



Kirklees Directorate for Children and Adults

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 March 2019.

Present

Mr N Wilson (Chair), Mrs C Cooper-Smith, Ms M A Dukeson, Mrs A Horsfall-Jones, Ms R Rawling, Mr D Wadsworth.

In Attendance

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

<b>Agenda Item</b>	<b>Discussion and Decisions</b>	<b>Action – who/by</b>
2975.	<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 Ms A Storey (without consent) and Mr G Davis (with consent).</li> <li>• The Chair registered that he was a supplier of stationery products to Shelley College.</li> </ul>	
2976.	<p><b>Matters for any other business</b></p> <p>There were no matters to be discussed under any other business.</p>	
2977.	<p><b>Representation</b></p> <p>Mr D Wadsworth updated on the process to recruit new parent governors.</p> <ul style="list-style-type: none"> <li>• 13 March 2019 is the deadline for interested parents to submit their resume.</li> <li>• If there are more than 3 submissions, there will be a ballot process to select new parent governors.</li> </ul>	

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	<p><b>Q. Are vacancies for parent or trust governors?</b> A. We are recruiting for parent governors initially.</p> <p><b>Q. How many places are there for parent governors?</b> A. There are two plus Ms A Storey replacement. Three in total.</p> <p><b>Q. Do we have to have a ballot process or can interviews be used?</b> A. A ballot process is required for parent governors.</p>	
2978.	<p><b>Minutes of the previous meeting held on 13 November 2018</b></p> <p><b>RESOLVED:</b> That the minutes of the meeting held 13 November 2018 be approved and signed as a correct record of the meeting subject to the amendment below.</p> <p><u>Minute 2966 (b) Page 1031</u></p> <p>'Would planning consent be needed?' to be replaced with 'Would planning consent be needed?'</p>	
2979.	<p><b>Matters arising</b></p> <p>(a) <u>Risk management and Health and Safety (Minute 2966(f) refers)</u></p> <p>The Risk Management audit by the DfE was completed and there were no issues.</p> <p>(b) <u>Any other urgent business (minute 2970 refers)</u></p> <p>The existing dress code policy for students and staff was reviewed and it was concluded that the policy was fit for purpose.</p>	
2980.	<p><b>Principal's Report</b></p> <p>Mr D Wadsworth updated on the Shelley College Principal's Report to Governors March 2019. The report had been circulated before the meeting.</p> <p>(a) <u>Teaching and Learning and Assessment Update</u></p> <p>The Evaluation and Improvement Committee discussed</p>	



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	<p>teaching and learning updates in detail at the meeting on 5 March 2019. .</p> <p>A Disadvantaged Review took place on 12 February 2019. This was led by and experienced Ofsted inspector. Overall the report was positive. The report included recommendations which will be included in action plans.</p> <p>(b) <u>Disadvantaged Plan Update</u></p> <p>Mr G Wadsworth updated the meeting. The Shelley College Pupil Premium Action Plan – October 2018 was reviewed.</p> <ul style="list-style-type: none"> <li>• A more detailed rationale has been added to the plan.</li> <li>• Strategies, Impact and next steps have been updated for all actions as at February 2019.</li> <li>• There are four key objectives including to bridge the gaps in numeracy and literacy, to improve attendance for the disadvantage cohort in line with national 'all', to support students with social and emotional well-being to improve engagement and improve behaviour, to offer additional support to students and families to improve access to educational resources and wider experiences.</li> <li>• Attendance will be a focus. The attendance officer will be at Shelley College for 5 days a week from September 2019, increased from the current 3.5 days a week.</li> <li>• Disadvantaged pupil parents have been invited into school for individual meetings to improve engagement and develop more positive relationships with these families.</li> <li>• The key priority is to show that the Pupil Premium funding spend has an impact and that this can be evidenced.</li> </ul> <p><b>Q. What is free school meals in last 6 years?</b> A. Pupils who have received free school meals in the last 6 years are eligible for Pupil Premium funding.</p> <p><b>Q. Where funding is provided for school trips and activities, do students need to apply.</b> A. ODisadvantaged students are encouraged to attend such trips and visits and we use the funding to ensure that cost is not a barrier.</p> <p><b>Q. How do you decide what gets funded?</b> A. Reviews are made on a case by case basis.</p> <p><b>Q. Are free revision resources being managed properly?</b> A. All high priority students are given a full pack. This is</p>	



