



## 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

Wednesday 14 May 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

<u>Governors Present</u>	
Nick Horn (NH)	Co-opted Governor, Chair
Lucy Greenwood (LG)	Headteacher
Charles Anderson (CA)	Co-Opted Governor
John Glahome (JG)	Co-Opted Governor
Pamela McMahon (PM)	Parent Governor
Kate Morgan (KM)	Co-Opted Governor
Beki Bulmer (BB)	LA Governor
Dean Higham (DH)	Staff Governor
Lara Vinsen (LV)	Co-Opted Governor
Ray Nyambira (RN)	Co-opted Governor
<u>In attendance</u>	
Chris Walker (CW)	Senior Governance Office and Clerk to the Governors
Jonathan Norden (JN)	Principal Education Advisor, NYC (Observer)
Helen Simpson (HS)	FMS Bursar NYC
Karen Taylor (KT)	FMS Bursar NYC

<b><u>No.</u></b>	<b><u>Item</u></b>
<b><u>PART 'A:' – Procedural</u></b>	
<b>1.</b>	<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>AH was unable to attend the meeting due to technical reasons and sent her apologies which were consented to.</p>
<b>2.</b>	<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>
<b>3.</b>	<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>To be considered as the meeting progressed.</p>
<b>4.</b>	<p><b>Notification of urgent other business previously notified to the Chair.</b></p> <p><b>None</b></p>
<b>5.</b>	<p><b>To approve the minutes and confidential minutes from the meeting on 30 April 2025</b></p> <p>The minutes were approved as a true and accurate record to be signed by the Chair subject to the inclusion of Lara Vinsen as being present the meeting.</p> <p><b>Actions</b></p> <p>The review of actions was undertaken. All actions had been completed, included on the agenda or were updated as follows:</p> <ul style="list-style-type: none"> <li>All governors were reminded to complete any outstanding mandatory training, to send their certificates to the SBM and update the master spreadsheet.</li> </ul> <p><u>Review of Staff Absence Scheme</u></p> <p>Further to the discussion at the last meeting, LG had explored options with HS with a view to securing a better VFM deal. Two quotes had been obtained including one with a company called Schools OK.</p> <p>Governor questions</p> <p>Q: Will it require a lot of admin support to manage?</p> <p>A: No</p> <p>Q: Does the quote include pre-existing medical conditions?</p> <p>A: We have received an updated quote to include pre-existing medical conditions – which has increased the quote by £8k.</p> <p>HS reported that another option for governor consideration would be to manage staff absence in-house. £65 had been factored into the start budget for staff absence insurance.</p> <p>Q: What was the cost of the insurance this year ?</p> <p>A: £53k. HS explained that the actual cost of covering staff absence was closer to £100k as some of the absence could not be claimed via the insurance as it did not meet the criteria.</p> <p>HS reported that a full analysis of the costs for this year had been undertaken – e.g., including looking at how many absences there had been for 5/10/15 days for example and the costs for each.</p> <p>Q: Is £65k enough to cover what we might need for a year - mindful that last year the actual costs were around £100k?</p> <p>A: I would expect £65k to be sufficient yes.</p> <p>Q: Was £100k spent to cover staff absence last year ?</p> <p>A: Yes – including the insurance premium.</p>

