

## GOVERNING BODY

**Minutes of the virtual meeting of the Governing Body (GB) held on Tuesday 8<sup>th</sup> December 2020 at 5pm.**

**Present:**

**Governors:** Terry McCann (Interim Chair) John Glahome (Vice Chair), Jane Hailwood, Colin Scott (Headteacher), Lara Vinsen (from 5.30pm), Cllr. Carl Les (from 5.50pm), Mike Holmes.

**In attendance:** Helen Simpson (NYCC Bursar).

James Yates, Helen Whitehead, Gill Morrissey, Richard Sherwood, Sarah Matthewman, Sarah Cox, Stacey Burke and Pat Gale (Clerk to the Governing Body).

No.	Item	Lead
<b>PART 'A' – PROCEDURAL</b>		
1.	<p><b><u>Welcome, Introductions and apologies for absence.</u></b></p> <p>The Chair welcomed Governors to the meeting and explained that the two newly appointed Parent Governors, Charlene Thirlwell and Amy Beveridge had sent their apologies due to work commitments, it was noted that both Lara Vinsen and Cllr. Carl Les would be delayed. Apologies had been received and consented to from Lt.Col Jim Turner and Samantha Cotgrave.</p> <p>The Chair then introduced and welcomed Mike Holmes a co-opted Governor designate and asked if he could leave the meeting, so a secret ballot could take place to endorse his appointment. JG proposed the appointment of MH, seconded by CS.</p> <p><b>Resolved:</b> <b>MH returned to the meeting and accepted the role of Co-opted Governor for a term of office of four years.</b></p>	MH
2.	<p><b><u>Declarations of interest pecuniary and non-pecuniary.</u></b></p> <p>Cllr. Carl Les in his role of Leader of NYCC.</p>	
3.	<p><b><u>Governors to declare business and personal interests.</u></b></p> <p>Mike Holmes reported that his son was an auditor with Veritau, this would be recorded on the register of interests.</p> <p><b>Action:</b> <b>Governors were requested, if they had not already, to complete the declaration form and return to the Clerk by email scan or FAO of the PA to the Headteacher at the school as soon as possible.</b></p>	All
4.	<p><b><u>Register of Gifts and Hospitality.</u></b></p> <p>The Headteacher reported that a parent had donated a gift of sweets to staff to thank them all for the safe and caring ways pupils had returned to school, the gift had been recorded on the hospitality register and thanks given to the parent.</p>	

No.	Item	Lead
	<p><b>Action:</b>  <b>Governors were requested, if they had not already, to complete the Hospitality Register and return to the Clerk by email scan or FAO the PA to the Headteacher at the school.</b></p>	<p><b>All</b></p>
<p><b>5.</b></p>	<p><b>The Chair proposed that the Resources section (items 15, 16 and 17) should be taken at this point of the meeting in order for the Bursar to be able to attend a meeting at another school.</b></p> <p><b>Item 15-</b>  Helen Simpson (HS) the Bursar was invited to present key points from the <b>School Financial Value Standard (SFVS)</b>, she explained that she had met with JG and SB, the Headteachers PA, to go through the checklist and check if there were any significant differences from the previous year's submission. The following were noted:</p> <p><b>Question 15-</b> Headteachers Performance Management-HS explained that it was normal practice to involve a School Improvement Partner in the Performance Management process, but due to Covid constraints, three governors carried it out with two of them, CL and JG experienced in the process and have been for several years, TM had not received training, but was well aware of the requirements. As a result HS had graded this as achieved 'In Part' rather than 'Yes'.</p> <p><b>Question 19-</b>the school maintains a Contract review Schedule which is reviewed annually to enable procurement planning.HS explained that due to new 'financial transparency' requirements, this had been achieved 'In Part' and would be reconsidered in the spring.</p> <p><b>Question 23-</b>There is no longer an internal audit process, so this has been replaced by an annual self-evaluation, using the financial control checklist.</p> <p>HS referred Governors to the <b>RAG rated dashboard</b>, that she and JG had reviewed, which overall, was Good, with a few areas of risk:</p> <ul style="list-style-type: none"> <li>• In year balance as a % of total income-medium risk.</li> <li>• Teacher contact ratio-much lower than recommended, but was an agreed strategy with the Headteacher and Governors, which is constantly reviewed in line with the needs of the school.</li> <li>• Energy costs were assessed as being in the highest 10% of similar schools, as a result of the current under capacity of the school.</li> <li>• The Government has taken the decision not to publish performance tables due to GCSE exams not taking place.</li> </ul> <p><b>Resolved:</b>  <b>a) That the updated SFVS was approved for submission to NYCC, proposed by JG and seconded by CS.</b></p> <p><b>Item 16- Benchmarking Data-</b> Governors had been circulated with the North Yorkshire Schools Benchmarking Data for 2020/21.It was reported that there were only three schools within the 11-16 range group with similar pupil numbers. HS noted that due to the small number of schools in the range, there may seem to be a large variance when looking at the graphs, when in fact the value is only small.  <i>Q: Which schools were we compared with?</i>  <i>A: Bedale Secondary with 478 pupils and Holy Family in Selby with 441 pupils, and our school with 532 pupils based on October 2019 census data. All three schools are forecasting an in year deficit, but Risedale will have a surplus cumulative balance at the end of this financial year.</i></p>	<p><b>All</b></p>

