



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

Minutes of the meeting of the Academy Council Held at 6:00 pm on Tuesday 8<sup>th</sup> March 2016.

PRESENT:

Rev Dr J Cortis (Chair), Can J Aveyard, Mr P Booth, Mrs S Collins, Fr E Hagerty, Mr K Higgins, Mr A Oldroyd, Mrs H Zaman.

In Attendance:

Andrew O'Connor (Minute Clerk)  
Miss S Wilkinson (Deputy Head)

1. WELCOME AND OPENING PRAYER

The Chair opened the meeting with a prayer.

2. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATION OF INTEREST

Apologies for absence were received from Miss C Anchor, Mrs F Wilson, and Mrs C Oldroyd

15/55 RESOLVED: That in accordance with protocol, the Governors consent to the absence of Miss C Anchor, Mrs F Wilson and Mrs C Oldroyd.

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 25 as follows:

- DBS for Governors

The Council agreed to the following:

- CCTV Policy and the Careers, Education, Information, Advice and Guidance Policy to be taken after item 16
- Updated SIP Report to be received as part of the Head Teacher's Report

4. REPRESENTATION ON THE ACADEMY COUNCIL

15/56 RESOLVED: That the following matters of representation be noted:

Resignation

<u>Name</u>	<u>Category</u>	<u>With Effect From</u>
Mrs B Blackham	Staff	31.12.15

Appointment

<u>Name</u>	<u>Category</u>	<u>With Effect From</u>
Mrs C Oldroyd	Staff	01.01.16

## 5. MINUTES OF THE MEETING HELD ON 25 NOVEMBER 2015

15/57 RESOLVED: That the minutes of the meeting held on 25<sup>th</sup> November 2015, be approved and signed by the chair as an accurate record of the meeting subject to the following amendments:

Minute 10 - Statutory and non-statutory targets for 2016-17

Correct dates in resolution 15/40 to read "2016-2017".

Minute 11 - Curriculum Models for 2016-17 and 2018-19

Correct spelling of "curriculum" in item heading.

Minute 12 – Admissions Policy for 2017-18 x 2

Correct spelling of "Admissions" in item heading.

Remove "L" from school targets minuted under resolution 15/40.

## 6. MATTERS ARISING FROM THE MINUTES

### i) School Transport-update (Minute R15/36)

The Chair reported that the issue had been discussed at the meeting of the Trust Board on 7 December. The Trust Board had resolved not to take any further action and the policy would be implemented from September 2016. Impact needs to be monitored carefully by this Academy Council.

### ii) Targets for 2016-17 – update (Minute R15/40)

The letter "L" used in the targets was explained to relate to grades. The Head advised that it was no longer required and should be removed.

15/58 RESOLVED: That the minutes of the meeting held on the 25<sup>th</sup> November be further amended to remove letter "L" from Minute 10, resolution 15/40.

### iii) Admission Policies for 2017-2018 – update (Minute 15/42)

The Head reported that no further feedback had been received and therefore following Chair's action as previously agreed, the policies were now approved and published on the Academy's website.

### iv) Policies approved at the last meeting – update (Minute 15/44 – 45)

Policies approved at the last meeting had been published on the Academy's website

## 7. EXAMINATIONS POLICY

The policy had been circulated between meetings.

The policy had been considered by the Standards in Learning and Teaching Committee. With only minor amendments, it was recommended to the Council for adoption. The Chair sought further comments from the meeting.

15/59 RESOLVED: That the Examinations Policy as recommended be approved.

## 8. LEARNING AND TEACHING POLICY

The policy had been circulated between meetings.

The policy had been considered by the Standards in Learning and Teaching Committee. Ms Hall, the Assistant Head had been involved in reviewing the policy. With only minor amendments, it was recommended to the Council for adoption. The Chair sought further comments from the meeting.

15/60 RESOLVED: That the Learning and Teaching Policy as recommended be approved.

## 9. CURRICULUM POLICY 2015-2017

The policy had been circulated between meetings.

The policy had been considered by the Standards in Learning and Teaching Committee. With only minor amendments, it was recommended to the Council for adoption. The amendments were noted to include the curriculum models approved in December. The Chair sought further comments from the meeting.

15/61 RESOLVED: That the Curriculum Policy as recommended be approved.

## 10. ATTENDANCE POLICY

The policy had been circulated between meetings.

The policy had been considered by the Standards in Learning and Teaching Committee. With only minor amendments, it was recommended to the Council for adoption. The Chair sought further comments from the meeting.

15/62 RESOLVED: That the Attendance Policy as recommended be approved.

## 11. EDUCATIONAL VISITS POLICY

The policy had been circulated between meetings.