	<p>JG reported that the school received £25k back from the insurance company this year against a premium of £54k. Although LG reported that this figure varied from year to year. – in some years there was an overall gain.</p> <p>Q: Is the cost of the cover supervisor included in these figures? A: No.</p> <p>In discussion, governors considered the risks of not having any insurance cover and suggested that some minimum cover might mitigate against any significant risk. HS reported that 30-day cover was available at much lower premiums to provide cover for those staff off for more than 30 days. This would also cover pre-existing medical conditions.</p> <p>Governors agreed to investigate the cost options for this level of provision and to delegate this action to a small working group, membership as follows: LG, NH, JG, AH.</p> <p><b>Action:</b> Options to be discussed at the next meeting.</p> <p>Governors noted that as the current cover had now run out there was technically no staff insurance cover in place.</p> <p><u>Exam Fees</u> HS had reviewed the spend on exam fees further to the discussion at the previous meeting. HS reported that the overspend had arisen largely due to two key factors:</p> <ul style="list-style-type: none"> <li>• The cost of appeals (£1500)</li> <li>• The cost of a course booklet (£1500)</li> </ul> <p>Governors agreed that it was important to ensure that there was not a recurrent overspend in exam fees at this level and that further detail was required.</p> <p><b>Action:</b> HS agreed to review the detail and provide an update in June.</p> <p><u>IT Equipment</u> LG confirmed that IT was identified for disposal based on age and condition and that everything was disposed of in an environmentally appropriate way. The age of devices would be added to the spreadsheet.</p> <p><u>Capital Funding</u> KT explained the capital funding process for schools as follows:</p> <ul style="list-style-type: none"> <li>• The LA received a large block of capital funding with a smaller amount delegated to schools.</li> <li>• The LA review all the available documentation, e.g., condition surveys, to prioritize work across the county.</li> <li>• This list has to be approved and is then shared with the individual schools.</li> <li>• Any schools included on the list are required to contribute to the work via their devolved capital.</li> <li>• At Risedale, the capital funding was used to contribute towards a project in the previous year.</li> </ul>
6.	<p><b>Finance</b> The Outturn and Start Budget reports had been shared in advance of the meeting. HS highlighted the key variances.</p> <p><u>Outturn</u> The actual outturn showed a balance c/f of £316k against a f/c of £284k. The variances had been detailed in the report and included:</p> <ul style="list-style-type: none"> <li>• An extra £10k SEND funding</li> <li>• Savings of around £12k in teaching staff due to later start dates.</li> <li>• Some savings on utilities and IT.</li> <li>• Overspends on planned maintenance and exam fees</li> <li>• £14k contribution to the capital scheme.</li> </ul>

- Capital had been spent on energy efficient projects, the capital maintenance charge and on the chrome books.

Governor question

Q: Why does the SEND funding not change from £130k for five years in the report?

A: This is in the start budget summary and its because its hard to predict what the actual figure will be, so we have to make an assumption.

#### Start Budget

HS highlighted the impact of falling pupil numbers on the figures in the Start Budget. Assumptions had had to be made and there would be greater clarify following the next census in October. These figures would be used to inform the revised budget.

HS explained that a number of the support grants from this year would be included as part of the National Funding Formula (NFF) moving forward. There would be a grant for schools to support the additional NI contribution required of employers, from April 2025.

Q: Could you explain how the minimum funding grant (MFG) would work?

A: The MFG has been put in place to ensure that if the DfE changed the current funding formula any school which could be affected significantly would effectively be protected. For example, Risedale currently receives a significant amount of income for mobility. If this was to stop there would potentially be a big drop in income immediately. The MFG would kick in to prevent this from happening. We are not aware of any plans to change the formula, but it provides some mitigation should this situation ever arise.

HS highlighted the key elements within the Start Budget, which included the Armed Forces Grant, Pupil Premium Grant, maintenance, staffing costs and reduced costs for Chromebooks.

Q: Have we looked at benchmarking?

A: We have considered available benchmarking although there is limited opportunity due to there not being many schools we can compare with.

Q: Have you factored in increased costs for the utilities ?

A: Yes – we take advice from the LA.

Q: Are you aware of the changes to recycling requirements?

A: Yes – this has been put on hold for two years. We are moving in the right direction to meet all the requirements.

Governors thanked HS and KT for their detailed presentation.

Governors approved the Start Budget.

KT and HS left the meeting at 5.50pm

NH informed governors that two reports had been received in the last couple of days at the school which indicated that there would need to be more extensive work on the premises and additional costs would be incurred as a result.

A full report highlighting all the required work would be shared with governors.

Q: Are any of these things time critical and/or will any need to be considered for the LA priority list?

A: We are meeting with the LA next week and I will be discussing these items at this meeting.

