



THE COUNCIL OF ST. JOHN FISHER CATHOLIC VOLUNTARY ACADEMY

Minutes of the meeting of the Academy Council Held at 6:00 pm on Wednesday 25th November 2015.

PRESENT:

Rev Dr J Cortis (Chair), Miss C Anchor, Mrs B Blackburn, Mr P Booth, Mrs S Collins, Fr E Hagerty, Mr K Higgins, Mr A Oldroyd, and Mrs H Zaman.

In Attendance:

Dennis Rhodes (Minute Clerk)

1. WELCOME AND OPENING PRAYER

The Chair welcomed Governors, Fr Hagerty (new Foundation Governor), and Dennis Rhodes (new clerk) to the meeting.

Fr Hagerty was invited to open the meeting with a prayer.

2. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATION OF INTEREST

Apologies for absence were received from Reverend J Aveyard and Mrs F Wilson.

15/31 RESOLVED: That in accordance with protocol, the Governors consent to the absence of Reverend J Aveyard and Mrs F Wilson

There were no declarations of interest.

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

The following additional items to be taken under Agenda item 22 as follows:

Representation on the Academy Council

4. MINUTES OF THE MEETING HELD ON WEDNESDAY 16 SEPTEMBER 2015

15/32 RESOLVED: That the minutes of the meeting held on 16th September 2015, be approved and signed by the chair as an accurate record of the meeting.

5. MATTERS ARISING FROM THE MINUTES

i) Pupil Placement Protocol

Minute 15/06 refers. This item was already listed on the agenda, and would be considered under item 13.

ii) Governors with Special Responsibilities – Update

15/33 RESOLVED: That further to Minute 15/08 Rev J Aveyard be appointed as Governor with special responsibilities for PHSCE

iii) Academy Development Plan 2015-18 Update

Further to minute 15/15 it was reported that the Standards in Learning and Teaching Committee at its meeting on 21st October discussed the updates to the development plan. Each Academy committee would review appropriate sections of the plan.

15/34 RESOLVED: That a full report, with RAGEd indicators be submitted to the Academy Council for consideration in March 2016.

iv) Approved School Policies Update

Further to Minute 15/20 it was reported that the Approved School Policies had now been placed on the school website.

v) School Transport - Update

Further to minute 15/22, meetings had been held with the Dewsbury constituency MP, and the Lord Mayor.

Discussions had also been held with All Saints Catholic College concerning a joint approach to address the issue and advice had been sought with regard to the legal process.

Governors considered a number of avenues for appropriate action and felt that at this time they needed to consult with the Head and Chair at All Saints Catholic College on the implementation of any future strategy.

15/35 RESOLVED:

- a) That the Chair and Head teacher at All Saints College be informed of the latest developments on any proposed future actions, and
- b) That the outcome of those discussions be relayed to the Trust Board for consideration.

6. SECONDARY SCHOOL IMPROVEMENT VISITS

Kirklees learning Partners, H Metcalf and consultant M Colley had visited the Academy for two days on 30/9 and 1/10. The context of the visit was, at the invitation of the Academy, to review provision and quality assures its own self-evaluation procedures. The process consisted of discussions with the senior leadership team, middle managers, lesson observation, scrutiny of pupils' work and data and discussions with the Chair of Academy Council and Mrs S Collins

The inspection report was overall very positive and considered key areas including:
Highlights and actions needed:

- Website audit raised a couple of issues which have been addressed
- School's self-evaluation is strong and secure at all levels
- Work regarding safeguarding is extremely strong
- Documentation from line management meetings need to be more robust-has been addressed
- Need for stronger understanding by governors regarding attendance of specific groups
- Governors' training around 'prevent' agenda
- Governance is strong
- Lot of strengths in the quality of teaching seen
- Need for more consistency in the implementation of the marking policy and the initial challenge of pupils in lessons
- Personal development, behaviour and welfare is very strong
- More robust recording of behaviour data is required to enhance analysis
- Review of the provision of out-of-school pupils with the aim of achieving better outcomes
- Need to use more the analysis held by leaders on individual pupils to link to progress and attainment.

