



Kirklees Directorate for Children and Adults

Company no: 07729878

THE GOVERNING BODY OF SHELLEY COLLEGE

Minutes of the Meeting of the Governing Body held remotely at 6.00pm on Tuesday 6 October 2020.

Present

Mr N Wilson (Chair), Mr J Adams, Mrs M Bowker, Ms C Bedford, Mr G Davis, Mrs A Horsfall-Jones (part), Mrs E Jessop, Mrs R Rawling, Mr D Wadsworth.

In Attendance

Mr A Hewitt (Vice Principal)
Ms E Kilner (Minute Clerk)

Agenda Item	Discussion and Decisions	Action – who/by
3065.	<p>Election of Chair</p> <p>RESOLVED: That the term of office for the chair will be for two years until the Annual Meeting 2022.</p> <p>RESOLVED: That Mr N Wilson be elected as Chair.</p>	
3066.	<p>Apologies, consent and declarations of LAAPs and interests</p> <ul style="list-style-type: none"> • There were no apologies for absence. • The Chair registered that he was a supplier of stationery products to Shelley College. <p>(i) Confirm their protocols on apologies and consent to governor absence</p> <p>RESOLVED: That the protocol for apologies and consent to governor absence will be to decide on whether to</p>	

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	<p>grant consent on an individual basis depending on the circumstances.</p> <p>(ii) Approve the Governors Code of Conduct</p> <p>RESOLVED: That all governors present confirmed agreement to that Governors' Code of Conduct.</p> <p>(iii) Annual Review of Governance Information</p> <p>The Head Teacher confirmed that the website and Get Information About Schools are up to date for governance arrangements and information.</p> <p>ACTION: The register of relevant business and pecuniary interest to be updated by all governors.</p>	<p>All Governors</p>												
<p>3067.</p>	<p>Matters for any other business</p> <p>The following matters of any other business were noted;</p> <ul style="list-style-type: none"> • Safer Recruitment Training • Ofsted 													
<p>3068.</p>	<p>Representation</p> <p>The following matters of representation were noted.</p> <p><u>Resignation(s)</u></p> <table border="0" data-bbox="402 1276 1258 1381"> <thead> <tr> <th><u>Name</u></th> <th><u>Category</u></th> <th><u>With Effect From</u></th> </tr> </thead> <tbody> <tr> <td>Mrs Amelia Booth</td> <td>Staff</td> <td>1 September 2020</td> </tr> </tbody> </table> <p><u>Appointment(s)</u></p> <table border="0" data-bbox="402 1480 1258 1585"> <thead> <tr> <th><u>Name</u></th> <th><u>Category</u></th> <th><u>With Effect From</u></th> </tr> </thead> <tbody> <tr> <td>Ms Caroline Bedford</td> <td>Staff</td> <td>1 September 2020</td> </tr> </tbody> </table>	<u>Name</u>	<u>Category</u>	<u>With Effect From</u>	Mrs Amelia Booth	Staff	1 September 2020	<u>Name</u>	<u>Category</u>	<u>With Effect From</u>	Ms Caroline Bedford	Staff	1 September 2020	
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<p>3069.</p>	<p>Election of Vice-Chair</p> <p>RESOLVED: That the term of office for the vice chair will be for two years until the Annual Meeting 2022.</p> <p>RESOLVED: That Mr G Davis be elected as vice chair.</p>													

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3070.	<p>Minutes of the previous meeting held on 23 June 2020</p> <p>RESOLVED: That the minutes of the meeting held on 23 June 2020 be approved and can be signed by the Chair as a correct record of the meeting.</p>	
3071.	<p>Matters arising</p> <p>There were no matters arising for discussion.</p>	
3072.	<p>Principal's Report</p> <p>The Principal's Report to governors 6th October 2020 had been circulated before the meeting. Mr D Wadsworth updated the meeting.</p> <ul style="list-style-type: none"> • <u>Covid 19 Updates and Planning</u> • All staff and students feel safe in school. • Attendance is good – overall attendance 95.52% for September. This is very good compared to other schools in south Kirklees. • There has been a positive start to the school year. • Some staff have been anxious due to some positive staff tests. We have had a very small number of positive staff tests, however the vast majority have thankfully come back negative. Cover staff have been brought into school as required. • Although there have been a very small number of students with positive tests but there have been no outbreaks in bubbles. • Track and trace systems in school are working well which has minimised the number of children needing to be sent home. • The school is fortunate to have a lot of space for bubbles and the processes are working very well. Students have been very good at following the new processes and wearing masks in school. • 'Monitoring Light' is planned for year 11 to give students and parents an indication of whether students are on track. There will be calls home where students need more intervention. • Staff are feeling tired with the current workload linked to new Covid ways of working. • Some students are struggling with the volume of homework and some teachers are struggling to monitor completion of homework. Balance is important although routines do need 	

