



THE COUNCIL OF ST. JOHN FISHER CATHOLIC VOLUNTARY ACADEMY

Minutes of a meeting of the Academy Council held at 6.00 pm on Thursday 9th. July 2015.

PRESENT: Rev Dr J D Cortis (Chair), Mrs B Blackham, Mr N Dalzell, Ms C Anchor,
Mr K Higgins (Head Teacher), Mr A Oldroyd

In Attendance: William Martin (clerk).

1. WELCOME AND OPENING.

The Chair welcomed governors and opened the meeting with a prayer.

2. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATION OF INTEREST

Apologies for absence were received from Mrs S Collins, Mrs H Zaman, Can John Aveyard and Mr Paul Booth (all with consent).

There were no declarations of interest.

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

One item is to be included under item 23: Achievement Assemblies

4. REPRESENTATION ON THE ACADEMY COUNCIL.

The Chair reported the following:

Mr Dalzell's membership ends at the end of August due to his retirement. The Chair thanked him for his contribution to the Governing Body/ Academy Council over time and to the School Community over the last 31 years. No election is required as the Academy Council continues to have two staff members *vis* Claire Anchor and Bev Blackham

Mr A Quinn, Foundation Governor, has resigned with immediate effect. The Chair has written to him to thank him for his services. This means that we currently carry one foundation member vacancy.

14/104 RESOLVED: to receive Chair's update on representation on the Academy Council

5. MINUTES FROM THE MEETING HELD ON THE 30 MARCH 2015.

14/105 RESOLVED: that the minutes of the meeting held on the 30th. March 2015 be approved subject to recording the numbering of the resolutions made to precede with the number 14 be approved and signed by the Chair as an accurate record of the meeting.

6. MATTERS ARISING FROM THESE MINUTES

- a) Modifications to Admission Policies 2016-17 (min 14/88 refers). Chair confirmed that the minor changes which were agreed were included and published accordingly on the

academy's web site, and approved policy has been submitted the Local Authority and the Diocesan Council for Education.

- b) SEN and Disability Policy (min 14/91 refers). Chair confirmed that the approved policy has been published on the Academy's website.

7. DRUGS AND SUBSTANCE MISUSE EDUCATION POLICY.

This had been considered by the Mission Committee. Apart from tidying up there are some substantial changes marked in red.

14/106 RESOLVED: to approve the Drugs and Substance Misuse Education Policy

8. E-SAFETY POLICY

This had been considered by the Mission Committee. Apart from tidying up there are no substantial changes.

14/107 RESOLVED: to approve the E-Safety Policy

9. SAFEGUARDING POLICY.

This had been considered by the Mission Committee. Apart from tidying up there are no substantial changes.

14/108 RESOLVED: to approve the Safeguarding Policy

10. ANTI-BULLYING POLICY

This had been considered by the Mission Committee. Apart from tidying up there are no substantial changes.

14/109 RESOLVED: to approve the Anti-Bullying Policy

11. EQUALITY POLICY

This had been considered by the Mission Committee. Apart from tidying up there are no substantial changes.

14/110 RESOLVED: to approve the Equality Policy

12. MORE ABLE PUPILS POLICY.

This has not been considered by the Standards in Learning and Teaching Committee as only very few minor changes are required.

14/111 RESOLVED: to approve the More Able Pupils Policy.

14/112 RESOLVED: for all the approved policies to be published on the Academy's Website

14/113 RESOLVED: Academy Council to consider and approve the revised Behaviour Policy at the meeting in September 2015.

It was notified at this point that the Looked After Children policy had not been included in the agenda though referred to in the minutes of the last Mission Committee meeting.

14/114 RESOLVED: To consider approval of the Looked After Children policy at the next meeting.

13. HEADTEACHER'S REPORT FOR TERM 3.

Highlights:

- Mission and Ethos of the Academy
- Outcomes of appeals for year 7 September 2015 intake
- Progress with a School Development Plan for 2015-16
- Assessment without levels at Key Stage 3
- Appointments and vacancies –update
- Kirkland Rowell Parent and Pupil surveys' outcomes

Issues raised:

QUESTION: What is the significance of the entry on Page 1 which states that the Trust shall be undertaking a review of the first year of academy status through the audit committee?

ANSWER: This is a more personal reflection of the running of the school following the shift to academy status.

Noted entry referring to lower number of baptised Year 7 pupils expected to start in September 2015. It was noted that this trend may change in the future as the numbers of baptisms in the parishes is increasing.

