



## THE COUNCIL OF ST. JOHN FISHER CATHOLIC VOLUNTARY ACADEMY

Minutes of the Meeting of the Academy Council held at 6.00 pm on Monday 12 January 2015.

### PRESENT:

Rev. Dr. J D Cortis (Chair), Ms C Anchor, Rev. Can J Aveyard, Mrs B Blackham, Mr P Booth, Mrs S Collins, Mr N Dalzell, Mr K Higgins (Head Teacher), Mr A Oldroyd, Mr A Quinn, Mrs F Wilson, Mrs H Zaman

### In Attendance:

Mr M A Johnson (Meeting Clerk)

#### 1. WELCOME AND OPENING PRAYER

The Chair welcomed Council Members to the meeting, followed with a prayer from the Head Teacher.

#### 2. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST

There were no apologies for absence.

There were no declarations of interest.

#### 3. NOTIFICATION OF ITEMS TO BE BROUGHT UP UNDER ANY OTHER BUSINESS

The following items would be discussed:

Minutes from the Admissions Panel Meeting of 6 January 2015 (to be addressed under item 14 at part (d))

School Holidays for 2015 -16

Resignation of the Assistant Head Teacher (Post-16 Education)

Setting up of an Appeals Panel

#### 4. MINUTES OF THE MEETING HELD ON 22 OCTOBER 2014

14/51 RESOLVED: That minutes of the meeting held on 22 October 2014 be approved and signed by the Chair as a true record, subject to the inclusion of Mr N Dalzell in the record of Council Members present at the meeting; further, the opening sentence to minute 11 concerning approval of arrangements for recording assets, be amended to read " The School Business Manager advised that the Auditors would recommend a valuer who would compile a land and buildings valuation for the Asset Register"

#### 4. MATTERS ARISING FROM THE MINUTES

(a) Appointment of Academy Council Members with Specific Responsibilities (Minute 14/33 refers)

14/52 RESOLVED: That confirmation be given to the appointment of Academy Council Members with specific responsibilities as under:  
Canon Aveyard – RE  
Mr A Quinn - Kirklees Employment and Skills Board

(b) Arrangements for Recording Assets (Minute 14/39 refers)

The Head Teacher reported that the valuers attended school the previous week and would be ready with their report by the end of February 2015. He further reported that two members of staff were working on the updating of the inventories.

14/53 RESOLVED: That this matter be included as a matter arising under the minutes for the March meeting.

(c) Academy's Budget for 2014-15 (Minute 14/39 refers)

The Chair reported that, following input from Baker Tilley, the budget was presented at the Trust's Finance, Pay and Personnel Committee meeting on 18 November 2014 and submitted to the EFA by the due date of 8 December 2014. The Head Teacher reported that no response had been received from the EFA so it was assumed that the budget was accepted.

(d) Revised Pay Policy for both Teachers and Support Staff (Minute 14/42 refers)

The Chair reported that both policies had been placed on the Academy's website and staff informed through briefing notes.

(e) Resignation of the Current Deputy Head Teacher (Minute 14/43 refers)

The Chair reported that most of the selection and appointing panel, together with a Trust Board Member and Mrs A Cox, Diocesan Principal Education Officer, met on 27 November 2014 to agree the advertisement and progress with the job description and person specification. The closing date for applications would be 9 February 2015 with shortlisting on 11 February and a presentation, interviews etc on 26 and 27 February. The advertisement had now been published and an information pack produced which prospective candidates could access through the school website. Revised DfE standards for both head/deputy teachers had not yet been released.

14/54 RESOLVED: That the Academy Council meets on Friday, 27 February 2015 at 6:00. pm to receive the outcome from the interview process and to confirm the recommended appointment.

(f) Academy Members Skills Audit (Minute 14/45 refers)

The Chair reported that the outcome of this audit had been included in the revised Governors Handbook which had been e-mailed to Council Members before Christmas. He reminded that individual members would need to respond in meeting personal deficits by attending LA/diocesan training events. A couple of red areas had been

highlighted which needed to be addressed, namely data analysis and impact on assessment.

Chair reported that the collated skills audit has been emailed to the Diocesan Council for Education.

14/55 RESOLVED: That a separate training event on RAISE on-line/Dashboard etc be arranged on a date to be determined and notified by the Chair/Head Teacher, and that the need be recognised to match up available training from the LA and Diocese.

(g) School Transport (Minute 14/46 refers)

Within his report later on the agenda the Head Teacher had reported that all parents had been written to with a request that they lobby councillors and sign the transport petition and to also fill in the budget questionnaires on the Council's website. A response had been received from the Leader of the Council indicating that the Council was considering broad representations in light of severe cuts to be made from the Council budget; there had been a two-stage consultation on areas where savings might be made and 69% of respondents had indicated that school transport should be looked at.

