



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

Thursday 23 January 2025 at 17:00, at Risedale 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
Dean Higham (DH)	Staff Governor
Beki Bulmer (BB)	Local Authority Governor
Charles Anderson (CA)	Co-Opted Governor
John Glahome (JG)	Co-Opted Governor
Ray Nyambira (RN)	Co-Opted Governor
Lara Vinsen (LV)	Co-Opted Governor
Pamela McMahon (PM)	Parent Governor
Kate Morgan (KM)	Co-Opted Governor
Amanda Hastings (AH) - virtually	Parent Governor, Vice Co-Chair of Governors
In attendance	
Chris Walker (CW)	Senior Governance Office and Clerk to the Governors
Stacey Burke (SB)	SENCo
Jonathan Norden (JN)	Principle Education Advisor, NYC (Observer)

<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>JG welcomed everyone to the meeting. There were no apologies as all governors were present. All present introduced themselves.</p> <p>JG informed governors that Terry McCann had resigned as a Co-opted Governor since the last meeting. Governors thanked Terry for all his hard work in support of the school and the governing body and wished him well for the future.</p>



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Co-opted Governor Elections

JG informed governors that RN had applied to be considered for the vacant Co-Opted position. JG confirmed that RN had completed a skills audit and that he would bring a range of skills and experience to support the governing body. CA confirmed RN's suitability to be considered for the vacant position.

JG reminded governors that the LA had asked the governing body to co-opt NH to the governing body and consider him as a candidate for the position of Chair in an election, to help strengthen governance.

NH and RN left the room at this point to enable governors to consider both positions.

Governors elected both NH and RN as Co-opted governors for a period of 4 years, with immediate effect. NH and RN were invited back to the meeting and the outcome of the election was shared.

JG's term of office was coming to an end and JG confirmed that he would like to continue to support the governing body as a Co-opted Governor subject to the approval of the governing body. JG left the room at this point.

Governors re-elected JG as a Co-opted Governor for a further period of 4 years from the end of his current term of office.

Election of the Chair

The clerk invited nominations for the position of Chair. NH was proposed by JG and seconded by CA. NH left the room to enable governors to discuss and vote.

NH had circulated a pen portrait of his experience in advance of the meeting. Governors noted the strength of skills and experience offered by NH that would strengthen and support the governing body.

NH was elected as Chair for a period of 12 months.

NH was invited back into the room and the result was confirmed. NH chaired the meeting from this point onwards.

NH thanked JG for his leadership of the governing board over the previous years. NH reported that he knew that JG would have encountered significant challenges over time, that would not have been understood by everyone. NH also thanked all the members of the board, who served under JG's leadership, for their dedication and hard work.

NH reported that a number of items on the original agenda had been deferred and that his aim was to complete the meeting by 7.30pm. It was important to consider the health and well-being of the headteacher, staff and the governors.

2. To remind Governors of the need to declare interests, pecuniary or non-pecuniary.

There were no declarations of interest or hospitality at this meeting.

Action: Clerk to ensure the new governors completed the register of business interest and disqualification declaration forms. BB to complete the register of business interests form also.



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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 16, Academisation Update – to be recorded in a separate confidential minute.</p>
4.	<p>Notification of urgent other business previously notified to the Chair.</p> <p>The recently published Ofsted Report to be discussed.</p>
5.	<p>To approve the minutes of the previous meeting.</p> <p>The minutes and confidential minutes from the meeting on 11 December 2023 were signed as a true and accurate record subject to a couple of minor amendments.</p> <p>The clerk agreed to colour code future minutes as agreed previously by the governors.</p> <p><u>Matters arising</u></p> <p>Progress against actions can be found at Annex A.</p>
6.	<p>SEND Presentation – the journey of a Risedale SEND pupil.</p> <p>AH joined the meeting at 5.30pm via Teams</p> <p>SB provided governors with a set of slides which were then presented at the meeting. Key points raised included:</p> <ul style="list-style-type: none"> • Details of actions that had been put in place to support the transition of SEND pupils from primary school to Risedale. This included open evenings, transition days and opportunities for parents to meet the key staff at Risedale. • Continuous improvement and responding to feedback from stakeholders had been a key factor in developing the transition support. • Developing good relationships with the feeder schools, parents and the pupils were essential components of the transition programme. • A review of its impact was being planned. • Details of the support provided to SEND pupils whilst at Risedale were provided – this included the TA support provided on arrival and the assigning of a mentor. The referral document also enabled all staff to identify any pupil they might have concerns with but who was not on the SEN Register. <p>LG reported that the approach aligned with the ongoing work with staff on graduated response which aimed to encourage teachers to reflect on their work in the classroom. It was important for all staff to own the graduated response and to support the SEN students.</p> <ul style="list-style-type: none"> • Ongoing training was provided to all staff and a programme of quality assurance had been put in place. • The re-opening of Lawrence House to support the delivery of interventions was a key aim. • Details of actions undertaken to support students once they had left Risedale were also highlighted. This included supporting pupils with their application forms and with interviews. <p>The presentation also included a SWOT analysis. SB highlighted the Strengths, Weaknesses, Opportunities and Threats.</p> <p>Key challenges highlighted included resources, the impact of the increasing number of SEN pupils and the process of receiving student information from the primary school as part of the transition arrangements.</p>



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Governors were concerned at the impact that this delay in receiving the key information about the student could and was having.

