



Company no: 07729878

THE LOCAL GOVERNING BODY OF SHELLEY COLLEGE

Minutes of the meeting of the Local Governing Body held at the school at 6.00pm on Tuesday 27 June 2023.

Present

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

In Attendance

Mr G Wadsworth
Mr G Hollings
Ms E Kilner (Minute Clerk)

Agenda Item	Discussion and Decisions	Action – who/by						
1.	Apologies, consent and declarations of LAAPs and interests There were no apologies for absence. Miss L Simpson noted that she was a Local Authority employee (LAAP). The Chair registered that he was a supplier of stationery products to Shelley College.							
2.	Matters for any other business There were no items of Any Other Business.							
3.	Representation The following matter of representation was noted: <u>Resignation</u> <table> <tr> <th><u>Name</u></th><th><u>Category</u></th><th><u>With Effect From</u></th></tr> <tr> <td>Mrs Eileen Jessop</td><td>Trust Governor</td><td>31.8.23</td></tr> </table>	<u>Name</u>	<u>Category</u>	<u>With Effect From</u>	Mrs Eileen Jessop	Trust Governor	31.8.23	
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Mrs Eileen Jessop	Trust Governor	31.8.23						

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4.	<p>Minutes of the previous meeting held on 21 March 2023</p> <p>RESOLVED: That the minutes of the meeting held on 21 March 2023 be approved and signed by the Chair as a correct record of the meeting.</p>	
5.	<p>Matters arising</p> <p>There were no matters arising.</p>	
6.	<p>Executive Head Teacher's Report</p> <p>Executive Head Teacher's Report to Governors, Tuesday 27 June 2023, had been circulated prior to the meeting.</p> <p>(a) <u>Behaviour and attendance update</u></p> <p>Mr G Collings updated the meeting and summarised Appendix B - Behaviour & Attendance data - for the meeting.</p> <p>Key areas summarised included:</p> <ul style="list-style-type: none"> - Attendance <ul style="list-style-type: none"> ○ Overall Attendance – Year to date was 90.05%, which was significantly above national average ○ Attendance in the Trust – Shelley had the highest attendance across the Trust ○ Disadvantaged Attendance – Year to date was 89%, which was broadly in line with attendance for all students, however this continued to be a key priority. ○ Persistent Absence – Overall was 10.5% and 29% for disadvantaged. These figures were below national, however disadvantage continued to be a priority ○ EHCP Absence – Year to date was 85.45%. One student in Year 10 was having a significant impact. Staff were currently working with the LA to secure a specialist provision - B3 Removals <ul style="list-style-type: none"> ○ Analysis of the number of B3's given ○ % of lessons where students were being removed was low and reducing ○ Number of B3s By Year Group ○ B3s covered whether students were working hard as well as low level disruption ○ To help reduce low level disruption even further, school would now focus on B2s. Messages were sent to parents. - Suspensions <ul style="list-style-type: none"> ○ Key Headline data ○ Suspension rate ○ Suspensions were the lowest in Kirklees. ○ Expectations in school were high. ○ There had been two Permanent Exclusions to date in the academic year. ○ Assessments were put in place to identify any unmet needs where there were behaviour problems. 	

