



THE COUNCIL OF ST. JOHN FISHER CATHOLIC VOLUNTARY ACADEMY

Minutes of the meeting of the Academy Council held at 6:00 pm on Wednesday 23 November 2016.

PRESENT:

Rev. Dr. J Cortis (Chair), Mrs S. Collins, Mrs A. Fleetwood, Fr E. Hegarty, Mr K. Higgins, Mrs C. Oldroyd, Mrs F. Wilson and Mrs H. Zaman.

In Attendance:

Mr G Dawkins (Minute Clerk)

1. WELCOME AND OPENING PRAYER

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 Rev. Can. J Aveyard, Mr. P. Booth and Mr A. Oldroyd.

16/21 RESOLVED: That in accordance with protocol, the Governors consent to the absence of the Rev J Aveyard, Mr P. Booth and Mr A. Oldroyd.

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

The following additional items to be taken under Agenda Item 15 are as follows:

- i) Information for Edubase.
- ii) Prize Giving

4. MINUTES OF THE MEETING HELD ON MONDAY 19 SEPTEMBER 2016

16/22 RESOLVED: That the minutes of the meeting held on 19 September 2016, be approved and signed by the chair as an accurate record of the meeting.

5. MATTERS ARISING FROM THE MINUTES

i) Election of Academy Council Vice-Chair

The Chair confirmed that Mr P Booth has agreed to be re-elected as Academy Council Vice-Chair.

6. ACADEMY'S SELF-EVALUATION FORM

The Chair noted that the Academy's Self Evaluation Form is a substantive document and went on to highlight the following judgements:

- Leadership and Management – Grade 2 with areas for development identified.
- Quality of Teaching and Learning – Grade 2 with areas for development.
- Personal Development, behaviour and welfare – Grade 2 with areas for development identified.
- Outcomes for pupils – Grade 2 with areas for development identified to ensure “good” judgement

- Overall grade for Self-Evaluation – Grade 2- (good/requires improvement)

Q.- Are these judgements fair and is the evidence to support them robust?

A.- Yes this is a true picture. Yr11 results were poor and worse than “requires improvement” but the 6th Form results were good and Yr10 are looking good. There is a gender gap and there is variation in subjects.

Q.- How do we match up results with Teaching and Learning as “good”?

A.- LA’s view is KS3 – Grade 2, Yr10 – Grade 2, Yr11 - Grade 3, 6th Form – Grade 2; therefore Teaching and Learning can be good but results are cohort dependent.

The senior leadership team and governors need to understand the strengths and weaknesses and know the school well.

The Chair proposed that the updated Self-Evaluation Form be received and the judgements recorded be supported.

16/23 RESOLVED: To receive the updated Self-Evaluation Form and support the judgements recorded.

The Head Teacher will produce a further summary as the last LA visit was last week. It was also noted that Ofsted will start with a 1 day inspection and Governors will need to be available.

7. HEAD TEACHER’S REPORT FOR TERM 1

The Head Teacher’s report had been circulated to all Governors prior to the meeting.

The following issues were raised:

- (i) Sixth Form Numbers

Q.- The Sixth Form numbers are lower than last year which has an impact on finance and the calibre of students able to be retained are there any reasons?

A.- Students make choices and this year more went to Greenhead College which has a strong academic record. We still offer a wide range of subjects but the Open Evening for next year’s Sixth Form was not well attended. Strategies going forward are to have Sixth Form taster sessions after Christmas, encourage our own students, provide more choice and promote our academic results that are better than in the past.

It was noted that if the Sixth Form reduces further in numbers then it may not be financially viable but other schools with Sixth Forms are experiencing similar problems.

Q.- Are pupils going for more vocational courses?

A.- Yes there is an element of this and previously we had a mix of both vocational and academic, the Government perspective however is for either vocational qualifications leading to Apprenticeships or academic qualifications leading to University.

The ethos is to support all pupils but we have to be viable. Pupil voice is very important. There is a programme of recruitment in process and we will know by the end of January.

Any new “A” level provider in our area could be a threat to our provision.

Action: Sixth Form numbers needs to be an Agenda item on the Standards and Learning and Resources Committees.

- (ii) Year 7

The current Year 7 is broadly average in terms of ability but weaker than the current Year 8 and produced the lowest scoring for some time.

