



**RISEDALE**  
SCHOOL  
A family of learners

## MISSION STATEMENT:

The Risedale family is committed to a positive future for all through a personalised learning journey.

## AIMS:

- Celebrate success, learn from mistakes
- Build resilience, accept challenge and strive for excellence
- Shape curriculum to discover, explore and build aspiration

## Risedale School

## Full Governing Body Meeting Minutes

**Wednesday 12 February 2025 at 17:00, at Risedale School**

## The three key functions of governance:

- Overseeing the financial performance of the school and making sure its money is well spent.
- Holding the head teacher to account for the educational performance of the school and its pupils.
- Ensuring clarity of vision, ethos and strategic direction.

## In Attendance

<b>Governors Present</b>	
Nick Horn (NH)	Co-opted Governor, Chair
Lucy Greenwood (LG)	Headteacher
Dean Higham (DH)	Staff Governor
Beki Bulmer (BB)	Local Authority Governor
Charles Anderson (CA)	Co-Opted Governor
John Glahome (JG)	Co-Opted Governor
Pamela McMahon (PM)	Parent Governor
Kate Morgan (KM)	Co-Opted Governor
Amanda Hastings (AH)	Parent Governor, Vice Chair of Governors
<b>In attendance</b>	
Chris Walker (CW)	Senior Governance Office and Clerk to the Governors
Gemma Roberts (GR)	Subject Lead - English
Sarah Cox (SC)	SENCo
Jonathan Norden (JN)	Principle Education Advisor, NYC (Observer)

<u>No.</u>	<u>Item</u>
<b><u>PART 'Answer:' – Procedural</u></b>	
1.	<p><b>Welcome and Apologies for Absence and to determine whether any absences should be consented to.</b></p> <p>NH welcomed everyone to the meeting.</p> <p>Lara Vinsen and Ray Nyambira did not attend and no apologies had been received.</p>
2.	<p><b>To remind Governors of the need to declare interests, pecuniary or non-pecuniary.</b></p> <p>There were no declarations of interest or hospitality at this meeting.</p>



# RISEDALE

## SCHOOL

A family of learners

### MISSION STATEMENT:

The Risedale family is committed to a positive future for all through a personalised learning journey.

### AIMS:

- Celebrate success, learn from mistakes
- Build resilience, accept challenge and strive for excellence
- Shape curriculum to discover, explore and build aspiration

	<p>All governors present completed all outstanding forms:</p> <ul style="list-style-type: none"> <li>• Code of conduct</li> <li>• Register of business interests form</li> <li>• Disqualification form</li> <li>• Online acceptable use agreement</li> </ul>
3.	<p><b>To determine whether any part of the proceedings should be treated as confidential and excluded from the minutes to be made available for public inspection.</b></p> <p>None.</p>
4.	<p><b>Update on English</b></p> <p>GR provided an update on the English curriculum. A number of documents were shared at the meeting:</p> <ul style="list-style-type: none"> <li>• 5 Year Progression Map</li> <li>• Scheme of Learning Framework</li> <li>• 'What have I been Learning About'</li> <li>• Year 7 Curriculum Unit Mid-Term Overview</li> </ul> <p>GR highlighted the key elements from each. Key points raised included:</p> <ul style="list-style-type: none"> <li>• The use of standardized templates from Y7 to Y11.</li> <li>• An interweaving curriculum implemented over 15 weeks and aligned to the National Curriculum</li> <li>• Had been well-received by staff and students</li> <li>• Clearly sequenced and building on previous knowledge.</li> </ul> <p>Governor questions</p> <p>Q: By moving from a 6 to 15 week tests has anything been missed out ?</p> <p>A: No. We have merged units and teach some elements side by side. This approach has also enabled us to spend more time focusing on Shakespeare. It has actually provided more flexibility.</p> <p>Q: Is Y10 the start of the GCSE curriculum?</p> <p>A: Yes. We cover 4 different things and now have 2 terms for revision instead of 1.</p> <p>Q: Are you able to identify those students needing additional support as you go along?</p> <p>A: Yes</p> <p>Q: Will you be communicating to those primary schools where Shakespeare was not covered?</p> <p>A: Communications with our primary schools is in our wider plans to help get the information we need to support transition.</p> <p>Q: What happens if a student joins the curriculum part way through ?</p> <p>A: We have flexibility around our groupings. It would have to be assessed on a case by case basis but we might need to review and revisit parts of the curriculum for the whole class. This has not arisen so far.</p> <p>LG confirmed that if such as situation were to arise it would need to be discussed on a case by case basis. LG reported that there was significant staff experience in English and that if it was just 1 pupil one to one support would be provided to bring that student up to speed where necessary.</p> <p><b>Monitoring and Data</b></p>



# RISEDALE

SCHOOL

A family of learners

## MISSION STATEMENT:

The Risedale family is committed to a positive future for all through a personalised learning journey.

