



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 28 June 2022.

Present

Mr N Wilson (Chair), Mr D Wadsworth, Mrs E Waller, Mr G Davis, Mrs M Currie, Mrs A Mortimer, Miss L Simpson, Mrs E Jessop, Mrs A Horsfall-Jones and Mrs C Cooper-Smith.

In Attendance

Mr G Wadsworth
Mr G Stead - part
Ms E Kilner (Minute Clerk)

Agenda Item	Discussion and Decisions	Action – who/by
1.	<p>Apologies, consent and declarations of LAAPs and interests</p> <p>There were no apologies for absence.</p> <p>Miss L Simpson noted that she was a Local Authority employee (LAAP).</p> <p>The Chair registered that he was a supplier of stationery products to Shelley College.</p> <p>Introductions were completed.</p>	
2.	<p>Matters for any other business</p> <p>(a) <u>6th Form Recruitment</u></p> <p>There would be 126 students attending induction this week and a further 13 who cannot attend the induction session. The school expects up to 139 new 6th Form students to start in September 2022.</p> <p>(b) <u>School Trips</u></p> <p>An overnight trip to Wimbledon is taking place.</p> <p>The Camps trip to Ecuador may change to Costa Rica due to civil unrest in Ecuador. This trip will be run by an independent company and not by the school.</p>	

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3.	<p>Representation</p> <p>There were no matters of representation for discussion.</p>	
4.	<p>Minutes of the previous meeting held on 15 March 2022</p> <p>RESOLVED: That the minutes of the meeting held on 15 March 2022 be approved and can be signed by the Chair as a correct record of the meeting subject to the amendment below:</p> <p><u>Present and Minute 1</u></p> <p>Replace ‘Mrs L Simpson’ with ‘Miss L Simpson’ throughout the document.</p>	
5.	<p>Matters arising</p> <p><u>Principal’s Report (Minute 6 refers)</u></p> <p>ACTION: Mrs A Mortimer to complete Safeguarding training and confirm completion to Mrs S Pendleton.</p>	Mrs A Mortimer
6.	<p>SEND Update</p> <p>The SEND / Inclusion Presentation to Governors 28.06.22 had been circulated before the meeting.</p> <p>The following documents were circulated at the meeting:</p> <ul style="list-style-type: none"> - Referral Process 2020-2021 - Inclusion Department Referral Flow Chart. <p>Mr G Stead updated the meeting:</p> <ul style="list-style-type: none"> • Contextual information was summarised. There is increased need for Dyslexia and ADHD. This could be due to improved screening and increased awareness. • SEND Progress and Attainment was summarised. There is some strong progress and good performance vs national data. • SEND Attendance is strong. Due to the low number of EHCPs one student can have a significant impact on overall figures. • Quality of Education was summarised: <ul style="list-style-type: none"> - All SEND students have access to the full curriculum wherever possible. Aspiration and ambition for SEND students are high. - We have good SEND provision in school. - The screening process for students on entry to the school is good. - We will start to use new software ‘Provision Mapper’ in class to provide easier access to information for teachers on class charts. - Where required, flexible packages are in place for SEND students. - We are investing in staff CPD. - Students are encouraged to take as full a curriculum as possible. We have an ambitious and inclusive curriculum. Curriculums can be amended if students are struggling. • A Safeguarding Review took place in March 2022 and action has been taken on key recommendations. 	

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	<ul style="list-style-type: none"> - We have improved contact with home to provide information on actions taken and support provided. - We have increased staff supervision around the student toilet areas. Student Voice has been very positive about the changes. <p>Q. What is SEND K? A. SEND K denotes anyone who has SEND support, but does not meet the threshold for EHCP.</p> <p>Q. How does SEND link with Safeguarding and other school areas? A. The Pastoral team meet weekly for reviews of attendance, behaviour points and interventions.</p> <p>Q. How quickly can behaviour points be accumulated? A. It depends on the student.</p> <p>Q. Why were there issues in the toilet areas? A. The issues were mainly due to more than one student being in a cubicle at the same time. This has been addressed and incidents of this nature are now very rare.</p> <p>Q. Are SEND children disproportionately impacted by lockdown? A. Overall, yes. A number of students struggled when we returned in September, however most students are happier now they are back in school. Behaviour, attendance and progress have improved throughout the academic year. A number of EHCP students continued to attend school during lockdown.</p> <p>Q. Will there be impacts in school of the SEND government Green Paper? A. Yes but the philosophy of the Green Paper is broadly consistent with the philosophy in school.</p> <p>Q. What is in place in school for social time for SEND children? A. SEND Children have open access to the SSC at break and lunchtime. There is a planned programme of activities. Social progress is monitored for SEND children. They are however encouraged to engage in social times, as this helps students develop confidence and skills required when interacting with other people.</p> <p>Mr Stead was thanked for the presentation and for all the work he had done in school for SEND.</p> <p><i>Mr G Stead left the meeting at 6.50pm.</i></p>	
7.	<p>Principal's Report</p> <p>The Principal's Report to Governors – 28 June 2022 had been circulated before the meeting.</p> <p>Mr D Wadsworth updated the meeting:</p>	