NH reported that he had some concerns that the level of risk in one of the reports was not accurate and that this would also need to be challenged.

	<p>Q: Is there any risk to life? A: Not currently, but there are some serious issues which do need to be addressed asap.</p> <p>Q: How are these risks being prioritized? A: We are going through the list of items to prioritize them. This list was shared with governors at the previous meeting. There is £40k in the budget and we will need to use this to start work on the most urgent items.</p> <p>NH confirmed that prioritization will be based on risk balanced against the financial cost.</p> <p>LG reported that whilst lots of work had been undertaken to improve the safeguarding risks in the car park, including close working with the local primary school, the problem had not been solved.</p> <p>Q: Could you transfer the risk to the LA? A: Its very complex. We could barriers up tomorrow – but that would only move the problem to Hipswell Primary and the local community. We are working with 4 other local schools to try and find a solution – but it will need the involvement of the Highways Agency at some point.</p> <p>Q: We've done a lot of work to try and improve things and find a solution. Have Hipswell Primary also taken similar action? A: Yes – they have also done a lot e.g., through the work of their parking buddies. I am meeting with their Chair and HT to review options and identify a solution for all.</p>
7.	<p><b>Headteacher Report (Verbal)</b> The latest monthly safeguarding report had been shared with governors in advance of the meeting.</p> <p>Q: Was the drop in incidents down the fact that there were fewer schools' days in the last month? A: Yes.</p> <p>NH reported that he had spoken to staff and students about behaviour during his recent monitoring visit. Whilst there were still some issues, overall, the school was much calmer and routines were clearly being established.</p> <p>LG reminded governors of the context of the school. The challenges being faced by the wider community and how they impacted on the students at the school. For example, through the high number of Early Help Students and child protection support. The high number of safeguarding challenges overall for a school of this size.</p> <p>The most recent LA Report and Safeguarding Reports would be shared at the next meeting.</p> <p>Q: Are staff happier in school? A: The new process (CPOMs) is easier and quicker, and issues are picked up quickly by the safeguarding team – which has been welcomed by the staff. (DH)</p> <p>BB reported that on her recent visit, the introduction of CPOMs had had a positive impact on staff health and well-being.</p> <p>LG reported that CPOMs had also been helpful in sharing information when students moved schools. There was still progress to be made and a further step would be undertaken by recruiting a Safeguarding Officer to support the SENCo and free up pastoral time for other staff.</p> <p>Q: Has any progress been made on the vetting process for when students undertake work experience? A: We have a process in place but I think we should go with NYBEP.</p> <p>Q: Is there a robust process in place for those students undertaking the Duke of Edinburgh award? A: Ill need to check this – we wouldn't normally be involved in the commissioning of these places as it would be undertaken by the student themselves.</p> <p><b>Action:</b> LG to clarify the vetting process for the DoE placements.</p>