The policy had been considered by the Standards in Learning and Teaching Committee. With only minor amendments, it was recommended to the Council for adoption. The Chair sought further comments from the meeting.

15/63 RESOLVED: That the Educational Visits Policy as recommended be approved.

## 12. HEALTH AND SAFETY POLICY

The policy had been circulated between meetings.

The policy had been considered by the Resources Committee. With only minor amendments, it was recommended to the Council for adoption. The Chair sought further comments from the meeting. The Head asked the Council to note that this was the top level policy and as such was supported by other policies.

The Chair asked that the Head to insert pass dates for all qualified mini-bus drivers.

15/64 RESOLVED: That the Health and Safety Policy as recommended, subject to the insertion of pass dates for all qualified mini-bus drivers, be approved.

### 13. RECRUITMENT POLICY (STAFF)

The policy had been circulated between meetings.

This policy had been considered by the Resources Committee. With only minor amendments, including those concerning expectations of Governors, the policy was recommended to the Council for adoption. The Chair sought further comments from the meeting.

15/65 RESOLVED: That the Recruitment Policy as recommended be approved.

### 14. STAFF DEVELOPMENT POLICY

The policy had been circulated between meetings.

This policy had been considered by the Resources Committee. With only minor amendments, the policy was recommended to the Council for adoption. The Chair sought further comments from the meeting.

15/66 RESOLVED: That the Staff Development Policy as recommended be approved.

### 15. WORK-LIFE BALANCE POLICY

The policy had been circulated between meetings.

This policy had been considered by the Resources Committee. With only minor amendments, the policy was recommended to the Council for adoption. The Chair sought further comments from the meeting.

It was agreed that reference to “Territorial and auxiliary forces” would be replaced by “Reserve Forces”.

15/67 RESOLVED: That the Work-Life Balance Policy as recommended be approved.

### 16. DISASTER RECOVERY PLAN FOR THE SCHOOL

The plan had been circulated between meetings.

This plan had been considered by the Trust Board but it also needed to be considered by the Academy Council.

The Chair commented that it was a very comprehensive document.

The Head reported that in the event of an incident during the School day, an agreement had been made with Westborough which would provide the School with a base of operations on the other School site. Also, that further consideration needed to be given to a “lockdown” signal that was sufficiently different to other whole school signals.

The policy would not be published on the school website due to data protection issues.

15/68 RESOLVED: That the Disaster Recovery Plan for the School be approved.

#### 17. CCTV POLICY

The policy had been circulated between meetings.

The Chair reported that policy was based on a template from the Department for Education and Schools and had not been to committee for consideration.

Q. Does it cover the School from a data protection angle?

A. (Head) Yes. The key thing is that we do not use it more than we have to. The cameras have been very useful across the site.

15/69 RESOLVED: That the CCTV policy be approved.

#### 18. CAREERS, EDUCATION, INFORMATION, ADVICE AND GUIDANCE POLICY

The policy was tabled at the meeting.

The Head reported that the policy was based on a standard policy and had been up-dated in advance of the inspection.

The Chair invited comments from the meeting.

15/70 RESOLVED: That the Careers, Education, Information, Advice and Guidance Policy be approved.

15/71 RESOLVED: that all policies approved at this meeting, with the exception of the Disaster Recovery Plan be published on the academy’s web site.

#### 19. HEADTEACHER’S REPORT FOR TERM 2

The Head Teacher’s report had been circulated between meetings.

The Chair asked for Governors’ comments on the working arrangements between the Academy Council and the Trust Board. Feedback included:

- You are aware of what other schools are doing which is useful
- There is quite a good exchange of views and ideas
- The transition has been smooth.

The Chair encouraged Governors to contact him if they wanted to talk about anything regarding this matter in the future.

The Head teacher presented his report.

The following items were noted, and questions asked:

- Pupil /Student recruitment for 2016-17
- Funding for post-16 education provision
- National review of 16-19 colleges
- Mission and Ethos of the School
- Response to the Regional Schools' Commissioner
- Headteacher's Objectives for 2015-16
- Key Stage 4 options for 2016-17
- Lowest exclusion figures for a number of years
- Progress to February Half-term

a) Pupil Recruitment

The Head reported that the Catholic / non-Catholic balance was largely the same in year 7 and year 8 and that the School needed the Diocese to provide it with information from feeder primary schools concerning the number of catholic pupils. Governors agreed that the School needed this information.

15/72 RESOLVED: For the Chair to write to the Diocesan Principal Education Officer requesting that it provides the information the School needs to plan future provision.

b) Funding for post-16 education provision

It was reported that the School might have more than the 203 post-16 students it would receive funding for and that each pupil would attract less funding than a Year 11 pupil. This was explained to be part of an ongoing funding adjustment. The Chair drew Governor's attention to the Head's response to the Post 16 review which was included in the headteacher's report.