Q.- What are we doing additionally to deal with this?

A.- The Heads of Faculties are very aware of the changes in assessment, the new curriculum and the new levels of expectation which are all factors. Given the KS2 performance of Y7 in comparison to children assessed under the previous system, it must be expected that in five years' time Value Added will be good.

Q.- How many pupils have enrolled from St Patrick's Catholic Primary School?

A.- of 30 in the year only 15 have come to St John Fisher.

(iii) Ethnic Backgrounds.

It is important that the ethnic mix in school reflects that in the community.

(iv) Deprivation

More than 70% of our pupils come from the poorest 40% of the population with currently 25% of pupils in receipt of Pupil Premium and 16% on Free School Meals.

Q.- Does this include the Sixth Form?

A.- No, just the first five years.

(v) Digital Schoolhouse Status

Digital Schoolhouse status has been achieved and therefore the school will be working more closely with the primary academies in the Trust.

(vi) Attendance

Current attendance to half term for Yrs. 7 to 11 stands at 94.9% which is better than last year. Unauthorised holiday leave remains a major factor despite FPNs being used. The target for attendance needs to be set at 95% and Persistent Absenteeism needs to be less than 12%.

The attendance dropped due to the snow and bus strike. In terms of statistics it is better to shut school completely rather than keep open with low attendance.

(vii) Progress 8

Progress 8 was only just above the floor target of -0.5 and Attainment 8 was 46.2 which was below target and expectations.

Q.- How do we monitor progress and attainment?

A.- We set targets even though this is not a legal requirement and every pupil in Yr. 10 has individual targets for every subject they take. The targets reflect the need for them to be making good progress from KS2 levels achieved. In setting targets for Faculties there is a need to be very ambitious to ensure that we achieve positive P8 scores.

(viii) Yr10 progress and examination targets 2017-18

Q.- Are the current Yr10 grades generous and will they fall in the future?

A.- The results would suggest that Yr10 have made a great start which is based on a data trawl after 6 weeks when pupils are enthusiastic and eager. It is likely at the second data trawl at Christmas there will be some equalling out. Governors need to

know that staff are not overinflating expectations but are making professional assessments with moderation from the senior leadership team.

Q.- Will there be an assessment of the Christmas data for the Standards & Learning committee meeting on 27 January 2017?

A.- Yes, for both Yr10 and Yr11.

Action: Assessment data for Yrs10 & 11 is to be an Agenda Item at the Standards & Learning Committee meeting to be held on 27 January 2017

(ix) Support for current Yr11

The tracking of Yr11 progress is intensive and any pupils who are underachieving against their targets are being identified and support is being put in place.

(x) Year 13 Pupils

It was noted that Yr13 pupils have made a strong start.

It was noted that Governors need to have a good feel for the RAISE data which will be available soon and also noted that the academy council are supportive of the efforts made by the staff.

16/24 RESOLVED: To receive and note the Head Teacher's Report for Term 1.

8. PUPIL PREMIUM PRACTICE REVIEW REPORT

The Pupil Premium Practice Review Report November 2016 had been circulated to all Governors prior to the meeting.

The Chair reported that the review was carried out recently by 'Achievement for All' agency and consisted of data scrutiny, meetings with senior leaders and a Governor, meeting with pupils and walk-about. The report is very detailed with positive acknowledgement of what the school are doing and how the funds are being allocated.

The report makes a number of recommendations under the following areas:

- Leadership
- Intervention to improve achievement in English and Maths
- Impact of assistance in class
- Examination analysis and removal of barriers
- Attainment and progress
- Attendance and wider outcomes
- Encouraging active Governor involvement
- Monitoring and evaluation – impact of spend and performance management of staff
- Parental engagement of these pupils
- Identification of three areas judged to be “good practice”

Q.- Are there any surprises and what is being done going forward?

A.- The Head Teacher noted that the recommendations are not targeted enough. A lot of work is being done putting together an Action Plan which has been discussed with the Teaching & Learning middle leaders group. The Action Plan will be considered by the Standards and Learning committee in January 2017.

There was one action for Governors and that is to have a Governor responsible for Pupil Premium.

The Chair suggested Mrs S Collins might like to take on this role and Mrs Collins agreed.

16/25 RESOLVED: That the Pupil Premium Practice Review Report – November 2016 be received and the content noted.