There will be a small number of appeals still to be considered. Admission figures at present stand at 202 (PAN 198).

A £500 donation has been made to Catholic Care.

QUESTION: How did the review of Languages go?

ANSWER: There is good quality teaching in the languages department, but there needs to be more positive outcomes and results from the department. Members of the Standards in Learning and Teaching Committee will consider the outcome of this review with the head of faculty early next academic year.

On the issue regarding transport to the school, Mr Paul Booth has submitted a letter to the Chief Executive of Kirklees Council highlighting statutory issues. The letter has been acknowledged. The head stated that from 2016 the K3 bus - provided for the school by transport companies - would no longer be free to students except those on Free School Meals. A report into this stated that the route shall continue to run as a 'social necessity' and would be subsidised by the LA. However, the provider wishes to run this as a commercial route.

Thanks and appreciation was given to Mr Booth for taking this issue on our behalf.

Staffing issues (update):

- The post for Head of Humanities is to be re-advertised.
- The post for teacher of English is to be filled on a temporary basis.
- A new teacher of Physics has been appointed.
- Maternity cover for Languages has been filled.
- Director of Studies vacancy has been filled

- There are two posts for Pastoral Managers. One has been offered and the applicant has accepted.
- The post for BSU manager has been offered subject to checking out some pending issues.
- The leader of PHSCE position has been filled.
- The second in RE post under a revised job description has been filled.
- Mr M Fallon (Assistant Headteacher) has been offered a secondment as Deputy Head at Holy Family School in Carlton. Headteacher has approved this and is looking to cover areas and is hopeful to resolve by the end of the week.

Questions were asked regarding the revised behaviour and rewards system which was considered by the Mission Committee. Academy Council will consider the policy in September 2015.

It was disappointing to see weaker attendance figures for this year but fines for unauthorised absence are being issued.

Academy Council acknowledges the effort by staff to support sport initiatives across all year groups and also the extensive programme of extra curricula activities.

Discussion also focused on predicted performance of the current year 11 students and the estimated ALPS grade which provides an overall worrying picture especially at A2.

14/115 RESOLVED: for the draft School Development Plan to be circulated for comments to the headteacher by the end of August 2015

14/116 RESOLVED: to approve the School Development Plan 2015-2018 in September 2015

14/117 RESOLVED: to receive and thank the headteacher for his term 3 report.

14. REPORT FROM RECENT VISIT FROM THE SCHOOL IMPROVEMENT PARTNER (SIP)

Highlights:

- Significant changes to the ethnic profile of the school
- Steady increase of students eligible for Free School Meals over the last three years; currently stands at 23%
- Changes in staffing
- Progress with identified challenges for 2014-15 session.
- Quality of teaching judged to be around 80% good or better
- Budget is very well managed by the leadership team and Finance, Pay and Personnel committee

This report should read June 2014 and not 2013 as far as the setting up of the Blessed Peter Snow Academy Trust.

SIP reported that the mini-OFSTED inspection will go ahead, probably end of September leading into the start of October. An OFSTED lead inspector shall be assisting the staff throughout the mock inspection.

14/118 RESOLVED: to receive the Report from the School's Improvement Partner

14/119 RESOLVED: to re-appoint Mrs H Metcalfe as the advisor for the Headteacher's Performance Management Committee for 2015-16.

15. THE LIVING WAGE.

Chair referred to the business manager's narrative report on the 2015-16 budget which states that the cost to the Academy to address this issue will be £25,000 for the next budget.

14/120 RESOLVED: the Trust already adheres to the Living Wage and this should already be being paid.

16. ACADEMY'S BUDGET FOR 2015-16

Chair referred to the Academy Budget Working Document and the narrative report which had been prepared by the business manager and considered by the Finance, Pay and Personnel Committee on the 2nd June 2015. He also informed that the Trust Board has approved the consolidated budget for 2015-16 on the 6th. July 2015. **NB:** the academy council meeting was scheduled to meet on the 1st July but had to be re-scheduled to the 9th. July because it was not quorate.

Key Issues:

- Healthy carry forward to financial year 2015-16 although less than forecasted in March 2015
- Funding increase is very low
- Unavoidable additional costs in salaries such as the Living Wage and pensions
- Overall staff costs have increased by 5%
- Able to continue enhancing the ICT infrastructure
- Projecting a low surplus at year end than in previous years
- Closer budget monitoring by the relevant committee is needed and keeping staff informed of this as a deficit is expected at the end of 2016-17

14/121 RESOLVED: to receive the Academy's Budget for 2015-16.