	LG confirmed that the school was putting in place plans to support work experience from KS3 from September 2025 in line with the DfE requirements.
8.	<b>Chair's Update</b> Item 6 refers.
9.	<p><b>Behaviour Update</b> The Suspension Data Report had been shared with governors in advance of the meeting.</p> <p>LG reported that :</p> <ul style="list-style-type: none"> <li>• The new Behaviour Policy and Strategy had been launched in January 2025.</li> <li>• It was a two phased approach. This was Phase 1, Phase 2 to be launched in September 2025.</li> <li>• The previous system had not been effective. A key element of the new approach was to put more actions into the hands of the teachers in the classroom and to add more steps before removal from the classroom should be considered.</li> <li>• More visible praise for students was a further key element.</li> <li>• The data showed that this new approach had had a significant impact in the first half of term, evidenced by a reduction of 62% in suspensions as compared to the same time in the previous year.</li> <li>• Progress had slowed during the second half of the term but was still better than the same period in the previous year.</li> <li>• The new approach had had a positive impact on the vast majority of students.</li> <li>• However, there was a core group of students whose behaviour continued to be unacceptable. Many of these students had high needs and should be in specialist provision. Their behaviour could be observed by other students.</li> <li>• Interventions had been put in place for these students.</li> </ul> <p>Q: Are these students in Y11? A: No – they are spread across the school.</p> <p>Phase 2</p> <ul style="list-style-type: none"> <li>• Further actions had been planned as part of Phase 2. This would include the introduction of a student planner, further staff training and engaging students on the curriculum.</li> <li>• The school had joined the Leeds Learning Partnership to support the training offer to staff which include a focus on SEND and on Quality First Teaching.</li> </ul> <p>Q: Will there be support for teachers ? A: Yes – this will include peer coaching.</p> <p>LG reported that the ladder of interventions would be used as well as advice from the SEND Hub.</p> <p>RN confirmed that he had observed many positives with regards to the implementation of the behaviour strategy on his recent monitoring visit. This had included observing staff challenging students where appropriate.</p> <p>LG confirmed that the data could be adjusted to reflect just the numbers of students on roll.</p> <p><b>Action:</b> LG to share the behaviour data without the core group of students with poor behaviour.</p> <p>NH reported that he routinely discussed behaviour with LG. As Chair, he was copied into all suspension letters and discussed any trends or areas of concern with LG. There was clear evidence that the ladder of intervention was being implemented. A key challenge was that there was limited staffing available to provide the necessary level of support for some of these students. For example, they might need someone to help them settle down on arrival in school.</p> <p>Q: Was there more work to be done to speak to the parents? A: We do engage with the parents but often there is a complicated situation at home.</p>



	CA was assured to hear that many of the actions referred to addressed the concerns of a Pupil Disciplinary Committee hearing from November.
<b>10.</b>	<p><b>Policies</b>  <u>Uniform Policy</u>  LG explained that to make any significant changes to the policy would require a lead in time of 12-18 months. This would enable a full consultation to be undertaken and give parents/carers and the suppliers sufficient notice.</p> <p>Governors noted that the government was in the process of reviewing school uniforms and agreed that any further discussion should take place once any central requirements were known.</p> <p>Governors agreed that smaller tweaks could be considered in the interim – such as not requiring blazers to be worn in the summer.</p>
<b>11.</b>	<p><b>Governor</b>  <u>Governor Visits</u>  RN and KM to provide updates at the next meeting.  CA to arrange Service Pupil Premium visit  BB to write up reports and feedback once complete.</p> <p>NH provided a verbal report further to his quality of education monitoring visit on 13 May. A written report would follow. Key point raised included:</p> <ul style="list-style-type: none"> <li>• The five-year curriculum plans had been completed</li> <li>• 'Strive for Five' had been introduced to establish classroom routines.</li> <li>• AIMS had been introduced.</li> <li>• Leadership structures would need to be reviewed to ensure all initiatives were being driven consistently across the school.</li> <li>• Students were able to talk about Strive for Five.</li> </ul> <p><u>Governor Action Plan</u>  <b>Action:</b> NH would develop a draft for consideration at the 17<sup>th</sup> June meeting.</p> <p><u>Governor Training</u>  BB confirmed completion of all mandatory training.</p> <p>JN reported that Olivia Kelly, SEA, had completed a visit to review inclusion today. The visit had been positive and progress observed since the last visit. A number of key actions would be included in her report.</p>
<b>12.</b>	<p><b>Safeguarding/ Health and Safety</b>  No concerns to report.</p>
<b>13.</b>	<p><b>AOB</b>  None</p>
<b>14.</b>	<p><b>Confidential Item</b>  DH left the meeting at this point. 7.10pm  The discussion has been recorded in a separate confidential minute.</p>

The Chair closed the meeting at 7.20 pm.

**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 (Complete)  
Wednesday 14<sup>th</sup> May 2025 – 17:00 (Complete)  
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:*



### Annex A Action Log

<u>Item Numb er</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
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
	<b>Actions from March Minutes</b>	
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
	<b>Actions from April 2 Minutes</b>	
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
	<b>Actions from April 30<sup>th</sup></b>	
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
	<b>Actions from 14<sup>th</sup> May Meeting</b>	
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