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	<p>Q. Are we back at pre-pandemic levels of attendance? A. We are almost there, still approximately 1% below pre-pandemic levels.</p> <p>Q. What have we done to improve attendance? A. We have more of a focus on attendance and we have prioritised specific students. Student Managers and the Attendance Officer have an Attendance Hour each morning to get students into school. We do have rewards in place. There is a systematic approach, based around daily, weekly and half termly strategies which has rigour. Attendance has a higher profile in school.</p> <p>Q. What is ETHOS? A. This is Alternative Provision led by the LA who take on medical placement students. This is for students who have medical needs.</p> <p>Q. What is EAL? A. This is English as an Additional Language. There are only 3 students in this cohort.</p> <p>Q. Has attendance dropped for Children Looked After? A. Year 11 attendance has dropped in Half Term 5 before exams. This is a small cohort of children.</p> <p>It was noted that the school was working closely with the middle schools to have a consistent approach to attendance across pupil transition.</p> <p>Q. When is transition day taking place in school? A. This is planned for two weeks from Monday 10 July.</p> <p>Q. What is the extra support on suspensions from September 2023? A. This will be a hybrid role to support students who struggle to regulate. The focus will be to get students back into class quickly. Structured workshops will also be put in place.</p> <p>Q. How many disadvantaged students are receiving repeat suspensions? A. There are 31 disadvantaged students with at least 1 suspension and 17 disadvantaged students with more than 1 suspension. This is a disproportionate number of disadvantaged students. Further reduction of suspensions for disadvantaged students will be on the School Development Plan for 2023-24.</p> <p>The Chair and governors noted the very good performance of the school.</p> <p>(b) <u>Safeguarding Update</u></p> <p>Mr G Wadsworth updated the meeting and summarised Appendix A – Safeguarding report 2022-23.</p> <p>Key areas of the report summarised included:</p> <ul style="list-style-type: none"> • School demographic 	

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	<ul style="list-style-type: none"> • Safeguarding Team Training • Whole School Safeguarding Training and Compliance • Updating knowledge and networking • Promotion and Awareness • Promotion and Awareness – specific • Staff recruitment • Safeguarding incident records • Safeguarding incidents by category (to date) • Referrals to external agencies (to date) • Student voice activity <p>Q. Are the issues with LA support due to resources and funding? A. Yes but the LA still have a duty of care.</p> <p>Q. Under agency referrals there have been 9 students referred to Absolute Specialists (Self Harm work)? A. We have had very positive feedback from this work. This was a preventative measure as funding was available.</p> <p>Q. Is the funding for Absolute Specialists continuing? A. No.</p> <p>Q. Could we do the Absolute Specialists work internally? A. We would not want to as these are trained professionals.</p> <p>The hard work of Mr G Wadsworth was noted by the governors in the support of students who were at significant risk where the LA want to de-escalate</p> <p>Q. Do other schools have the same issues with LA support? A. Yes, the problems are replicated throughout the LA. How schools deal with issues does vary.</p> <p>(c) <u>Leadership Structure and Staffing</u></p> <p>Mr D Wadsworth summarised Leadership Staffing and Structures for the meeting.</p> <ul style="list-style-type: none"> • The Associate Principal has made a very positive start in role and the full handover would be complete by September 2023. • Staffing changes were summarised. • Extended Senior Leadership roles were still in place. These would focus on Reading, Personal Development and SEMH • Leavers were summarised • New staff were summarised. New staff induction had taken place and was positive • We have just one teaching vacancy in science. A long term supply would be in place from September 2023 to Christmas 2023. <p>Q. Is Personal Development for Students or Staff? A. It is for students.</p>	

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	<p>Q. Do we have three staff who are leaving teaching? A. Yes, this is very sad. We will have exit conversations to understand why, however they have already said it's the profession they want to leave rather than the school/trust.</p> <p>Q. Could we do 'Stay' interviews? A. Yes, we can consider.</p> <p>(d) <u>Trust Governance Professional & Data Protection Officer</u></p> <p>Mr D Wadsworth confirmed that the process would begin to recruit two Trust governors. The newly recruited Governance Professional support would be used from September 2023.</p> <p>Q. What is the role of the Governance Professional in the Trust? A. The role is to bring governance consistency across the Trust including statutory compliance, training and recruitment.</p> <p>Q. Will the Governance professional attend LGB meetings? A. Initial focus will be systems and processes; however they could attend if requested.</p> <p>(e) <u>Finance Updates</u></p> <p>Appendix C – Spending Review document (Period 8) and Appendix D – Governance briefing presentation had both been circulated before the meeting.</p> <p>Mr D Wadsworth updated the meeting.</p> <p>It was noted that the school had worked hard to present a balanced budget for the financial year 2023/24 but as a result of a potentially unfunded 6.5% teacher pay increase which had been included in the budget, the budget deficit was £86,161. If the pay increase was partially funded by 3.5%, as has been suggested, the budget would be in surplus.</p> <p>(f) <u>Lettings Pricing Structure</u></p> <p>Appendix E – Lettings information was circulated before the meeting.</p> <p>Mr D Wadsworth updated the meeting.</p> <p>There was a proposal to increase rates for the hire of school facilities by 5%. This was due to increases in staffing and utility costs.</p> <p>Q. How do we compare to other local facilities? A. Favourably.</p> <p>Q. Do we rent out facilities all the time? A. Yes but use is seasonal with more use in the winter.</p> <p>Q. The increase of 5% looks low? A. We could go higher than 5%.</p>	

