

GOVERNING BODY MEETING MINUTES

Minutes of the meeting of the Governing Body (GB) held on Tuesday 14th May 2019 at Risedale Sports and Community College, 5pm

Present:

Governors: Beki Bulmer (Chair), John Glahome (JG), Jane Hailwood (JH), Joe Jordan (JJ), Colin Scott (Principal), Carl Les (CL), Lara Vinsen (LV).

In attendance: James Yates (Vice Principal), Gill Morrissey (Director of Facilities), Sally Zaranko (Assistant Principal), Sarah Matthewman (Assistant Principal), and Pat Gale (Clerk to the Governing Body)

To Note: Helen Simpson (NYCC Bursar) presented the reports for item 9 on The Budget.

No.	Item	Lead
PART 'A' – PROCEDURAL		
1.	<p><u>Welcome and Apologies</u> The Chair welcomed everyone and introduced the new Clerk. The following apologies were received and consented to:</p> <ul style="list-style-type: none"> — Terry McCann — Sarah Sinnott — Stewart Gardiner <p>The quorum for a meeting of the governing body was noted to be not less than 50% of the number of governors in post at the time of the meeting and accordingly the meeting was able to proceed.</p>	
2.	<p><u>Declaration of Interests</u> The Chairman reminded governors of the need to declare interests, pecuniary or non-pecuniary. No interests were declared.</p>	
3.	<p><u>Declaration of Business Interests</u> The Chair reminded governors of the need to declare any business interests. Mr Les reminded Governors of his role with NYCC and the Principal noted his additional role of Ofsted Inspector. No other business interests were declared</p>	
4.	<p><u>Register of Hospitality</u> No gifts or hospitality had been received.</p>	
5.	<p><u>Urgent Business</u> A few additional updates were given under Other Business.</p> <ul style="list-style-type: none"> • Staff Survey-April 2019 • End of year SEF review • Pavilion Update • Update on Media coverage of the 'Exclusion Policy' 	

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6.	<p><u>Minutes and Matters Arising from the Previous Governing Body Meeting held on the 2nd April 2019</u></p> <p>Governors considered the previously circulated minutes and agreed they were an accurate record.</p> <p><u>Resolved:</u></p> <p>a) That the minutes of the meeting of the Governing Body held on the 2nd April 2019 be approved and signed by the Chair as a correct record.</p> <p>Matters Arising:</p> <p>6a) and Mrs Zaranko had met to advise on the structure of the School Improvement Committee (SIC) agenda which took place on the 13th May 2019.</p> <p>9b) Bullying had been an item on the agenda of the SIC.</p> <p><i>Q: Has the additional PE equipment bid been approved?</i></p> <p><i>A: Ms Morrissey reported that she had not received feedback yet on the funding bids made to the LA, but decisions were expected shortly.</i></p> <p>It was also reported that some PE staff had been on a residential with Year 10 pupils, which had been a great success, as a broader range of equipment and activities was available for them to experience than currently available in school.</p> <p><i>Q: Do pupils pay for the residential?</i></p> <p><i>A: Our policy is that as it is part of the curriculum offer we cannot charge, although we can ask for contributions.</i></p>	Chair
7.	<p><u>Date of Next Meeting</u></p> <p>Tuesday 02nd July 2019 @ 5pm (Planned Focus – Personal Development, Behaviour and Welfare)</p> <p>The Principal requested that the focus should be on an End of Year Review, although Personal Development, Behaviour and Welfare would be considered as part of the review. He also thought it would be helpful to give an overview of the new Ofsted Inspection Framework that had been launched today, and a link had been forwarded to Governors.</p> <p>At this point of the meeting the Principal wished to express his thanks and good wishes to Mrs Zaranko who would shortly be leaving the school for an advisory role with the LA. He explained that Mrs Zaranko had been a dedicated member of staff and integral part of the school for over 20 years, and had certainly provided him, as Principal of the college for the past two years, with support and advice in ensuring students were the key focus and priority.</p> <p>Mr Glahome also wished, on behalf of the Governing Body, to thank Mrs Zaranko for the work she had undertaken and wished her well in her new role.</p> <p>Mrs Zaranko thanked everyone, explaining that she hoped she would still be able to support the college through her new role in the future.</p>	

