



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

Minutes of the meeting of the Academy Council held at 6:00 pm on Wednesday 28th June 2016.

PRESENT:

Rev Dr J Cortis (Chair), Miss C Anchor, Rev Can. J. Aveyard, Rev Fr E Hagarty, Mr K Higgins, Mr A Oldroyd, Mrs C. Oldroyd and Mrs H Zaman.

In Attendance:

Dennis Rhodes (Minute Clerk)

1. WELCOME AND OPENING PRAYER

The Chair welcomed Governors, Reverend Aveyard opened the meeting with a prayer.

2. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATION OF INTEREST

Apologies for absence were received from Mr. P. Booth, Mrs S. Collins and Mrs F. Wilson.

15/91 RESOLVED: That in accordance with protocol, the Governors consent to the absence of Mr. P. Booth, Mrs S. Collins 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 11 as follows:

The Spiritual Development Policy 2015-17
Special Educational Needs Policy
Letter Regarding the pay of a member of staff

It was also agreed that the report of the School Improvement Partner's visit this month, would be considered under the Head Teachers report, agenda Item 10.

4. REPRESENTATION ON THE ACADEMY COUNCIL

15/92 RESOLVED: That the following matters of representation be noted:

End of Term of Office and Resignations

<u>Name</u>	<u>Category</u>	<u>With Effect From</u>
Reverend John Aveyard	Foundation Catholic	4.9.16
Miss Claire Anchor	Staff	31.8.16

Chair reported that Rev Aveyard is willing to renew his membership for a further term of office. He also thanked Ms Anchor for her contributions to the Council.

15/93 RESOLVED: to seek nominations to fill the staff vacancy on the academy council and to hold an election if more than one nominee is received by the closing date.

5. MINUTES OF THE MEETING HELD ON TUESDAY 8th MARCH 2016

15/94 RESOLVED: That the minutes of the meeting held on 8th March 2016, be approved and signed by the chair as an accurate record of the meeting subject to the correct spelling of Fr Hagarty.

6. MATTERS ARISING FROM THE MINUTES

i) Publication of Policies

Minutes 15/59 till 59/71 refers. All the approved policies referred to in the minutes had now been published on the academy's website.

ii) Pupil Recruitment – Catholic / Non Catholic Balance

There had been no response from the Diocese following the Chair's action as per minute 15/72. The head was now seeking to collect information concerning the catholic mix from feeder schools. All but one school had now provided data.

iii) Governors DBS

Further to minute 15/85 all the Governors' DBS clearances had now been done with the exception of one query currently being dealt with.

iv) ISR Ranges for The Senior Leadership Team

15/95 RESOLVED: That further to minute 15/90, the confidential report now before governors be considered under restricted business (Agenda item18) and that during the consideration of the item Staff Governors, with the exception of the Head teacher, withdraw from the meeting.

7. ACADEMY BUDGET for 2016-17

Details of the Academy Budget for 2016-17 considered by the Resources Committee at its meeting on 9 June 2016 were submitted.

The Head and the Chair outlined a number of areas of variance between the current and previous year's budget together with illustrations of carry over elements and how these helped with the smooth running of the Academy, in a difficult financial climate. Chair referred to the last set of minutes from the resources committee meeting where it is recorded that the predicted in-year deficit needed to be reduced.

The paper also examined income streams, increases in staffing costs, maintenance of premises together with supplies and services.

Key points highlighted and questioned at the meeting were:

- GAG income down by £25 K
- Budgeted SEN income down by £8.5 K
- Teachers' staff costs increases: 1% pay increase =£30K and 3.4 additional national insurance contributions= £77K
- Employees expenditure: £5,412,338
- Premises: £321,164
- Supplies and services: £1,263,179
- Total expenditure: £7,050,077
- Total income: £6,760,121

15/96 RESOLVED: That the budget for 2016-17 be recommended for approval by the Trust Board.

8. REPORT FROM INTERNAL AUDITORS – MARCH AND JUNE 2016

Chair reported that the external auditors, East Coast Audit Consortium, carried out two inspections this year covering the three academies within the Blessed Peter Snow Catholic Academy Trust; one in March and another in June. The initial inspection focused on processes, whereas the second on staffing costs, which included payroll and travel costs.

Both reports were positive and the Head teacher commented on the value of the outcomes in relation to the frequency of future inspections.

15/97 RESOLVED: To receive the reports from the Internal Auditors, in relation to their inspections in March and June 2016.

