



Company no: 07729878

## THE LOCAL GOVERNING BODY OF SHELLEY COLLEGE

Minutes of the meeting of the Local Governing Body held at school at 6.00pm on Tuesday 3 October 2023.

### Present

Mr N Wilson (Chair), Mr D Wadsworth, Miss L Simpson, Mrs A Horsfall-Jones, Mrs E Thompson  
Mrs A Mortimer, Mrs J Richardson, Mrs M Currie

### In Attendance

Mr G Wadsworth - part  
Mr J Wyatt  
Ms E Kilner (Minute Clerk)  
Mrs J Newson

Agenda Item	Discussion and Decisions	Action – who/by
1.	<p><b>Election of Chair</b></p> <p>Mr N Wilson was elected for a term of 2 years at the meeting held on 4 October 2022.</p>	
2.	<p><b>Apologies, consent and declarations of LAAPs and interests</b></p> <p>Apologies for absence were received from Mrs C Cooper-Smith with consent.</p> <p>Miss L Simpson noted that she was a Local Authority employee (LAAP).</p> <p>There were no declarations of interest.</p> <p>(a) <u>Approve the Governors' Code of Conduct</u></p> <p><b>RESOLVED:</b> That all the governors present approved the NGA Governors' Code of Conduct.</p> <p>(b) <u>Get Information about Schools</u></p>	

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	<p>The Head Teachers confirmed that the following are up to date.</p> <ul style="list-style-type: none"> <li>- Get Information about schools</li> <li>- Trust website</li> <li>- Trust register of relevant business and pecuniary interest</li> </ul>	
3.	<p><b>Matters for any other business</b></p> <p>The following items of Any Other Business were noted.</p> <ul style="list-style-type: none"> <li>• Peer review at Shelley College</li> <li>• Behaviour issues</li> </ul>	
4.	<p><b>Representation</b></p> <p>It was noted that Mrs J Richardson has been approved as a Trust Governor by the Trust.</p>	
5.	<p><b>Election of Vice Chair</b></p> <p>Mrs Carol Cooper-Smith was elected Vice-Chair for 2 years at the meeting held on 4 October 2022.</p>	
6.	<p><b>Minutes of the previous meeting held on 27 June 2023 and matters arising</b></p> <p><b>RESOLVED:</b> That the minutes of the meeting held on 27 June 2023 be approved and signed by the Chair as a correct record of the meeting.</p> <p>(a) <u>Visits to school and training courses attended by governors (minute 9 refers)</u></p> <p>It was noted that a training package will be put in place for governors including Safeguarding and Exclusions.</p>	
7.	<p><b>Review of Action Log</b></p> <p>Actions were reviewed under matters arising above.</p>	
8.	<p><b>To appoint governors with specific responsibility</b></p> <p><b>RESOLVED:</b> That Governors with Specific Responsibilities be appointed as follows.</p> <ul style="list-style-type: none"> <li>• Special Educational Needs and Looked After Children Governor - Mrs L Simpson</li> <li>• Governor Training Contact and Equality – Mrs J Newson (Trust Governance Professional)</li> <li>• Safeguarding and Child Protection Governor – Mr N Wilson</li> </ul>	