Action: JN to clarify the process and what levers would be available to secure this information.

Governors agreed that developing effective working relationships with the feeder schools would be a key factor in securing this information when it was needed.

LG informed governors that she had joined a working group within the Locality Board, to how to make the transition process more evidence based. Updates would be provided to the FGB.

JN reported that transition had been identified as an issue by the LA Inclusion Team as part of its work on Delivering Better Value.

Governors thanked SB for her detailed presentation. SB left the meeting at 6pm

Action: Add SEND to a summer FGB meeting to track progress. (Clerk)

PART 'B' - Resources

7. Finance

Action: Governors agreed to defer this item to the next meeting. This would include a review of the Veritau finance audit report.

Governor question on budget report

Q: Had any costs arisen as a result of the staff member starting later than planned?

A: No.

PART 'C' – School Improvement

8. Headteacher's Report

A number of reports had been shared with governors in advance of the meeting. LG provided a verbal update which included the following points:

Attendance

A report had been shared for this item. LG reported that improving attendance continued to be a priority for the school. The latest data showed that attendance was improving slowly during the year.

Governor questions

Q: Is there anything the governors could do to support attendance and if so, what might that look like ?

A: Yes – governor support with the key panels would be helpful. Governor support at other schools has shown a positive impact.

Q: How many pupils have left the school but are still on roll?

A: I don't have this data to hand. However, this is an issue that I am aware of and discussed today with the SLT. The fact that pupils have not been taken off roll at the right



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time has impacted on our attendance data. This is something we are working on and getting better at. The appointment of the Attendance Manager will improve this area.

Governors noted the potential safeguarding concerns related to pupils being off roll and that it was essential that the process was managed effectively.

Q: If a pupil is home schooled does this count on the attendance data?

A: No.

Safeguarding

A safeguarding update had been provided in advance of the meeting.

Governor question

Q: Could you explain why there was such a high number of filtering and monitoring incidents?

A: This is because of the system we are using – it tracks everything and is perhaps a little too efficient. Most of these incidents are not alerts but it re-assures us that we can track every possible incident.

Q: Could you miss something because of the high numbers?

A: No – we are confident that nothing slips through the net and all alerts are checked.

Q: There have been a number of recent governor panels dealing with bullying related incidents – are you concerned that bullying is a challenge within the school?

A: We are concerned with any bullying that goes on in the school and I agree that there needs to be greater consistency about the implementation of our approach to bullying. We have introduced CPOMs which I believe will help to identify and address any trends much quicker.

Ofsted Report

Action: Add to February agenda.

LG confirmed that a letter had been sent to parents notifying them of the outcome of the report. LG thanked governors and the Senior Education Advisor for their support during the inspection. LG believed that, overall, the report was positive.

NH reported that whilst governors would find the outcomes of the report disappointing he wanted to thank LG for the magnificent job she did to secure the judgement of Requires Improvement in all areas. He had been an Ofsted inspector and reported that when on inspection finding similar evidence he had had no alternative, given the evidence base, but to find inadequate. NH reported that LG and her leaders would have instilled in the inspection team a confidence that there was the capacity to improve. LG would have also clearly demonstrated, across a wide range of actions, signs of early impact. NH also thanked Tim Johnson, the LA Senior Education Advisor, for his invaluable input during the inspection.

Prevent Risk Assessment

The risk assessment and action plan had been shared with governors in advance of the meeting. LG informed governors that a Prevent Risk Assessment had been undertaken and asked governors to ensure that they had all completed the Prevent training. LG assured governors that Prevent was included within the curriculum.



