financially viable. He expressed thanks to colleague Lynne Knight who was retiring from the kitchen after 19 years of service.</p> <p><b>Calendar of events:</b> Governors attention was drawn to the full calendar of events this term and they were encouraged to attend where possible. The Principal noted in particular the carols and presentation evening that all governors were very welcome to attend.</p>	
6.	<p><b>Strategic Development of Academy</b></p> <p><b>6.1 Academy Development Plan</b></p> <p>An updated version of the plan was tabled for the governors. The Principal highlighted that this was a working document which, by its nature, would continue to change and develop and had done so in the light of comments from the Attainment &amp; Learning Committee and others.</p> <p>The Principal highlighted and explained the attainment and progress targets for the Academy's Y11 2015/16 cohort. These looked different from previous years because the way MCEAs performance was measured had changed: the government were no longer requiring a measure of 5 GCSEs including English and Maths. Instead, there were 5 benchmarks. The Principal described these 2016 targets as the backbone of performance management for senior colleagues at the Academy:</p> <ol style="list-style-type: none"> <li>1. Grade C and above in English and Maths – target 75%</li> <li>2. Average total attainment scores of 55.0</li> <li>3. Progress 8 = +0.30</li> <li>4. EBacc Grade C and above in 5 subjects = 50%</li> <li>5. Attendance = 96.5%</li> </ol> <p>The Principal asked governors to review the plan and in particular for committees to refer to the fifth column 'success criteria' in their committee meetings and to feedback any comments.</p> <p>The Chair reminded the group that in the last meeting they had agreed to move the Hope Learning Trust item in the plan to the bottom and change the font to green. They had also agreed to change the heading to 'Trust Priorities'. It was also proposed to move the Teaching Schools section to the bottom and in a different colour – to distinguish this content from the rest.</p> <p>Governors discussed how to manage the version control of this document, to ensure they were always seeing the latest version. It was agreed to publish a monthly update to the plan with the date clearly marked.</p> <p><b>6.2 GCSE Results 2015</b></p> <p>The Principal reported a strong performance:</p>	<p style="text-align: center;"><b>All Governors</b></p> <p style="text-align: center;"><b>Principal</b></p> <p style="text-align: center;"><b>Principal</b></p>

- 77% of students achieved 5 A\*-C grades in English and Maths (c.f. 79.6% in 2014)
- A strength was that the Value Added score was now at 1028 – in the top 10% of like schools.
- The new Progress 8 measure increased, placing the Academy in the top 15% of like schools.
- There was a strong EBacc score.

In terms of closing the gap between Pupil Premium students and others, the gap had dropped significantly. In 2010 the school reported 50 percentage points difference. This year there was only 17 percentage points difference. Hence the trend over time was for the gap to be closing.

There was a strong performance, A\* grades, in students' options subject. The 3-year Key Stage 4 was starting to show benefits and there was a feeling that having longer to concentrate on subjects was resulting in strong grades and a greater depth of learning that would help prepare students for A-Level study. For example:

- In Computing, 47% of pupils achieved A or A\*; and 78% achieved A\* to C
- In Drama, 42% achieved A or A\*; and 86% achieved a C or above
- In Performing Arts, 43% achieved A or A\*; and 100% achieved a C or above.

There were three subjects that needed greater focus on improving grades: ICT, Art and German.

In particular, having reviewed attainment in Modern Foreign Languages (MFL), it had been agreed for the academy to focus its efforts on one language (French) instead of two (French and German) with only the top two sets studying both. The primary feeders were being asked to concentrate on French only.

A discussion followed into the pros and cons of this approach and how this might be managed in form groups and sets. One approach under consideration was for there to be access to a written MFL for top sets only; and the bottom sets to undertake a speaking and listening MFL. MCEA was looking into setting the more challenging students but also identifying, in Y7, those with a high aptitude for languages via a MFL test. Governors were in general agreement with this change of approach to MFL. The chair of the Attainment & Learning Committee highlighted that they had discussed the results and the change to the approach to MFL and were in support.