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8.	(To note: Item 8: The Principals Report was taken after the Budget Update).	
Part B-SCHOOL IMPROVEMENT		
9.	<p><u>Budget</u></p> <p>The Chair invited the NYCC Bursar to talk through the reports that had been previously circulated to Governors.</p> <p>The Outturn Report for 2018/19- it was reported that an expected outturn of £113,858 deficit had been anticipated in the October 2018 report, however, due to a number of variances this had changed to a deficit of only £115,123 and improvement of £1265. It was explained that the main key variances were due to a combination of income and expenditure changes.</p> <p>Income or underspend variances of £54k-for example:</p> <ul style="list-style-type: none"> • Additional Pupil Premium funding including Year 7 catch up premium of £10k. • Savings on administration of about £7k. • FSM supplementary grant of £8k* • CPD course fees a saving of £4k <p>*Mrs Zaranko noted that students stay on FSM for the duration of their studies, even if the family were no longer in receipt of universal credit, which was very helpful for resource planning for the school.</p> <p>Expenditure overspend or loss of income variances of £56k-for example:</p> <ul style="list-style-type: none"> • SEN funding-a high needs pupils left and the support had been double counted an amount of £7k. • Teachers overspend due to a new non-qualified post, part time leadership appointment and other costs of £14k. • Increase in admin. and other staff costs of £7k. • Insurance and maintenance work of £5k • Exam fees of £12k <p><i>Q: Please can you explain the increase in exam fee costs?</i> <i>A: Overall exam fees cost around £30k, and as many exams take place in June, but due to how it has been accounted for in the past a full years costs are apportioned regardless of when the exams take place, The costs reflect the exams for the children currently in year 11.</i></p> <p>In terms of capital all money has been spent and no carry forward for next year, which is what the college was aiming for.</p> <p>The Bursar then talked through the START BUDGET for 2019/20 and predictions for financial years until 2023/24, showing a positive profile and no deficits. In terms of income the predictions are based on the 'soft implementation' of the National Funding Formula, which also includes a 1% High Needs transfer.</p> <p><i>Q: Why is that?</i> <i>A: The 2019/20, 2020/21 and 2021/22 years are based on this but could change if the DfE move to the full implementation of the NFF then NYCC have protected the</i></p>	

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	<p><i>school to a certain amount, and some schools are capped. We also received mobility funding of £508,301 in 2018/19, but this has been reduced to £338,105 for 2019/20. MFG protection maintains funding, we are probably the only secondary school that receives this grant.</i></p> <p>The Principal reported that, in theory the school has a capacity of about 185 students in each year group, a potential total of 950. However, as an educated guess, in terms of site safety, the capacity is nearer to 650 pupils. The Year 7 pupil numbers of 127 for 2019/20 is the largest group size.</p> <p><i>Q: Is this an exception?</i> <i>A: It could go down to 110, but with the mobility factor it is always hard to accurately predict, but on the whole, we have a balance of leavers and joiners. The Bursar has built in an additional FTE teacher into the teaching staff costs in responding to potential additional demand from September 2021.</i></p> <p><i>Q: Do we need to market more to increase our numbers?</i> <i>A: We are doing all we can, and Mrs Hailwood has developed really strong community links in promoting the school; together with our recent media profile on 'no exclusion strategies', which I will talk about later.</i></p> <p>It was noted that in terms of other income, funding has been secured for SEN support for 2 GTAs until March 2020, and we are asking for further confirmation of this support continuing after that, on the assumption that funding will remain as long as the student remains in our college, who is benefiting hugely from the support being provided.</p> <p>An overview of Expenditure was then given.</p> <ul style="list-style-type: none"> • In terms of staffing, the teachers' pay award of 2% for all scales from September 2019 has been factored in, and there is no additional funding to offset this award; we have assumed that there will not be any additional award from 2020. • Teachers employer's pension contributions will rise from 16.48% to 23.6% from September 2019, we have not included in the predictions as the DfE have indicated that they will provide additional funding to help schools in meeting the additional costs, at least in the 2019/20 financial year; but to date there is no detail about what that will look like. Schools have been advised to assume a cost neutral position. • Teaching staff will increase to 34.3 FTE from 33.5 FTE from September 2020. • The Supply Budget has been set at £41k which will include contingency for Days 1-10 for sickness cover. The NYCC Staff Absence Insurance Scheme has been bought into from April 2019 at Day 11 high rate reimbursement at £190 a day. <p><i>Q: Is that value for money?</i> <i>A: Yes, particularly as pre-existing sickness rates or health issues are not taken into account, unlike many private health insurances.</i></p> <ul style="list-style-type: none"> • From April 2019, the support staff pay award of 2% has been included, but no assumptions made from April 2020. • A new ATA post has been built in from September 2019 to support Lawrence House. 	