16/26 RESOLVED: That Mrs S Collins be the Governor with special responsibility for Pupil Premium.

The Chair referred to the Canonical Return October 2016 S48 Areas for Improvement Summary which is a new form that is submitted on an annual basis and sets out the action plan for RE and Catholic life of the school in the SDP and the outcomes for pupils last year.

16/27 RESOLVED: That the Canonical Return October 2016 to the Diocese of Leeds be received.

9. GOVERNORS' HANDBOOK FOR 2016-17

The Chair reported that the Governors' Handbook had been updated and the Terms of Committees and the record of Governors' attendance has been put on the Academy's website.

It was noted that the Governors' Handbook is very useful for new Governors.

The Chair referred Governors to the section about "finding things out for ourselves" which is a challenge.

It was suggested that when Faculty Reviews are being carried out a Governor could be present.

The Head teacher explained that it would not be practical for a Governor to follow the whole process but could come in for the review of evidence at the end and to witness a pupil voice.

Governors are always welcome to come into school and spend a time in the faculty, meet the Head of Faculty and go into lessons. The same applies to Governors with Specific Responsibilities. There is a clear process set out in the Handbook for Governor visits.

The Head Teacher noted that the English Faculty review is to be held on 11 January 2017 and Mrs Wilson is welcome to attend and feedback.

There will also be two further reviews next term of Maths and Science.

It is also vital that Specific Responsibility Governors meet with the School link staff.

16/28 RESOLVED: That the updated Governors' Handbook be received.

10. GOVERNORS' SKILLS AUDIT

The Chair thanked Governors for their completed forms and circulated an initial analysis. After some discussion it was agreed that the Chair carry out further analysis and then re-issue to all Governors for comment.

16/29 RESOLVED: That the Chair undertakes a further analysis of the Governors' Skills Audit forms and re-issue the analysis for comment.

11. MEETING OF SOME GOVERNORS WITH SCHOOL IMPROVEMENT PARTNER

The Chair thanked Mrs Collins and Mrs Wilson for meeting the School Improvement Partner, Mrs Helen Metcalfe, with him on 12 October 2016.

The focus of the visit was to:

- Consider the breadth of evidence to support the impact of the work of Governors
- Developing strategies to improve the effectiveness of challenge and support to leaders

in preparation of an Ofsted visit.

The outcomes were:

- Governors requested a brief overview of the key headlines, facts and data linked to each aspect of the Ofsted Framework
- Further opportunity to ensure they are confident in responding to Ofsted.
- Governors would like a more succinct overview of outcomes for groups of pupils (Years 7-11) in terms of data and work in exercise books.
- Expressed a level of concern about the need for succession planning and the importance of recruiting Governors with relevant skills and attributes to address any skills gaps.

Q.- What is happening with regards the overview of outcomes for Years 7-11?

A.- Governors had received this information in the SEF and through the headteacher's report. A short headline document will be provided so that Governors know where and what to look at in the in-depth data.

16/30 RESOLVED: That the report from the meeting between Governors and the School Improvement Partner be received.

The Head Teacher reported that that he will summarise further the Summary of the Self-evaluation – October 2016.

It was commented that faculty exercise books etc could be shown to Governors to help improve their knowledge of the School. The Head Teacher re-iterated that Governors need to come into school and staff want to show Governors what they are doing.

12. POLICIES FOR APPROVAL

(i) Relationships and Sexual Health Policy

This policy has been considered by the Mission Committee which recommended some minor changes.

16/31 RESOLVED: That the Relationships and Sexual Health Policy be approved.

(ii) Anti- bullying Policy

This policy has been considered by the Mission Committee which recommended some minor changes.

16/32 RESOLVED: That the Anti-bullying Policy be approved.

(iii) E- Safety Policy

This policy has been considered by the Mission Committee which recommended some minor changes regarding updating of terms and titles.

16/33 RESOLVED: That the E-Safety Policy be approved.

Q.- Are there any changes in dealing with this issue?

A.- No, but it is not getting any easier as it is down to the volume of issues that arise due to the different social media sites. The school works very hard with the pupils to keep them safe but the main issue is out of school time.

(iv) Healthy Food and Nutrition Policy

The Chair referred Governors to the version circulated by the school which included an appendix regarding The School Food Standard. This policy has been considered by the Missions Committee.

