



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 26 March 2025 at 18:00 via Teams

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

Governors Present	
Nick Horn (NH)	Co-opted Governor, Chair
Lucy Greenwood (LG)	Headteacher
Dean Higham (DH)	Staff Governor
Ray Nyambira (RN)	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
<u>In attendance</u>	
Chris Walker (CW)	Senior Governance Office and Clerk to the Governors

<u>No.</u>	<u>Item</u>
<u>PART 'Answer:' – Procedural</u>	
1.	<p>Welcome and Apologies for Absence and to determine whether any absences should be consented to.</p> <p>NH welcomed everyone to the meeting.</p> <p>Lara Vinsen, Charles Anderson and Beki Bulmer had sent their apologies in advance, which were consented to.</p>
2.	<p>To remind Governors of the need to declare interests, pecuniary or non-pecuniary.</p> <p>None</p>
3.	<p>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.</p> <p>Item 9.</p>



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4.	<p>Notification of urgent other business previously noted to the Chair.</p> <p>None</p>
5.	<p>Minutes of the Previous Meeting</p> <p>The minutes of the previous meeting on 12 February 2025 were approved as a true record and signed by the Chair</p> <p>Actions</p> <p>A review of the actions took place. All actions had been completed or were ongoing as follows:</p> <p>Item 8: Marketing to be deferred to the next meeting</p> <p>Item 11: NH to circulate the draft protocols for the use of Whatsapp.</p> <p>Contracts Review Schedule</p> <p>NH, JG and LG had met to review the Contracts Review Schedule since the last meeting.</p> <p>Governors thanked LG and her team for producing such a comprehensive and robust document in such a short space of time. One specific query arose relating to the £11k cost for the TES (Times Educational Supplement) recruitment. Governors agreed to raise with LG once she had been able to join the meeting.</p> <p>LG joined the meeting at 6.15pm</p> <p>LG explained that the schedule had been compiled by 3 members of the team and would be owned by the SBM. With regards to the TES costs, LG explained that the £11k was the cost of the current annual contract with TES to support advertisements to help recruit teachers. The SBM had done an analysis of the likely costs if the TES was used on a pay as you go basis - based on need. This had shown that the TES annual contract would only be cost effective if 4 or more staff were recruited in this way.</p> <p>LG detailed some of the other options that were being explored to recruit staff (specifically teachers) which included the LA's own site, Indeed and a free DfE online site.</p> <p>Governor questions</p> <p>Q: Have you explored recruitment via the LA?</p> <p>A: Yes.</p> <p>Q: What would be the impact of cancelling the contract?</p> <p>A: No immediate impact. We would have a better view next term as any teachers likely to leave would be handing in their notice at that time. By 31 May we would have a clear figure.</p> <p>Q: When is the deadline for the renewal of the contract?</p> <p>A: 21 May</p> <p>Governors agreed that this cost was significant and that there were other options. Governors approved the decision to end this contract.</p> <p>Staff Absence Scheme</p> <p>LG explained that the current cost was around £60k and that the insurance started from day 6 of any absence. An analysis of last year's claims had shown that the school had benefitted from the scheme – but it was noted that there was exceptional staff absence during this time. The current figures for this year to date, showed that the school was 'losing out' for around £30k.</p>



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	<p>The Bursar had advised exploring other cheaper options. This had been done and an alternative scheme had been found which would cost £18k</p> <p>LG asked governors to consider the proposal to move to the new scheme.</p> <p>Governor questions Q: Do premiums go up every year? A: Yes, small increases as with any insurance policy.</p> <p>Q: When does the current scheme expire? A: 4 April</p> <p>Governors agreed to end the current contract and to explore cheaper options.</p> <p>Action: LG/JG/AH to discuss further outside the meeting.</p> <p>The minutes were approved as a true record and signed by the Chair.</p>
6.	<p>Governance</p> <p>a) Governance Action Plan The current draft had been shared with governors in advance of the meeting. In discussion, governors agreed that:</p> <ul style="list-style-type: none"> • The current draft was very useful but needed to be updated and the format reviewed. • The link governors for each area would need to be updated • The Plan would be owned by the governing body and progress tracked once per term at an FGB meeting. • The Plan would be RAG rated to highlight progress. (A number had already been achieved) • A working group would review the current plan and update and re-format as required and then bring back for discussion at the next main FGB meeting. <p>Action: Working group to consider the current plan and update/tweak/format as required. Action: Clerk to share templates with LG/NH.</p> <p>b) Succession Planning No vacancies currently, to consider as and when necessary</p> <p>c) Monitoring Schedule Latest schedule had been shared with governors.</p> <p>Action: Governors to update the main (master) monitoring schedule once visits had been completed.</p> <p>NH thanked governors for the quality of the link governor reports.</p> <p>Reports would be shared in advance of the next available meeting and governors be provided with an opportunity to provide verbal feedback.</p>



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d) Governor Training

Urgent Action: All governors to complete any outstanding mandatory training as soon as possible. Certificates to be sent to Stef.