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	<ul style="list-style-type: none"> <li>• Wellbeing Governor - Mrs A Horsfall-Jones</li> <li>• Pupil Premium Link Governor - Mrs A Mortimer</li> </ul> <p>Mrs J Newson updated the meeting on her role as Governance Professional for the Trust including being Data Protection Officer and having responsibility for Trust compliance including website compliance.</p>	
9.	<p><b>Executive Head Teacher’s Report</b></p> <p>The Principal’s Report to Governors – Tuesday 3 October 2023 had been circulated prior to the meeting.</p> <p>(a) <u>Safeguarding Update and Training</u></p> <p>Mr G Wadsworth updated the meeting.</p> <ul style="list-style-type: none"> <li>• All governors have been sent details of documents that must be read and a video to watch. Governors need to ‘sign off’ to confirm these actions are complete.</li> <li>• It is a requirement for all governors to read the full KCSIE document.</li> <li>• New systems and software are in place in school to fulfil new KCSIE requirements. We now have the ability to monitor non-school devices use in school.</li> <li>• There will be a revised Child Protection and Safeguarding Policy. This will be circulated to all governors when available.</li> </ul> <p><b>ACTION:</b> Mrs J Newson will circulate a sign off / confirmation form to all governors.</p> <p><b>ACTION:</b> All governors to complete the required actions and return the sign off / confirmation form to Mrs J Newson by the required deadline.</p> <p>It was noted that governors are required to ask for clarification on anything that is not clear in the documents. Any questions and problems with access should be communicated to Mr G Wadsworth.</p> <p><b>Q. Who should we ask to set up email addresses for new governors?</b> A. Mrs J Newson as Trust Governance Professional.</p> <p><b>Q. Is there freedom of information in relation to information stored on CPOMS?</b> A. Parents must use the Data Access Request process to see the data.</p> <p><i>Mr G Wadsworth left the meeting at 6.20pm.</i></p>	<p><b>JN</b></p> <p><b>ALL</b></p>

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	<p>(b) <u>GCSE &amp; A Level Results</u></p> <p>Mr D Wadsworth updated the meeting.</p> <ul style="list-style-type: none"> <li>• We are hoping that validated Progress data will be received this week.</li> <li>• We expect Progress to be in line with last years results at circa plus or 0.5. This puts us in the top category for school results.</li> <li>• Attainment data shows strong performance in Humanities, Science and Maths but English was disappointing.</li> <li>• For A Level results, we will not have an Added Value measure this year but attainment measures do show improvement. There have been improved destinations for A Level students with more students going to Russell Group universities.</li> </ul> <p>Mr J Wyatt updated the meeting.</p> <ul style="list-style-type: none"> <li>• We are working on investigations into the English results. It may be that higher ability students are not being asked to work hard enough in class.</li> </ul> <p><b>Q. Do you think that Quality Assurance and lessons observations have been sufficient?</b></p> <p>A. We do have a rigorous Quality Assurance process in place. There may not have been enough time in lessons for pupils to work independently with too many lecture style lessons.</p> <p><b>Q. Do we think the level of exam impacted on results?</b></p> <p>A. We do not think so.</p> <p><b>Q. Was the English result a surprise?</b></p> <p>A. Yes it was, in 2019, English was the best performing department in the school.</p> <p><b>Q. Who was overseeing the English department for the 2022-23 academic year?</b></p> <p>A. This was the Senior Leadership Team with Mr J Wyatt and the Trust Director of English. We do now have a new Head of English in school and the Trust Director of English is no longer in that role.</p> <p><b>Q. Why is the attainment for languages so low?</b></p> <p>A. Attainment is improving and we feel we are moving in the right direction.</p> <p><b>Q. Do students have to do a language due to Ebacc?</b></p> <p>A. We do have 80% Ebacc students and that is right for our students. We do believe that Ebacc is the right pathway for our pupils. Attainment nationally for languages is lower than it is for Humanities, English and Maths.</p>	