16/34 RESOLVED: That the Healthy Food and Nutrition Policy be approved.

(v) Maximising Learning through Promoting Positive Behaviour Policy

This policy has been considered by the Mission Committee which recommended some minor changes in view of its full year of implementation and an upgrade of the reward system.

16/35 RESOLVED: That the Maximising Learning through Promoting Positive Behaviour Policy be approved.

(vi) Managing Medical Emergencies Policy

This policy has been considered by the Mission Committee which recommended some minor changes such as two staff are required to check medication when given to children. This is recommended by the LA. It is likely that the policy will be reviewed again in line with expected guidelines regarding asthma.

16/36 RESOLVED: That the Managing Medical Emergencies Policy be approved subject to further review.

(vii) Teachers' Pay Policy

This policy has been updated by the Head Teacher in line with current requirements. The pay ranges have been increased by 1% and there are minor changes to the regulations.

Q.- Have staff been paid the right amount?

A.- No, not from September, but will have the 1% back dated. Any performance management awards from October will be paid next month.

16/37 RESOLVED: That the Teachers' Pay Policy be approved.

(viii) Support Staff Policy

It was reported that charts 7 & 8 have been amended to fall in line across the Trust.

16/38 RESOLVED: That the Support Staff Policy be approved.

16/39 RESOLVED: That the Head Teacher is to notify staff of the changes to the pay policies.

(ix) Home Work Policy

This policy has been considered by the Standards in Learning and Teaching Committee who recommended some minor changes.

16/40 RESOLVED: That the Home Work Policy be approved.

(x) Controlled Assessment Policy

This policy has been considered by the Standards in Learning and Teaching Committee and although the emphasis on course work has been substantially reduced the policy is still needed.

16/41 RESOLVED: That the Controlled Assessment Policy be approved.

(xi) Admission Policy 2017-18

There are no substantive changes to this policy

Q.- Is consultation required?

A.- No as there are no substantive changes.

16/42 RESOLVED: That the Admission Policy be approved and copies be forwarded to the Diocesan Council for Education and the LA.

(xii) Post 16 – Admission Policy 2017-2018

Q.- Is consultation required?

A.- No, as there are no substantive changes.

16/43 RESOLVED: That the Post 16 - Admission Policy 2017-2018 be approved and copies be forwarded to the Diocesan Council for Education and the LA.

(xiii) Policy for Education of Children Looked After by the Local Authority

This policy was circulated to Governors by the school with changes in red. Mrs Kiernan who has the remit for Pastoral Care has checked the policy against the LA policy.

16/44 RESOLVED: That the Policy for Education of Children Looked After by the Local Authority be approved.

The Chair requested that the School send him an electronic copy.

(xiv) Quality Assurance Policy

This policy was circulated to Governors by the school with minor changes in red.

16/45 RESOLVED: That the Quality Assurance Policy be approved.

The Chair requested that the School send him an electronic copy.

(xv) Assessment Policy

This policy has been reviewed to reflect the new levels which have been rolled out in most year groups from September 2016.

16/46 RESOLVED: That the Assessment Policy be approved.

16/47 RESOLVED: That all approved policies be published on the Academy's website.

(xvi) Sixth Form Prospectus 2017-18

It was commented that the new layout is good and reads well.

16/48 RESOLVED: That the Sixth Form Prospectus 2017-18 be approved and published on the Academy's website.

13. CURRICULUM MODELS FOR 2017-18 AND 2018-19.

These were considered by the Standards in Learning and Teaching Committee who recommended approval.

It was noted that project based cross curricular learning has been narrowed back down by the new curriculum. There has been changes in enhancement to create more time for History and Geography.

Q.- Is EBACC recommended?

A.- Yes, EBACC is recommended for university entry, is a key performance measure and links to Progress 8.

Q.- What is enhancement?

A.- This was intended to encourage independent learning but has had to be reduced due to History and Geography results. It is still provided in Year 7 to help with transition from KS2 to Year 7.

16/49 RESOLVED: That the Curriculum Models for Key Stage 3 and 4 for 2017-18 and 2018 - 19 be approved.

14. MINUTES FROM COMMITTEE MEETINGS THIS TERM

(i) Standards in Learning and Teaching Committee

The Standards in Learning and Teaching Committee meeting was held on 5 October 2016 at which the following issues were discussed:

- Follow up from the Humanities and Technology Faculty Reviews due to poor results.
- Action Plan for the year.
- Changes to the Sixth Form entry requirements.

