

## GOVERNING BODY

**Minutes of the virtual meeting of the Governing Body (GB) held on Tuesday 5th May 2020 at 4pm.**

**Present:**

**Governors:** Terry McCann (Interim Chair) John Glahome, Jane Hailwood, Colin Scott (Principal), Lara Vinsen, Carl Les, Lt. Col Jim Turner.

**In attendance:**

Helen Simpson-FMS Support Officer- NYCC Strategic Services. (16.00-16.40).  
James Yates (Vice Principal), Helen Whitehead (Vice Principal and SENCo), Gill Morrissey (Director of Facilities), Stef Blood (Principals PA) and Pat Gale (Clerk to the Governing Body).

No.	Item	Lead
<b>PART 'A' – PROCEDURAL</b>		
1.	<p><b><u>Welcome to the meeting</u></b></p> <p>The interim Chair, Terry McCann welcomed everyone to the meeting and thanked Mandy Lambert NYCC for setting up the Skype meeting.</p>	
2.	<p><b><u>Election of Parent Governors</u></b></p> <p>The Chair informed Governors that two parent governors had been appointed, Debbie Clapham and Sheerena McIntosh.</p>	
3.	<p><b><u>Apologies</u></b></p> <p>Apologies had been received and consented to from Samantha Cotgrave, Debbie Clapham and Sheerena McIntosh, unfortunately due to work commitments they were unable to join the virtual meeting on this occasion.</p>	
4.	<p><b><u>Declarations of interest-pecuniary and non-pecuniary.</u></b></p> <p>Cllr Carl Les noted his role as NYCC Councillor and the Principal also as an Ofsted Inspector.</p>	
5.	<p><b><u>Notification of any other urgent business not already on the agenda.</u></b></p> <p>None declared.</p>	
6.	<p><b><u>Minutes from the Previous Governing Body Meeting held on the 10<sup>th</sup> December 2019.</u></b></p> <p>Governors had been previously circulated with the minutes, Governors proposed that the minutes should be approved as an accurate record.</p>	

No.	Item	Lead
	<p><b><u>Resolved:</u></b>  <b>That the minutes of the meeting of the Governing Body held on the 10<sup>th</sup> December 2019 be approved ,signed and dated by the Interim Chair as a correct record.</b></p>	<p><b>All/Chair</b></p>
<p><b>7.</b></p>	<p><b><u>Matters Arising.</u></b></p> <p>A summary of actions and their status had been circulated and all, apart from the appointment of two parent governors had been postponed due to current circumstances.</p>	
<p><b>8.</b></p>	<p><b><u>Date of Future Meetings.</u></b></p> <p>Tuesday 30<sup>th</sup> June 2020 at 5pm – (Personal Development,Behaviour and Attitudes)</p> <p><b>Action:</b>  <b>A proposed schedule of meetings for 2020/21 would be discussed at the next meeting.</b></p>	<p><b>Principal</b></p>
<p><b>PART C-RESOURCES</b></p>		
<p><b>9.</b></p>	<p><b><u>Revised Budget and updated Forecasts.</u></b></p> <p>The Interim Chair welcomed Helen Simpson (NYCC Financial Services Adviser) to the meeting and asked if she could give an update on the budget reports that had been previously circulated to Governors.</p> <p><b>Outturn Statement end March 2020:</b></p> <ul style="list-style-type: none"> <li>• Total revenue Balance £207,495 with a carryforward of £62,025 to next year, with a variance of £145,469.</li> <li>• Committed Balance of-£67,861 covering-</li> <li>• Library refurbishment £2,610</li> <li>• Hub Garden Grant £ 500</li> <li>• NCOP Careers funding £2,476</li> <li>• Student Council £597</li> <li>• Jaffa Insurance £52,178</li> <li>• Jaffa Trail £15.000</li> <li>• CCTV Lower School £9,500</li> </ul> <p>Leaving an uncommitted budget of £139, 634, of which teachers could bid for £5k to support their developments, it was noted that £7k had not been spent by Lawrence House.</p> <p><i>Q: Should we have spent on the GCSE Pod?</i>  <i>A: We decided not to buy into as it was not suited to curriculum delivery, the budget was set too high resulting in a high underspend, along with underspends in water, electricity as we assumed higher usage. We need to be more realistic about the spend budget, needs looking at more closely.</i></p> <p><i>Q: The capital budget appears to be overspent, where can we get the additional funds from?</i>  <i>A: We can contribute from the revenue grant.</i></p>	