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	<p>to be put back in place gradually. The current focus is high attendance, good quality teaching and learning in class and mental health support.</p> <ul style="list-style-type: none"> The Chair and governors noted thanks to staff and students and the leadership team for all their hard work and for following the guidelines since the return to school. <p>Q. What is in place to help tired staff? A. Staff are tired due to the additional workloads. Live streaming of lessons has started and when embedded this should reduce workload. A comprehensive package of training has been delivered for all teachers. The DfE do expect schools to teach live lessons. All evening events have been cancelled for staff which should help with workloads.</p> <p>Q. Is the live stream camera view on the Teachers? A. It is on the teachers shared screen with the teacher's voice. Students are not on camera.</p> <ul style="list-style-type: none"> <u>SDP and SEF</u> <p>The SDP and SEF were circulated before the meeting. There have been some changes to reflect the current situation.</p> <ul style="list-style-type: none"> <u>Year 11 and Year 13 Exam Results</u> <p>Results are all based on Centre Assessment Grades (CAGs) There has been a slight uplift in GCSE and A level grades, however all allocated grades adhered to Ofqual and exam board guidelines.</p> <p>Teachers and Curriculum leaders did amazing job generating and agreeing the CAGs . The process was very robust. There have been a small number of appeals of which 2 were upheld due to further evidence being provided. There was one call from an exam board, however they confirmed that there was no evidence of malpractice and as a result no change to the grade.</p> <ul style="list-style-type: none"> <u>Finance and Operations Update</u> An in-year surplus for 2020-21 of £64,627 is forecast. There have been increases in the budget for Covid contingency. Covid catch up funding of £86,360 will be received. This will be used to support ICT equipment, live lessons, home learning, assertive mentors, pastoral and mental health support. 	

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	<ul style="list-style-type: none"> • Catch up will focus on getting students back into school, getting students in the right frame of mind to study and good quality teaching and learning in the classroom. • 6th Form recruitment went very well with 153 joining in year 12. The total 6th Form roll is 261 and significantly higher than expected. • Year 9 is above PAN at 370. This will have a positive impact on 2021-22 income. <p>Q. Do parents know the cost of resits when they apply to resit? A. No, because if they complete the exam then the full cost will be met by the school. However students who have not attended their October exam after requesting to be entered will be sent an invoice.</p> <p>Q. Are students struggling with the amounts of work they are being set in addition to attending school after the lockdown period? A. Yes some are.</p> <p>Q. When will mock exams take place this year? A. After Christmas, during the first three weeks of the Spring term. Timing is important as mock results could be used to drive centre assessment results again. Baseline assessments have already been completed to allow teachers to assess gaps in learning.</p> <p>Q. Is there any benefit to giving teachers more support with administration tasks? A. This would not give a lot of benefit as the vast majority of admin tasks have already been removed from teachers.</p> <p>Q. Will we save templates and PowerPoints produced so they can be reused? A. Yes, we will retain PowerPoints for reuse. Resource banks are being built and these will be useful for revision.</p> <p>Q. Would personal keyboards help reduce clean down time? A. There is a lot of personal equipment so it is easier to clean down at the end of each lesson.</p> <p>Q. Do we need to increase technical support staff resources to provide out of hours help? A. We could look at out of hours support if there was sufficient demand.</p> <p>The Chair noted how well the school is doing in the current circumstance and thanks were given to the staff and leadership</p>	

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	<p>team for all their hard work.</p> <p>The Principal noted that staff wellbeing is a key focus for the school.</p>	
3073.	<p>Approval of Policies</p> <p>There were no policies for approval.</p>	
3074.	<p>Safeguarding</p> <p>There have been no major safeguarding issues.</p> <p>It was noted that tutors and the pastoral team have given a lot of support to vulnerable children during lockdown.</p>	
3075.	<p>Governor training and school visits</p> <p>There has been no governor training or governor visits to school.</p>	
3076.	<p>Any other urgent business</p> <p>(a) <u>Safer Recruitment Training</u></p> <p>Online Safer Recruitment Training will be arranged for governors and details will be circulated.</p> <p>(b) <u>Ofsted</u></p> <p>Any school could receive an HMI visit currently. Visits last 1 day and involve 2 HMI's. There will be no visits to lessons and all discussions will be with staff and leaders. Visits focus on the lockdown, Covid arrangements and the impact these are having on attendance, the curriculum, progress, well-being etc.</p> <p>It has been formally confirmed that Outstanding schools are no longer exempt from Ofsted inspections. The school could receive a Section 5 inspection at any time from January 2021. The school will be prepared for an inspection just in case.</p>	
3077.	<p>Correspondence</p> <p>None.</p>	
3078.	<p>EVI's</p> <p>There are no EVI's for review.</p>	

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3079.	<p>Dates of meetings for the 2019 – 2020 academic year</p> <p>RESOLVED: That Governing Body meetings will be held remotely at 6pm on the dates below;</p> <ul style="list-style-type: none"> • 10th November 2020 (it was agreed to cancel this meeting unless deemed necessary by the Chair, Vice Chair and Principal. • 26th January 2020 • 16th March 2020 • 29th June 2020 	
3080.	<p>Agenda, minutes and related papers – school copy</p> <p>RESOLVED: 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 7.05 pm.