RISEDALE
A family of learners

RESPONSIBILITY RESPECT RESILIENCE RELATIONSHIPS

OUR VISION & VALUES:

Our aspiration is that every pupil and staff member is supported to be the BEST version of themselves.

Members of our Risedale family will feel a strong sense of belonging and accomplishment as a direct result of attending our school. They will accumulate knowledge, cultural capital and social skills, such as empathy and kindness, enabling them to thrive in society and enjoy healthy RELATIONSHIPS. All our pupils will make good progress from their starting points.

At whatever stage of their education Risedale pupils leave us, they will be well-equipped to take the next steps on their journey to becoming a RESPONSIBLE, RESPECTFUL and RESILIENT citizen who can embrace change and learn from mistakes.

Risedale School

Full Governing Body Meeting Minutes

Tuesday 17 June 2025 at 5pm at the 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

Governors Present	
Nick Horn (NH)	Co-opted Governor, Chair
Lucy Greenwood (LG)	Headteacher
Charles Anderson (CA)	Co-Opted Governor
Kate Morgan (KM)	Co-Opted Governor
Pamela McMahon (PM)	Parent Governor
Ray Nyambira (RN)	Co-Opted Governor
Dean Higham (DH)	Staff Governor
Lara Vinsen (LV)	Co-Opted Governor
Amanda Hastings (AH)	Parent Governor, Vice-Chair
In attendance	
Chris Walker (CW)	Senior Governance Office and Clerk to the Governors
Jonathan Norden (JN)	Principal Education Advisor, NYC (Observer)

No.	Item
PART 'A:' – Procedural	
1.	**Welcome and Apologies for Absence and to determine whether any absences should be consented to.**

	NH welcomed everyone to the meeting. John Glahome had sent his apologies in advance of the meeting which were consented to. Beki Bulmer was unable to attend the meeting and sent her apologies.
2.	**Premises** Governors agreed to consider item 6 at the start of the meeting and undertook a walk around the school site to view, first-hand, a number of the key premises challenges facing the school. Governors returned to the meeting at 5.40pm. NH set out the wider context in which the premises issues needed to be considered. namely: • The school would be required to evidence progress at the next Ofsted monitoring visit. • At the same time, the school was required, by the LA, to deliver a sustainable budget. NH reported that he had raised his concerns with regards to the premises issues with John Holden (LA, Strategic Services). Many of the issues had been identified in the Conditions Survey Report (2023), which had been shared with governors in advance of the meeting. The report had identified and prioritised the total site work that needed to be done and identified a cost (at 2023 prices), as follows: Priority 1: cost £231k and most had yet not been done. Priority 2: cost £339k Priority 3: cost £2.4m Priority 4: cost £2.9m Governors were concerned: • That costs had risen significantly since the report was published and would be considerably higher than those set out in the report. • At how could a sustainable budget be delivered whilst also addressing the premises issues. Governor questions Q: Where have these cost figures come from and how accurate are they? A: From the LA Property Services Team and they will be accurate – but based on the costs at the time of the report. Q: Are we required to use specific approved contractors or do we have some flexibility? A: We do have some flexibility although we would have to follow the standard procurement rules if those cost thresholds were met. Q: Could we use local businesses e.g. the window repairs? A: Yes. We do have our own list of trusted local contractors that we use. NH reported that there were a number of documents which set out all the current premises issues: • Conditions Survey Report • Fire Risk Assessment • Health and Safety Report • Asbestos Report. Governors agreed that it would be helpful if all the actions set out in each of the reports could be set out in a digital format. This would help with prioritizing the tasks and tracking progress. Software packages were available to support with this but there would be a cost. One example discussed would cost £1.8k per year. Governors noted that across the county the cost to address the current premises priorities in schools was £20m. Strategic Services had a budget of £7m.