## AIMS:

- Celebrate success, learn from mistakes
- Build resilience, accept challenge and strive for excellence
- Shape curriculum to discover, explore and build aspiration

GR reported that:

- quality assurance was ongoing currently with a focus on the SEND provision. This included lesson walkthroughs, book scrutinies as well as moderation to ensure standardization.
- data was collected 3 times a year and shared with parents. GR shared an anonymised data tracker at the meeting which highlighted the rag rated system of assessment.
- overall, students made progress year on year but not in line with the national average.
- staff training was focussing on planning and ensuring the most effective use of time.
- an evidence based approach was being implemented.
- the data was being used to inform the curriculum to ensure a response approach to teaching.
- mid-term plans had been implemented in Y10 and were being used to identify where targeted interventions were required.

## Governor questions

Q: Could you talk more about the monitoring of the SEND students?

A: We are looking at as a whole year on year. It comes back to scaffolding and modelling. We noticed that there had not been enough adaptations for this group of students and have put in place support to remove barriers and improve access. It is starting to have a positive impact – as evidenced in Y7. We looking to roll out this approach in other years.

Q: How will you monitor this ?

A: We use a range of data systems which can highlight data by individual student as well as track trends. As part of this process we can compare outcomes and progress for SEND students as compared to non SEND. We will ensure pupil voice is included as part of this process.

Q: How much change is required in GCSE this year?

A: The PPE data will be key. The initial indications are that this cohort is stronger than last year but we need to see the data first. I can provide a year on year comparison if that would help governors.

LG reminded governors that comparative data had been included in the papers for the previous meeting. A lot of work had been undertaken with regards to moderation and standardization as well as improvements in the accuracy of forecasting. It was hoped that the outcomes would improve compared to the previous year.

## Governor question

Q: What has been the impact of the number of EAL students?

A: Last year 7% of students were EAL, this year the figure is 11% . GR highlighted some of the strategies that were put in place to support the EAL students access the curriculum which included:

- how students were grouped
- ensuring the needs of each student were identified and plans adapted accordingly.
- Targeted interventions implemented as required.

Governors noted the challenges faced by the school particularly with the high levels of mobility.

CA reported that some of the student mobility, as related to the forces, was likely to fall as families would now stay for 3 years rather than for 6-8 weeks.

## Governor question

Q: What support has been put in place for teachers?

A: We have a range of support within the Department which includes an ECT. Lots of support has been put in place for the ECT. Curriculum Development Time is available for all staff, as well as regular CPD



# RISEDALE

## SCHOOL

A family of learners

### MISSION STATEMENT:

The Risedale family is committed to a positive future for all through a personalised learning journey.

### AIMS:

- Celebrate success, learn from mistakes
- Build resilience, accept challenge and strive for excellence
- Shape curriculum to discover, explore and build aspiration

	<p>and updates via the half termly newsletter. The Performance Management Review process helps us to target training needs. We provide Peer and Team Coaching.</p> <p>Governors thanked GR for her detailed presentation. GR left the meeting at 6.45pm</p>
5.	<p><b>Safeguarding Audit and LAC Annual Report</b></p> <p><b>Safeguarding Audit</b></p> <p>SC informed governors that the Safeguarding Audit had been completed. The audit had been shared and checked by the LA Safeguarding Officer. 15 items had been identified as requiring action in the report. SC confirmed that she was already aware of these issues, that actions were in place to address them and that progress would be tracked by the safeguarding team.</p> <p>SC highlighted some of the key actions at the meeting and explained the context as to why action was required.</p> <p><b>Governor questions</b></p> <p>Q: Do we need to meet the requirements for work experience?</p> <p>A: Yes.</p> <p>Q: There suspensions log highlighted that few were for bullying – is this as a result of the restorative approach?</p> <p>A: Yes.</p> <p>Q: Is the school responsible for the QA of work experience?</p> <p>A: Yes, this is currently being undertaken by the school. We believe that it would be better to use the services of NYBEP as part of our plan to put more stringent health and safety checks in place quickly to ensure we have done adequate checks.</p> <p>Governors approved the use of NYBEP subject to LG checking that the cost was not prohibitive.</p> <p>Governors thanked SC for all her work in the completion of the Safeguarding Audit and approved the report.</p> <p><b>LAC Annual Report</b></p> <p>The LAC Annual Report had been shared in advance of the meeting. SC provided a verbal overview of the Report and highlighted the fact that there were currently 5 LAC students in the school.</p> <p>LG reported that these were some of the most vulnerable students in the school who sat under the guardianship of the Virtual School.</p> <p>Governor question</p> <p>Q: What is an average number of LAC students in a school?</p> <p>A: Usually a very small number.</p> <p>Q: Is there a lot of administration required for each of these students?</p> <p>A: Yes.</p> <p>SC left the meeting at 6pm</p>
6	<p><b>Minutes of the Previous Meeting</b></p> <p>The minutes of the previous meeting on 23 January were approved as a true record and signed by the Chair</p>