The Head Teacher was to attend a meeting of the Kirklees Cabinet the following day at which he would make a deputation, using the experiences of other campaigns in making a plea for the continued support for Faith School Transport, and at which he would present a petition from North Kirklees, although there had been little response from South Kirklees.

**Q** Do we have a sense of the impact on admissions of any cuts?

**A** Potential effect on admissions is too early to say but there could be an impact on the average family in the region of £300-400 per annum per child.

(h) Placement of a Statemented Pupil (Minute 14/48 refers)

The Head Teacher reported that it had been agreed to take the pupil concerned on terms decreed by the school, which included regular reviews. The pupil was in mainstream classes with adult male support, and was doing quite well.

5. COHESION POLICY

Council Members were supplied with the cohesion policy which the Chair reported had been considered by the Standards in Learning and Teaching Committee, who had recommended approval. The Head Teacher also reported on a strand of work being undertaken on radicalisation which would be incorporated in the policy in due course.

14/56 RESOLVED: That the submitted cohesion policy be approved, subject to the update of the school name on page 3.

6. QUALITY ASSURANCE POLICY

Council Members were supplied with the quality assurance policy which the Chair reported had been considered by the Standards in Learning and Teaching Committee, who had recommended approval.

14/57 RESOLVED: That the submitted quality assurance policy be approved.

8. ASSESSMENT POLICY

Council Members were supplied with the assessment policy which the Chair reported had been considered by the Standards in Learning and Teaching Committee, who had recommended approval. This would need updating once an assessment strategy to replace the Key Stage 3 curriculum levels had been agreed at school level.

14/58 RESOLVED: That the submitted assessment policy be approved.

14/59 RESOLVED: That the approved policies be placed on the Academy's website.

9. ADMISSION POLICIES TO 2016-17

Council Members were supplied with policy documents for Academy Admission, School Admission and Admission to the Sixth Form, which had been revised to comply with the latest DfE, Diocesan Council requirements and Bishop Marcus' focus on strengthening the family. Consultation had already started in order to meet the set deadline in March 2015. A minor correction to the submission date to the

Admissions Officer, namely 31 October 2016, was noted for the Academy Admission policy document.

The Head Teacher reported that Bishop Marcus had emphasised the need for greater solidarity with families so this was reflected in the submitted document in prioritising siblings etc.

**Q** Could a situation arise where a baptised Catholic child did not gain admission to the school?

**A** No, because they are still prioritised ahead of siblings.

14/60 RESOLVED: That the admission policies for 2016-17 be received and that Council Members await the outcome of the consultation process and thereafter move forward to approval in March 2015.

10. ACADEMY'S SELF-EVALUATION FORM

Reference to the Academy's self-evaluation form was included in the Head Teacher's report. The Chair highlighted the main points namely:

Recruitment of staff in shortage areas had been difficult

Key Stage 4 results in English were not as strong

Attention was needed to the results for Key Stage 4 modern foreign languages and humanities

The results in maths, RE and science were excellent

ALPS scores had increased steadily until 2013 but had slipped at A2 in 2014.

Year 11 pupil premium students did less well in 2014

Engagement at Key Stage 3 would hopefully be boosted through the bedding in of the Enhancement Programme”

The number of lessons judged as "outstanding" had doubled in the last two years  
The school could demonstrate a four/five year trend on improvement for most of the key indicators

Student progress across the school had improved over a sustained period

The need was acknowledged to increase 4 Level Progress outcomes for all students

The SEF judgements were:

Leadership - 2/3

Behaviour and Safety - 2

Teaching - 2/3

Achievement - 3

Overall Effectiveness – 3

Council Members also considered a report on the visit to the school of Helen Metcalfe, Kirklees Learning Partner, on 9 December 2014, in respect of which the Head Teacher highlighted the key messages, and noted the recommendations for improving attainment in modern foreign languages and humanities; increasing proportions achieving at least 4LP in the core subjects; raising boys' attainment in English; and recruiting and inducting a new Deputy Head Teacher.

The Head Teacher clarified that the overall value added score for the school was low, not because subject results were poor, but as a result of pupils only averaging 7.5 qualifying subjects instead of the standard eight, amid mid stream changes in the rules and the school's changes in the curriculum. This score was expected to go back up next year.

**Q** Is the lack of progress more marked in boys?

**A** No, although English is an issue.

The Chair indicated that the position would be analysed more deeply when considering the Examination Analysis for 2013 -14, the School Development Plan and RAISE on-line.