No.	Item	Lead
	<p>HS explained that due to the introduction of 'financial transparency' the school website link would be linked to national schools data for a broader comparison with schools of a similar size and nature.</p> <p><i>Q: Will it just include local authority schools?</i></p> <p><i>A: It will also include academies.</i></p> <p>The Chair thanked HS for the update which showed that the school was average with others in the sample.</p> <p><b>Item 17-Revised Budget and Updated Forecast-</b></p> <p>HS referred to the October 2020 monitoring report and explained that the summer term costs and income are now through, and although she had assumed 'back to normal' for the majority of costs there were areas that were still affected by Covid related issues such as meals and staffing. It was noted that the income delegated from the LA was based on 532 pupils (with a predicted profile of 576,594,598 and 598 pupil numbers over the following years).</p> <p>HS highlighted a number of key variances:</p> <ul style="list-style-type: none"> <li>• There has been an adjustment for Pupil Premium income, the funding is less than the original budget, reflecting a lower cohort of pupils attracting the funding this year. There has also been an adjustment for pupils with ECHPs, which has generated an increase in funding, enabling the appointment of two GTAs, one from January and another from April 2021 to support one child. There has also been an estimated deduction in funding for an excluded pupil.</li> <li>• Leadership income of £5k was included which primarily covered the income generated by Ofsted inspections carried out by the Headteacher, but there is an assumption that no income will be received this financial year.</li> <li>• HS has assumed there will be no lettings income, usually £2k, in this financial year.</li> <li>• The meals uptake is still not at the level it was pre-covid, So on the basis of information that has gone through to date an adjustment to income and expenditure figures has been made. The overall costs have increased to £28k. There have been teaching staff changes from September 2020 and January 2021, resulting in a saving of £53k. There have also been various support staff changes including the appointment of a Cover Supervisor from September 2020, the delayed appointment of the Lawrence House post and an additional Counsellor post from January 2021 which was not included in the original Start Budget.</li> <li>• In terms of traded services notice has been given to the cleaning contract, more detail on staffing requirements will be available from April 2021, but should not impact negatively on the budget. (To note Lara Vinsen joined the meeting at 5.30pm)</li> <li>• The staff absence refunds are for the autumn term, including the reimbursement for a teacher who does not require cover. The supply budget does allow for supply teachers where needed but some absences are being covered internally or by the Cover Supervisor, with an overall saving of £23k. However TA supply is not covered by the Staff Absence scheme, so could possibly be an additional cost of around £11k.</li> <li>• There had been a revenue contribution to the capital budget for ICT hardware and Chromebooks.</li> </ul>	