# RISEDALE

## SCHOOL

A family of learners

### MISSION STATEMENT:

The Risedale family is committed to a positive future for all through a personalised learning journey.

### AIMS:

- Celebrate success, learn from mistakes
- Build resilience, accept challenge and strive for excellence
- Shape curriculum to discover, explore and build aspiration

#### Actions

A review of the actions took place. All actions had been completed or were ongoing. Key updates:

LG had provided governors with a document setting out options for governors to consider to lower the deficit.

JG had checked the SLT minutes.

In terms of securing information as part of the transition process, JN reported that there was no formal process in the county. For SEND pupils or pupils with an EHCP the SENCo should be invited to the Year 6 Annual Review by the Primary School. The SEND Report must also talk about transition. The key was for the SENCo's at the Primary and Secondary schools to establish a line of communication to ensure that student information was shared on transition.

#### 7. Review of the effectiveness of the meeting structure

NH informed governors that he had met with LG and CW to consider the current meeting structure. Governors were asked to consider the following proposals:

- To add an additional 1 hour virtual meeting in-between the FGB meetings. This would ensure that the length of the main meeting was kept within 2 hours where possible and would also ensure that all key items were given appropriate consideration and scrutiny. The shorter meeting would primarily focus on 'business' items.
- To adjust the agenda for this and future meetings - to align with the first bullet point.

#### Governor question

Q: What would be the business items?

A: Finance, policies, governor business and other items as they arose.

Governors approved the proposal but were mindful of the additional time commitment being asked of governors. The shorter agenda would be followed for this meeting.

#### 8. Ofsted and School Improvement Plan

The Ofsted Report and updated SIP had been shared in advance of the meeting.

#### Ofsted Report

NH reminded governors that the school was now in the 14-month window for its next Ofsted inspection. The next inspection would expect to see lots of positive improvements as well as evidence of the capacity to progress.

NH highlighted the positives from the most recent inspection report which evidenced lots of positives and that Lucy and her team needed to take credit for evidencing the capacity to deliver progress.

NH agreed to produce a booklet for governors highlighting the concerns from the report.

#### Governor questions

Q: What will you be doing for the next 2 years (Y11) where there is no prior data ?

A: We will use our own internal tracking systems.

JN reminded governors that attainment data could be benchmarked against the previous year.



# RISEDALE

SCHOOL

A family of learners

## MISSION STATEMENT:

The Risedale family is committed to a positive future for all through a personalised learning journey.

## AIMS:

- Celebrate success, learn from mistakes
- Build resilience, accept challenge and strive for excellence
- Shape curriculum to discover, explore and build aspiration

NH highlighted the need to track progress. The key documents would be the SIP and the SPIP. Presentations from subject leaders would also help to inform governors.

## SIP

The SIP shared with governors had been updated in February 2025. LG had rag rated the document and highlighted actions taken to address the ambers.

LG reported that:

- the updated Vision and Values would be shared with staff and students after half term.
- There were a number of ambers in the SIP which included on attendance and behaviour.
- There had been successes in these areas, which included a 62% reduction in suspensions this term compared to the same period last year.
- The aim was to recruit an Attendance Manager next term but there would be a cost.
- Overall, progress was on track.

Q: Is this improvement down to the consistency and application of the policy?

A: We do still need more consistency on the implementation of the Behaviour Policy.

Governors noted the positive comments from the SEA on Behaviour and Attitudes in their most recent report.

**Action:** To share SEA report at next meeting. LG/Clerk

The Report highlighted a 'tangible difference' in the school but did note a need to see absolute consistency of application – the school uniform was highlighted as one example.