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	<p>Q. When was the last increase in rates? A. It was pre-covid.</p> <p>RESOLVED: That rates for the hire of school facilities increase by 8% for the academic year 2023-24.</p> <p>(g) <u>Theory of Change (ToC)</u></p> <p>Mr D Wadsworth Updated the meeting and summarised the Theory of Change documents below which were circulated at the meeting:</p> <ul style="list-style-type: none"> • Shelley College ToC: Overcoming Disadvantage 2023-24 • Shelley College ToC: Outstanding pedagogy and curriculum 2023-24 • Shelley College ToC: Outstanding Leadership and Management 2023-24 • Shelley College ToC: Recruiting and retaining outstanding staff 2023-24 • Shelley College ToC: Building Positive Communities 2023-24 	
7.	<p>Finance, Audit and Risk</p> <p>This item was covered under the Executive Head Teacher's Report above.</p>	
8.	<p>Safeguarding</p> <p>This item was covered under the Executive Head Teacher's Report above.</p>	
9.	<p>Visits to School and Training Courses attended by Governors</p> <p>The following governor visits to school were noted:</p> <ul style="list-style-type: none"> • Mrs L Simpson visited school on 21 April 2023 with a focus on SEND <ul style="list-style-type: none"> - A report from the visit was circulated 'Governor with responsibility for SEND – report from visit'. - The report included Resources, Support offered, outcomes and engagement. - Mrs L Simpson noted that she was impressed with the provision and future plans. <p>ACTION: Mr G Wadsworth to continue to update Mrs L Simpson regularly and send copies of update letters.</p> <ul style="list-style-type: none"> • The online Trust Budget presentation was attended by the Chair, Mrs L Simpson and Mrs A Horsfall-Jones. <p>Update on training for governors:</p> <ul style="list-style-type: none"> • Governors requested an update on Trust training on Safeguarding and Exclusions. <p>ACTION: Mr D Wadsworth to update governors on plans for Trust training on Safeguarding and Exclusions.</p>	<p>Mr G Wadsworth</p> <p>Mr D Wadsworth</p>

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10.	<p>Any other urgent business</p> <p>The Chair noted thanks to Mrs E Jessop for all her work for the school as a governor.</p>	
11.	<p>Correspondence</p> <p>The Chair updated the meeting on correspondence received from a parent in relation to a complaint relating to A Level grades awarded to a student.</p> <p>Mr D Wadsworth updated on the detail of the complaint and the investigations that had taken place in school to validate the detail of the complaint.</p> <p>It was noted that no formal complaint had been received from the parent using the School Complaints Process. This was the only formal route for a complaint.</p> <p>ACTION: To ensure that when complaint correspondence is received by governors, parents should be signposted to the formal Complaints Process.</p>	ALL
12.	<p>Dates of future meetings</p> <p>RESOLVED: That the next Local Governing Body meetings be held at the school at 6.00 pm on the date below:</p> <p style="padding-left: 40px;">Tuesday 3 October 2023 – AGM Tuesday 7 November 2023 Tuesday 30 January 2024 Tuesday 5 March 2024 Tuesday 25 June 2024</p>	
13.	<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 7.34pm.