Q. In terms of Governance, how can this be strengthened.

A. This could be helped by perhaps allocating more and appropriate tasks and responsibilities to individuals and attendance at training.

15/36 RESOLVED: That the Kirklees learning Partners' report be noted and that all of those involved be thanked for the considerable work undertaken in achieving the outcomes.

7. ACADEMY SELF EVALUATION FORM (SEF)

The Academy's Self Evaluation Form was presented to Governors, and highlighted the following elements:

- The recruitment of quality staff in shortage areas has been difficult
- The School has the highest percentage of excess pupils in the local authority area
- Had successfully addressed, or were addressing the key areas following the October 2012 OFSTED inspection
- Awards for careers education, as well as holding the 'Gold' award for Investors in People
- Leadership and management had been judged as 3. Improvements were required, linked to pupil outcomes
- The quality of teaching, learning and assessment had been judged as 2 (good)
- Personal development, behaviour and welfare had also been judged as 2 (good)
- Outcomes for pupils had been judged as 3 (requiring improvement) mainly linked to progress in English

- The progress of pupil premium particularly in maths, as well as improved outcomes in science

15/37 RESOLVED: That the contents of the SEF report, judgements be noted and for the academy Council to receive an updated SEF at the June 2016 meeting.

8. SECTION 48 SEF

Documents had been prepared in readiness for the Section 48 Inspection (Education Act 2005) enabling the Church to assess systematically the work of Catholic schools. This would involve a one-day visit by two external inspectors, with only 48 hours' notice.

The document illustrated the following highlights:

- There were excellent and strong links with the local parishes
- 73% of pupils aged 11-16 were Catholics with a comparable percentage in the 6th Form
- The extent to which pupils contributed to and benefited from the Catholic life of the School was judged as 1 (outstanding)
- The extent to which pupils achieved and enjoyed their learning in Religious Education was judged as 2 (good)
- The participation in the school's collective worship was judged as 1 (outstanding)
- The quality of teaching and learning in Religious Education was judged as 2 (good)
- The extent to which the Religious Education curriculum promoted pupils' learning was judged as 1 (outstanding)
- How effectively leaders, governors and managers promoted, monitored and evaluated the provision for Catholic Education and planning and implementation and improvements to outcomes for pupils was judged as 1 (outstanding)
- The effectiveness of the school in providing Catholic Education was judged as 1 (outstanding)

15/38 RESOLVED: That the Section 48 SEF be noted.

9. HEADTEACHERS REPORT FOR TERM1

The Head teacher presented his report, copies of which had been circulated to Governors prior to the meeting.

The following items were noted, and questions asked:

- The ability of the September cohort

- Further movement in the ethnic backgrounds of students in school
- School representation at the World Youth Day to take place in Poland next July
- Student enrolment in the 6th form and the National review of post 16 education provision.
- Communications from the regional school's commissioner
- Leadership development of staff
- Performance of current years 10 and 11
- Use of pupil premium funds to raise attainment
- Piloting of schemes of assessment without levels in the science and PE faculties

The head also commented that the number of Catholic baptised pupils from feeder schools was lower, and that the future of 6th form provision at John Fisher, and indeed in the whole of Kirklees was likely to see changes in the future due to financial pressures.

15/39 RESOLVED: That the Headteacher's report be received, and he be thanked for the Term 1 report.

10. STATUTORY AND NON STATUTORY TARGETS FOR 2016 – 2017

Chair reported that it was no longer possible to adopt the traditional methodologies involved in the setting of school targets due to the new syllabi being rolled out and changes to the grading from A* to G.