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	<p>managed via curriculum leaders.</p> <p><b>Q. Are some staff fully funded from Pupil Premium money?</b> A. No, only part funded. The key issue is that the money has a positive impact and that this can be evidenced.</p> <p><b>Q. Are absence phone calls effective?</b> A. We need to review calls more effectively to ensure that they are effective.</p> <p><b>Q. Are calls made if parents have not contacted the school re absence?</b> A. Yes. Attendance and late arrivals of disadvantaged students are now being addressed more rigorously.</p> <p><b>Q. Is there a concern about overrunning holidays?</b> A. Yes. Mostly it is 2 to 3 days absence.</p> <p><b>Q. Are Shelley College holiday dates consistent with the pyramid?</b> A. Yes as they are based on Kirklees holiday dates.</p> <p><b>Q. Has absence to be 5 full days before fines can be imposed?</b> A. Yes. The Kirklees process for fines has recently changed. Staff briefing by Kirklees has been performed to ensure understanding of the new process.</p> <p><b>Q. Do we monitor disadvantage students parents attendance at parents evening?</b> A. This will be monitored but it has not been done in the past.</p> <p><b>Q. Did the Evaluation and Improvement Committee look at the Disadvantaged Review in detail?</b> A. Yes and this is demonstrated in the minutes.</p> <p>(c) <u>Behaviour, welfare and safeguarding Update</u></p> <p>Mr G Wadsworth summarised the report for the meeting</p> <ul style="list-style-type: none"> <li>It was noted that attendance showed a decrease compared to the previous year for disadvantaged cohorts. Actions are in place to address this. Updates will be provided at the next meeting on 25<sup>th</sup> June.</li> </ul>	<p>GW</p> <p>GW</p> <p>GW</p>

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	<ul style="list-style-type: none"> <li>• A new table has been included in the report to show the number of children and families who are on various levels of safeguarding support.</li> <li>• It was noted that actions taken by the school in response to a specific safeguarding concern raised by a parent were correct. This was confirmed by the LADO.</li> </ul> <p>(d) <u>Outcomes for students</u></p> <p>Mr D Wadsworth updated the meeting. Outcomes for students had been reviewed in detail at the Evaluation and Improvement Committee on 5 March.</p> <ul style="list-style-type: none"> <li>• Overall predictions are slightly higher this year compared to last year.</li> <li>• A positive progress 8 score is being predicted for year 10 disadvantaged students. This would be above the national average for 'other' students if achieved.</li> <li>• Changes have been made to the detention process where students can be taken out of detention by department staff to finish work. If students miss detention, they have to do 1 day in isolation. Students can work their way out of isolation at lunchtime by doing three pieces of good work.</li> </ul> <p><b>Q. Are Easter Revision session plans going well?</b> A. Yes these are currently being organised. There is a focus on interventions for disadvantaged students.</p> <p>(e) <u>Sixth Form update</u></p> <p>Applications for Sixth Form have increased significantly compared to the previous year.</p> <p><b>Q. Has the sixth form offer changed?</b> A. There are now more vocational courses.</p> <p>The staff were congratulated on the performance of the sixth form and the positive comparison to Greenhead College. The governors asked for thanks to be passed to staff.</p> <p>(f) <u>Curriculum and Staffing Update</u></p> <p>Mr A Hewitt summarised the report for the meeting. Staffing changes were summarised. Interviews are taking place this week. If successful the school will be fully staffed, however we may have other staff resign before the deadline.</p>	



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	<p><b>Q. How many applications did we have for the English vacancy?</b> A. There were 15 applications and 5 interviews.</p> <p><b>Q. When do teachers need to submit resignations to leave at the end of summer term?</b> A. Resignations need to be submitted by the end of May.</p> <p><b>Q. Does the school have a succession plan in place?</b> A. Some departments have staff ready for the next step in their career, however others would require external recruitment.</p> <p>The school is working on the new draft Ofsted framework which is under consultation until April. Proposed changes were summarised.</p> <ul style="list-style-type: none"> <li>• Inspectors will look for Curriculum Intent, Implementation and Impact.</li> <li>• Internal performance data will no longer be used by inspectors as evident of progress.</li> <li>• Further meetings with staff are planned for 26 March 2019.</li> <li>• There is a requirement for a joined up approach across the MAT.</li> <li>• The next steps will focus on training and the intent of our curriculum</li> <li>• It was noted that the Intent of the Shelley College curriculum is already robust, but could be refined and mapped across different departments</li> <li>• Plans for post year 9 option confirmation changes will be reviewed.</li> <li>• Disadvantaged students option choices will be reviewed to ensure high expectations are set and all students are on the correct pathway and have chosen the most appropriate combination of subjects.</li> </ul> <p><b>Q. Will Ofsted look at P8 data?</b> A. Not our internal predictions.</p> <p><b>Q. How are year 9 options progressing?</b> A. This is ongoing with department input. Options will be confirmed to student around Easter. Over 70% of students have all of their first choices and only 4 students out of 360 have only 2 of their first choices. Engineering and Food technology are oversubscribed but the demand for Textiles and Business Studies has decreased.</p>	