14/61 RESOLVED: That the current SEF document and judgements, together with the report of the Kirklees Learning Partner, be noted.

#### 11. HEADTEACHER'S REPORT FOR TERM 1

The Head Teacher presented his report and the Chair highlighted the following:

The school population, including religious and ethnic status

The ability of the September 2014 intake

The students with English as an additional language

Announcement of Mission week

Key Stage 3 provision and assessment

Staff appraisal

Use of pupil premium to raise attainment

Year 11 progress to October half term

It was noted that use of the PS financial software was moving in the right direction but would likely take a full year to be properly embedded.

It was noted there were now 87 students with English as an additional language and that the Head Teacher reported the school was doing its best to fully integrate them.

**Q** When was it hoped to complete work on replacing the key stage 3 levels with measures with a school based system?

**A** This will likely be by the end of the next academic year. The school has invested a lot of training time on a new assessment system.

**Q** Will there still be SATS tests at primary level?

**A** SATs as we know them will end in 2015. For 2016, there will be tests in maths, English and spelling, punctuation and grammar. These tests will not be marked in levels.

**Q** How will Ofsted judge progress here, given the situation at primary schools?

**A** This will be difficult, but Ofsted will want to see that the school has robust systems in place to monitor progress. The primary schools are ahead of secondary schools in terms of developing assessment systems.

**Q** How did the English review go?

**A** Well and will be reported to the Standards Committee.

In relation to Year 11 progress to October half term the Chair asked for an update. The Head Teacher replied that maths results had been very positive but that English needed addressing. The current cohort had a different character from that of the previous year. Since the October forecast mock examinations had taken place so the figures in the Head Teacher's report would be updated.

14/62 RESOLVED: That the report be received and the Head Teacher be thanked for its production and that, in relation to the development of the new assessment system, a progress report be made to the next Curriculum and Standards Committee.

## 12. STATUTORY AND NON-STATUTORY TARGETS FOR 2015-16

The report on these targets was covered in the Head Teacher's report. In response to an enquiry by the Chair the Head Teacher explained the rationale in relation to setting targets in science.

14/63 RESOLVED: That the targets for the academic year 2015-16 be as follows:

5 A*-C (including English and Maths):	65%
3 Level Progress English:	70%
3 Level Progress Maths:	75%
4 Level Progress English:	28%
4 Level Progress Maths:	35%
Science 1 A*-C ) –Further discussion is needed and will be reported to the Standards Committee	
Science 2 A*-C ) As above	
English Baccalaureate:	15%
Post-16 Level 3:	99%
Absence:	<5%
persistent absence:	<5.5% (over 45 sessions

absent)

13. CURRICULUM MODELS FOR 2015-16

Council Members had regard to the related section in the Head Teacher's report and discussion on this matter in the Standards in Learning and Teaching Committee, and considered a paper setting out proposed curriculum models for Key Stages 3 and 4 for 2015-16.

14/64 RESOLVED: That the submitted curriculum models for Key Stages 3 and 4 for 2015-16 be approved.

14. MINUTES FROM ACADEMY COMMITTEE MEETINGS HELD SINCE LAST ACADEMY COUNCIL MEETING

(a) Standards in Learning and Teaching held on 24 November 2014

The minutes of the meeting held on the above date had been circulated with the agenda. The Chair highlighted the following matters:

Outcome of discussions with the Acting Head of Science following a recent faculty review  
Strategy to evaluate the Enhancement Project  
Pupil progress data  
Staffing of the English faculty  
Approval to a trial of music technology as an A-level subject

14/65 RESOLVED: That the minutes of the Standards in Learning and Teaching Committee be received.

14/66 RESOLVED: That all Academy Board Members note that they are invited to the next meeting scheduled for Wednesday, 25 February 2015 which will focus on examination analysis, RAISE on-line data for 2013-14 and an update on specific sections from the School Development Plan 2014-15.

(b) Pay and Performance Management Committee held on 21 October 2014

The minutes of the meeting held on the above date were tabled at the meeting. In addition to the specified business the Chair reported that the Head Teacher's review had been completed involving the panel of three governors with the support of Helen Metcalf support. Targets have been agreed for 2014-15.

14/67 RESOLVED: That the minutes of the Pay and Performance Management Committee be received.

(c) Mission Committee held on 9 December 2014

The minutes of the meeting held on the above date had been circulated with the agenda. Mrs Wilson highlighted the following matters:

Minor revision to the Committee's Terms of Reference  
Action Plan for 2014-15  
Arrangements for considering admission for 2015-16

Plans to launch the Trust at academy level  
Reports from school Council, SENco and chaplain.  
Attendance/Exclusion data

The Chair had also written to the Bishop about a mass to celebrate the launch of the Trust, and he had proposed 30 April 2015 at 10:00am; Council Members were asked to note in diaries. There would also be an issue to revisit the target audience for this mass, which would not be just for the three Trust schools.

