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Risedale School

Full Governing Body Meeting Minutes

Wednesday 30 April 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
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
Lara Vinsen (LV)	Co-Opted Governor
In attendance	
Chris Walker (CW)	Senior Governance Office and Clerk to the Governors
Jonathan Norden (JN)	Principal Education Advisor, NYC (Observer)

<u>No.</u>	<u>Item</u>
<u>PART 'A:' – 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>



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	<p>Amanda Hastings had sent her apologies in advance of the meeting which were consented to.</p> <p>Dean Higham and Ray Nyambira did not attend the meeting. Dean sent his sincere apologies after the meeting.</p>
2.	<p>To remind Governors of the need to declare interests, pecuniary or non-pecuniary.</p> <p>There were no declarations of interest or hospitality at this meeting.</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 13</p>
4.	<p>To approve the minutes from the meeting on 2 April 2025.</p> <p>The minutes were approved as a true and accurate record to be signed by the Chair subject to the re-wording of governor question 3 in item 2.</p> <p>Actions</p> <p>The review of actions was undertaken. All actions had been completed or were updated as follows:</p> <p>March Actions</p> <p>Item 5 – Marketing to be deferred to the July meeting. LG confirmed that this was an ongoing priority for SLT with a focus of attracting students for September 2026.</p> <p>Item 5 -Whatsapp Protocols – approved by governors. Action: Whatsapp to be set up. LG</p> <p>Item 6: Staff Absence Scheme: LG investigating cheaper options. Action: Review progress at May meeting.</p> <p>Item 6: Working group to consider Governor Action Plan. NH invited any governor to join the working group. Action: NH to arrange a date to meet once any volunteers had been in contact.</p> <p>Item 6: To complete mandatory training Action: Urgent - governors to complete any outstanding mandatory training as soon as possible and to update the spreadsheet. LG reported that outstanding governor training had been flagged up in the most recent safeguarding report.</p> <p>Item 6: Attendance/ Pupil Premium Training</p>



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	<p>Action: Clerk to check on progress as to when this will be delivered.</p> <p>April Actions</p> <p>Item 4 – LG had contacted John Holden, Strategic Services, LA to discuss pupil projections in the catchment area. LG reported that an announcement was awaited on the movement of the Forces families which would impact on potential pupil numbers. It was hoped that the additional housing already being built would also increase numbers but this would take time and no clear numbers were available at this time.</p> <p>Governor question Q: Should we consider reducing the PAN? A: It is always an option but I do not see how that would benefit the school.</p>
5.	<p>Budget Monitoring</p> <p>All the reports had been shared in advance of the meeting.</p> <p><u>Budget Monitoring Report</u></p> <p>LG reported that the budget was moving towards a deficit position. More detailed discussion would be undertaken at the next meeting which would include the approval of the Start Budget and review of the outturn position and would be attended by the Bursar.</p> <p>NH confirmed that both LG and himself were meeting the LA on 21 May to discuss the financial position of the school. NH would re-affirm the position that improvement would not be possible without investment.</p> <p>Governor question Q: Why were the exam fees so high? A: We have investigated this and are still clarifying the position. We think it might well have something to do with the costs involved in requesting a review of students marks.</p> <p>Action: LG to complete the investigation into exam fees.</p> <p><u>Disposal of IT equipment</u></p> <p>The detailed report had been shared with governors in advance of the meeting. LG recommended governors to agree the write off of the equipment detailed as not working.</p> <p>Governors agreed that any disposal should be undertaken in an environmentally friendly way and that it would be helpful to understand the age of the equipment identified for disposal.</p>



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Action: To clarify the age of the IT equipment for disposal. To understand whether equipment was being disposed of because of its age or that it was time expired. LG

Charity Donation of IT equipment

Governors were content with the continued donation of IT equipment.

Contract Review Schedule

The updated schedule had been shared in advance of the meeting. LG confirmed that it was now owned by the SBM who would track progress.

Governors thanked all those staff involved in the compiling of all the documents in support of this item.

Governor questions

Q: Is it possible to group similar items in the schedule – as some seem very similar to each other?

A: We can look at this but there are some items which appear suitable to be linked but in fact they need to be kept separate.

Q: The TES cost seems very high, is there a reason?

A: We reviewed this following the last meeting and governors agreed to a pay as you go approach. We will track the ongoing cost to assess VFM.

LG invited governors to attend the interviews for the Head of History position on 8 May.

Lettings

The details of the two current lettings had been shared in advance. LG assured governors that both providers had been checked to make sure that they met the requirements set out in KCSIE. Ofsted had asked about this in the recent inspection and were also assured that the school had ensured due process was being followed.

Q: Is it possible to define what a 'reputable' insurance company is?

A: We do receive all the documentation which meets our requirements.

6 **Veritau Report**

The report had been shared in advance of the meeting and had been discussed in brief at the previous meeting.

JG and AH had discussed the report with LG and JG had provided a summary of the key actions and findings at the previous meeting. Whilst there were a number of recommendations and actions they did not present a significant risk overall. The key element was to clarify roles and responsibilities.



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7	<p>Maintenance Program and Spending of Devolved Capital</p> <p>A detailed spreadsheet had been shared with governors in advance of the meeting. It had not been arranged in priority order but costs had been included.</p> <p>LG was concerned at the overall cost, which was around £74k to complete everything, and that many items presented a health and safety and/or potential safeguarding risk. LG was also concerned at the LA policy with regards to capital which was given to the school but then clawed back.</p> <p>Governor questions</p> <p>Q: Is there a risk in the Sports Hall not only for our own students but when being used by third parties?</p> <p>A: Yes.</p> <p>Q: Is the list in priority order?</p> <p>A: We tried to list in priority but its not strictly in priority order. The sorting of the sports hall floor is an urgent priority.</p> <p>LG reported that urgent work to ensure all the school bells work as they should was also a matter of priority. A recent invacuation drill had found that not all were functioning properly. To fix would cost around £4.5k</p> <p>Governors agreed that it would be helpful to have clarification on the capital funding process.</p> <p>Action: LG to discuss with the bursar.</p>
8.	<p>Asset Management Plan/ Register</p> <p>LG reported that the work on developing both an asset management plan and asset register was a priority and would be undertaken by the SBM in September. The school would also develop an inventory as part of this process.</p>
9.	<p>Policies</p> <p>Governors approved the whatsapp protocol -with the addition of a statement to clarify that it would be closed down each year and started afresh for the following academic year. LG's PA would also be included in the group.</p> <p>The Governor Visits Policy would be reviewed at the July meeting and would be updated to include the Whatsapp protocol. The policy would also need to include a protocol to cover the use of fobs.</p> <p>Action: LG to arrange fobs for all governors, to gain access to the building, and include a protocol within the policy.</p>



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	<p>Governors noted that the following policies had been approved by the Headteacher since the last meeting.</p> <p>Leave Policy Leave Guidance Parental Leave Policy Managing Serial, Vexatious and Unreasonable Complaints and Harassment Policy</p>
10.	<p>Safeguarding/ Health and Safety No concerns to report.</p>
11.	<p>AOB None</p>
12.	<p>Confidential Item The discussion has been recorded in a separate confidential minute.</p>

The Chair closed the meeting at 7.36 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 (Complete)
 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



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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



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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



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	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