In response to a governor's question, it was confirmed that students were able to achieve more GCSEs because they were studying for them over three years rather than two.

The governing body congratulated staff on the results and highlighted that the pastoral support and the positive learning atmosphere of the Academy, which included the work of the facilities team, must also be a contributing factor.

A governor emphasised the importance of the results and any planned changes being communicated to parents.

### **6.3 GCSE Targets 2016**

The Principal informed governors that they were closely tracking the current Y11 against targets as this was a weaker cohort. The 2016 performance would be measured using the new 'Value Added' measures (how far a school had helped students progress above a 1000 point baseline). A governor questioned whether parents would understand the Value Added measure. The Principal noted that this year's performance rate wouldn't be confirmed until November 2015 (via RAISEonline).

A discussion followed into the communication of results and targets to parents via the website, press etc... The Principal mentioned that a leaflet would be going out soon and that he had written to all parents. A copy of the letter and leaflet had been sent to all governors.

### **6.4 Budget and financial outlook**

The Academy's Finance Director reported that the 2014/15 figures were not yet final but it was looking like approximately £100,000 surplus in year mostly achieved via additional SEN income, catering profit and reductions in salary outgoings. This would give the Academy a contingency/cushion for the next few years.

The position for 2015/16 was also still to be finalised due to planned pay and cost of living increments

**Principal**



	<p>The Chair advised that there was an issue for the Standing Committee re Ebor TSA procurement.</p> <p><b>7.8 Development of the former British Sugar &amp; Civil Service Sites</b>  The previous Chair of the governing body had written to the Poppleton Neighbourhood Plan to advise them that MCEA supported a buffer zone between the Academy and any new housing development on the site. The British Sugar site was a long way from being developed still as estimates to clean and clear the site had been much higher than expected and until this went ahead the site could not be developed. There was a 10 year phase programme to build on the the A59, Boroughbridge Road, site (next door to the Academy) with initial plans for around 270 houses, around 70 per year. The governors would be kept informed of any progress.</p>	<p><b>Standing Committee</b></p>
<p><b>8</b></p>	<p><b>Committee Reports</b></p> <p>8.1 Student Welfare Committee – meeting held 1<sup>st</sup> July 2015 – the minutes had been distributed and noted.</p> <p>8.2 Staffing Committee – meeting held 6<sup>th</sup> July 2015 – the minutes had been previously distributed and noted.</p> <p>8.3 Attainment &amp; Learning Committee – meetings held 2<sup>nd</sup> July &amp; 10<sup>th</sup> September 2015 - the minutes had been previously distributed and noted. At the 10<sup>th</sup> September meeting the committee reviewed results and would be sending letters of appreciation to a number of staff.</p> <p>8.4 Finance Committee – no meeting since last reported. Meeting 5<sup>th</sup> October 2015.</p> <p>8.5 Premises Committee – no meeting since last reported.</p> <p>8.6 Standing Committee - meeting held 16<sup>th</sup> September. Action for all members of the LGB to review the Academy’s admissions policy and feedback to the Principal.</p> <p>8.7 Additional Item. As well as the above reports, the Chair mentioned that the MAT Board had proposed a reduction in size of the MCEA LGB. The Chair asked for some time to consider this before taking any suggestions to a future MAT Board meeting.</p>	<p><b>All LGB</b></p>
<p><b>9.</b></p>	<p><b>Governor training and correspondence</b></p> <p>Two governors reported attending training:</p> <p>Mrs V Barton had attended the <i>Welcome to Governance</i> course on 25/6/15.</p> <p>Mr R Yarrow had attended:  <i>Welcome to Governance</i> 27/1/15  <i>Governance in a CofE School</i> 22/4/15  <i>The Strategic Role of Governors</i> 29/4/15  <i>The Critical Friend</i> 6/5/15  <i>Being Accountable</i> 13/5/15  <i>Understanding School Finance</i> 20/5/15</p> <p>The Chair encouraged other governors to take the opportunity to attend any of the courses provided by the LA.</p> <p><b>Safeguarding training</b>  It was emphasized that the online safeguarding training provided by the local safeguarding board was very straightforward and valuable. All governors who had not done this were to complete it and send their certificate to Mike Thunder.</p> <p><b>Link to online training:</b> <a href="http://www.safeguardingchildren.co.uk/course-signup.html">http://www.safeguardingchildren.co.uk/course-signup.html</a> or access via the Learning Zone: <a href="http://www6.northyorks.gov.uk/izcs/main">www6.northyorks.gov.uk/izcs/main</a></p> <p><b>LA Briefing</b>  The Chair shared correspondence from the Autumn Term Local Authority Briefing Papers.  Access via the LA website at <a href="https://www.york.gov.uk/info/20162/school_governor_support/240/termly_updates_for_governors">https://www.york.gov.uk/info/20162/school_governor_support/240/termly_updates_for_governors</a>  Updates included:  Key Stage Headline Data and York 300</p>	

