



Kirklees Directorate for Children and Adults

Company no: 07729878

**THE GOVERNING BODY OF SHELLEY COLLEGE**

Minutes of the Annual Meeting of the Governing Body held at 6.00pm at Shelley College on Tuesday, 24 September 2019.

Present

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


In Attendance

Miss H Booth (Minute Clerk)  
Mr A Hewitt (Vice-Principal)  
Mr G Wadsworth (Vice-Principal)

Agenda Item	Discussion and Decisions	Action – who/by
3004.	<p><b>Apologies for absence, consent and declarations of interest</b></p> <p>There were no apologies for absence or declarations of interest.</p> <p><b>RESOLVED:</b> That the protocols for apologies and consent to Governor absence be to decide on whether to grant consent on an individual basis depending on the circumstances.</p> <p><b>RESOLVED:</b> That the Governors' Code of Conduct be approved and adopted and that all Governors present have signed the register to confirm that the Code of Conduct has been agreed and adopted at the next meeting, after the register has been updated by the Governor Clerking Service.</p> <p><b>RESOLVED:</b> That the Annual Review of Governance Information will be performed to ensure that all information is up to date. Governance arrangements are published on the school's website and the information on Edubase is up to date.</p>	<p><b>Governor Clerking Service</b></p>

*Handwritten signature*

<b>Agenda Item</b>	<b>Discussion and Decisions</b>	<b>Action – who/by</b>												
	<p>The school holds a register of business and pecuniary interests of the Governors.</p> <p>The School are currently working towards a brand-new website which would be updated including all Governors information.</p>													
3005.	<p><b>Matters for any other business</b></p> <p>The following matter would be discussed under any other business:</p> <ul style="list-style-type: none"> <li>• Disability Tribunal Results.</li> </ul>													
3006.	<p><b>Representation</b></p> <p>The following matters of representation were noted:</p> <p>Appointment(s)</p> <table border="0" data-bbox="395 1039 1158 1205"> <thead> <tr> <th><u>Name</u></th> <th><u>Category</u></th> <th><u>With Effect From</u></th> </tr> </thead> <tbody> <tr> <td>Jason Adams</td> <td>Trust Governor</td> <td>9 October 2019</td> </tr> <tr> <td>Marcia Bowker</td> <td>Trust Governor</td> <td>9 October 2019</td> </tr> <tr> <td>Eileen Jessop</td> <td>Trust Governor</td> <td>4 October 2019</td> </tr> </tbody> </table>	<u>Name</u>	<u>Category</u>	<u>With Effect From</u>	Jason Adams	Trust Governor	9 October 2019	Marcia Bowker	Trust Governor	9 October 2019	Eileen Jessop	Trust Governor	4 October 2019	
<u>Name</u>	<u>Category</u>	<u>With Effect From</u>												
Jason Adams	Trust Governor	9 October 2019												
Marcia Bowker	Trust Governor	9 October 2019												
Eileen Jessop	Trust Governor	4 October 2019												
3007.	<p><b>To appoint Governors with specific responsibilities</b></p> <p><b>RESOLVED:</b> That Governors with specific responsibilities will be:</p> <ul style="list-style-type: none"> <li>• Special Educational Needs and Disabilities (SEND) – Mr N Wilson</li> <li>• Safeguarding and Looked After Children – Mrs C Cooper-Smith</li> <li>• Premium Link – Ms A Horsfall-Jones</li> <li>• Trustee Training Contact – Ms A Horsfall Jones</li> </ul> <p>The 3 new Governors were welcomed to the Governing Body.</p> <p>A suggestion was made by Mr G Wadsworth that 'Safeguarding', 'Looked After Children (LAC)' and 'Disadvantaged Students' could be incorporated into one responsibility, as this would save time and appear more efficient.</p> <p>The Governors discussed that Ms Horsfall Jones would be a good candidate to take on oversight of the 'Quality of Education', but as she hadn't arrived at this point, it was deferred until later in the</p>													



