



Kirklees Directorate for Children and Adults

SCHOOL INSPECTION COPY

Company no: 07729878

THE GOVERNING BODY OF SHELLEY COLLEGE

Minutes of the Meeting of the Governing Body held at 6.00pm at Shelley College on Tuesday 12 November 2019.

Present

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

In Attendance

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

Agenda Item	Discussion and Decisions	Action – who/by
3020.	<p>Apologies, consent and declarations of LAAPs and interests</p> <p>Apologies for absence were received from Mrs A Horsfall-Jones (with consent).</p> <p>The Chair registered that he was a supplier of stationery products to Shelley College.</p>	
3021.	<p>Matters for any other business</p> <p>There were no matters to be discussed under any other business.</p>	
3022.	<p>Representation</p> <p>There were no matters of representation for noting.</p>	

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Agenda Item	Discussion and Decisions	Action – who/by
3023.	<p>Minutes of the previous meeting held on 24 September 2019</p> <p>RESOLVED: That the minutes of the meeting held on 24 September 2019 be approved and signed by the Chair as a correct record of the meeting.</p>	
3024.	<p>Matters arising</p> <p>It was noted that all actions from the previous meeting have been completed.</p>	
3025.	<p>Principal's Report</p> <p>Mr D Wadsworth updated on the Shelley College Principal's Report to Governors November 2019. The report had been circulated before the meeting.</p> <p>(a) <u>Peer Review and Deep Dive Updates</u></p> <p>Feedback from the Peer Review on 10 October was very positive.</p> <p>The outcome of the review reinforced the School Development Plan areas that the school is already working on.</p> <p>A Deep Dive has been completed in Design Technology. Issues have been identified with the effectiveness in teaching the curriculum of two members of staff. One member of staff is already on a support plan and a decision on next steps will be taken over the next few weeks.</p> <p>A Deep Dive into Geography has also taken place. Key areas for improvement include;</p> <ul style="list-style-type: none"> • Quality of Assessment in Year 9 • Tasks to strengthen embedding and retention of learning • Further developing links with the Middle Schools <p>Q. What approach is taken to backfilling student knowledge gaps?</p> <p>A. Teachers will do this in lessons. If this does not work, intense interventions are used.</p> <p>After each Deep Dive, a mini review takes place to monitor whether the agreed improvements are starting to have a positive impact on learning, knowledge and progress.</p>	



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	<p>(b) <u>2019 GCSE results update</u></p> <p>Provisional GCSE progress data has been released by the DfE. Progress 8 Score is +0.62 which makes us the second highest fully comprehensive school in Kirklees and the 3rd overall.</p> <p>This performance is predominantly a result of good quality Teaching and Learning and an effective Curriculum.</p> <p>Other schools with similar cohorts have been in contact to talk to the school about how the good GCSE performance has been achieved.</p> <p>The unvalidated A Level progress measure has increased to +0.09 in the latest data. Maths and Science have improved but are still below other departments.</p> <p>(c) <u>Staff, Parent and Student Surveys</u></p> <p>Mr G Wadsworth updated the meeting.</p> <p>Overall feedback from parents and staff was positive. Follow up work is being done on Student feedback, in particular in year 9.</p> <p>The following actions have been taken;</p> <ul style="list-style-type: none"> • A wellbeing email is in place to confidentially raise concerns including bullying and mental health. • Anti bullying Ambassadors are in place. • Anti bullying assemblies have taken place. • Student voice will be done in December 2019. <p>No concerns have been raised by parents and the number of bullying incidents overall is very low.</p> <p>(d) <u>Quality of Education and Curriculum Updates</u></p> <p>Mr A Hewitt updated the meeting.</p> <p>i) Programmes of Study and Schemes of Learning.</p> <p>Work is continuing to improve and embed Schemes of Learning and the Curriculum to ensure that Intent and Implementation is clear across all departments. The school and MAT are working towards an interim deadline of January 2020 and a final deadline of September 2020, however the majority of departments have already made the necessary changes to their curriculum documents.</p>	



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	<p>This is a standard agenda item at SLT meetings and quality assurance checks will continue throughout the year, including reviews from the MAT school improvement team. Deep Dives into subject areas will continue to ensure that recommendations are picked up in implementation plans. This is an 18 month programme of work starting from April 2019. Curriculum Leaders have done a lot of hard work and we are already seeing some positive impact across different subjects.</p> <p>ii) Staffing Changes.</p> <p>Key staffing changes were summarised.</p> <ul style="list-style-type: none"> - Long term supply cover has been secured for the Head of Geography maternity leave and Alex Nutall will act up as the Director of Geography. She has leadership experience at her previous school. - A full time maths teacher has been appointed to replace James Nash teacher who is leaving at Christmas. - Kim Modeste has been appointed Associate Assistant Principal for the remainder of the academic year. <p>The governors congratulated Kim Modeste on her appointment.</p> <p>Q. Has progress been made with the appointment of a MAT funded social worker?</p> <p>A. This is being progressed. It will be a fully commissioned school nurse to work across the MAT and to be partly MAT funded.</p> <p>iii) KS4 Curriculum Model</p> <p>Work is progressing on the KS4 Curriculum model. There will be some changes to scheduling of Technology lessons to create capacity and flexibility.</p> <p>Q. Is Technology Computer Studies?</p> <p>A. No. This is graphics, food and materials etc.</p> <p>iv) Governor Training</p> <p>Mr A Hewitt circulated training documentation 'Preparing for Ofsted for Governors' and highlighted key sections including example Ofsted Reports in the new format and Questions for governors to ask when visiting school.</p> <p>It was noted that Mrs C Cooper-Smith is the governor with</p>	



