



## ACADEMY COMMITTEE MEETING

Date: 13<sup>th</sup> June 2023  
Time: 4.30pm  
Venue: Didsbury High School

Clerk: N Burgess  
Present: M Kara-Mohamed, D Woolley, S Wane, T Theobald, K Houghton, M Hill, J Game, A Clayton, M Abadi and P Dickens

Action	Initials
Send an email of support, on behalf of Governors, to H Bowe for the Rainbow Flag Award application	MK-M
Update Register of business interests	NB
Inform the Head of School of any items Governors would like to see included in the Head of School Report	All
Include Sixth Form in future Head of School reports	KH
Clarify accounts query with Trust Director of Finance	DW
Review training opportunities on Laurus Institute and NGA modules	All
Send any training certificates to the Clerk for retention	All
Circulate the revised date for the Governor and Trustee conference	NB
Ofsted preparation training to be delivered at the next meeting of this committee	DW

### Agenda – Part 1 - H Bowe – Personal Development

Category	Item	Notes	Action
1	Governance Arrangements	<p>H Bowe attended to present Personal Development and LGBTQ+ at DHS.</p> <p>The vision for Personal Development is to provide meaningful and tailored opportunities to enable pupils to become confident and successful Global Citizens.</p> <p>Personal Development encompasses RSHE, PSHE, RE and Citizenship as well as FBV, Protected Characteristics, Careers, SMSV and extra-curricular activities.</p> <p>DHS are currently in the process of applying for the Rainbow Flag Award from the Proud Trust.</p> <p>The aim is to ensure that students feel seen as part of the LGBTQ+ community.</p>	

			<p>There are 6 aspects for the award:</p> <ul style="list-style-type: none"> <li>• Skilled teacher</li> <li>• Supportive Governors and parents/carers</li> <li>• Effective policies</li> <li>• Inclusive curriculum</li> <li>• Pastoral support</li> <li>• Student voice</li> </ul> <p>Governor’s role in support of the award is to email H Bowe to support the application, appoint a dedicated Governor to link to PSHE/Wellbeing/Personal Development and, where possible, to visit a Beliefs and Values lesson.</p> <p><b>Q – Is this a relatively new award?</b> A – Laurus Cheadle Hulme achieved the award in 2020-2021 but we are not sure of any others nationally. The award is recognition for our students and to know the importance in school.</p> <p>It is a rigorous process to obtain the award. It is an opportunity to showcase what we already do, whilst highlighting areas for improvement.</p> <p><b>Q – Has there been any feedback from staff and students?</b> A – Staff wear badges reflecting their pronouns at the request of our students.</p> <p><b>Q – Across the curriculum what have you found you felt had to be changed?</b> A – We changed some of the language used and identified any training required, for example regarding protected characteristics.</p> <p><b>Q – Has there been any feedback from parents?</b> A – It is a little early to say yet. This will be a focus for the next academic year.</p> <p><b>Q – How do you engage outside of the students who are already engaged?</b> A – It is a whole school response. Students to know there is a safe space in school and where they can go to seek support.</p> <p>Thorough training for staff means staff know to report any issues or concerns on CPOMs and Bromcom and pastoral staff are then able to respond.</p> <p>Governors thanked HB for the comprehensive and informative presentation.</p>	MK-M
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		Apologies	There were no apologies for this meeting	
		AOB items	A Clayton has been appointed Deputy Headteacher of Didsbury High School and part of this role will also include Trust Safeguarding Lead responsibilities.	
		Register on Business Interests	The Clerk will update the changes to the register of business interests following the meeting.	NB
		Part 1 Minutes	Minutes of the meeting held 14 <sup>th</sup> March 2023 were approved as a correct record of the meeting and there were no matters arising.	
		Membership: Recruitment Update/Succession Planning	Governors discussed there was a vacancy on the committee for the role of Vice Chair. P Dickens expressed an interest and was appointed Vice of the Academy Committee	
		Scheme of Delegation	There were no material changes to note to the Scheme of Delegation.	
		Trust Board update	<p>Updates from the Trust Board meetings held in February and March were circulated prior to the meeting. Governors reviewed the reports and had no further questions.</p> <p>DW advised that the Trust Board meeting held in May had been a strategic planning meeting to review and update the Trust Development Plan.</p> <p>At the Trust Board meeting for July there will be a focus on Safeguarding trust wide.</p>	
2	School Performance & Accountability	Review School Development Plan Priorities	<p>T Theobald talked Governors through the SDP which had been circulated prior to the meeting.</p> <p>The plan has been reviewed and RAG rated and will be further updated by the end of the academic year. Culture Day is on Wednesday 12<sup>th</sup> July and the plan will be updated again after this day.</p> <p>Governor questions were invited.</p> <p><b>Q – Is there you would expect not to show as green on the plan by the end of the year?</b></p> <p>A – There could possibly be some amber but remaining but we have no concerns.</p>	