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	<p><b>Resolved:</b> <b>That the outturn Statement be approved.</b></p> <p><b>Start Budget for 2020-21:</b> Governors had been circulated with detailed budget forecasts and a useful commentary on the Start Budget, it was agreed to consider and discuss the commentary report in more detail.</p> <p><b>Income:</b> It was reported that pupil numbers were predicted to increase by almost 100 students from October 2019 to October 2023. The school continues with the 'soft implementation' of the National Funding Formula and that this year there was no transfer of funding to the High Needs block. Due to the Dedicated Schools Grant being higher than estimated by the LA there is an additional £5,485 but for 20/21 year only. No funding has been built into the budget to fund the expected Teachers Pay Award increase from September 2020. The Mobility funding has significantly reduced to £13,850 for 20/21, but the MFG protection mechanism maintains the funding level.</p> <p><b>Other income:</b> Funding has been secured for SEN support for 2 GTAs and the assumption is that funding will continue as long as the pupil remains in school. Pupil Premium, FSM and service families grant will also continue. <i>Q: Will we get relief from the exam fees?</i> <i>A: The Boards are still charging, but will be reviewed and we may get a refund.</i></p> <p><b>Expenditure:</b> An assumption has been made that all schools remain open, therefore all staffing is included. Key headlines:</p> <ul style="list-style-type: none"> <li>• The teachers' pay award of 2.5% for all scales has been included from September 2020, but no further increases from September 2021, however pupil numbers will increase, so 1 FTE teacher has been budgeted for each year in order to meet the needs of additional pupils.</li> <li>• The NYCC staff absence scheme has been purchased from Day 11 at £190 a day.</li> <li>• The Lawrence House Manager post has been included from September 2020.</li> <li>• The Office manager left last month and is being replaced by a new admin apprentice from September 2020.</li> <li>• Support staff pay award estimated at 2% has also been included from April 2020.</li> <li>• A new Groundsman has been appointed from April 2020 to replace the county contract.</li> </ul> <p><i>Q: Are we paying catering staff?</i> <i>A: The decision was taken to not furlough catering staff, but we could stand the costs if need be. We are also assuming that we will directly employ cleaning staff from April 2021.</i></p> <ul style="list-style-type: none"> <li>• We are also considering providing Chrome books for Year 7 pupils at an annual cost of £25k in order for pupils to download on line learning apps to allow pupils to access wifi, especially during this period of time with COFID-19, so Gary Lamont is urgently looking at the commissioning at</li> </ul>	<p><b>All</b></p>

No.	Item	Lead
	<p>the moment.</p> <p><i>Q: Will students own the devices or do we get them back?</i></p> <p><i>A: It's probably not practical to ask for them back, although we may set up a contract to ensure they are well cared for.</i></p> <p><i>Q: So will this just be for new pupils to the school or should other Year groups be provided for?</i></p> <p><i>A: At the moment we just think Year 7 and trial the use with staff and pupils, but we can review the budget in the autumn to consider whether we can expand the scheme.</i></p> <p><i>Q: Will appropriate safeguarding procedures be put in place to ensure pupils are not using for inappropriate access?</i></p> <p><i>A: Yes we will ensure that is accommodated and included in the Home School Agreement.</i></p> <p>The Principal explained that he currently had the agreement to commit to £20k delegated expenditure, he felt that in the first year he would probably need that increasing to £30k to cover set up costs and asked Governors if they could agree to that increase. After some discussion and agreement that it was a very good idea to offer the Chrome Books to pupils, Governors agreed to that increase.</p> <p><b>Resolved:</b> <b>That the Principal would be able to access up to £30k delegated budget for implementation of this solution.</b></p> <p><b>Capital:</b> HS explained that the funding of assumed £12k devolved capital would still continue and capital expenditure would cover:</p> <ul style="list-style-type: none"> <li>• £70k Principal repayments for the loan</li> <li>• Contribution towards NYCC costs of refurbishing 2 science labs.</li> <li>• The ongoing ICT hardware replacement programme</li> <li>• Year 7 Chrome Books funded through the revenue contribution.</li> </ul> <p><b>Resolved:</b> <b>That the Start Budget be approved.</b></p> <p><b>The Interim Chair thanked Helen Simpson for her very useful report and she left the meeting at 4.40pm.</b></p>	<p style="text-align: center;"><b>All</b></p> <p style="text-align: center;"><b>All</b></p>