No.	Item	Lead
	<p>SMn asked Governors for their permission to roll out the Chromebook programme more quickly than planned to complete in two rather than four years, currently the school has 145 devices, and ideally would wish to buy more for Year 9 pupils.  <i>Q: Can HS confirm there is the funding for this?</i>  <i>A: Yes there is.</i></p> <p>SMn said that ideally they would like to complete the project by September 2021 for years 7, 8, 9 and 10, if the devices can be sourced that is. Because of the requirement of schools to provide remote learning, there is a huge demand for Chromebooks and similar equipment.  <i>Q: What happens to Chromebooks when pupils leave the school?</i>  <i>A: We probably wouldn't want them back at the end of Year 11, currently Year 7 pupils are really looking after them and it is proving to be a real success.</i></p> <p>MH commented that a five year life span for IT equipment is a very long time, and technology will change, it really needs to be a rolling programme taking advantage of up to date developments.</p> <p>SMn reported that a meeting between Gary Lamont (IT Lead) and the Headteacher at Le Cateau had proved a positive development to consider the potential procurement of Chromebooks for Year 6 pupils in primary schools in the Catterick cluster, to support economies of scale.  <i>Q: Is there the capacity to do this?</i>  <i>A: We think there is the potential for more targeted work in upskilling staff across the cluster, it has certainly helped staff in the school, who all now have Chromebooks to use, so we don't envisage an issue.</i>  <i>Q: Is the success of the project based on anecdotal feedback or has a formal departmental review taken place?</i>  <i>A: Not yet, so we do need to do that.</i>  <i>Q: Will you involve pupils in the review?</i>  <i>A: Yes it would be good to do that and compare the feedback across different year groups.</i></p> <p>The Vice Chair (JG) proposed that he was happy to support the procurement of the Chromebooks project and that the revised Budget should be accepted. Agreed by all Governors.</p> <p><b>Resolved:</b>  <b>That the revised budget should be accepted and the procurement of the Chromebooks project be taken forward.</b></p> <p>The Chair thanked HS for a thorough overview and she left the meeting at 17.50</p>	<p>Lead</p> <p>All</p>
6.	<p><b><u>Statutory Committees.</u></b></p> <p><b><u>School Improvement Committee (SIC)-</u></b></p> <p>Governors had been previously circulated with the approved minutes of the meeting held on the 11<sup>th</sup> November 2020. John Glahome reported that he had been nominated as Chair of the Committee, which he was happy to do. He did note that it would be very helpful if an additional Governor could be nominated to join the</p>	

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	<p>Committee to ensure quoracy, JG proposed Mike Holmes, who agreed to the nomination.</p> <p><b>Resolved:</b> <b>a) That Mike Holmes would join the School Improvement Committee on the 6<sup>th</sup> January 2021.</b></p> <p>JG reported that an additional meeting had taken place on the 2<sup>nd</sup> December, the draft minutes were being reviewed for accuracy before being considered for approval on the 6<sup>th</sup> January</p> <p><i>Q: In developing further education links has consideration also been given to Teesside colleges?</i> <i>A: It is something to consider as we progress this area of 'Raising Aspirations'.</i></p> <p>The Chair (JG) wished to pass on thanks to Gill Morrissey for covering the careers advice work due to the current absence of the Careers adviser.</p> <p><i>Q: In the literacy work is the focus just on reading?</i> <i>A: At the moment, and then we will move onto writing, some faculties have really taken this on board, and there is more staff training going on which is linked into Performance Management, to record how the training will be used and impact on pupil learning.</i></p> <p>The Chair (JG) informed Governors that he was pleased that the school was participating in the 'Growing Up In North Yorkshire' survey, which would provide a useful benchmark with other schools in the county, and provide some useful messages for taking the school forward. (To note: Cllr. Carl Les joined the meeting at 17.58)</p> <p>The Chair (JG) explained that the Committee had reviewed the Remote Learning Policy and recommended it was ratified by the Full Governing Body.</p> <p><b>Resolved:</b> <b>b) That the Remote Learning Policy be ratified for adoption.</b></p> <p>SMn commented that she felt the School Improvement Committee was working well and gaining momentum, giving the opportunity to challenge in greater depth.</p> <p>The Chair (JG) also wished to thank the staff for their high quality contributions to inform SIC Governors in greater detail, recognising that a lot of work and effort had been done in supporting the Committee.</p> <p><i>Q: Has any further thought been given to a different name for the Committee?</i> <i>A: Not yet but we can consider at the January meeting.</i></p> <p><b>Action:</b> <b>To have as a discussion item on the January School Improvement Committee agenda.</b></p> <p><i>Q: Has Mark Wilson been asked if he would be able to moderate the Committee?</i> <i>A: Yes, and his first availability will be the 3<sup>rd</sup> March.</i></p> <p>The Chair thanked JG for his update on the School Improvement Committee, which he hoped he could attend as an observer at a future meeting</p>	<p><b>MH</b></p> <p><b>All</b></p> <p><b>Clerk</b></p>