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	<p>responsibility for Curriculum.</p> <p>Q. Could we invite some students to attend a governors meeting?</p> <p>A. Yes this would be a good idea.</p> <p>ACTION: A meeting to be arranged with the Chair, Mrs C Cooper-Smith and Mr A Hewitt to review the Quality of Education.</p> <p>ACTION: Mr D Wadsworth to arrange for some students to attend the next governors meeting. This should be scheduled as the first agenda item.</p> <p>(e) <u>Safeguarding Update</u></p> <p>Mr G Wadsworth updated the meeting.</p> <p>Overall behaviour in lessons is excellent with extremely positive attitudes to learning. Two year 9 students have continued to be a concern. One student is on a managed transfer to Royds Hall school and has settled in well. The other student is responding more positively in school.</p> <p>A table has been provided showing the number of children we have at each level of safeguarding support. Under PCLA Year 9 the number is 6 rather than 9 that is included in the table.</p> <p>A full overview of Attendance will be provided in the January meeting. Cohorts of students have been allocated to specific staff to help improve attendance. Staff are working with the students to support improved attendance and reward good attendance. There is a focus on students with attendance below 90% by the Attendance and Pupil Support Officer.</p> <p>Q. Are there any generic reasons for low attendance in the below 90% cohort?</p> <p>A. Unauthorised holidays and illness have impacted during the first term. There is also an issue of parent apathy in a small number of cases.</p> <p>(f) <u>Safeguarding Training</u></p> <p>Mr G Wadsworth circulated Safeguarding and Child Protection 2019/20 and updated the meeting.</p> <p>Key slides were highlighted for governors.</p>	<p>AHT</p> <p>DW</p>



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	<ul style="list-style-type: none"> - Our Safeguarding Ethos – Protect, Prevent, Provide, Take Action. - Key aspects of safeguarding – Recommended training for governors including Home Office Prevent Training, ncalt General Awareness training, Kirklees Safeguarding Partnership e learning – An Awareness of Child Abuse and Neglect, Child Sexual Exploitation and Domestic Abuse E Learning. - Key aspects of safeguarding – County Lines - Key aspects of safeguarding – some key indicators of abuse - Key aspects of safeguarding – Contextual safeguarding - Updates to KCSIE 2019 – main changes for all staff to be aware of. - It was noted that ‘Kirklees Safeguarding Children’s Boards’ is now ‘Kirklees Safeguarding Children’s Partnership’. - CPOMS training slides – this is the online safeguarding platform used by the school. <p>Q. Do police provide support to the school? A. The police do provide support at Kirklees meetings. There are specific systems that the school has to allow information to be shared. Work is ongoing to make information sharing easier.</p> <p>Q. Do we get CPOMS information for other schools? A. Paper records are currently provided but this will improve as more schools get CPOMS.</p> <p>It was noted that full staff Safeguarding training has been completed and Safeguarding is included in induction for new staff.</p> <p>ACTION: Mr G Wadsworth to email the Safeguarding quick guide to all governors.</p> <p>ACTION: Governors to sign the Safeguarding Audit 2019-20 form and return it to Sharron Pendleton by Friday 29 November 2019.</p> <p>(g) <u>Finance and Operations Update</u></p> <p>Mr D Wadsworth updated the meeting.</p> <p>The school is in a good financial position with a 2018/19 surplus of £122,646, a projected budget surplus for 2019/20 of £28,341 and a projected cumulative budget surplus for 2019/20 of £830,020.</p> <p>Mr D Wadsworth suggested that governors may want to start consider how some of the cumulative surplus could be spent on capital projects. Heating and electricity systems have been discussed previously.</p>	<p>GW</p> <p>All Governors</p>



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	<p>The new caterers are now in school and the quality and choice of food has improved significantly.</p> <p>Q. How often is the catering contract changed? A. Contracts are for 3 years with an option to extend for a further 1 year.</p> <p>(h) <u>Risk management and Health & Safety</u></p> <p>Mr D Wadsworth updated the meeting.</p> <p>A plan is in place to resolve the ICT issues. Work is being completed to improve security, backups and speed. A New Wi-Fi contract will be added across school to improve the speed of connection.</p> <p>Q. When will the school website be live? A. The website will be live soon. This will be a release for all MAT school websites.</p>	
3026.	<p>Approval of Policies</p> <p>There were no policies for approval.</p>	
3027.	<p>Safeguarding</p> <p>There were no Safeguarding issues for discussion.</p>	
3028.	<p>Policies for Review by the Local Governing Body</p> <p>There were no policies for review.</p>	
3029.	<p>Governor training and school visits</p> <p>The following governor visits have taken place.</p> <ul style="list-style-type: none"> • The Chair and the Principal meet on a regular basis and often visit lessons. • Mr J Adams visited the school to review the Skills 4 Life curriculum. The curriculum was very good and an impressive amount of work had been put into developing the curriculum. <p>It was agreed that governor training on Attendance Management should be included on the next meeting agenda.</p> <p>ACTION: Attendance Management training for governors to be included on the agenda of the next meeting.</p>	Chair



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3030.	Any other urgent business None.	
3031.	Correspondence None.	
3032.	EVI's None.	
3033.	Dates of meetings for the 2019 – 2020 academic year RESOLVED: The next meetings of the governing body will be held at the school at 6.00pm: <ul style="list-style-type: none"> - Tuesday 21 January 2020 - Tuesday 10 March 2020 - Tuesday 28 April 2020 - Tuesday 23 June 2020 ACTION: Include the following on the agenda of the next meeting; <ul style="list-style-type: none"> - Students to attend Governors Meeting. - Attendance Management Training. - Trial Exam results 	Chair
3034.	Agenda, minutes and related papers – school copy 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.	

The Chair closed the meeting at 7.15 pm.

~~Chair~~

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21st January 2020