17. VISITS TO ACADEMY

There have not been specific visits but the Chair and a number of members had been heavily involved in recruitment and appointment of staff.

18. MINUTES FROM THE TRUST BOARD MEETING HELD ON THE 25TH. MARCH 2015

Highlights:

- Specific and general challenges each of the three academies are facing as highlighted through the respective Headteacher's reports which are now in a similar format
- Approval of Trust wide Finance Policy which also include related policies such as whistleblowing
- Adoption of the CES Policies and Procedures covering capabilities, disciplinary, grievance and sickness/absence which are to be made available on the school's website
- Approval of a trust wide Complaints policy which has already been made use of recently
- Insurance- Risk Protection arrangements

14/122 RESOLVED: to receive the Minutes from the Trust Board meeting held on the 25th. March 2015.

19. MINUTES FROM ACADEMY'S COMMITTEES MEETINGS THIS TERM

Mission held on the 6th and 20th. May 2015.

Highlights:

- Annual Report to Governors on the implementation of the SEN and Disability Policy and Equality Scheme which has been achieved across the Trust
- SENCo and Chaplain's report
- Oral report from the Catholic Care Social Worker
- Kirkland Rowell Parent and Pupil Survey for 2015 which resulted in no specific surprises for the school
- Minor amendment to the School day as from 1st. September 2015 over which staff were consulted
- New behaviour system

14/123 RESOLVED: to receive the minutes from the Mission Committee meetings this term.

14/124 RESOLVED: for Academy Council members to be circulated with an executive summary of the 2015 Kirkland Rowell Parent and Pupil Survey

Standards in Learning and Teaching held on 11th. May

Highlights:

- Discussion with the head of maths faculty following a recent review
- Discussion with the head of vocational courses following a recent review
- Staffing of the English Faculty
- Update on the Enhancement Project
- Progress with current year 11 students
- Report from the Enterprise Governor

14/125 RESOLVED: to receive the minutes from the Standards in Learning and Teaching Committee meeting this term.

14/126 RESOLVED: to thank those members of the Academy Council who attended the event to consider in detail the validated RAISE on-line data on the 11th. June 2015.

Finance, Pay and Personnel held 27th. March and 2nd. June 2015

Highlights:

- Details of approvals of items from the ICT Development Plan
- Various staffing issues
- Outcomes from consultations on changes/additions to the TLR structures approved by the Academy Council at the last meeting
- Sports Partnership for 2015-16 will be going ahead for a further year

14/127 RESOLVED: to receive the minutes from the Finance, Pay and Personnel Committee meetings this term.

20. PRIZE GIVING EVENING

14/128 RESOLVED: to note that the Prize Giving Evening will take place on Thursday 3rd. December at Dewsbury Town Hall 7.00- for 7.30 pm.

21. DATES FOR ACADEMY COUNCIL AND COMMITTEE MEETINGS FOR 2015-16

Meeting agreed some adjustments to the circulated paper.

14/129 RESOLVED: for the Chair to circulate the corrections to the schedule which were agreed.

22. PUPIL PLACEMENT PROTOCOL.

The headteacher offered a brief background to this item. In recent years, our school has taken in 18 students under the protocol. Many of these have caused us significant problems. Due to the date of the meeting, a response to the LA consultation had to be provided in advance. This was submitted for Governors approval

14/130 RESOLVED: To approve the response to the consultation and to receive any update at the next meeting.

23. ANY OTHER BUSINESS.

Achievement Assemblies

These are to take place during the last week of term. Governors have been contacted.

14/131 RESOLVED: for Mr Oldroyd to attend all four of the achievement assemblies.

24 AGENDA, MINUTES AND RELATED PAPERS-ACADEMY COPY

14/132 RESOLVED: that no part of the agenda, minutes or related papers be excluded from the copy to be made available at the academy, **with the exception** of the restricted items included in the minutes of the Finance, Pay and Personnel Committee meeting held on 27th. March 2015, in accordance with the Freedom of Information Act.

Chair closed the meeting by thanking members of the academy council and school staff for their work this year, first as an academy and wished all concerned a restful summer period when it comes.

Headteacher congratulated the Chair on his appointment as private secretary to the Bishop Leeds.