<b>Agenda Item</b>	<b>Discussion and Decisions</b>	<b>Action – who/by</b>
	<p>meeting. It was also noted that PHSCE as a category would have great potential.</p> <p>Mr J Adams expressed his interest in being involved with the responsibility of 'Quality of Teaching', specifically linked to PHSCE. Mr G Wadsworth to liaise with Mr Adams to arrange a visit.</p> <p><i>Mrs Horsfall-Jones entered the meeting at this point</i></p>	<b>GW</b>
<b>3008.</b>	<p><b>Minutes of the previous meeting held on 25 June 2019</b></p> <p><b>RESOLVED:</b> That the minutes of the meeting held on 25 June 2019 be approved and signed by the Chair as a correct record.</p>	
<b>3009.</b>	<p><b>Matters arising</b></p> <p>There were no matters arising.</p>	
<b>3010.</b>	<p><b>Principal's Report</b></p> <p>Mr D Wadsworth presented his report that was circulated to Governors before the meeting and the following items were discussed:</p> <p>(a) <u>Summary</u></p> <ul style="list-style-type: none"> <li>• It was noted that the School have had a very successful start to the academic year.</li> <li>• Since the four new Science Teachers started, the behaviour and engagement of students has clearly improved.</li> <li>• the School was fully staffed for the first time in a long time, no long-term supply was required in any departments.</li> <li>• The GSCE results were pleasing, with the predictions looking very positive.</li> <li>• Sixth form recruitment has improved again with 118 students joining Year 12, compared to last year 112.</li> <li>• The budget was currently based on a sixth form of 200 students, which indicated a positive impact on the 2020-21 budget.</li> </ul> <p>(b) <u>Standards and Effectiveness Update</u></p> <ul style="list-style-type: none"> <li>• Internal predictions suggest an overall P8 score of +0.58 which is an increase from +0.39 last year.</li> </ul>	

Agenda Item	Discussion and Decisions	Action – who/by
	<ul style="list-style-type: none"> <li>• Attainment in English and Maths had improved again since 2018.</li> <li>• Some areas still needed development, but as there were new staff and new schemes of learning, the aim of better outcomes was appearing to be more achievable.</li> <li>• Progress scores in English, Maths, Science, Geography, Sports Leadership, Art, Drama and Media have positively all achieved a progress score above +0.40.</li> <li>• MFL, ICT and Computing, Vocational Business, Engineering and Dance were all areas that needed more development as progress was low, which makes them all a current key priority to focus on.</li> <li>• New systems for Year 9 were put in place last year, including assessment, homework, feedback and improvement, to hopefully have an impact for students in Year 10 and 11.</li> <li>• Attainment levels for English and Maths looked strong and all accountability measures were above National averages and all but one showed an improvement compared with 2018.</li> <li>• The decrease in the percentage of students achieving 5+ in Ebacc is mainly a result of students not achieving the higher grades in MFL. This is a target for the faculty in 2019-20, as more students need to access the higher tier exam.</li> <li>• The progress that SEN students were making was very pleasing, demonstrating a three-year upward trend.</li> <li>• All staff had worked relentlessly for disadvantaged students and as a result the Progress 8 score for this cohort had increased for the third consecutive year. Initial figures indicate progress of +0.01.</li> <li>• Disadvantaged, low prior attainment and some boys are now accessing a more relevant curriculum model and as a result progress continues to improve for these cohorts.</li> <li>• The progress as measured by the L3VA score had fallen from 0.19 to 0.01 and although the overall progress was positive, the dip was disappointing.</li> <li>• New Leadership in MFL and science and a new 6<sup>th</sup> form leader in maths have been appointed from September, which would hopefully have a positive impact on the Post 16 Quality of Education and outcomes in these departments.</li> </ul> <p>The Principal distributed 'Exam Result Analysis' documents (Appendix A &amp; B) to all Governors at the meeting, which provided a more detailed breakdown of results.</p>	



Agenda Item	Discussion and Decisions	Action – who/by
	<p><b>Q: Do the students understand the School marking policy?</b></p> <p>A: All the students feel as though they receive good feedback when needed and follow up tasks so that their quality of learning improves.</p> <p><b>Q: How does 6<sup>th</sup> form progress compare nationally?</b></p> <p>A: We won't be entirely sure until January, but there is likely to be minimal change from our L3VA score of +0.01.</p> <p>The Governing Body thanked the staff for their hard work.</p> <p>(c) <u>Quality of Education and Ofsted Updates</u></p> <p>Mr Hewitt discussed the following points:</p> <ul style="list-style-type: none"> <li>• New programmes of study and schemes of learning were currently being written by Curriculum Leaders. A number of departments have already completed these and are going through a Quality Assurance process.</li> <li>• The focus was currently on how the students were helped by the staff to learn and retain knowledge and skills. The strategies to support this were built around a philosophy of 'Gain, Retain. Train'.</li> <li>• The new website was under construction and new information would be uploaded, including detail of the content covered in each subject.</li> <li>• Governors were aware that the Ebacc was at the heart of the curriculum for the majority of students.</li> <li>• It was important to understand what Ofsted were looking for as well as providing evidence in classrooms.</li> <li>• Our curriculum covers the National Curriculum requirements and offers students a good breadth of study. There is no narrowing of the curriculum to help inflate whole school progress figures.</li> <li>• The Parent surveys currently shows 90% of parents' feedback was positive.</li> <li>• Year 9 Students have 4 months before picking option choices which allows more support for staff to ensure that the student follow the correct pathway.</li> <li>• The new Ofsted framework refers to 'Deep Dives'. We have already completed reviews of maths, science and expressive arts which were positive overall. Our peer review of 10<sup>th</sup> October will include 'deep dives' in MFL, English, History and PE.</li> </ul>	