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	<p>(a) <u>GCSE & A Level Results</u></p> <p>The summer exam season went very well with very good attendance and behaviour.</p> <p>Feedback from students was that ‘papers were fair’.</p> <p>(b) <u>Proposed changes to the timings of the school day</u></p> <p>There is currently a consultation with staff on some slight changes to the school day.</p> <p>The proposed start date for the changes is September 2022 to allow sufficient time for consultation with catering staff.</p> <p>There has been some concern from teachers about split lessons but this may work better for some groups.</p> <p>Q. What will increased form time be used for? A. Currently form time is not sufficient for what we need to do.</p> <p>Q. When will we know if changes have made a difference? A. We will review behaviour data in the first two terms of the next academic year.</p> <p>Q. Will a 1pm lunch be too late for some children? A. This is only a small change to timings to the current situation for many. Food is also available at morning break times.</p> <p>Q. Will there be sufficient time at lunchtime to buy food and eat it? A. Yes we think so.</p> <p>Q. Have children been told about the proposed changes? A. Not Yet. There will not be a formal consultation with students but they will be given the rational for the change.</p> <p>Q. Will sufficient food choice be left for the second serving? A. Yes. This is two completely separate servings.</p> <p>(c) <u>Reading Update</u></p> <p>Reading is being prioritised in school.</p> <ul style="list-style-type: none"> • All students have had their reading ability tested. • From September, we will implement a staged approach to reading recovery. • Training has been completed by all staff who are leading phonics intervention. <p>Q. What reading is popular with students now? A. Manga and graphic novels.</p> <p>Mrs M Currie was thanked for all the work done on Reading in school.</p>	

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	<p>(d) <u>Priorities 2022-23</u></p> <p>Having reviewed our School Evaluation Form (SEF), we have identified the following key priorities for next year. The priorities will feed into the School Development Plan (SDP).</p> <ul style="list-style-type: none"> • Improve attendance to Pre Covid levels for all students • Improve the attendance and persistent absence for disadvantaged students • All staff, including teachers, support staff and leaders implement the Commitment to Learning policy skilfully and consistently • Where required, support students to ensure reading is not a barrier to their learning • Further improve the support and outcomes for SEND and disadvantaged students, particularly those with Social Emotional and Mental Health needs • Further develop the Personal Development of all students, particularly the disadvantaged • Continue to improve the Quality of Education with a focus on disadvantaged boys, IT & Computing, Religious Studies (Key Stage 3) and drama • Continue to improve the progress made by Sixth Form students. <p>(e) <u>Finance and Operations Update</u></p> <ul style="list-style-type: none"> • Due to rising costs, we will need to contribute approximately £300k of our reserves to the school heating system upgrade. This will impact on the 2023-24 and 2024-25 capital budget, with £150k being allocated per year. The remainder of the cost, currently £1.4m will be funded centrally using the School Conditioning Allowance (SCA). • We are currently projecting an in-year surplus of £207,106 for this academic year. • The draft 2022-23 budget is currently projecting an in-year surplus of £109,709, however there may be some changes to staffing linked to Pupil Premium spending plan. • We were pleased to receive six bids for the 3G pitch tender, Sports Lab are in the process of reviewing each tender. The Highways Management Department have submitted their feedback and there is nothing contentious. Kirklees have requested a sound pollution survey and there may be some restrictions on time for community use but these will be challenged. <p>(f) <u>Mobile Phone Policy</u></p> <ul style="list-style-type: none"> • We are currently trialing an amended mobile phone policy. The Mobile Phone Policy Letter sent to all parents was circulated before the meeting. • The key changes are linked to safeguarding concerns raised by a small number of parents. In response to these concerns, parents/carers can now collect their child's phone on the day of confiscation. 	