LG reported that current figures showed 84 pupils joining in Y7 in September 2025, which was down on the previous year. Governors agreed that the marketing of the school was a key priority to try and increase numbers.

Governor question

Q: Will the mocks gives us an idea of progress?

A: Yes. I have been speaking to all the curriculum leaders to ensure their plans were uptodate. I think it would be a good idea to invite them to future meetings.

Q: Could this include PHSE?

A: Yes

**Action:** Review results from the mocks at the next meeting: LG/Clerk

Q: What is our PAN?

A: 150

Governors agreed that part of the marketing strategy needed to be ensuring that the school became the first choice secondary for the local primary schools.

Q: Is Hipswell Primary a feeder school?

A: Yes



# RISEDALE

SCHOOL

A family of learners

## MISSION STATEMENT:

The Risedale family is committed to a positive future for all through a personalised learning journey.

## AIMS:

- Celebrate success, learn from mistakes
- Build resilience, accept challenge and strive for excellence
- Shape curriculum to discover, explore and build aspiration

**Action:** To add marketing/ comms with primaries to a future agenda. LG/Clerk

Governors agreed that it would be helpful to use link governor monitoring visits to check on progress against the SIP.

## **PART 'B' - Resources**

### 9. Finance

The latest reports were shared in advance of the meeting. The FMS Bursar was unable to attend. Governors noted that overall the budget was on track.

**Q:** What is the £14k in capital?

**A:** It is a re-charge to the LA for work undertaken in the previous financial year.

**Q:** Are we able to challenge the LA about this ?

**A:** No

LG reported that she was concerned about the current car parking arrangements and that the only solution would be the purchase of electric gates. The LA had been asked to undertake a survey.

**Q:** Would the debt write off for the chromebooks release these funds for the school?

**A:** Yes

Governors welcomed the report discussed LG's report on how to lower the deficit item by item. Key points raised included:

- Being mindful about changing the staff absence scheme as there was an overall gain last year.
- That consideration to charge families for revision guides was an option but should not impact on pupil premium pupils – for which the PP Grant should be utilised.
- That consideration should be given to stopping staff lunches for those during duties.

Governors noted the future costs which would include the recruitment of an Attendance Manager as well as a need to finance a number of TLRs.

**Q:** Exam fees appear to be £2k – could you explain this cost?

**A:** Im still investigating this cost and will update governors.

### **Veritau Report**

LG confirmed that the report identified a number of areas which would require governor discussion.

**Action:** Add to next agenda. Clerk

### **Contracts Review Schedule**

LG reported that the role of a School Business Manager would normally include the review of Contracts. This was not currently part of the existing SBM job description.

Governors agreed that there needed to be an urgent review of current contracts in view of any potential notice periods etc.





# RISEDALE

SCHOOL

A family of learners

## MISSION STATEMENT:

The Risedale family is committed to a positive future for all through a personalised learning journey.

## AIMS:

- Celebrate success, learn from mistakes
- Build resilience, accept challenge and strive for excellence
- Shape curriculum to discover, explore and build aspiration

**Action:** JG/NH/LG agreed to meet to review current contracts.

## **PART 'C' – School Improvement**

### 10. Headteacher's Report

The HT Report had been shared in advance of the meeting. Questions were invited.

Governor questions

Q: Can you talk about what we are doing with regards to counselling for students?

A: This was included in our pupil premium strategy for our service children and is being funded through the pupil premium grant.

Q: Is attendance improving ?

A: Yes.

Q: Do you have a rewards system for attendance?

A: Yes – for those students with both 100% attendance and also with the most improvement.

### 11. Governance Update

Item deferred to next meeting.

Governors noted the challenges being faced by the school in securing information from the LA when making referrals.

HTPM Mid Year Appraisal to take place on 20<sup>th</sup> March 2025.

Governors approved the use of Whatsapp as a means of communicating non-governance matters inbetween meetings – such as support for panels, sending apologies/attendance etc.

**Action:** To establish clear protocols for the use of Whatsapp. NH

## **'PART 'D' – Other Business**

### 12. Any Urgent Business

None

### 13. Date of Next Meeting

2 April at 5.00pm at the school.

**Action:** Clerk to circulate dates of mini meetings before 2 April.

To note:

Pupil Disciplinary Committee for hearing on 7<sup>th</sup> March agreed as: BB, KM and Judy Hooton (Independent Governor)

Stage 2 Complaint Panel agreed as : KM, NH, CA

The Chair closed the meeting at 7.30 pm.





**RISEDALE**  
SCHOOL

A family of learners

**MISSION STATEMENT:**

The Risedale family is committed to a positive future for all through a personalised learning journey.