No.	Item	Lead
7.	<p><b><u>Minutes from the virtual Governing Body Meeting held on the 6<sup>th</sup> October 2020.</u></b></p> <p>Governors had been previously circulated with the minutes            Governors proposed that the minutes should be approved as an accurate record proposed by LV and seconded by JG.</p> <p><b>Resolved: That the minutes of the 6<sup>th</sup> October 2020 meeting be approved, signed and dated by the Interim Chair as a correct record.</b></p>	All/Chair
8.	<p><b><u>Matters Arising</u></b></p> <p>Governors had been circulated with a summary of actions from the last meeting and were reminded to complete and sign the declarations of interest and Code of Conduct and return by email scan or hard copy to the Clerk or PA to the Headteacher.</p> <p>7a) Contact had been made with Mark Wilson who would attend the 3<sup>rd</sup> March SIC.            10. Website development /new logo-is on the agenda item 10 on rebranding.            11g) Virtual meeting on Equalities Award-to be arranged.            11h) Annual Health and Safety walkaround- JG and GM had undertaken this and a report would be available shortly.            13. Safer recruitment training-Governors interested in undertaking this should contact the Headteachers PA to arrange.</p>	
9.	<p><b><u>Agree dates of future meetings.</u></b></p> <p>In principle the schedule was agreed and it was confirmed that meetings may need to remain as virtual depending on the pandemic.</p> <p><b>Date of the next meeting:            2<sup>nd</sup> February 2021 at 5pm.</b></p>	
<b>PART B-SCHOOL IMPROVEMENT</b>		
10.	<p><b><u>The Headteacher's Report.</u></b></p> <p><b>10a)</b> Governors had previously been circulated with the <b>Accountability Pack</b> which was interrogated in detail at the School Improvement Committee,(see item 5 minutes)  <i>Q: Is the format of the Pack helpful?</i>  <i>A: It is very clear to go through and provides a structure for the SIC meetings, staff who present their Work Strand Priorities put a great deal of effort and detail into explaining outcomes and impact of their work.</i></p> <p><b>10b) Staffing</b>-the Headteacher reported that he was very impressed by the resilience, high attendance rates and commitment of staff. Sickness was not high but staff very tired, due to a lot of extra hard work, under a lot of pressure and with more responsibilities.</p> <p><b>Action:</b>  <b>a) The Chair of Governors to write a letter to all staff to thank them for what they are doing and how grateful the Governing Body is.</b></p>	Clerk/ Chair

No.	Item	Lead
	<p>We have appointed a new School Counsellor, Lisa Smith, who will start on the 11<sup>th</sup> January, she has an extensive background in counselling young people, and will provide a vital role in ensuring we comply with the KCSiE requirement to focus on mental health and well-being of both staff and pupils. We also appointed a new GTA, Carrie Lowe, to increase capacity and support in the classroom, we also hope to recruit an additional GTA in the New Year. We have also successfully recruited a manager for Lawrence House who will start in February 2021, he will be using the time pre-opening, to organise, plan and set up the facility with the strategic guidance of Helen Whitehead.</p> <p><b>10c) Exclusions-</b> the Headteacher explained that the school remains committed to keeping exclusions, both permanent and fixed term to an absolute minimum and last resort. However some of the sanctions and tactics cannot be used under covid restrictions, so unfortunately six pupils have received fixed term exclusions, and one pupil has received a permanent exclusion, the first in three years.</p> <p>Helen Whitehead reported that poor behaviour in school had increased as a result of lockdown with school being used as their outlet. Although only a minority of pupils are displaying behavioural issues, there is a higher degree of visibility, with Years 9 and 10 pupils causing the most difficult issues, however the majority are glad to be back at school.</p> <p>Attendance rates are strong, averaging 94.5% compared with 80% nationally, parents appreciate what we are doing and are promoting good attendance rates with their children.</p> <p><i>Q: Have you had to close any bubbles yet?</i>  <i>A: We have not had to close any bubbles, a few pupils have been sent home, with advice from Public Health.</i></p> <p><i>Q: Are many parents choosing to home educate?</i>  <i>A: We would not advocate this, as NYCC is not checking on the quality of elective home education, it is monitored through the Early Help service, the perspective being on safeguarding rather than the quality of learning.</i></p> <p>Cllr. Carl Les commented that this concern had been raised with North Yorkshire MPs at a meeting that day, as there is an exponential increase in elective home education across the county. It had been agreed that the LA and MPs would get national guidance on this concern. HW said she was pleased that this issue had been recognised as a risk and taken seriously by key decision makers.</p> <p><b>10d) Pupil Premium-</b> Helen Whitehead was invited to give an update on the funding, she reported that the school has four times the mobility of an average secondary school, due mostly through British Army Unit moves where parents are deployed to other areas, and most of the other children come from one of the most deprived wards in England. Helen explained that pupils from both the Pupil Premium (FSM/Ever6), Service Premium and looked after children often share similar needs, such as attendance, social and emotional well-being and progress. As a result in order to achieve best value, funding is often combined to enable maximum impact to as many young people who attract this funding as possible. It was noted that extra funding for pupils to aid 'Catch up' due to covid related issues causing missed schooling has been announced and this fund will be reported separately, senior teacher Stacey Burke will lead on this initiative.</p>	