	John Holden had agreed to undertake a site visit either towards the end of the summer term or in the autumn term. NH was concerned that he had not seen a school in such a poor condition. Governors agreed that the scale of the challenge would require LA support. Governor question Q: Should we re-consider academisation – if we converted the Trust would be able to support with some of the costs? A: This is something we could consider. We need to be mindful that any Trust considering taking us on would need to undertake its own due diligence. There is a strong likelihood that they would not consider progressing as a result of the financial and premises challenges at the school. It would take time and schools no longer receive the grant that they used to receive – so there would be a cost to the school if we went down this route. Q: If the cost to the school was £25k but we ended up getting £100k in support for the premises work would it be worth it ? A: It is something worth considering. All the work would have to be undertaken by me as the headteacher. There are already so many other priorities that I am trying to manage, not least trying to deliver the required improvements and progress that is required by Ofsted. The timing might not be right at this moment in time. Governors agreed to defer a discussion on academisation to the autumn term. **Action:** Clerk to add to an agenda in the autumn term. Governor question Q: Does there come a point where the LA will have to step in if we are not making the required level of progress? A: I am intending to have this discussion with the LA at our next meeting either towards the end of the summer or start of the autumn term. Q: Could the school seek a services covenant to support with costs – as has been done at Wavell? A: We have applied already - to help with the repairs to the Sports Hall – but have not heard back yet. Q: Are there any other grants or sources of funding you can access? A: We have explored everything we can – including things like Lottery Funding but there is very little available to us. Governors agreed to discuss premises again in the autumn term. **Action:** Clerk to add to autumn term agenda.
3.	**To remind Governors of the need to declare interests, pecuniary or non-pecuniary.** There were no declarations of interest or hospitality at this meeting.
4.	**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.** To be considered as the meeting progressed.
5.	**Notification of urgent other business previously notified to the Chair.** **None**
6.	**To approve the minutes from the meeting on 4 June 2025 and also the confidential minutes from the meeting on 14th May 2025.** The minutes were approved as a true and accurate record to be signed by the Chair. A review of the actions took place. All had been completed or updated as follows: • Vetting of placements for Duke of Edinburgh Award: LG was awaiting further guidance from the DfE. Initial advice had indicated that most placements were linked to the school but more advice was awaited in for those placements taking place outside school.

	• Governor Action Plan- deferred to the July meeting. • Safeguarding Report: this was deferred to the next meeting in June or the July meeting. • Terms of Reference (ToR) and review of the Budget Management Policy was deferred to the July meeting. **Action**: AH agreed to liaise with JG with regards to the review of the ToR and to clarify the delegated limit for the Headteacher – specifically the reference to 0.5% -to consider whether this was this too small a figure.
7.	**Headteacher Report** The Headteacher's Report had been shared in advance of the meeting. LG invited comments on the new format which had been able to draw directly from the school's management information system (MIS). Overall, Governors welcomed the new format. Governors asked if the attendance data and KS3 data could be presented in a different format in future reports as it was not easy to read. Attendance Data LG reported that currently the data that was shared with governors was based on all current pupils on roll. This would help to compare the data against previous years. However, it was possible to also produce a report for all the pupils who had been on roll since the start of term. Governors would then be able to compare the two reports which would highlight the impact of factors such as the high mobility at the school. Governor question Q: Do you have the current mobility data? A: No **Action**: LG to provide the mobility data at the next meeting. LG detailed some of the work that was being undertaken to improve the admissions process which included: • Support on transition and induction for all pupils, including the service pupils. • Working with Oxford Brookes and Matt Blyton to improve information sharing between schools. JN suggested that Power BI could help this this process. LG confirmed that Power BI was currently being explored by the school. Governor question Q: With the fall in student numbers are you able to reduce the number of classrooms being used – which might help address some of the premises' challenges? A: We are currently using most of the site as a number of our classes are quite small. Some of the classrooms are now being used for other things too. Q: Do you receive additional funding for the EHCP and SEND students? A: Yes. However, the funding does not meet the cost of the provision. JN reported that the government was planning to produce a White Paper on SEND funding during the summer. LG reminded governors of the context of the school – that many of the students from the local community brought with them a range of challenges which the school needed to support. A number of parents were currently refusing to send their children to school. Q: What happens in this situation – are they being home schooled? A: No. We do what we can to support these families but we do have to follow the policy and fines are issued when required.