9. HEADTEACHERS REPORT FOR TERM 3

a) The July Report

The July Head teachers report had been circulated prior to the meeting. The documents provided also included statistical data and reports.

The following items were noted, and the head expanded on particular issues.

- The school population, school admissions, and that the number of appeals had now increased to 17 from the 16 outlined in the original report.

- Healthy donation through fund raising of £800 to Catholic Care
 - Key Stage 3 Assessment - from September, the new attainment statements to be implemented across all subjects in year 7, to replace the National Curriculum levels
 - Renewal of the Careers Award. Chair to write to Miss B Maggiore regarding this important achievement
 - Digital Schoolhouse Status – details of the schools bid for further funding was outlined, together with the work involved in providing Computing Super Lessons to primary school pupils.
 - Behaviour and Rewards system - Updated sanctions and rewards systems from September 2016 following an evaluation of the systems success during the current year
 - Buildings and premises
 - Attendance and Exclusions.
 - Performance of and support for year 11
 - Performance in the 6th form
 - Teacher assessment at Key stage 3
 - Consideration of the Executive Summary of Kirkland Rowell Pupil and Parent Survey 2016. There have been improvements in some of the results from previous years and there were no surprises.
- b) Consideration of the annual report to parents and Governors on the implementation of the Special Educational Needs and Disability Policy and Equality Scheme.

Highlights of the report included:

- The School has pupils from all four areas of need as defined in the revised SEN and Disability code of practice.
- Differentiation is approached in a range of ways to support the needs of individual pupils
- Committed to narrowing the gap between SEND and non-SEND students
- Good Accessibility to Services
- Strong links with School Partners
- Trends over the past 3 years

15/98 RESOLVED: That the Annual report to parents and Governors on the implementation of the Special Educational Needs and Disability Policy and Equality Scheme: section 29 of the Children and Families Act 2004, be approved and published and that the appreciation of the Academy Council be noted for the effort put into supporting disadvantaged pupils.

- c) School Improvement Partners visit to the 6th form during April 2016

The report highlighted the following key issues:

- The significant increase in the number of students receiving free school meals

- Effective leadership and management
- Curriculum provision overall is broad and balanced when considering the size of the sixth form
- British values are actively promoted through the strong PHSCE provision
- Input from a wealth of external speakers
- Students seen as good role models across the school
- There is an improving trajectory when considering outcomes and student progress tracking
- Vocational and AS are currently strong and judged as good
- A2 is currently judged as requiring improvement – however predictions for 2016 are reflecting improvement over 2015
- Predictions are usually very accurate
- Students are set more ambitious targets in year 12
- The overall effectiveness is good.

15/99 RESOLVED: The report from The School Improvement Partner's visit to the 6th form on 26th April be received.

d) School Improvement Partner's visit to the school on 15th June 2016

The report highlighted the following key issues:

- The quality of marking and feedback has improved across the school
- Current year 11 is on course to meet predictions as set out in the report, and would increase headline figures
- Safeguarding remains a strong feature of the School
- When comparing the current year 11 with last year's data, there is a significant improvement and good progress particularly when considering attainment differences on entry
- Much improved performance of SEND pupils in EBacc and 5A*-C English and Maths
- On track to meet predictions for expected progress in English (80%) with 4 level progress currently at 28%
- Progress in terms of value added is an improvement picture throughout the year
- Attainment is strong for the current year 10 with all subjects showing improvements when tracking APS and % A* - C
- School currently judged as good

15/100 RESOLVED: The report from the School's Improvement Partner visit in 15th June 2016 be received

Q. The Governors sought further clarification from the head on the incidents of excluded pupils being allocated to the school.

A. The head stated that the school endeavoured to take its fair share of those pupils assigned through the Authority's Fair Access Panel. He gave examples of cases involved and a clear illustration of the work the school undertakes to

accommodate the allocations. Some cases caused particular issues, and concerns. Such issues had been raised with the Local Authority.

Q. With regard to the missed allocation of funds from Academies' Condition Improvement fund, for funding to roofing, windows and security measures, could the head comment further?

A. Evidently the organisation responsible for the compilation and submission of the bid, had failed to evidence the key issues adequately, by not providing enough photographs and appropriate documentation illustrating the need for the proposed works. He added, as mentioned in his written report, that an appeal had now been lodged to the Fund.