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	<p><b>Q. What languages do we offer in school?</b>  A. We offer French and Spanish. The Middle schools only offer French. The Languages department is improving.</p> <p>Mr D Wadsworth noted that quality vocational courses are a focus for the school as well as the progress of Disadvantaged students. The gap for Disadvantaged students is still too big.</p> <p>The governors thanked the staff for all their hard work and the results achieved.</p> <p>(c) <u>Self-Evaluation Form (SEF) and School Development Plan 2023-24</u></p> <p>Mr J Wyatt updated the meeting</p> <p>The SEF, Theory of Change Documents and School Improvement Plans were circulated before the meeting. The documents were summarised for the meeting.</p> <ul style="list-style-type: none"> <li>• The focus of the 2023-24 Theory of Change and School Improvement documents were summarised.</li> <li>• Improvement plans for ‘Curriculum and Pedagogy’ and ‘Overcoming Disadvantage’ were summarised.</li> </ul> <p><b>Q. Is the work on Improvement Plans ongoing and can we see outcomes at the next meeting?</b>  A. Yes.</p> <p><b>Q. Where has the model for SEF, Theory of Change and School Improvement Plans come from?</b>  A. This is the Trust model.</p> <p><b>Q. When doing investigation and research, do you speak with students?</b>  A. Yes we do.</p> <p><b>ACTION:</b> Mr J Wyatt to provide an update on progress and outcomes from improvement plans at the next meeting.</p> <p>(d) <u>Finance and Operations Update</u></p> <p>Mr D Wadsworth updated the meeting.</p> <p><b>i) Budget Update</b></p> <ul style="list-style-type: none"> <li>• We are waiting for the final outturn for financial year 2022-23 but we expect this to be a surplus.</li> <li>• The 2023-24 Budget is now at Break Even following the government support for teacher pay rises.</li> </ul>	<p>JW</p>

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	<ul style="list-style-type: none"> <li>• We will provide further updates on the 2023-24 budget at the next meeting. The budget position is very tight for the current financial year and staff savings have already had to be made.</li> </ul> <p><b>Q. Did the support for Teachers Pay rises impact on the 2022-23 budget position?</b></p> <p>A. Teachers pay support impacts the 2023-24 budget.</p> <p><b>Q. Have the government provided 3% support for Teacher pay rises?</b></p> <p>A. Yes. Government support is 3% of the total teacher pay rise of 6.5%</p> <p><b>ii) RAAC Update</b></p> <ul style="list-style-type: none"> <li>• We have confirmed RAAC in Shelley College. A DfE case worker has been assigned.</li> <li>• The Central Trust team is supporting the school.</li> <li>• Props will be used to make areas safe in school.</li> <li>• The current focus is the boiler room. We are hoping to have the full heating system running after October half term.</li> <li>• We are waiting for plans for the library and office areas but there is a risk that the library could be closed for the full academic year.</li> <li>• We have not yet had any DfE funding confirmed. The DfE have said they will consider school reserves when they allocate funding for RAAC repairs.</li> </ul> <p><b>Q. Is there any DfE financial support available to the school?</b></p> <p>A. This has not yet been confirmed. We are lucky that we do not have RAAC in the classrooms in school.</p> <p><b>Q. Do we have RAAC in other Trust schools?</b></p> <p>A. No.</p> <p><b>Q. Could we use the library if props were in place?</b></p> <p>A. This would depend on the risk assessment for safety.</p> <p><b>Q. Can we use our own contractors for the work?</b></p> <p>A. Yes.</p> <p><b>Q. Do we have a contingency plan for the library area?</b></p> <p>A. Not yet. We have allocated an area for Reading Recovery work. We will consider a contingency area for the library when we have made areas safe and we know which areas we can use.</p>	

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	<p><b>iii) 3G Pitch</b></p> <p>The 3G Pitch will be considered by the LA Planning committee this week.</p> <p><b>iv) Pay Rises</b></p> <p>It has been agreed by Trust Directors that pay rises will be paid in October pay.</p> <p>(e) <u>Appraisal – Personal Development Plans</u></p> <p>Mr J Wyatt updated the meeting.</p> <ul style="list-style-type: none"> <li>• We are now using the EverySystem for the appraisal process.</li> <li>• Objectives must be linked to department objectives. The process is now more aligned.</li> <li>• Teachers are also encouraged to consider classroom problems in their objectives.</li> <li>• The process is on track for timescales.</li> <li>• We are not aware of any appraisee who has not met the required criteria to achieve pay progression. There have been no requests for accelerated pay progression.</li> </ul> <p><b>Q. Are appraisals just done once a year?</b></p> <p>A. We also have a mid-year review and there is the option to have two more appraisal reviews in the year if required.</p> <p>It was noted that Curriculum Leaders have done a huge amount of work this term.</p> <p>The Governors thanked Curriculum Leaders for all their work.</p>	
10.	<p><b>Review of Policies / Receipt of Policies</b></p> <p><b>RESOLVED:</b> That the policies below be agreed and approved.</p> <ul style="list-style-type: none"> <li>• Post 16 Admissions Policy</li> <li>• Post 16 Behaviour Policy</li> </ul>	
11.	<p><b>Any Other Urgent Business</b></p> <p>(a) <u>Peer Review at Shelley College</u></p> <p>Mr D Wadsworth summarised the recent Peer Review for the meeting.</p>	