It was noted that the Bishop had also agreed to conduct the Deanery Confirmation on 18 June 2015.

14/68 RESOLVED: That the minutes of the first meeting of the Mission Committee be received.

14/69 RESOLVED: That approval be given to the minor modifications to the Committee's terms of reference from those approved by the Trust Board.

(d) Admissions Panel held on 6 January 2015

The minutes of the meeting held on the above date were tabled. The Chair reported receipt of 365 applications (for 198 places) inclusive of five for statemented pupils. It was noted that there was an increasing trend of Catholic pupils in primary schools so this would increase the number of our pupils in the future.

14/70 RESOLVED: That the minutes of the Admissions Panel meeting be received.

15. TRUST BOARD MINUTES

(a) Standards in Learning and Teaching Committee held on 10 November 2014

The minutes of the meeting held on the above date had been circulated with the agenda. The Chair highlighted the following matters:

The Committee's Terms of Reference  
The Committee's Action Plan  
The strategy for monitoring standards across the three academies in the Trust  
Key points from the Academies' Development Plans  
The quality of teaching, strengths and areas of development for each academy

14/71 RESOLVED: That the minutes of the Trust's Standards in Learning and Teaching Committee be received.

(b) Finance, Pay and Personnel Committee held on 18 November 2014

The minutes of the meeting held on the above date had been circulated with the agenda. The Chair highlighted the following matters:

Action Plan for 2014-15  
Trust Budget for 2014-15  
Strategy for monitoring the Academies' budget  
Appointment of an accountant  
Bids against the DfE Condition Improvement Fund

14/72 RESOLVED: That the minutes of the Trust's Finance, Pay and Personnel Committee be received.

16. VISITS TO THE ACADEMY

Mr Quinn reported on a fact-finding mission organised by the local authority on the business and enterprise initiative which was looking to assist in choices on careers and showing career progression paths and earnings' potential.

Mrs Collins had met with students and paired up with their mentors to see how the mentoring system was operating.

14/73 RESOLVED: That the business and enterprise initiative be scheduled for discussion at the Curriculum and Standards Committee.

17. ANY OTHER BUSINESS

(a) School holidays for 2015-16

A schedule for the proposed school holidays for 2015-16 was tabled.

14/74 RESOLVED: That approval be given to the publication of the School Holidays for Academic Year 2015-16.

(b) Resignation of Assistant Head Teacher Post-16 Education with effect from 31 August 2015

Governors discussed arrangements for recruitment to the above post following the resignation of the Assistant Head Teacher with effect from 31 August 2015.

14/75 RESOLVED: That approval be given to the following arrangements for the recruitment of a new Assistant Head Teacher Post-16 Education:

That the recruitment panel comprises of the Chair, Mrs Collins and Mrs Wilson;

That the Individual School Range (ISR) for the post be L13 - L17;

That the advertisement be finalised by 16 January 2015 and be placed on 23 January, with a closing date for applications of 11 February 2015;

That shortlisting takes place on 24 February 2015 at 4:00pm;

That interviews be held on 9 March 2015;

That the panel liaises after the meeting to finalise arrangements for agreeing the job description and person specification, etc.

(c) Appeals Panel

The Chair reported that, in spite of the Pay Committee meeting for a further consideration of one particular case a letter of appeal had been received concerning a decision taken on a threshold application, which required addressing.

14/76 RESOLVED: That the appeals panel comprises of Rev Aveyard (who be chair of the panel), Mrs Collins and Mr Quinn and that the panel members get together to agree a date for the meeting.

18. DATES OF FUTURE MEETINGS

Council Members revisited the scheduled 30 March meeting to see if this could be changed in light of this falling in Holy Week but, regrettably, found that there was no scope to change it

14/77 RESOLVED: That future Academy Council meetings be held at 6.00 pm as follows:

Friday, 27 February 2015

Monday, 30 March 2015

Wednesday, 1 July 2015

14/78 RESOLVED: That the scheduled meeting of the Academy's Finance, Pay and Personnel Committee on 2 July 2015 be changed to Tuesday, 2 June 2015 at 6:00pm.

19. AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY

14/79 RESOLVED: That no part of the agenda, minutes or related papers be excluded from the copy to be made available at the academy, in accordance with the Freedom of Information Act **with the exception** of the restricted business in the minutes of the Finance, Pay and Personnel Committee meeting held on 18 November 2014.