		<p>Review Head of School report</p>	<p>This is the first report from K Houghton as Head of School. Governors were asked to let KH know if there was anything further they would like including in the report.</p> <p>The day of this meeting had seen the last GCSE examination for the year 9 students. KH commented that the attitude of the students toward the exams had been amazing.</p> <p>Year 10 mock examinations are now taking place and the results will provide Leaders with data to work with going forward as the students move into year 11.</p> <p>Governors were informed that in terms of staff recruitment this had been the most challenging year known. Some curriculum areas had been more difficult than others, but this is a known national issue. DW was pleased to confirm that DHS was fully staffed for September 2023 and the timetable has been finalised.</p> <p><b>Q – In terms of the mock language exams data, Governors were pleased to note the improvement in the comparison figures for the two years. How do these compare to other schools in the Trust?</b></p> <p>A – The mocks are good for our students as they can give the students the extra incentive to work hard to achieve their best results. The results also inform the discussions around whether our students sit the Higher of Foundation exams. In answer to the question we do not currently have data to be able to do a comparison trust wide.</p> <p><b>Q – What is the split between students sitting the Higher and the Foundation papers?</b></p> <p>A – There are more students who sit the Higher papers.</p> <p><b>Q – Staffing recruitment is a real concern, what support is there for teachers to allow them to work together?</b></p> <p>A – We have our new staff Induction day in the week following this meeting. Our context, cohort and student diversity is always discussed at interview. Staff know that they will be working hard and asked to go above and beyond.</p> <p>In terms of the Induction Day staff will be all together for the presentations in the morning. The afternoon will be spent in their own departments and reviewing policies which need to be signed off prior to starting in September. Some of our new staff will also be coming into school again on the Y7 Induction day. There is also</p>	<p>All</p>
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			<p>an opportunity for new starters to join the cross Trust Inset day on 23<sup>rd</sup> June, if they are able. Staff are strongly encouraged to attend at least one of the 3 days.</p> <p>There are also 1.5 days Inset in September before the students return to school. Some of our ECTs complete their enrichment here for 2 weeks in the summer term.</p> <p><b>Q – In terms of resignations what are the dates for teachers?</b>  A – The resignation deadlines for teachers are February, May and October to be able to leave at the end of the relevant term.</p> <p><b>Q – For the Sixth Form how many applications have you had?</b>  A – Around 70 will be optimistic and we will not have confirmation until results day. In this first year all of our students will be external.</p> <p>Governors asked for the next, and future reports, to include an update on Sixth Form.</p> <p>Professional Learning was discussed. PL runs throughout the year. ARC starts in September of the academic year and culminates at the end of the year with Uber ARC. DHS staff had worked with HGHS staff and some DHS staff had presented to colleagues. KH commented it was a good opportunity for staff to be able to work with another school in the Trust.</p> <p>Governors discussed attendance. It was noted that school attendance figures, both locally and nationally, are significantly lower than pre-pandemic levels. Staff at DHS are working hard to mitigate the impact of this on school attendance. This includes working closely with students, parents and carers, and in some cases outside agencies.</p> <p>Governors noted the increased percentage of students in year 7 on FSM in comparison to other year groups. It was confirmed that DHS currently had a higher percentage of students entitled to FSM than the average for Manchester LA. There is also a push on Year 7 Induction day for parents who are eligible to apply.</p> <p>EHCP student numbers are lower for the incoming year 7 students.</p> <p>KH informed Governors that parents have asked to raise the issue of some parents using short term rents to</p>	KH
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			<p>guarantee a place at DHS. Parents asked KH to flag with Governors and this concern was noted. DHS is the most oversubscribed school in Manchester and school place availability in general is a concern across Manchester.</p> <p>Student migration numbers during the academic year were discussed and the reasons behind the moves. 10 students were admitted to DHS via the Fair Access process.</p> <p><b>Q – What are the reasons for in-year fair access admissions?</b></p> <p>A - There can be a number of reasons that students are admitted via this process, for example out of education, international arrivals, hard to place, or home educated students. Schools are directed to enrol these students and it is Manchester LA's duty to find a school place for these most vulnerable students. It was commented that the fair access process is entirely overseen by Manchester LA.</p> <p><b>Q – Are any of the students refugees?</b></p> <p>A – Yes there can be some, but then the placements can be short term if they are then moved out of the area. This can be unsettling for the students to have to move again.</p> <p>Behaviour was discussed and the decrease in the number of suspensions in the second half of the Spring term. There has been a lot of media coverage concerning behaviour in schools but this is not an issue at DHS. High standards of behaviour are expected from students and this is monitored fairly and consistently.</p> <p>Cornerstone participation was reviewed by Governors as part of the Head of School report. The data is tracked and monitored to ensure all students are able to access the cornerstones. There have been a number of whole school events, as well as activities aimed at specific year groups.</p> <p><b>Q – For Leadership and Service the participation figures have increased significantly in this last half term. What has been done?</b></p> <p>A- As part of Leadership and Service, there have been additional Electives added to allow more students to access. This has included First Aid and also volunteering at a local park. There has also been our school production, open evenings, year 7 induction day, and other events students are able to attend and be a part of. We will adopt a similar practice next year to provide</p>	
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		<p>as many opportunities and reach as many students as possible. Another good example of a Leadership and Service opportunity for students is during recruitment, giving candidates tours of the school, and participating in student voice activities.</p> <p><b>Q – How was the school show?</b>  A - It was excellent and thank you to Governors who attended.</p> <p>Governors were also invited to the school Awards Evening and a date will be circulated shortly.</p> <p>A Clayton is to look at ways to include Safeguarding data in the Head of School report. To allow Governors to monitor trends, data and the school responses.</p>	
	External Monitoring update – DfE visits / any other quality assurance	There have been no external monitoring visits to report since the last meeting.	