The Head provided Governors with his views about the future of post-16 provision in the area. Governors were cautioned that, whatever the future developments, the School would need to ensure it responded appropriately with its own plans.

c) Lourdes

The School had put in place plans to increase the number of pupils joining the pilgrimage from next year.

d) Response of the Regional Schools' Commissioner

The Head had sent through the requested information but received no further contact.

e) Head Teacher's Objectives for 2015-16

Governors were asked to note the objectives.

The Chair asked Mr Booth and Can Aveyard to liaise with the Head to arrange a mid-term review meeting.

f) Synthetic Pitch

The Head confirmed that school would have to top-up the costs after receiving moneys back.

g) Languages

The numbers choosing a modern foreign language were noted to have increased but were still presented as an issue. The Head reported that the Government might take the step of requiring pupils to pursue a language in the future.

Q. What will Ofsted's view be?

A. They will be using the number of pupils attaining the EBac. as part of their assessment criteria.

h) Performance Data

Governors received top line data for all year groups. Issues concerning year 10 progress were noted and questions asked. Strength on vocational subjects was noted in the 6<sup>th</sup> form.

i) Raise Online

Governors were asked to access the information when it became available.

15/73 RESOLVED: to receive and thank the headteacher for his Term 2 Report to Academy Council.

15/74 RESOLVED: to receive the headteacher's contributions to the consultation on 16-19 educational provision.

15/75 RESOLVED: to receive the report following the Canonical Review Visit (11<sup>th</sup>. December 2015)

15/76 RESOLVED: to receive a report on the Use of Pupil Premium Funding to Raise Attainment.

Updated School Improvement Partner's (SIP) Report (Spring Term Visit: 9 February 2016).

The updated report was circulated between meetings.

Highlights included:

- Change in the SEF judgement to 'good' due to the impact of strengthened leadership team and improving systems
- Behaviour better than 2014-15 and now very good
- Clear documentation from line management meetings highlighting intervention and progress

- Good evidence of stronger teaching from observation records
- Quality of marking and feedback has improved significantly across the school
- Evidence of more robust systems are reflected in improving outcomes
- Safeguarding remains a very strong feature
- Detailed analysis of 2014-15 performance and trends

15/77 RESOLVED: to receive the updated SIP report following the February 2016 meeting

## 20. RAGED ACADEMY'S DEVELOPMENT PLAN 2015-2018

The Development Plan had been circulated between meetings.

Key Highlights:

**Section 1: Mission including the RE Faculty:** Mostly Green with some amber area due to review date is later in the year.

### Section 2: **Learning and Success**

- English: Some Green with mostly amber area due to review date is later in the year.
- Mathematics: Mostly amber area due to review date is later in the year. Some green areas
- Modern Foreign Languages: One red area for god reason. Mostly amber area due to review date is later in the year. Some green areas.
- Science: One red area for good reason. Mixture of green and amber areas.
- Humanities: two one red areas for good reason. Mixture of green and amber areas.
- Quality of Teaching across subjects: Mixture of green and amber areas
- Learning Culture: Mixture of green and amber.
- Personalization of learning at Key Stage 3 and 4. Mixture of green and amber areas
- Analysis of Data: Mixture of amber and green areas.
- Outcomes for Post-16 provision. Mixture of amber and green areas.

Section 3: **Leadership:** predominantly green areas.

The following comments were made and noted:

- Leadership in English has been strengthened but there are still staffing issues in the department. An NQT has been appointed.
- Year 11 English results are good and could provide a solid base for progress.
- Recruitment of staff was difficult in some areas.
- Maths results were looking promising.
- Modern Foreign Languages provided a challenge but a lot was happening in the department.
- Science was on a journey and there were good signs.
- An acting Head was in place in Humanities. Results look more solid than last year, history in particular.
- All schools are on a journey in terms of adapting to changes in assessment,
- Staff are engaged with data and assessment.
- The pastoral team meets to interrogate the data and agree interventions.
- Additional investment in pastoral staff has been worthwhile.

- Lots of achievement in 6<sup>th</sup> form.

Chair reminded Governors that it their responsibility to monitor progress in the development plan.

15/78 RESOLVED: to receive the RAGed School Development Plan for 2015-16.

## 21. COMMITTEE MEETINGS SINCE THE LAST MEETING, INCLUDING

### a) Admission Panel Meeting held on the 6<sup>th</sup> January 2016

- Planned admission number to remain at 198
- Over subscription

15/79 RESOLVED: to receive the minutes from the Admissions Panel.