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	<p>Growing up in North Yorkshire</p> <p>The report had been shared with governors in advance of the meeting. LG confirmed that the outcomes provided a useful evidence base that was used to support curriculum development and safeguarding.</p>
9.	<p>Data</p> <p>Action: Item deferred to next meeting. Year 11 Attainment and attendance targets 2025. Validated KS4 data 2024 and IDSR.</p>
10	<p>Vision and Values Proposal</p> <p>The Vision and Values feedback report and proposal were shared at the meeting. LG highlighted the key points from the feedback and shared the proposal with governors. The proposal had been shared with the SLT and once agreed, would be feed into everything.</p> <p>Governors discussed and then agreed the vision and values proposal which was as follows:</p> <p>Vision:</p> <p>Our aspiration is that every pupil and staff member is supported to be the BEST version of themselves.</p> <p>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.</p> <p>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.</p> <p>RESPONSIBILITY RESPECT RESILIENCE RELATIONSHIPS</p>
11.	<p>LA and External Review Reports</p> <p>The LAs School Partnership Improvement Plan (SPIP) had been agreed at the Autumn Term Planning meeting and had been shared in advance of the meeting. The priorities had been agreed between the school and the LA and aligned with the School Improvement Plan.</p> <p>JN reported that progress against the milestones would be reviewed at Easter and at the end of the year and then rag rated.</p> <p>Governors noted that KPI6 related specifically to governance.</p>
12.	<p>Policies</p> <p>Governors approved the following policies subject to a number of small amendments:</p> <ol style="list-style-type: none"> Admission of Pupils Policy DBS Policy Educational Visits, Outdoor Learning and Adventurous - Activities Policy Lone Worker Policy Publication Scheme



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- f. Pupils, Parents & Guardians Privacy Notice
- g. Smoke Free Workplace
- h. Surveillance Policy
- i. Website Privacy & Cookie Notice
- j. Whistleblowing Policy
- k. Anti-Sexual Harassment Policy
- l. Resolving Issues at Work Policy
- m. Code of Conduct for Staff (revisions)
- n. Behaviour Policy
- o. SEND Policy (revisions)
- p. Uniform Policy (revisions)

LG informed governors that staff training had been arranged to support the introduction of the Anti Sexual Harassment Policy. A number of small amendments had been made to the SEND and Uniform Policies in response to recent panel hearings.

Governor question

Q: The Anti Sexual Harassment Policy refers to a risk assessment having been undertaken – can you confirm that this has been done?

A: Yes – its currently being reviewed.

Governors discussed the detail of the uniform policy and agreed that no changes should be made to the policy this year but that it should be given further consideration later in the year in order that any changes could be implemented from September 2025.

Action: Uniform policy to be reviewed in the early summer in order for any changes to be introduced from September 2025.

13. Governance Update

Action: Action Plan Review deferred to next meeting.

Scheme of Delegation – Adopted.

Standing Orders – approved at previous meeting.

Review of Vacancies – none

Skills Audit – completed and a training programme identified for each governor.

Action: Governors to update the spreadsheet as and when training had been completed. DH would monitor progress.

Governor Induction/Training

Governors agreed to extend the NGA training package at a cost of around £120.

LG informed governors that as part of the LA Governance Package they now had access to training modules through Modern Governor.

Dominika Jureczko, Senior Governance Officer, had agreed to provide bespoke training to governors on attendance and pupil premium. This would be provided online.

Action: Stef to liaise with governors to find the best possible times for the training.

Action: Governors to complete any outstanding mandatory training.



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Annual Schedule of Business- adopted

Record of Chair's Visits – NH thanked JG for his excellent support as the previous Chair.

Governor Monitoring

The following link governor roles were confirmed:

Finance: JG + AH

Safeguarding: KM

Pupil Premium: AH

Pupil Premium (Service children): CA

SEND: BB +LV

Quality of Education: NH

Personal Development (inc Careers): RN

Attendance: KM

Mental Health and Wellbeing: JG

LAC: KM

Health and Safety: JG

Training and Development: DH

Equalities: PM

Behaviour and Attitudes: RD + DH

Governors agreed to use the monitoring schedule to arrange visits with the appropriate lead within the school. The visit report template to be completed and then shared with the FGB at the next available meeting.

Action: Clerk to share descriptors for link governor roles and any other useful related guidance.

Admissions Committee – not required.

Mid Year date for HTPM – to be agreed outside the meeting. NH agreed to join the HTPM panel.

Policy Committee

Governors agreed that only those statutory policies set out in the governance guide need to be approved at FGB level.

[Maintained schools governance guide - Statutory policies for maintained schools - Guidance - GOV.UK](#)

14. Academisation Update

This was a confidential discussion and has been recorded in a separate confidential minute.



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'PART 'D' – Other Business

15. Any Urgent Business

JN summarised his observations from the meeting which identified the following positives:

- a detailed presentation from the SENCo, which formed part of a program of presentations to governors from school leaders.
- The agreement of a vision and values statement
- The completion of a skills audit and subsequent training program for governors.

JN reminded governors that previous minutes had not evidenced sufficient governor challenge and suggested that governors could consider any questions they might like to ask in advance of the meeting. All questions would be considered and addressed.

16. Confidential Items

Item 14 treated as confidential and excluded from the minutes to be made available for public inspection.

The Chair closed the meeting at 7.45 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
Tuesday 18th March 2025 – 17:00
Wednesday 14th May 2025 – 17:00
Tuesday 17th June 2025 – 17:00
Thursday 10th July 2025 – 17:00

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
13	Clerk to share link governor role descriptors on portal	Clerk



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