Governors examined the new grading structure and commented on the apparent anomalies and difficulties of true interpretation

15/40 RESOLVED:

- a) That the following forecasts for schools targets for 2106-2017 be received

Mathematics	L4+=87%
	L5+=58%
English Language	L4+=85%
	L5+=54%
English Literature	L4+=81%
	L5+=59%

11. CURRICULLUM MODELS FOR 2016-17 and 2018-19

The Standards Committee at its meeting on 21st October had considered a number of options, termed as Models A, B and C. Furthermore, the Headteacher's report provided Governors with additional background information illustrating that the curriculum would significantly change in schools in accordance with Government initiatives where there could be a greater emphasis on traditional GCSE subjects

Governors discussed the various options considered by the committee, and the elements in the head teacher's report.

Q. Were all staff in support of the enhancement projects, and were these working well for the pupils?

A. There had been a mixed reaction to the initiative, some staff saw it as an opportunity to grasp back professionalism, whereas others struggled.

15/41 RESOLVED: That the curriculum models for 2016-17 and 2017-18 be approved.

12. ADMISSIONS POLICY for 2017-18 x 2

The head teacher referred to the Schools Admissions Policy document which had been circulated prior to the meeting.

Governors were particularly asked to examine the criteria relating to over subscription, where there were more applicants than places. There were a number of issues with the current policy which required governors' approval to proposed amendments in order to maintain an equitable outcome.

Of particular concern was Paragraph 9 of the over subscription criteria, which was ambiguous in terms of looked after children. For clarity paragraph 9 required the removal of references to other schools in the Heavy Woollen Deanery. Of concern was the need to give priority to non-Catholic children in our feeder schools over those from non-Catholic schools.

15/42 RESOLVED:

- a) That subject to b) c) and d) below the policy as submitted be approved at the March 2016 meeting.
- b) That Paragraph 9 appertaining to, Over Subscription Criteria read as follows: "Other looked after children or other children who were previously looked after but ceased to be so because they became adopted or became subject to a residence or special guardianship order."
- c) That a criteria be added at 11 to give precedence to non-Catholic students at the feeder schools over those elsewhere
- d) That the appropriate consultation period be adhered to prior to full approval in March 2016

13. PUPIL PLACEMENT PROTOCOLS

Further to minute 16/03 it was reported that Governors were asked to consider the outcomes report from consultation about Pupil Placement guidance. Although the Governors had raised specific issues, these had not been included or referred to in the LA report.

15/43 RESOLVED: That the Governing body record their acknowledgement of the receipt of the protocols and confirm their participation in the operation of the

protocols subject to them not interfering with the ethos and safety of children at the school.

14. GOVERNORS TRAINING AND VISITS

The following governor training and visits had taken place:

- The Chair attended the Diocesan session on Academisation at Hindley Hall on 24 November
- Mrs Wilson attended the Diocesan session on Catholic School / Academy on 19th November
- Further sessions are to be held on 19th January 2016
- Two Governors attended to take part in the school review on the 30th.September/1st. October 2015

15. INTIMATE CARE POLICY

The Academy's intimate care policy document, published in November 2015, was submitted to Governors for consideration. The document defined intimate care and the levels of this within the Academy. This was a sensitive issue and the school was mindful of children's needs, best practice, privacy, gender issues and the protection of children procedures. The policy had previously been considered by the Mission Committee.

The policy would be a part of the induction programme for all new learning support staff at the Academy. It should be read in conjunction with the following items:

- Safeguarding policy
- Health and Safety Policy
- Manual Handling Policy
- Support Plans

15/44 RESOLVED: That the Academy's Intimate Care Policy, published in November 2015, be adopted and that it be placed on the website.

16. SEX AND RELATIONSHIP EDUCATION POLICY

The Sex and Relationship Education Policy was submitted and examined the aims of the policy and how they were to be achieved. The document also covered teaching and learning styles and relevant issues a various key stages, confidentiality, and parental rights of withdrawal. The Mission Committee had previously reviewed this draft.