Action: DH to ensure that all governors can access the training log – as there were some issues for a number of governors in being able to update once training had been completed.

Anti Sexual Harassment Training was being provided to staff – LG extended the invitation to governors.

LG reminded governors of the various training opportunities available to them, which included:

- NYES training courses
- Modern Governor and the NGA – bitesize online webinars and useful documentation to help with things like link governor visits.

Action: LG/Clerk to check on bespoke Pupil Premium and Attendance Training.

e) Veritau Report

The Report had been shared in advance of the meeting. JG explained that whilst the report contained a number of actions and recommendations, most were either in hand, known about and overall presented a low risk.

LG explained that many of the actions required greater clarity of roles and responsibilities and this was something that was already being addressed – specifically with clarity on the future role of the SBM position.

Another action was linked to the Asset Management Plan – which was in the process of being finalised.

Governor questions

Q: Has the issue around having 2 payment cards been addressed?

A: Yes and an accompanying code of conduct for usage will be introduced asap.

LG reported that the aim was to have addressed everything in the report by the end of May 2025.

f) Link Governor Reports

PM provided a verbal summary further to her written report which had been shared in advance of the meeting. PM confirmed that her visit had confirmed that things were on track and that she would be attending one of the Year 9 Workshops.

Governors agreed to defer further discussion on this item to the next meeting.

g) External Reports

The SEA Report on Behaviour and Attitudes had been circulated in advance of the meeting.

Governor question

Q: Do we have the capacity / is it realistic to be able to deliver the actions set out in the SEA's report?

A: Yes. Governors noted that the new SEA would be Mark Turner.



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7.	<p>Policies</p> <p>Governors approved the following policies, subject to a number of small amendments identified by JG.</p> <p>Careers Policy (Management Statement) Complaints Policy and Procedure Equalities Policy Premises Policy Suspension and Permanent Exclusion</p>
8.	<p>AOB</p> <p>Chromebook Feedback The detailed report had been shared in advance of the meeting.</p> <p>LG summarised the key points which included:</p> <ul style="list-style-type: none"> • Currently all years 7-10 were provided with a Chromebook at a cost of around £60k. Around £250 per unit) • Spares were used for repairs or provided to feeder primary schools. • Technically old Chromebooks should be handed back once students left the school but this was not often the case. • Devices were not looked after, were often damaged and students would also not always ensure that their devices had been charged up. • The cost of repairs was increasing and parents were being asked to contribute – but payment was often late or not forthcoming and chasing outstanding debt was a challenge. • The survey had been sent to parents/carers, students and staff. • The key findings showed that the vast majority of students had alternative devices, which could include a mobile phone, and did not make frequent use of their Chromebooks in school or at home. • Staff responses showed that a significant number of students either did not bring their device with them or had not charged it. <p>LG was concerned that this provision was not an effective use of the IT budget and had asked the team to develop a 5-Year costed plan.</p> <p>Governors were asked to consider the following proposal:</p> <ul style="list-style-type: none"> • To gradually phase out the use of Chromebooks for all pupils. This would start with the current Y10 and the next Y7. Neither cohort would be provided with a device. Y10 had not been given a device to date currently. <p>In discussion, the following points were raised:</p> <ul style="list-style-type: none"> • Consideration would need to be given to those pupils for whom a device was essential – this would be decided on a case by case basis but would most likely involve those pupils with SEND. • That communication to the parents/carers and pupils in the next Year 7 and current Year 10 would need to be carefully managed. <p>Governors agreed with the rationale presented by LG and agreed with the proposal.</p>



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9.	Confidential Item Deferred to next meeting.
10.	Date of Next Meeting 2 April at 5.00pm at the school.

The Chair closed the meeting at 7.30 pm.

Dates of 2024 – 2025 Full Governing Board Meetings

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

Mini Meetings All 6pm via teams

March 26th
April 30th
4th June
25th June

Chair:

Date:



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Annex A Action Log

<u>Item Number</u>	<u>Item</u>	<u>Initials</u>
	Actions from 11 December Minutes	
6.	Headteacher to bring proposals on how to lower projected deficit for 2025/26. – deferred to February Meeting.	LG
6.	Headteacher to bring detailed proposals regarding attendance management. – to add to February agenda	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. – add to June/July meeting	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. – add to February agenda	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 – deferred to February meeting.	LG
8.	JG to look at SLT minutes – deferred to February meeting	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
	Actions from January Minutes	
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



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13	Clerk to share link governor role descriptors on portal	Clerk
	Actions from February Minutes	
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
	Actions from March Minutes	
5	Marketing deferred to next meeting	Clerk
5	Whatsapp Protocols to be circulated	NH
5	To consider Staff Absence Scheme	LG/JG/AH
6	Working group to consider Governor Action Plan	NH
6	Clerk to share templates/examples of Governor Action Plans	Clerk
6	To update the master monitoring schedule once visits complete (ongoing)	ALL
6	To complete all mandatory training	ALL
6	To ensure all governors can access the training log/spreadsheet	DH
6	To check on progress with the Pupil Premium/ Attendance Training	LG/Clerk