	<p>Health &amp; Safety Update</p> <p><b>Verbal Updates:</b></p> <p>Prevent</p> <p>Safeguarding update</p> <p>Children's Emotional Mental Health update</p> <p><b>Key Issues for Autumn Term 2015:</b></p> <p>Inclusion Review</p> <p>School Pay Policy 2015</p>	
10.	<p><b>Any Other Business</b></p> <p>A governor mentioned the idea of holding a service in the Minster in 2017 (as done previously in 2012) to celebrate the achievements of the Academy and its community. It was suggested that a booking would need to be made soon to secure the date. The Principal agreed to find out if a booking had been made.</p> <p>Information would be shared to parents on the CAT testing as each year group would be reported differently.</p>	<p><b>Principal</b></p> <p><b>Principal</b></p>
11.	<p><b>Strategy morning</b></p> <p>Saturday 10<sup>th</sup> October 2015 – 10am to noon: Training on Attainment 8 and Progress 8, and Life without Levels plus a discussion into the Admissions Policy. The Principal encouraged all governors to attend.</p>	
12.	<p><b>Confidentiality</b></p> <p>Governors were reminded of the confidential nature of all governing body discussions.</p>	
13.	<p><b>Dates of next meeting:</b></p> <p>Wednesday 2<sup>nd</sup> December 2015 at 7pm.</p>	

**The meeting closed at 8.50pm**

Signed: \_\_\_\_\_

Mr Tony Myers (Chair)

Date: \_\_\_\_\_

**Action Points from the Local Governing Body Meeting held on 23<sup>rd</sup> September 2015**

	<b><u>ACTION</u></b>	<b><u>AGENDA ITEM</u></b>	<b><u>WHO</u></b>	<b><u>WHEN</u></b>
1.	Governors interested in getting involved in disciplinary or attendance panels were asked to express their interest to Jane Atkinson or Simon Gumn.	3	All Governors	Ongoing
2.	Premises Committee to agenda item on facilities team turnover	5.	MQ	ASAP
3.	All governors to review the latest version of the Academy Development Plan take the relevant points in column five to their committee meetings	6.1	All Governors	Ongoing
4.	Update the Academy Development Plan with the agreed changes and version control	6.1	BC	ASAP
5.	Committee Chairs to identify any risks for the risk register during their next meetings and submit to the finance director (SBS)	7.1	Committee Chairs	ASAP
6.	Principal to share report from recent peer review with governors	7.2	BC	ASAP
7.	All members of the LGB to review the academy's admissions policy and feedback to the principal.	8.8	All Governors	ASAP
8.	All governors to complete online safeguarding course.	9.	All Governors	ASAP

**Action Points from previous Full Governing Body meetings**

	<b><u>ACTION</u></b>	<b><u>AGENDA ITEM</u></b>	<b><u>WHO</u></b>	<b><u>WHEN</u></b>
1.	Forward the Statutory Statement of Discrimination to the Clerk for distributing	3. (03.12.2014)	BC	Ongoing

**Future agenda items:**

- **Admissions Policy**
- **MAT Update**