No.	Item	Lead
<b>PART B-SCHOOL IMPROVEMENT</b>		
10.	<p><b>Update for Governors:</b>            The Principal gave a verbal update on key issues:</p> <ul style="list-style-type: none"> <li>• The Data report is still being worked on for grade assessments, not available at this stage.</li> <li>• In terms of accountability, we intend to tie off at this stage, for this year only due to current circumstances, should be by the end of June, and then build on it from September.</li> <li>• We accept that all staff have met their performance targets, and an automatic progression.</li> </ul> <p><b>Resolved:</b>  <b>Governors agreed to the performance management proposal for this year.</b></p> <ul style="list-style-type: none"> <li>• The next meeting of the SLT will focus on priorities for the year ahead</li> <li>• The School Improvement Committee would continue to meet remotely with Carl, Samantha and John, and will be key in mitigating any negative aspects of lockdown and phased return to school.</li> <li>• The Discipline Committee would meet as and when required with available Governors if required.</li> <li>• A proposed Academies Committee be established to review and consider academy opportunities, where we can get the best support in the future, without losing the school identity. John and Carl to consider and report back to Governors when appropriate.</li> <li>• Jim Turner has offered to become the Equalities Link Governor and Safeguarding Link Governor, the role being in place by September.</li> <li>• Jim Turner commented that some parents may not wish their children to return to school, and that this would need to be factored in to any phased planning. He said it was the same with all schools nationally as well as locally.</li> </ul> <p><b>Resolved:</b>  <b>The Interim Chair thanked the Principal for a clear update on the current status of the school in very challenging times.</b></p>	<p style="text-align: center;"><b>All</b></p> <p style="text-align: center;"><b>All</b></p>
11.	<p><b>Update from the School Improvement Committee held on the 11<sup>th</sup> March 2020.</b>            JG reported that a new manager for Laurence House had been appointed, to replace a number of part time staff, in order to provide continuity and consistency, it was felt to be a very positive development for students and staff. A Pupil Premium Review had taken place in assessing impact, and early feedback is that the review has demonstrated and evidenced impact of the way the funding was being used across the school.</p> <p><b>Resolved:</b>  <b>That JG be thanked for ensuring Governors were kept updated on the work of the School Improvement Committee.</b></p>	<p style="text-align: center;"><b>All</b></p>
12.	<p><b>Link Governor Update</b>            This had been covered in the Principals update.</p>	

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13.	<p><b>Policy Approvals</b></p> <p>Governors had been circulated with a Policy Revision status report produced by the PA to the Principal. (All policies could be accessed on <a href="http://risedale.org.uk/AboutUs/Policies">risedale.org.uk/AboutUs/Policies</a> ;)</p> <p>There was nothing contentious and where appropriate, policies were compliant with NYCC recommendations.</p> <p>JG had reviewed all the policies and proposed they should be approved and adopted, seconded by the Interim Chair.</p> <p><b>Resolved:</b>  <b>All policies for review should be approved and adopted.</b></p>	All
<b>PART D-OTHER BUSINESS</b>		
14.	There was no other urgent business.	
15.	<p><b>The Interim Chair asked SLT if there were any further questions or comments they wished to ask of Governors.</b></p> <p>SM reported on the work that the students had undertaken on the Mission statement, the preferred statement being:  <b>‘Risedale a family of learners’</b></p> <p>With a number of aims that would be introduced from the start of the new academic year.</p> <p>Q: <i>Is there any mention about readiness for the world of work?</i>  A: <i>We feel the curriculum is about aspiration and future lives rather than just focusing on work.</i></p> <p>Q: <i>Can it be reviewed on a regular basis?</i>  A: <i>Probably, but not every year, it needs to become embedded.</i></p> <p>Governors agreed that the new statement was very clear and recognised the strong partnership between students and staff and parents/carers.</p> <p><b>Actions:</b></p> <p>a) <b>That SMn would circulate the document to Governors.</b></p> <p>b) <b>That the students be thanked by the Governors for their work on developing the new statement.</b></p> <p>c) <b>The Interim Chair, on behalf of all Governors, wished to thank the SLT and all the incredible staff for the resilient and creative way in which they were all coping with such challenging times. The Clerk was asked to draft the email of thanks for circulation by the PA to all staff.</b></p>	<p style="text-align: right;">SMn</p> <p style="text-align: right;">Chair</p> <p style="text-align: right;">Clerk/ Chair</p>
16.	There being no further business the Chair thanked everyone for their ongoing commitment and closed the meeting at 5.12 pm.	

Membership of the Governing Body

Terry McCann (Interim Chair), John Glahome, Jane Hailwood, Joe Jordan, Carl Les, Colin Scott, Lara Vinsen, Sarah Cotgrove, Debbie Clapham and Shereena McIntosh.

Other staff – Members of the Senior Leadership Team

Sarah Cox (Associate Assistant Principal), Sarah Matthewman (Assistant Principal), Gill Morrissey (Director of Facilities), James Yates (Vice Principal), Helen Whitehead Vice Principal and SENCo).