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	<p><b>Q. Why has there been a change in demand for courses?</b>  A. TV adverts could have some influence and Engineering and Food technology are now stand alone courses.</p> <p>(g) <u>MAT updates</u></p> <p>Plans for centralised services are progressing. The proposals include ICT, Finance, HR and Operations. Business manager roles are being removed from the structure. The Top Slice payment will increase but the overall impact for Shelley College is expected to be a saving.</p> <p>The MAT is progressing with a marketing strategy to include branding, logos and possible uniform changes.</p> <p>It was agreed that logo Option 3 was preferred but the name 'Shelley College' should be retained as this is a very strong brand.</p> <p>It was noted that there will be a SHARE MAT meeting for all governors on 27 March 2019 where the Directors will update on next steps.</p> <p>(h) <u>INSET days 2019-20</u></p> <p><b>RESOLVED:</b> That the proposed inset dates be agreed and approved.</p> <p>(i) <u>Risk management and Health and Safety</u></p> <p>Financial risk has reduced due to unexpected increased income and an additional £66k of capital funding received from the government.</p> <p>The risk register has been migrated to the Every System across the Trust. Ownership will be retained at school level.</p> <p>(j) <u>SEF &amp; SDP updates</u></p> <p>Updates to the SEF and SDP have been completed using information from the Peer review in October, Disadvantage Review in February and internal QA and progress data.</p> <p>Progress is pleasing but key priorities emerging are:</p> <ul style="list-style-type: none"> <li>• The attendance and persistent absence of free school meal and disadvantaged students.</li> </ul>	<p><b>Governors</b></p>



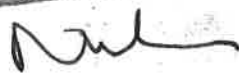
Agenda Item	Discussion and Decisions	Action – who/by
	<ul style="list-style-type: none"> <li>• Proposed changes to the curriculum and the Ofsted framework.</li> </ul>	
2981.	<p><b>Approval of Policies</b></p> <p>There were no policies for review and approval.</p>	
2982.	<p><b>Safeguarding</b></p> <p>A safeguarding update was included in the report from the Principal above.</p>	
2983.	<p><b>Governor training and school visits</b></p> <p>Mr N Wilson</p> <ul style="list-style-type: none"> <li>- There have been a total of six meetings between the Chair and the Principal since November 2018.</li> <li>- The Chair attended the Christmas Showcase.</li> <li>- The Chair attended the Independent Panel meeting.</li> </ul> <p>Mrs C Cooper Smith</p> <ul style="list-style-type: none"> <li>- Mrs C Cooper Smith attended the Christmas Showcase.</li> <li>- Mrs C Cooper Smith had a Safeguarding meeting with Mr G Wadsworth. Another meeting will be booked to take place this term.</li> <li>- Mrs C Cooper Smith will attend the employability mock interviews to be held in June 2019.</li> </ul>	
2984.	<p><b>Any other urgent business</b></p> <p>None.</p>	
2985.	<p><b>Correspondence</b></p> <p>None.</p>	
2986.	<p><b>EVI's</b></p> <p>The planned visit to Barcelona in May 2019 was reviewed by the Chair.</p> <p><b>RESOLVED:</b> That the Chair approve and sign the EVI for the planned visit to Barcelona in May 2019.</p>	





Agenda Item	Discussion and Decisions	Action – who/by
2987.	<p><b>Dates of meetings for the 2018 – 2019 academic year</b></p> <p><b>RESOLVED:</b> The next meetings of the governing body will be held at the school at 6.00pm:</p> <ul style="list-style-type: none"> <li>- Tuesday 25 June 2019</li> </ul>	
2988.	<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 7.40pm.

Chair 

Date 25th June 2019