	Governors welcomed the level of detail in the Headteacher's Report and noted the alignment with the link governor visit reports. The report highlighted the progress that the school had made in a short period of time. Governors thanked LG, the SLT and all the staff for their hard work and dedication in delivering this progress.
8.	**Chair's Update** NH reported that he and LG had met with the Chair and Headteacher at Hipswell Primary to discuss the ongoing concerns with regards to the dropping off and picking up of pupils by parents. The meeting was productive. The team at Hipswell were concerned that if gates were put up by Risedale and parents stopped from dropping off and picking up they would send their children elsewhere. There was the additional concern that the traffic issues would simply be moved elsewhere. There had been a solution some time ago but at a cost of £500k which was not feasible. Q: Could you stagger start times? A: We already do and it's not possible to adjust them any further. LG reported that it was a complex problem. Every effort would continue to be made to find a solution.
9.	**SPIP/ SIP Update** The School Improvement Plan (SIP) had been updated and RAG rated and shared in advance of the meeting. LG reported that: • The review of the SPIP had not been undertaken and that there was a close alignment with the SPIP and SIP. • The SIP had been deliberately ambitious and good progress had been made overall. • The clarification of roles and responsibilities from September would help to address the outstanding actions. Q: Are you confident that you have your team on board and that they will come along with you on the journey? A: Yes. Q: What are the reasons for the staff leaving: A: A variety of reasons – promotions, retirements and one leaving teaching. Governors welcomed the report and agreed that overall progress was good. Those areas identified as red were, in the main, the longer term actions which would take time to fully embed. **Action:** LG agreed to share the updated SEF at the July meeting. It would then be updated after the exam results. Governors agreed that the link governor visit reports aligned with the progress made in the report.
10.	**Policies** LG reminded governors that the recent audit undertaken by Veritau had recommended the development and adoption of the **Debt Management Policy**. The policy had been drafted by the SBM with the support of the bursar. There was a need to be more effective with the management of debt and the policy clarified the process.

	The policy was not statutory and had been approved by the headteacher and shared with governors at this meeting for information. **Behaviour Management Policy** LG reported that a number of amendments had been made to the policy further to the external safeguarding review which had recently been completed. All the changes had been highlighted in the document itself. One of the recommendations was to provide additional clarity on child on child abuse in the document. The draft policy had been shared and checked by the LA safeguarding team prior to sharing at this meeting. Governor question Q: Did the policy address misogyny? A: Yes. Q: With regards to the use of reasonable physical force – is there a training standard? A: Yes but its not statutory for all staff. Training has been undertaken by those staff most likely to need it. Q: Do you communicate the updates to policies to staff? A: Yes – they are emailed to all staff and shared on our website. Governors approved the policy.
11.	**Governor** **Governor Training** Governors had undertaken a training session on attendance. NH and RN confirmed that they had completed all mandatory training and their certificated had been shared with the SBM. CA had undertaken some online training modules which had been recorded on the training log. **Link Reports** The following reports had been shared in advance of the meeting: JG – Health and Safety 27th May KM – Safeguarding – 9th May NH – Quality of Education – 13th May JG – Health and Well-being – 14th May NH thanked governors for the quality of the reports and asked if any governor wished to provide additional feedback. KM – Safeguarding Feedback KM provided a verbal summary of her visit which included some feedback from a number of students during a pupil voice session which highlighted their concerns on bullying , homophobia and racism. One specific concern was that they had felt that there was a lack of consistency about how these issues were being dealt with by some staff – specifically on the use of homophobic comments which they believed were not always being addressed. KM underlined the important of staff training and of governor responsibilities to ensure that not only was appropriate training provided to staff but that it was effective and impactful. KM reported that the school did use external agencies to provide training where required and providers were currently being explored for the autumn term. LG reported that a lot of work had been undertaken with individual pupils to address these issue but not always with the desired impact. External providers had been used to work with specific groups of students. The School Liaison Officer had also been into school. The Invisible Theatre Company would be coming into school to help address some of the issues that had arisen between the Afghan students and some of the other students.