No.	Item	Lead
	<p><i>Q: Will we receive a report on what money has been spent and what the impact has been?</i>  <i>A: The impact is still being reviewed, but an update could be submitted to the School Improvement Committee, when we have established the evidence.</i></p> <p><b>Action:</b>  <b>b) To present a report at a future School Improvement Committee.</b></p> <p><i>Q: Can a pupil be both a Free School Meal Pupil and a service pupil?</i>  <i>A: No, if a Service child then they are not entitled to Free School Meals.</i></p> <p><b>10e) Data analysis on outcomes-</b> James Yates was invited to update Governors on results and pupil progress. He reported that there will be no meaningful progress values produced for the 2019/20 leavers and so these will not be produced or published at any point during the academic year; results were also Centre Assessed Grades (CAGs) and not standardised examination results. Any attempt to use CAGs to compare progress nationally means that schools like ours, who followed due diligence in producing the CAGs, are competing against schools who inflated grades and so progress would appear less strong. It has been a very unfair system and we still do not know if exams will be taken this year.</p> <p><b>Key headlines:</b></p> <ul style="list-style-type: none"> <li>• A sustainable 3 –year increasing trend is in evidence</li> <li>• Progress continues to rise and is back to being statistically on or around what we would have expected, with a generally increasing trend over 2018 to 2020.</li> <li>• An increasing number of pupils are, where appropriate, following a more academic curriculum and achieving this with increasing success. Parallel to this, the curriculum is being broadened to ensure the curriculum is fit for all with more new subjects being offered where appropriate.</li> <li>• Attainment rose across the vast majority of subjects  <i>Q: Which subjects were not as strong?</i>  <i>A: Religious Education and Geography, so they will be focused on to help direct further school improvement initiatives.</i></li> <li>• Current Year 11 benchmarking attainment is no worse than last year, in spite of everything.</li> <li>• We will be joining the National Tutoring Programme from January, which we hope will provide targeted support for many of our pupils, particularly those who are HAPs and Disadvantaged.</li> </ul> <p>•  The Chair on behalf of all Governors thanked James for a helpful overview recognising that it has been a very difficult situation to steer and manage.</p> <p><b>10f) Safeguarding Update-</b> Helen Whitehead was invited to give a verbal update, she had distributed a Safeguarding newsletter to staff and Governors, and this will be a regular half termly action, ensuring everyone is aware of the KCSiE changes, in particular giving recognition to mental health and well-being issues. Helen reported that that there had been a fairly serious safeguarding disclosure which is being rigorously followed up by the DSL team. The Chair thanked HWh for her diligence and for the very informative newsletter.</p>	<p><b>HWh/SMn Clerk</b></p>