16/50 RESOLVED: That the minutes from the Standards in Learning and Teaching Committee meeting held on 5 October 2016 be received.

(ii) Mission Committee

The Mission Committee meeting held on 8 November 2016 discussed the following issues:

- Meeting with the Head of the Religious Education Faculty and the Leader of Learning (Music) following last review.

- Minor changes to the terms of reference.
- Action Plan for the year.
- Pupil Premium Spending Allocation for 2015-16.
- Reports from SENDCo and School Chaplain.
- Reports from School Council meetings.

Q.- Why are fewer children taking music?

A.- Children are encouraged but few take up instruments probably due to time and cost. Kirklees Music School has struggled and there is no funding.

Q.- Is the Government making any changes?

A.- Yes, but in selected areas of deprivation and targeted.

All pupils at KS3 have music lessons but there is only 1 teacher.

16/51 RESOLVED: That the minutes from the Mission Committee meeting held on 8 November 2016 be received.

16/52 RESOLVED: That the minor changes to the Terms of Reference of the Mission Committee be approved.

(iii) Pay and Performance Management Committee

The following issues were discussed at the Pay and Performance Management Committee meeting held on 19 October 2016:

- Reports on Performance Management 2015-16.
- Outcomes from post threshold pay issues.
- Determination of leadership pay issues.

It was reported that the Head Teacher's Performance Management is to be held on 9 December 2016 at 2pm.

16/53 RESOLVED: That the minutes from the Pay and Performance Management Committee held on 19 October 2016 be received.

(iv) Resources Committee

The Resources Committee meeting held on 19 October discussed the following issues:

- Meeting with Langtry-Langton
- Arrangements for procuring the next catering contract
- Action plan for the year.
- Consolidation of the budget up to August 2016 running on in-year deficit.
- Numerous staffing issues

The decision to stop paying £8,500 per year for extra Union support has prompted a letter from the Union saying that they have met staff and a unanimous decision was made for the Resources Committee to revisit this issue. If this £8,500 fee for extra Union support is not paid then staff will not be able to be represented in school time, 9am to 4pm. The Unions have been asked to confirm what services they provide for this payment but have refused as they say it will compromise how they act for their

members.

Governors agreed to stand by the Resources Committee decision to stop paying for extra Union support.

16/54 RESOLVED: That the decision to stop paying £8,500 per year for extra Union support is upheld. The Head Teacher is to inform staff and the Unions.

16/55 RESOLVED: That the minutes from the Resources Committee held on 19 October 2016 be received.

15. MINUTES FROM THE TRUST BOARD MEETING 28 SEPTEMBER 2016

Highlights included:

- Representation to the Trust Board –reference made to this under the item of the revised Governors' Handbook
- Examinations outcomes from the three academies for 2015-16
- Action plan for the year
- Changes to the Academies Financial Handbook
- Third Internal Auditors Report
- Bishop Marcus' Pastoral letter on sacramental preparation and development of the diocesan youth services.

16/56 RESOLVED: That the minutes of the Trust Board meeting held on 28 September 2016 be received.

16. ANY OTHER BUSINESS

a) Governor Information on DfE Website

The Head Teacher is to ask his personal assistant to resend the information required to all Governors and send Governors the School email address.

b) Prize Giving

Prize Giving is on Thursday 1 December 2016 and the Head Teacher asked for the support of Governors. Fr Hegarty, Rev Dr Cortis, Mrs Fleetwood and Mrs Oldroyd all said they would be able to attend.

17. AGENDA, MINUTES AND RELATED PAPERS – ACADEMY COPY

16/57 RESOLVED: That no part of the agenda, minutes or related papers be excluded from the copy to be made available at the school in accordance with the Freedom of Information Act **with the exception of the restricted elements of the meeting of the Pay Committee (19 October 2016) and the Resources Committee (19 October 2016).**

18. Dates of Full Academy Council Meeting

16/58 RESOLVED: That full academy Council meetings be held on the following dates:

- Wednesday 8 March 2017 at 6pm

- Wednesday 29 June 2017 at 6pm

19. CLOSE OF MEETING

The meeting closed at 9:00pm.