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	<ul style="list-style-type: none"> • Safeguarding phones are available from school for students as required. • Although the policy has only been in place for two weeks, initial feedback has been positive. • We will continue to review impact and bring final suggestions to the next Governors' meeting in September. • As part of a stage 3 complaint, a parent suggested that the wording below should be included in our policy <p style="padding-left: 40px;">“The Principal and Board of Directors of SHARE Multi-Academy Trust have fully considered the Safeguarding issues relating to confiscation of student mobiles which extend beyond the time that the school is in Loco Parentis. We consider removing mobiles from students at times they are not in school has no negative effect on your children’s health and safety and take full responsibility for this should anything befall them during the confiscation period”</p> <p>Q. Do students ever use phones in class for research as directed by the teacher?</p> <p>A. Yes this does happen.</p> <p>Q. Where can phones be used in school?</p> <p>A. Phones can be used in social areas but not in school corridors. Phones seen in corridors are confiscated.</p> <p>Q. Was there behavioural issues with phones being used in corridors.</p> <p>A. Yes. Parents now have the option to collect confiscated phones at the end of the school day.</p> <p>Q. Why is 4.30pm the cut off time to collect confiscated phones?</p> <p>A. This is due to School Reception opening hours.</p> <p>Q. Is there a Safeguarding issue and risk for children if phones are confiscated and them not having access to a phone for their journey home?</p> <p>A. This risk is mitigated by the school Safeguarding phones. Children can have a Safeguarding phone from the school for their journey home to allow them to make calls in case of an emergency.</p> <p>Q. Is the trial mobile phone policy on the school website?</p> <p>A. No as this is still a trial but a letter with details of the trial policy was sent to all parents. It will be updated in September.</p> <p>ACTION: The policy will be monitored and reviewed and further updates on impact will be brought to the next Local Governing Body meeting in October 2022.</p> <p>RESOLVED: That the proposed change to policy wording as suggested in the stage 3 complaint from a parent be not approved. The Safeguarding risk mitigation is provided by School Safeguarding phones being available to children when phones have been confiscated and/or parents now having the opportunity to collect the phone.</p>	<p style="text-align: center;">Principal</p>

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	<p>(g) <u>Staffing</u></p> <p>An update was provided on staffing changes including:</p> <ul style="list-style-type: none"> - Leavers - Appointments - Current vacancies <p>It was noted that recruitment is becoming increasingly challenging.</p> <p>Q. Were retirements predicted? A. Most of them were.</p> <p>Q. Do you feel that English A Level was turned around? A. Feedback from students and teachers indicated improvements in English Language more than English Literature. We are less confident on Year 13 results than Year 11 but we did all that we could to get students back on track before the exams.</p> <p>Q. Why will vacancies not be advertised again until September? A. Advertising now would not make joining dates any earlier.</p> <p>Q. Why are we recruiting for a SENDCo? A. Mr G Stead will lead Performing Arts in school from September 2022.</p> <p>Q. If we recruit from within the MAT, is there still the same requirement for notice? A. No but we also need to consider the needs of other schools in the MAT.</p> <p>Q. Do we need to have a named SENDCo in September 2022? A. Yes we do and we will have this in place.</p> <p>Q. What is the impact of the Attendance Officer being on a 6 week support plan? A. This is now delayed by a fit note and will not be resolved before the start of the next academic year.</p>	
8.	<p>Approval of Policies</p> <p>There were no policies for approval at present.</p>	
9.	<p>Safeguarding</p> <p>Mr G Wadsworth updated that there were no Safeguarding issues to report.</p> <p>An external Quality Assurance of Safeguarding was undertaken by SHARE MAT and the outcome was very positive.</p> <p>The Carnegie Mental Health programme has been completed by the school. Gold Standard was achieved.</p> <p>Mr G Wadsworth was thanked for all his work on the Carnegie Mental Health programme.</p>	

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10.	<p>Governor training and school visits</p> <p>The following visits to school have been completed:</p> <ul style="list-style-type: none"> • Mrs C Cooper-Smith visited school to review Safeguarding on 28 March and 24 June 2022. Mrs C Cooper-Smith watched the Safeguarding Training presentation during her visit. A meeting with the SHARE MAT Director with specific responsibility for Safeguarding is planned for 7 July 2022. • Mrs C Cooper-Smith attended the Year 10 student Interview Day in school. This was very well organised by Mr D Watson. Pupils were well prepared and well presented. • Mr N Wilson and Mr G Davis visited school and gave a talk to the 6th Form. <p>Governor Training updates:</p> <ul style="list-style-type: none"> • Miss L Simpson has started governor induction training. • Mrs A Mortimer is undertaking governor induction training and Ofsted training. <p>Q. Where can the Scheme of Delegation and details of link governors be sourced from?</p> <p>A. This can be checked with Mrs S Pendleton.</p> <p>ACTION: Mr G Wadsworth to check where the Scheme of Delegation and Link Governor details can be sourced from.</p>	Mr G Wadsworth
11.	<p>Any other urgent business</p> <p>There were no further items of other business for discussion.</p>	
12.	<p>Correspondence</p> <p>It was noted that a stage 3 complaint from a parent has suggested wording that should be included in the School Mobile Phone Policy. This wording was considered by governors and discussed under the Principal's Report above.</p>	
13.	<p>Dates of meetings for the 2022 – 2023 academic year</p> <p>RESOLVED: That Governing Body meetings be held at the school at 6pm on the dates below:</p> <p style="text-align: center;">Tuesday 4 October 2022 – Governors AGM Tuesday 8 November 2022 – Full Governing Body Tuesday 31 January 2023 – Full Governing Body Tuesday 7 March 2023 – Full Governing Body Tuesday 27 June 2023 – Full Governing Body</p>	
14.	<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 7.55pm.