15/101 RESOLVED: That:

- a) The report be received and the Head teacher be thanked for his report for term 3.
- b) The Draft School Development Plan be circulated to Governors for consultation; comments to be submitted to the head teacher by mid-August allowing the Plan to be approved at the September AGM.
- c) To receive and note the executive summary of the Kirkland Rowell Parent and Pupil survey for 2016

10. POLICIES FOR APPROVAL

15/102 RESOLVED: That the following policies, having been considered by the Standards in Learning and Teaching Committee, be approved, and published on the School Web site:

- a) External Examination -Contingency Plan
- b) Non-Examinations Assessment
- c) External Examination: emergency Evacuation Procedures

15/103 RESOLVED: That the following policies, having been considered by the Mission Committee, be approved, and published on the School web site

- a) Safe Guarding
- b) Spiritual Development Policy 2015-2017. Quality of this policy was commended during the Chronical review in December 2015
- c) SEN and Disability Policy

11. SCHOOL FUNDING FORMULA

Chair reported that the department of Education had launched two consultations on 7th March about National Funding Formulas and High needs funding

arrangements. A third consultation concerning Early Years funding arrangements will follow later in the year. The Chair went through the relevant points of the paper circulated to the Chair and the headteacher but also published on “One Hub”.

15/104 RESOLVED: That the paper be noted and that consideration be given to the implications at future resources committee meetings.

12. MINUTES FROM COMMITTEE MEETINGS HELD THIS TERM

Minutes of Committees held this term had been circulated to Governors prior to the meeting.

i) Mission Committee Meeting – 25th April 2016

Matters considered included:

- SENCO, Chaplain, Catholic Care Social Worker and School’s Council Reports
- Consideration of the report following the Canonical Review
- Summary of the Kirkland Rowell Pupils and Parent Survey 2016

15/105 RESOLVED: That the minutes of the Mission Committee of 25th April be received.

ii) Standards in Learning Committee Meeting – 11 May 2016

Matters considered included:

- Meeting with the Acting Head of Humanities Faculty following the latest review
- Meeting with the Head of Technology Faculty following the latest Review
- Update on strategies to implement the assessment without National Levels

15/106 RESOLVED: That the minutes of the Standards in Learning Committee of 11th May be received.

iii) Resources Committee Meeting – 9th June 2016

Matters considered included:

- The current financial position of the budget and review of the three-year financial plan.
- Building Projects submitted for consideration by EFA
- Approval of expenditure in the ICT Development Plan for 2016-17
- Revised Service Level Agreements

- Staffing Issues
- Health and Safety Report
- Report from the teacher tutor

15/107 RESOLVED: That the minutes of the Resources Committee of 9th June be received.

13. MINUTES OF THE TRUST BOARD – 16th March 2016

Matters considered included:

- Appointment of auditors (internal and external)
- Head teachers' reports from each Academy
- School Staff sickness and Absence Insurance

15/108 RESOLVED: That the minutes of the Trust Board Meeting held on 16th March 2016, be received.

14. GOVERNOR TRAINING AND GOVERNOR MINUTES

The following visits and training were reported

- a) "PREVENT" for the full Governing Body – 28th June 2016
- b) S. Collins – visit to the academy in the summer term to assist with Interview process for new staff

15/109 RESOLVED: That the training and visit be noted

15. ACHIEVEMENT ASSEMBLIES

The head teacher gave details of the forthcoming achievement assemblies, each commencing at 09.00.

Year 7	7 th July	2016
Year 8	15 th July	2016
Year 9	11 th July	2016- Rev Dr Cortis to attend
Year 10	13 th July	2016

15/110 RESOLVED: That the dates be noted and that the schedule be circulated to the members of academy council.

16. SCHEDULE OF MEETINGS FOR 2016-17

This was tabled at the meeting, including the dates of the Trust Board's and its committees meetings.

15/111 RESOLVED: That the meetings of the academy councils will be held on:

- Monday 19 September 2016
- Tuesday 23 November 2016
- Wednesday 22 March 2017
- Wednesday 28 June 2017

18 ANY OTHER BUSINESS

A letter from a member of staff regarding his pay scale was received.

15/112 RESOLVED; that this would be considered at the first meeting of the Resources Committee in the new academic year.

15/113 RESOLVED: that no part of the agenda, minute or related papers be excluded from the copy to be made available to the academy with the exception of the confidential item recorded in the minutes of the Standards in Learning and Teaching Committee held on the 10 May 2016 and the item recorded as restricted business of this meeting, in accordance with the Freedom of Information Act.

The Chair closed the meeting by thanking all governors, senior leadership team and staff for all the hard work and commitment this year and wished all a restful and enjoyable summer break when it comes. The meeting closed at 8:15pm.