	LG reported the school was aware that some of the issues raised were going on but every effort was being made to address them as a key priority. It was concerning to hear that students felt that there was a lack of consistency amongst staff and the school would continue to ensure that effective and impactful training was provided. The overriding priority was to ensure that the school was a safe environment for all students. With regards to bullying specifically, LG reported that further work was required to clearly define what this meant. KM reported that the students she met did understand what bullying meant but that a key challenge was that much of it was taking place outside school. A key recommendation from KM was for a more systematic approach to obtaining pupil voice. PM confirmed that she had a link visit planned on 23rd June and would be undertaking a pupil voice session as part of the visit which would cover many of these issues. Governors were assured that LG had identified these issues within the school and had put actions in place. Q: Is there anything we can do as governors to support you ? A: Please just keep undertaking the pupil voice sessions and providing feedback through your reports and at meetings. LG reported that she aimed to develop a more strategic approach to securing the stakeholder voice from next year. Governors considered what protocol should be agreed with regards to the sharing of their visit reports. The following protocol was agreed: • Governor to draft the report • Report to be then shared with LG and NH • If there was a specific concern to share with NH only in the first instance • LG to share the report with the subject leader • Report to be shared at next FGB meeting.
12.	**Safeguarding/ Health and Safety** No concerns to report.
13.	**AOB** None
14.	**Date of next meeting** **25th June** NH thanked governors for their time.

The Chair closed the meeting at 7.25 pm.

<u>Dates of 2024 – 2025 Full Governing Board Meetings</u>

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 (Complete)
Wednesday 14th May 2025 – 17:00 (Complete)
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:

Annex A Action Log

Item Number	Item	Initials
	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
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
	Actions from April 2 Minutes	
2	DHT to include a narrative data of the key findings from the data in future reports. (ongoing)	JY
4	LG to contact John Holden to check on catchment area data	LG
8	LG to share Chromebook Report after meeting.	LG
13	Clerk to add branding to FGB documentation (ongoing)	Clerk
	Actions from April 30th	
4	Marketing deferred to July Meeting	Clerk/LG
4	Governor Action Plan Working Group to meet	NH
4	All governors to complete outstanding mandatory training	ALL
4	Whatapp group to be set up	LG
4	Staff Absence Scheme update - May meeting	LG
4	Attendance/Pupil Premium Training to be arranged via LA	Clerk
5	Check reason for high exam fees	LG
5	Check age of IT equipment for disposal	LG
7	Check capital funding process	LG
9	Arrange fobs for governors + add protocol to visits policy	LG
	Actions from 14th May Meeting	
5	Consider Staff Insurance Scheme Options	LG
5	Update on Exam Fees overspend (June)	HS
7	Check vetting of placements for Duke of Edinburgh Award	LG
7	Next Behaviour Update – include data both with and without core group	LG
11	Draft Governor Action Plan for consideration at June meeting	NH
	Actions from 4th June meeting	
8	Add premises item to 17th June meeting	Clerk
9	Updated safeguarding report to be shared at next meeting	LG
11	JG to check Terms of Reference in Budget Management Policy	JG

	Actions from 17th June Meeting	
2	Academisation to be added to autumn term agenda	Clerk
2	Premises update in autumn term	Clerk
6	Update on ToR and 0.5% delegated limit in Budget Management Policy at July meeting	AH/JG
7	Mobility Data at next meeting	LG
9	SEF to be shared at July meeting	LG