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	<p><i>Q: Why only for one year?</i> <i>A: We want to test out the role first before committing to a permanent contract.</i></p> <ul style="list-style-type: none"> • Consideration is being given to in-house grounds maintenance and cleaning, but more work is needed before a decision is taken for the future. • Leadership (NPQH) courses have been included in 2019/20 budget. • Maintenance work for the CCTV, Gym Block and Lower School have been built in to the 2019/20 budget. <p><i>Q: There doesn't appear to be any funding identified for the purchase of musical instruments?</i> <i>A: We are not cutting back, we are waiting for NYCC music service to attend to discuss possibility of ongoing support from them along with associated costs. The music service has very much shrunk over recent years and all local authorities are in this position. Music, including our recording studio along with sports is part of our approach to building resilience in our students and ensuring they have an enjoyable learning experience, it is all about putting our students first.</i></p> <ul style="list-style-type: none"> • The Capital forecasts reflect funding from NYCC to contribute to the Boiler costs. • A request to NYCC has been made for a loan to fund the £70k ICT replacement programme, bearing in mind most computers are at least seven years old. <p><i>Q: How long will the loan be for?</i> <i>A: The £70k capital loan will be paid back over three years.</i></p> <p>The Chair asked Governors if they wished to approve the Outturn Report for 2018/19 and Start Budget for the next five years.</p> <p>The Principal and Governors thanked the Bursar for her advice and support in ensuring a healthy and positive financial situation for the school.</p> <p>Resolved: a) That the Outturn Report and the Start Budget for 2019/20 be approved.</p> <p>(To note : The Bursar left the meeting at 5.40pm)</p>	All
8.	<p><u>The Principals Update</u></p> <p>Governors had been previously circulated with the report which mainly focused on student attendance and behaviour and staffing.</p> <p>A trend analysis of attendance showed that since Easter 2016 attendance had improved from 91.13% to 95.44% at Easter 2019. In terms of exclusions 235 days had been lost at Easter 2016 and one PEX to 0 days lost at Easter 2019; in terms of removals, there had been 1166 at Easter 2016 to only 144 at Easter 2019. It was noted that as a result of these very positive outcomes, the College had attracted a good deal of media coverage, nationally as well as locally. The Principal reported that Mrs Zaranko's new role with NYCC would be about extending her success in the College around exclusions. (See media coverage under AOB)</p> <p>Main Staffing Headlines (up to 29th April 2019):</p>	

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	<ul style="list-style-type: none"> • There has been a new appointment for Head of KS3 Science from September 2019 • Recruitment for another Science teacher is underway. • The Principal to assume Safeguarding Lead until the appointment of the new Vice Principal (taking over Mrs Zaranko's position from September 2019). • Head of Faculty-Communications is acting up as SENCO until September 2019. • Three teachers on long term sickness, their roles being covered by reliable supply teachers to ensure consistency for students. • Advertising for at least one GTA-dependent on in class support needed. • Lawrence House will be operational from September, and it is hoped it can be fully staffed for teaching via current staffing within college. However, as discussed under the budget item, there is a potential need to recruit an additional staff member to help support behavioural and extra-curricular activities and to re-engage the more challenging pupils back into full time education. <p>It was reported that the Vice-Principal (Curriculum) would be carrying out a timetabling exercise over half term to support decision making in terms of staffing requirements for the next academic year.</p> <p>Some aspects of the Principals report are recorded in a confidential minute of the meeting.</p>	
10.	<p><u>Differentiating Governors' Strategic Role(s) and the Operational Running of Normal School Practice</u></p> <p>The Principal reminded Governors of their role, to set the strategic direction of the school, test and challenge and ensure financial probity. Governors are not to undertake any work within the College that is part of the College's own normal working. It is the role of the staff to be operational in running the College, and in providing information and evidence for Governors to make strategic decisions. He believed that the Governing Body was becoming much stronger and thanked everyone for their time and commitment to governance.</p>	
11.	<p>Feedback from Governor Visits:</p> <p>Three Governor visit reports had been undertaken and had been circulated to Governors prior to the meeting.</p> <p>It was also noted that verbal feedback on the visits had been given at the last meeting.</p> <ul style="list-style-type: none"> • 19 March 2019-review of Action plans linked to Strategy and SDP-ICT infrastructure, external and internal communications and Performance Management. (Mr Glahome) • 28th March 2019- hole School and Faculty Action Plans.(Mr Glahome) • 8th April 2019–Action Planning for Community Liaison and promotional activities.(Mr Jordan) 	

