



Company no: 07729878

## THE GOVERNING BODY OF SHELLEY COLLEGE

Minutes of the meeting of the Governing Body held at school at 6.00pm on Tuesday 1 February 2022.

### Present

Mr N Wilson (Chair), Mrs M Bowker, Mrs C Cooper-Smith, Mr D Wadsworth, Mrs A Horsfall-Jones, Mrs E Jessop, Mrs E Waller, Mr G Davis.

### In Attendance

Mr A Hewitt  
Mr G Wadsworth  
Mrs J Christian - part  
Ms E Kilner (Minute Clerk)

Agenda Item	Discussion and Decisions	Action – who/by
1.	<p><b>Apologies, consent and declarations of LAAPs and interests</b></p> <ul style="list-style-type: none"> <li>• Apologies for absence were received from Mrs M Currie with consent.</li> <li>• The Chair registered that he was a supplier of stationery products to Shelley College.</li> </ul>	
2.	<p><b>Matters for any other business</b></p> <p>There were no items of any other business.</p>	
3.	<p><b>Representation</b></p> <p>The Chair updated that the process to appoint two new parent governors is in ongoing with DBS checks being carried out.</p> <p>The new governors will be invited to the next meeting.</p>	
4.	<p><b>Minutes of the previous meeting held on 9 November 2021</b></p> <p><b>RESOLVED:</b> That the minutes of the meeting held on 9 November 2021 be approved and can be signed by the Chair as a correct record of the meeting subject to the amendment below:</p> <p><u>Minute 6(b) – Principal’s Report</u></p>	

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	<p>In the first line of the answer to the second question on page 3, replace 'we try' with 'we do'.</p>	
5.	<p><b>Matters arising</b></p> <p><u>Matters Arising – Principals Report – Safeguarding Training and update (Minute 5(b) refers)</u></p> <p>It was confirmed that Mr G Davis and Mrs C Cooper-Smith have read and understood the two written documents and have also viewed the pre-recorded training in its entirety.</p> <p><b>Q. Is any training available for governors on the Permanent Exclusion process?</b></p> <p>A. The LA do run exclusion panel training. We can ask Allison Langdale (LA Exclusions Officer) what training is available and training information can be circulated.</p>	<p><b>Mr G Wadsworth</b></p>
6.	<p><b>Principal's Report</b></p> <p>(a) <u>Pupil Premium and Catch Up spending plan update</u></p> <p>The Pupil premium (PP) / Catch Up strategy statement was circulated before the meeting and slides were shown on screen and circulated.</p> <p>Joanna Christian updated the meeting. Slides were summarised including the key areas below:</p> <ul style="list-style-type: none"> <li>• Main aspects of the Pupil Premium / Catch Up statement.</li> <li>• Pupil Premium and catch-up funding available to Shelley College.</li> <li>• Allocation of Pupil Premium and catch-up funding.</li> <li>• Targeted Academic Support.</li> <li>• In House Tuition Programme – potential questions.</li> <li>• Academic Tuition Programme Success.</li> <li>• The tuition programme is going very well and students are very positive. We have not had any negative feedback from parents. We plan to do student and parent voice.</li> </ul> <p><b>Q. Is there a cap on funding that can be carried over?</b></p> <p>A. There is no cap on rollover. It was noted that funding should be used to support the current students in school.</p> <p><b>Q. Do we check up on students who are not attending?</b></p> <p>A. Yes we do make calls home to check why students are not attending.</p> <p><b>Q. How do you know how many turn up?</b></p> <p>A. Attendance is monitored. Attendance has been very positive.</p> <p>Joanna was thanked by the Principal and the Governors.</p> <p>Governors thanked staff and students for engagement with the process and the commitment of staff was recognised.</p>	

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	<p>(b) <u>Covid update</u></p> <p>The Principal updated the meeting.</p> <ul style="list-style-type: none"> <li>• Attendance is improving and is now 93.7%.</li> <li>• Attendance compares positively to national and local performance.</li> <li>• Staff absence is levelling off with a total of 3 absences currently including support staff.</li> <li>• The number of student cases fluctuates daily, but have averaged out to approximately 16 to 18 students per day. These numbers have reduced since the start of the Spring Term.</li> <li>• We continue to provide live lessons for isolating students.</li> <li>• Evidence shows that our students are testing regularly and a significant number have been vaccinated.</li> </ul> <p><b>Q. What is the current regulation for self-isolation?</b> A. If LFD test is negative on 5<sup>th</sup> and 6<sup>th</sup> day, then free on 6<sup>th</sup> day.</p> <p><b>Q. Can schools still get hold of Lateral Flow Tests?</b> A. Yes we can.</p> <p>(c) <u>Quality of Education</u></p> <ul style="list-style-type: none"> <li>• A whole school Student Voice has taken place and work scrutiny. Quality of work is now back to pre Covid levels.</li> <li>• There is little difference between the quality and quantity of work produced by SEN and Disadvantaged students when compared with other students. This is very positive.</li> <li>• Areas for development are targeted, for example IT and Computing</li> <li>• Reading is a whole school priority.</li> </ul> <p>(d) <u>School Development Plan update</u></p> <p>Next steps on the School Development plan include:</p> <ul style="list-style-type: none"> <li>• Reading</li> <li>• Attendance and Persistent Absence, particularly for disadvantaged students.</li> <li>• Continued student voice linked to students knowing how to keep safe and making informed choices.</li> <li>• Trial Exams are currently ongoing and will be used to identify high priority students. These will be prioritised for intervention and tuition.</li> <li>• Behaviour in lessons has improved but behaviour around school continues to be a focus.</li> <li>• An increased number of extra-curricular activities and trips to be offered.</li> </ul> <p><b>Q. Is Covid now included in the absence data?</b> A. Yes it is but we do use a sub code so we can analyse covid absence. Headline figures do include Covid.</p>	