**AIMS:**

- Celebrate success, learn from mistakes
- Build resilience, accept challenge and strive for excellence
- Shape curriculum to discover, explore and build aspiration

**Dates of 2024 – 2025 Full Governing Board Meetings**

Tuesday 08<sup>th</sup> October 2024 – 17:00 (Complete)  
Tuesday 12<sup>th</sup> November 2024 – 17:00 (Complete)  
Wednesday 04<sup>th</sup> December 2024 – 17:00 (Complete)  
Thursday 23<sup>rd</sup> January 2025 – 17:00 (Complete)  
Wednesday 12<sup>th</sup> February 2025 – 17:00 (Complete)  
Wednesday 2 April 2025 – 17:00  
Wednesday 14<sup>th</sup> May 2025 – 17:00  
Tuesday 17<sup>th</sup> June 2025 – 17:00  
Thursday 10<sup>th</sup> July 2025 – 17:00

**Mini Meetings  
All 6pm via teams**

March 26<sup>th</sup>  
April 30<sup>th</sup>  
4<sup>th</sup> June  
25<sup>th</sup> June

*Chair:*

*Date:*



# RISEDALE

SCHOOL

A family of learners

## MISSION STATEMENT:

The Risedale family is committed to a positive future for all through a personalised learning journey.

## AIMS:

- Celebrate success, learn from mistakes
- Build resilience, accept challenge and strive for excellence
- Shape curriculum to discover, explore and build aspiration

## Annex A Action Log

<u>Item Number</u>	<u>Item</u>	<u>Initials</u>
	<b>Actions from 11 December Minutes</b>	
6.	Headteacher to bring proposals on how to lower projected deficit for 2025/26. – <b>deferred to February Meeting.</b>	LG
6.	Headteacher to bring detailed proposals regarding attendance management. – <b>to add to February agenda</b>	LG
6.	Governors to revisit Year 10 attendance and behaviour in 6 months' time to see what the impact of the steps in place was. – <b>add to June/July meeting</b>	Clerk
6.	Headteacher to provide a breakdown of reasons for suspensions/exclusions with the next set of data at the next meeting with a full Headteacher's report. – <b>add to February agenda</b>	LG
15.	Clerk to include Governance Strategic Plan update on all agendas as standard item.	Clerk
15.	Vision and values to be included in January agenda.	Clerk
15.	Clerk to include co-option of JG, Governing Body reconstitution, appointment of an associate member on next agenda	Clerk
15 c)	DJ to suggest training for governors based on the results of skills audit.	DJ
8.	Headteacher to present comparative data for Year 11 – <b>deferred to February meeting.</b>	LG
8.	JG to look at SLT minutes – <b>deferred to February meeting</b>	JG
8.	Headteacher to issue ASP access to governors.	LG
13.	Headteacher to check what qualification/training staff have to have to be able to conduct online searches on shortlisted candidates – LG confirmed that advice from the LA confirmed that the correct procedures were being followed.	LG
13.	Clerk to include the appointment of a policy working group on next agenda.	Clerk
	<b>Actions from January Minutes</b>	
2	New governors (+BB) to complete forms	Clerk
6	JN to clarify process re securing transition information	JN
6	Add SEND to summer meeting agenda	Clerk
7	Veritau report deferred to Feb meeting	Clerk
8	Add Ofsted Report to Feb meeting	Clerk
9	Year 11 Attainment and attendance targets 2025. Validated KS4 data 2024 and IDSR. – add to Feb agenda	Clerk
12	Uniform Policy to be reviewed early in summer term	Clerk
13	Review of action plan add to Feb agenda	Clerk
13	Stef to sort date for governing online training	Stef
13	All to complete any outstanding training and add to spreadsheet	All



# RISEDALE

## SCHOOL

A family of learners

### MISSION STATEMENT:

The Risedale family is committed to a positive future for all through a personalised learning journey.

### AIMS:

- Celebrate success, learn from mistakes
- Build resilience, accept challenge and strive for excellence
- Shape curriculum to discover, explore and build aspiration

13	Clerk to share link governor role descriptors on portal	Clerk
	<b>Actions from February Minutes</b>	
8	To share SEA Report at next meeting	LG
8	To consider marketing/ comms with primaries at next meeting	LG
9	Consider Veritau Report at next meeting	LG
9	Update on Contracts Review Schedule at next meeting	LG/NH
11	Draft protocols for use of Whatsapp	NH
13	Circulate dates for mini meetings	Clerk