3	Governor Monitoring	Finance update including pupil numbers, bench marking and value for money	<p>Governors reviewed the Management Accounts to 31<sup>st</sup> March 2023. It was queried that in terms of the voluntary income it was expected that the year-end forecast figures would be higher. It was commented that the figures included several big trips with income and that the following year trips were not yet factored in.</p> <p>DW agreed to clarify the deficit with the Trust Director of Finance.</p> <p><u>Post meeting – It was confirmed that the deficit was an anomaly on the spreadsheet and the error would be updated. Governors were thanked for their scrutinization of the accounts and raising the issue.</u></p> <p><b>Q – How does the school financial year run?</b> A – From 1<sup>st</sup> September to 31<sup>st</sup> August.</p> <p>The year-end deficit figure was discussed and it was noted that this was due to unfunded pay awards for teachers and support staff. 3.8% was funded and the difference between that and the 6.5% award will be from school budgets, which will impact on reserves. This would mean that some school improvement plans will take longer to complete than anticipated.</p> <p>Sixth Form admission figures were discussed and that they are an unknown until after results day.</p>	DW
			Policies – undertake school level reviews and note phase/Trust level policies	<p>Governors approved the following policies:</p> <p>Behaviour policy Child Protection and Training policy Exclusions policy First Aid policy PSHE policy School Uniform policy</p>



		Safeguarding and SEND Link Governor updates	<p><b>Safeguarding</b> J Game had visited to school to meet A Clayton. Manchester Safeguarding tool was discussed as part of the visit. This will be a new system for audit of safeguarding procedures in school which will be launched in the new academic year.</p> <p>From September 2023 the meetings will be documented using the updated Safeguarding Link Visit proforma. One document will be edited over the course of the year to encompass all aspects.</p> <p><b>SEND</b> MK-M asked the committee for a volunteer to take over the role of SEND Link Governor. P Dickens agreed to be Link Governor for SEND from September 2023.</p> <p>MK-M updated Governors on the plans to make adjustments to the SEND Base to create a safe space for students which allows for intervention sessions and smaller group work. The renovations are a big project for over the summer and will make much better use of the existing space.</p>	
		Governor self-review of impact (update Annual Report to Trust Board)	There is no longer the requirement to complete the impact report to the Trust Board. This aspect will now be covered by the Chairs attendance at the Trust Board sub-committee of Governance, Oversight and Standards. MK-M will represent DHS at the autumn term meeting.	
4	Governor Development	Review Trust Training Plan	<p>Governors are requested to review the training opportunities on the Laurus Institute page and completion of the E-Modules is encouraged.</p> <p>There is also the NGA LAC E-module for completion over the summer term.</p>	All
		Minute any training undertaken by Governors since the last meeting	Governors are asked to inform the Clerk of any training they have completed and send their certificates for retention.	All
5	Community Engagement	Stakeholder Engagement	<p>Governors noted and were aware of the request earlier in the meeting from parents around admissions.</p> <p>Concerns were noted and it was agreed that it is essential that all admissions are made in compliance with Manchester LA Code of Admissions.</p>	

6	AOB		<p><b>Governor conference</b> The revised date for the conference, which will be held in the Autumn Term, will be circulated in the coming weeks. It will be a breakfast meeting to allow as many Governors from across the Trust to attend.</p> <p>Ofsted preparation training will be delivered to Governors at ACM1.</p>	NB  DW
7	Meeting Dates:	To note	<p>Monday 2<sup>nd</sup> October 2023 at 5.00pm Tuesday 5<sup>th</sup> December 2023 at 5.00pm Thursday 14<sup>th</sup> March 2024 at 5.00pm Monday 10<sup>th</sup> June 2024 at 5.00pm</p>	

Impact of Meeting / Key Outcomes	
Governors received a presentation on Personal Development and LGBTQ+	
P Dickens was appointed as Vice Chair of the Academy Committee	
Governors reviewed the Trust Board reports from the February and March meetings	
The Head of School report was reviewed and discussed by Governors	
Governors reviewed the School Development Plan	
Governors approved 6 school policies	
Updates were given by the Safeguarding and SEND Link Governors	
P Dickens was appointed as SEND Link Governor in place of M Kara-Mohamed	

Meeting closed at 6.30pm