### b) Resources Committee Meeting held on the 19<sup>th</sup> January 2016

#### Highlights

- Head of Humanities post
- Developmental/ Building Priorities submitted for 2016-17
- Budget Monitoring-currently stable but needs careful monitoring and savings to be made where appropriate
- Various staffing issues- update on the vacancies in the English Faculty

15/80 RESOLVED: to receive the minutes of the Resources Committee.

### c) Standards in Learning and Teaching Meeting held on the 1<sup>st</sup> February 2016

#### Highlights:

- Discussion with the Head of ICT/Psychology/Law
- Discussion with the Head of the Sport Faculty
- Assessment without levels
- Further examination analysis for 2014-15
- Approval of two-year out-of-school activities

15/81 RESOLVED: to receive the minutes of the Standards in Learning and Teaching Committee.

## 22. ISR RANGES FOR THE SENRIOR LEADERSHIP TEAM

The Council agreed to return to this item at the end of the meeting.

## 23. GOVERNORS TRAINING AND VISITS

Mrs Collins had attended "Career Ready" Training in January. The Head asked if Mrs Collins might be available to speak to an inspector on Thursday. Mrs Collins said she would be contactable by phone. Rev Dr Cortis attended safe recruitment training in January.

## 24. FIRST TRUST BOARD ANNUAL REPORT

The report had been circulated between meetings.

The report had been approved by the Trust Board at its meeting of 7<sup>th</sup>. December 2015.

Governor comments were invited. The following comments were made:

- Very comprehensive audit
- Lots has taken place in the last 15 months
- All 3 academies could be visited by Ofsted after September

The good work of the Chief Financial Officer was noted.

15/82 RESOLVED: to receive the First Annual Report of the Blessed Peter Snow Academy Trust

## 25. MINUTES FROM THE TRUST BOARD MEETING HELD 7 DECEMBER 2015

The minutes had been circulated between meetings.

Highlights:

- Bids for Building Priorities across the three academies
- Consideration of the three Academies' Self-Evaluation Forms
- Budget monitoring across the three academies
- Outcomes from the Audit Committee meeting

15/83 RESOLVED: to receive the minutes from the last Trust Board Meeting.

## 26. SUPPORTING PUPILS AT SCHOOL WITH MEDICAL CONDITIONS – NEW GUIDANCE DECEMBER 2015

The Head reported that the School's recently approved policy already took the guidance into account.

15/84 RESOLVED: the Academy Council acknowledges the guidance and that appropriate actions to ensure compliance had been taken.

## 27. ANY OTHER BUSINESS

### a) DBS – Governors

It was reported that any Governor appointed after April 2016 must have a DBS clearance in place within 21 days.

15/85 RESOLVED: To request that the School checks the DBS records of Governors appointed prior to April 2016 to ensure all Governors have a DBS in place.

15/86 RESOLVED: That a discussion take place at the relevant committee regarding the DBS of governors.

## 28. AGENDA, MINUTES AND RELATED PAPERS – ACADEMY COPY

15/87 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.

## 29. DATES OF FUTURE FULL ACADEMY COUNCIL MEETINGS

15/88 RESOLVED: That next meeting be held on: Tuesday 28<sup>th</sup> June at 6:00 pm

AT 19.58 Ms Wilkinson left the meeting.

## 30. ISR RANGES FOR THE SENIOR LEADERSHIP TEAM

The Chair updated the meeting through the following points:

- The ISR for the Leadership Group has not been considered for some time.
- Academy status allows us flexibility in determining this issue.
- As new appointments were made overtime members of the leadership team had different ISR
- We have a recently appointed Deputy Head appointed on the advertised ISR
- We also have two recently appointed members on the leadership team on advertised ISR.
- One member of the leadership team is currently on secondment to another Catholic School who could be returning in September 2016
- We currently have a member of the leadership team on a temporary basis to cover the secondment.
- Three members of the Leadership team are on top of their individual ISR scale
- There is a one point difference between the highest ISR point of the leadership team and the starting point of the deputy head
- Substantial differentiation exists between the deputy headteacher and the headteacher
- School category is within the correct band
- Current school's performance has been considered by the Academy Council through examination analysis, SEF's and Section 48 SEFs

The meeting considered the above and discussed whether the ISR Range for assistant headteachers should be changed to provide further scope for progression for the Senior Leadership Team. There was a general consensus that there should be a further point added to the scale,

15/81 RESOLVED: That the Head explores the ramifications in further depth bringing proposals to the next meeting.

The Head then left the meeting.

15/82 RRESOLVED: The Head's ISR range was also considered.

The Head returned to the meeting.

## 31. CLOSE OF MEETING

The Chair closed the meeting by thanking members of the academy council and school staff for their work this term and wished them all a holy and blessed Easter season and a restful break.

The meeting closed at 8.30pm.