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	<p><b>Q. How is Persistent Absence performance?</b> A. We are better than national performance but this is still a focus for improvement.</p> <p><b>Q. What is ‘Best B’?</b> A. Behaving maturely around school.</p> <p><b>Q. What is the issue with Year 10 internal truancy?</b> A. Some students have struggled to settle back into school. A small number are leaving lessons and going to the SSC or Bridge. Staff record these as truancy, to ensure duty staff are aware and safeguarding checks completed. We are having a focus on morning punctuality and the majority of parents are responding well.</p> <p>Mr G Wadsworth circulated Behaviour Report – Term 1 Data. The data was summarised for the meeting.</p> <p><b>ACTION:</b> When this report is shared at future meetings, Mr G Wadsworth to include a key to behaviour codes.</p> <p>(e) <u>Finance update</u></p> <p>The P4 21-22 SC Finance Report had been circulated before the meeting. The school is in a strong financial position overall.</p> <p><b>Q. Will the cost of the MUGA take us into deficit in the year?</b> A. Yes it will but the funding is from reserves.</p> <p>(f) <u>Staffing</u></p> <p>New staff are settling into the school well overall. Additional support will be given to staff if required.</p> <p>The current vacancies were summarised.</p> <p>(g) <u>Future agenda items</u></p> <p>Potential future agenda items were discussed and it was agreed that the focus of the next meeting in March will be the 6<sup>th</sup> Form.</p> <p><b>Q. Will we know 6<sup>th</sup> Form application numbers for the March meeting?</b> A. Yes we will.</p> <p><b>Q. Can we confirm that Mrs A Horsfall-Jones is the governor for Pupil Premium.</b> A. Yes this is confirmed.</p> <p><b>ACTION:</b> Named governor to be changed on the Pupil Premium spending plan</p>	<p><b>Mr G Wadsworth</b></p> <p><b>Mr D Wadsworth</b></p> <p><b>Mr D Wadsworth</b></p>
7.	<p><b>Approval of Policies</b></p> <p>There were no policies for approval.</p>	

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8.	<p><b>Safeguarding</b></p> <p>Mr G Wadsworth updated the meeting:</p> <ul style="list-style-type: none"> <li>• There are no serious Safeguarding issues to report.</li> <li>• We are challenging some classifications from the LA.</li> <li>• We are working on the Leeds Carnegie Mental Health Award.</li> </ul> <p><b>ACTION:</b> Governors to email Mr G Wadsworth if they are interested in completing Mental Health training. They should provide details of any training they have already undertaken.</p> <p><b>ACTION:</b> Governor Mental Health training to be discussed at the next meeting and Mr G Wadsworth will circulate a list of training available.</p>	<p><b>ALL</b></p> <p><b>Mr G Wadsworth</b></p>
9.	<p><b>Governor training and school visits</b></p> <p>The following training and school visits were noted:</p> <ul style="list-style-type: none"> <li>• The Chair continues to have fortnightly meetings with the Principal.</li> <li>• Mrs C Cooper-Smith has visited school to complete Safeguarding training.</li> <li>• Mrs C Cooper-Smith has had a meeting with Mr G Wadsworth to discuss Safeguarding including a review of cases and online systems. There were no outstanding issues noted.</li> </ul> <p>Mr G Wadsworth noted that there are currently a high number of Looked After Children in the school.</p>	
10.	<p><b>Any other urgent business</b></p> <p>There were no items of other business for discussion.</p>	
11.	<p><b>Correspondence</b></p> <p>It was noted that a stage 4 complaint Governor Panel will take place on Wednesday 2 December 2022. This relates to a complaint that has been made under the school Complaints Procedure.</p> <p><i>Mr A Hewitt and Mr G Wadsworth left the meeting.</i></p>	
12.	<p><b>Principal's Report – Senior Leadership Team proposals</b></p> <p>The Staffing Proposal – Consultation paper on a Proposed SLT re-Structure was circulated before the meeting. The Current SLT Structure January 2022 and Proposed SLT Structure September 2022 were circulated at the Meeting.</p> <p>The Principal updated the meeting.</p> <p>The rationale for the changes to the SLT structure were shared and discussed.</p>	

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	<p>The proposed new structure was summarised and discussed.</p> <ul style="list-style-type: none"> <li>- Roles on the proposed new structure have been evaluated by the Trust central HR team.</li> </ul> <p><b>Q. Are other schools in the MAT structured in a similar way to the proposed new SLT structure?</b></p> <p>A. Yes.</p> <p><b>Q. When do we expect the new posts will be advertised?</b></p> <p>A. The process has already started given the need for the new structure to be in place by September 2022 at the latest. However, the structure and recruitment process could be amended based on feedback following the consultation.</p> <p><b>RESOLVED:</b> That the proposed new SLT structure for September 2022 is supported by the governors.</p>	
13.	<p><b>Dates of meetings for the 2021 – 2022 academic year</b></p> <p><b>RESOLVED:</b> That Governing Body meetings will be held at the school if possible, at 6pm on the dates below:</p> <p style="padding-left: 40px;"><b>Tuesday 15 March 2022</b> – Agenda items to include</p> <ul style="list-style-type: none"> <li>- 6<sup>th</sup> Form update</li> </ul> <p style="padding-left: 40px;">Tuesday 28 June 2022</p>	
14.	<p><b>Agenda, minutes and related papers – school copy</b></p> <p><b>RESOLVED:</b> That no part of these minutes, agenda or related papers be excluded from the copy to be made available at the School, in accordance with the Freedom of Information Act.</p>	

The Chair closed the meeting at 7.45 pm.