Agenda Item	Discussion and Decisions	Action – who/by
	<ul style="list-style-type: none"> <li>• Internal data won't be reviewed by inspectors but would still be used by leaders in school to track each student's individual progress.</li> <li>• Regarding the staff survey, current feedback regarding work load had 83% positive responses, with staff saying their work load was well managed.</li> </ul> <p>(d) DELETED – Minute 3020 refers</p> <p>(e) <u>Self-Evaluation Form (SEF)</u></p> <ul style="list-style-type: none"> <li>• The SEF format had been changed to reflect the new Ofsted framework, although the process was at an early stage, the overall effectiveness was currently judged as 'good'.</li> <li>• SEF last year was outstanding.</li> <li>• The aim was that towards the end of the term, the evidence from deep dives and other quality assurance should hopefully result in an outstanding judgement.</li> </ul> <p>(f) <u>Finance Report</u></p> <ul style="list-style-type: none"> <li>• A staff increase of 2.75% would be made from September 2019 and the School had budgeted for an increase of 2% so there wouldn't be any effects to the change of the 2019-20 budget. This will be discussed by Directors during the October meeting.</li> </ul> <p>(g) <u>Risk Management and Health &amp; Safety</u></p> <ul style="list-style-type: none"> <li>• A risk audit review was completed in July and it was noted that 'failure to ensure ICT in the School was maintained to the highest standard' was the only category identified at high risk and this risk was due to staffing changes.</li> </ul> <p><b>Q: What risks came up?</b>  <b>A:</b> The impact of the day-to-day running of key systems eg SIMs. It would only take one server to go down to impact on T&amp;L and other functions of the school.</p>	



Agenda Item	Discussion and Decisions	Action – who/by
3011.	<p><b>Approval of Policies</b></p> <p>There were no policies for approval.</p>	
3012.	<p><b>Safeguarding</b></p> <p>Any issues regarding Safeguarding were covered in the Principal's Report.</p>	
3013.	<p><b>Consultation on Admission Arrangements for 2021/22</b></p> <p><b>RESOLVED:</b> No consultation on Admission Arrangements for 2021/22 was required as PAN will remain at 360.</p>	
3014.	<p><b>Consultation on Fair Access Protocols</b></p> <p>It was noted that Mr G Wadsworth and Mr D Wadsworth would do this on behalf of the Chair.</p>	<p><b>DJW</b> <b>GW</b></p>
3015.	<p><b>Governor training and school visits</b></p> <p>The following Governor training and school visits were discussed:</p> <p><u>Mrs Cooper Smith</u></p> <p>Mrs Cooper Smith was due to attend Safeguarding training and completed a 'skills for life' course. She noted that she attended a Skills4Life morning, where the children appeared very pleasant and were a credit to the School.</p> <p>It was noted that NGA offered a lot of online training to Governors to help them gain more knowledge. Mrs Horsfall-Jones instructed Governors to email Mrs S Pendleton if interested in signing up to any of the training NGA had to offer.</p>	



Agenda Item	Discussion and Decisions	Action – who/by
3016.	<p><b>Any other urgent business</b></p> <p>DELETED – Minute 3020 refers</p>	
3017.	<p><b>Correspondence</b></p> <p>There was nothing to discuss.</p>	
3018.	<p><b>EVI's</b></p> <p>There was nothing to discuss.</p>	
3019.	<p><b>Dates of meetings for 2019-20 academic year</b></p> <p><b>RESOLVED: That the following dates of the Governing Body will be held at the School at 6:00 pm on:</b></p> <p>Tuesday, 12 November 2019.  Tuesday, 21 January 2019.  Tuesday, 10 March 2019.  Tuesday, 28 April 2019.  Tuesday, 23 June 2019.</p>	
3020.	<p><b>Agenda, minutes and related papers – school copy</b></p> <p><b>RESOLVED:</b> That Minute 3010 (d) and Minute 3016 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.

Chair *NW*  
Date 12/16 November 2019