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	The Principal thanked Governors for undertaking these important aspects of strategic challenge and support, which give strong headlines for the staff in College to consider.	
12.	<p><u>Policies</u></p> <p>Governors considered the Records Management Policy, a Veritau generated Policy. The Principal explained that it was advisable to approve all NYCC recommended policies, particularly those relating to GDPR.</p> <p><i>Q: Does the School's Information Governance Policy Framework exist?</i> <i>A: Yes, and we have also adapted to make clear to the public the length of time that CCTV data is kept.</i></p> <p><u>Resolved:</u> a) That the Records Management Policy be approved and adopted.</p>	All
PART 'C' – OTHER BUSINESS		
13.	<p><u>Any Other Business</u></p> <p>(i) The Staff Survey-April 2019 Mrs Zaranko circulated a summary report of the findings of the survey that had been undertaken in April. Mrs Zaranko said that overall the responses were positive and mainly recorded as 'strongly agree' or 'agree', she shared her disappointment that there were only 36 responses from 69 staff, which she felt reflected a degree of unwillingness to trust the 'anonymous' guarantee.</p> <p><i>Q: What can be done to encourage a higher response rate?</i> <i>A: The next survey is due in the autumn term, so perhaps dedicated staff time could be given to it. We also need to emphasise that the responses are anonymous and that all comments negative or positive are important to senior leaders in ensuring the College is a strong and supportive place to work.</i></p> <p>Overall Governors were heartened by the responses, for example:</p> <ul style="list-style-type: none"> • 66.7% said the school has improved since the last inspection. • 88.9% strongly agreed or agreed with the statement 'I am proud to be a member of staff at the school'. • 86.1% strongly agreed/agreed with the statement 'pupils are safe at this school'. • 77.8% agreed that 'the pupils' behaviour is at least good at this school'. • 86.2% strongly agreed/agreed with the statement 'the school deals with any cases of bullying of pupils effectively' • 88.9% strongly agreed/agreed with the statement 'the school challenges all pupils to make at least good progress'. • 72.3% strongly agreed/agreed with the statement 'the school is well led and managed by senior leaders, middle leaders and governors'. • 69.5% strongly agreed/agreed in the statement 'I feel well supported in this school'. • 83.4% strongly agreed/agreed with the statement 'I enjoy working at this school'. 	

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	<p>The Principal circulated a summary of the coverage about how Risedale is bucking the trend for exclusions, together with positive congratulatory emails and social media postings from viewers, ex-pupils and parents in response to the BBC Look North news story. The good news on the Exclusion Policy has been covered by the BBC and the Guardian, and has also resulted in Headteachers from the London area requesting paid input from the Principal at HT training events.</p> <p><i>Q: Have you had any feedback from our local MP?</i> <i>A: No, but I have kept the NYCC Press Officer informed and Stuart Carlton, NYCC has also been informed.</i></p> <p>All Governors thanked the Principal, Mrs Zaranko and other colleagues who have made this achievement happen.</p> <p>At 6.35 pm staff were requested to leave the meeting for a confidential minute to be considered by Governors.</p>	
14.	<p>Confidential Minute from 2nd April 2019 meeting The minute was approved as an accurate record, signed and dated by the Chair.</p>	Chair
15.	<p>There being no further business the Chair thanked all Governors for their time and commitment and closed the meeting at 6.45pm.</p> <p>Date of the next meeting of the FGB will be held on Tuesday 2nd July 2019 at 5pm.</p>	

Membership of the Governing Body

Beki Bulmer (Chair), Stewart Gardiner (Vice Chair), John Glahome, Jane Hailwood, Joe Jordan, Carl Les, Terry McCann, Colin Scott, Sarah Sinnott, Lara Vinsen, Padre Chris Withers.

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), Sally Zaranko (Assistant Principal and SENCo)