15/45 RESOLVED: That the Academy's Sex and Relationships Educational Policy, published in November 2015, be adopted, and that it be placed on the website.

17. MINUTES FROM ACADEMY COMMITTEE MEETINGS HELD SINCE THE LAST ACADEMY COUNCIL

The minutes of the following committees were submitted:

i) Resources Committee – 29 September 2015

Highlights of the minutes included changes to TLRs, staff vacancies and appointments, School food standards, the condition of the school property particularly a recent roof survey.

It was also noted that the budget monitoring meeting scheduled for Thursday 10th December at 9:00 am would now go ahead at 5:00 pm on Monday 7th December.

15/46 RESOLVED: That the minutes of the meeting of the resources committee be received.

ii) Standards in Learning and Teaching – 21 October 2015

Highlights of the minutes included the teaching of foreign languages following the June review, assessments without level, Enhancement project and new curriculum models

15/47 RESOLVED: That the minutes of the meeting of the Standards in Learning and Teaching committee be received.

iii) Pay Committee 21 October 2015

The committee considered the implementation of their pay policy, the outcomes of threshold assessments, leadership pay issues and noted that the Head teacher's review was due on 1st December 2015

15/48 RESOLVED: That the minutes of the meeting of the Pay Committee be received

iv) Mission Committee 9 November 2015

The committee considered reports from the SENCo and Chaplain, attendance and exclusion Data.

Of particular importance was the safeguarding Audit, received by governors and fulfils the safeguarding requirements of OFSTED's framework for school inspection.

15/49 RESOLVED: That the minutes of the meeting of the Mission Committee be received

18. TRUST BOARD AGM 9 SEPTEMBER 2015

The Minutes of the meeting of the Blessed Peter Snow Catholic Academy Trust were considered.

Highlights of the Board meeting included vacancies on the Board, actions taken from recommendations from the Trust's first Audit committee meeting, building consultants for the Trust and examination analysis across the three academies.

15/50 RESOLVED: That the minutes of the meeting of the Trust Board be received

19. GOVERNORS HANDBOOK

The revised Governors handbook for publication in December 2015 had previously been circulated. It was noted that the document needed to be linked to the one produced by the Department for Education which had been e-mailed to Governors in December 2014.

There had been minor modifications to the Terms of Reference of the Resources and Mission Committees, Governors linked to the house system and Governors with special areas of responsibility.

15/51 RESOLVED: That the Academy's Governors Handbook be received.

20. VISITS TO THE ACADEMY

Visits to the academy included one by Fr Hagarty, and Mrs Collins' attendance at the Careers Ready meeting.

21. ISR FOR THE LEADERSHIP TEAM

No staff apart from the headteacher were present for this agenda item.

The Chair gave details of the ISR for the leadership group, and illustrated appointments, events in other Catholic schools, and the position appertaining to various staff members.

The matter involved a number of complex issues and Governors felt that it would be best to defer the matter in order to consider in more detail at a later date.

15/52 RESOLVED: That consideration of ISR be deferred to the March 2016 meeting as any decisions will become operational on the 1st. September 2016.

22. ANY OTHER BUSINESS

Representation on the Academy Council

The Chair informed that Mrs Blackham will be stepping down from her membership of the Academy Council as from the end of December 2015. He thanked her for her contributions over time and looked forward to her contributions as a member of the Resources Committee in her role as business manager.

Nominations had been sought for representation on the Academy Council, but none had been forthcoming. A further call for nominations has been made

23. DATES OF FUTURE MEETINGS

15/53 RESOLVED: That future meetings be held on:

Tuesday 8th March 2016 at 6:00pm

Tuesday 28th June at 6:00 pm **(This is a change of date from Wednesday 29th).**

24. AGENDA, MINUTES AND RELATED PAPERS – ACADEMY COPY

15/54 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.

25. CLOSE OF MEETING

The Chair closed the meeting by thanking members of the academy council and school staff for their work this term.

The meeting closed at 8:40pm