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	<ul style="list-style-type: none"> <li>• An external expert is used for the Peer Review. This is similar to the Ofsted Deep Dive process.</li> <li>• The following areas were covered in the Peer Review. <ul style="list-style-type: none"> <li>- Modern Foreign Languages – feedback indicates improvement.</li> <li>- English – students do not feel that they have to work hard in class, there is too much lecture style teaching. There are some indications of improvement this term.</li> <li>- Personal Development including PHSCE, Religious Studies, Careers and extra-curricular activities – It was noted that the curriculum is age appropriate, sequencing is good and there is flexibility. British values and protected characteristics are good. There are still curriculum gaps in faiths, beliefs and cultures and we need to do more work in these areas especially in year 9.</li> <li>- Music – the review was exceptional including cultural elements.</li> </ul> </li> <li>• We expect to receive the draft report this week.</li> </ul> <p><b>Q. Should we look at the whole curriculum from a cultural perspective?</b> A. Yes we will do this and look for opportunities.</p> <p><b>Q. Do we think that students will realise the links in the curriculum to Religious Studies.</b> A. It will be important for teachers to sign post students.</p> <p>(b) <u>Behaviour</u></p> <p>Mr D Wadsworth updated the meeting on behaviour. There are a number of year 9 issues that are causing issues daily in school.</p> <p><b>Q. Are these students in the same friendship group?</b> A. Yes.</p> <p><b>Q. What actions are taken when incidents happen?</b> A. Behaviour systems are in place in school and include de-escalation tactics, restorative practice, and sanctions.</p> <p><b>Q. Had we been warned of these issues by the Middel Schools?</b> A. We did get some feedback but not as much as expected. We will meet with the Middle School Executive Head Teacher to discuss issues.</p>	
12.	<p><b>Visits to School and Training Courses attended by Governors</b></p> <p>The Following visits to school by governors have taken place.</p>	



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	<ul style="list-style-type: none"> <li>The Chair and Mrs C Cooper-Smith have had two meetings with Mr D Wadsworth in school since the start of the Autumn term.</li> </ul> <p>The following governor training has taken place.</p> <ul style="list-style-type: none"> <li>Mrs L Simpson completed Working Together and Safer Children refresher training in September 2023.</li> </ul> <p>It was noted that all governors are invited to meetings for parents to be held at school;</p> <ul style="list-style-type: none"> <li>New Year 8 Parents Evening – Thursday 5 October 2023 at Shelley College 5.30 to 7.30pm</li> <li>6<sup>th</sup> Form Evening – Thursday 16 November 2023</li> </ul>	
13.	<p><b>Correspondence and Communication from the Trust Board</b></p> <p>There was no correspondence for discussion.</p>	
14.	<p><b>Dates of future meetings</b></p> <p><b>RESOLVED:</b> That the next Local Governing Body meetings will be held at the school at 6.00 pm on the dates below:</p> <ul style="list-style-type: none"> <li><b>Tuesday 21 November 2023</b> – Agenda items to include Behaviour and Attendance with a focus on Disadvantaged students</li> <li>Tuesday 30 January 2024</li> <li>Thursday 21 March 2024</li> <li>Tuesday 25 June 2024</li> </ul>	
15.	<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 7.35pm.