No.	Item	Lead
	<p><b>10g) Health and Safety and Premises Update</b>-Gill Morrissey was invited to talk through the key headlines from her report, as follows:</p> <ul style="list-style-type: none"> <li>• School continues to work hard in keeping staff and pupils safe from the Covid-19 virus, and regular updates are made to the Risk Assessment, which is led by the NYCC HandS service. Since returning to school in September, the school has needed to report three positive results for pupils and only one for a member of staff. However, during the second lockdown, three members of staff who meet the 'extremely vulnerable' category have been required to work from home.</li> <li>• The latest (26<sup>th</sup> Nov 2020) Health and Safety visit from Terry Bland the NYCC HandS adviser focused on a paperwork evaluation of current health and safety standards and management within the school. The report lists issues which need to be dealt with to comply with legislation and guidance, as well as other areas for potential improvement or best practice. There were only a few actions and these need to be completed in the action plan and returned to the adviser within 30 days of receiving the report (delivered on the 08/12/20).</li> <li>• An accident at work, an ankle injury, has happened to a member of staff, she confirmed that it was an accident on her part and an electronic ARF1 was completed and reported to NYCC.</li> <li>• Feasibilities for the upgrade of the three remaining Science labs and Food Technology have now moved onto the next stage of planning and delivery for the summer of 2021. Plans are yet to be finalised as are the dates for the roll-out of the work, which is nearing the final stages of agreement.</li> <li>• No further information has been made available to the school from the LA regarding the possible handing over of the Youth Centre building to the school, despite a number of requests from GMo.</li> <li>• Due to the Covid-19 situation the school has no lettings now or planned in the near future.</li> <li>• The completion of the new Pavilion has been held up by bad weather conditions, once the developments have been completed the PE department can then start to use the facilities.</li> <li>• The new Grounds Maintenance person started his role in April and has made a noticeable and impressive difference to the school site.</li> <li>• Work is underway with the support of the Yorkshire Purchasing Organisation to pull together a specification to enable the school to go out to tender for a new cleaning contract to commence in April 2021.  <i>Q: When does the NYCC cleaning contract come to an end?</i>  <i>A: Their contract will finish at the end of March 2021.</i>  <i>Q: Are there any premises improvements required?</i>  <i>A: There are a few issues with doors, windows and plastering we will get quotes for window replacements, not sure whether UPVC or metal.</i></li> </ul> <p>The Chair thanked Gill for all the efforts made to keep the pupils, staff and building safe and compliant with requirements.</p>	

No.	Item	Lead
11.	<p><b>Rebranding Update</b>-SMn gave a verbal update on progress, a company had been identified to work on the specification for logos, signage and content of the website.</p> <p><i>Q: Is the information ready yet for Governors to review and can we see the logo?</i></p> <p><i>A: Just waiting for the final specification, we have narrowed down to two designs, we were very impressed with their presentation, and the timeframe of Easter is on track, we will ensure Governors can see before decision is taken. GL, SB and JG have been fantastic in supporting this initiative.</i></p> <p><i>Q: Do we have to comply with any national standards?</i></p> <p><i>A: No, it is what we think is right for the school, the website does require certain mandatory content, such as key policies, but that is underway as part of the specification.</i></p> <p><i>Q: Has Helen included this work in the budget plan?</i></p> <p><i>A: Yes it is incorporated.</i></p> <p>SMn was thanked for taking this exciting development for the school image forward.</p>	
12.	<p><b>External Reports</b>- Governors had been circulated with <b>the GDPR Compliance Report (2020/21)</b> which had been produced by Veritau. It was noted that there were no major concerns and Governors felt confident that all requirements were being met and compliance was effective.</p>	
13.	<p><b>Policy Revisions and Approvals</b>- It was noted that the <b>Remote Learning Policy</b> had been recommended for ratification from the School Improvement Committee.</p> <p><b>Resolved:</b></p> <p><b>a) That the Remote Learning Policy be approved and ratified for adoption.</b></p> <p>The Headteacher requested that the <b>Whole School Displays Policy</b> should be disbanded, as at the moment due to restrictive movements around the school, staff were unable to take responsibility for updating display boards. There was some discussion particularly from staff members about the best way forward, for example:</p> <ul style="list-style-type: none"> <li>• General Boards for Equalities, Student Council and Student Voice should remain.</li> <li>• Student Displays are a bit dated, walls could do with painting to brighten up the areas, perhaps with photos celebrating ex-students achievements.</li> <li>• When the new rebranding is in place the displays could promote and celebrate what is happening.</li> <li>• Displays need to be visually stimulating, less busy, creating a calmer environment.</li> <li>• GMo suggested that the policy should be reviewed in a years' time.</li> </ul> <p><b>Resolved:</b></p> <p><b>b) The Headteacher proposed that the policy should be reviewed in a years' time seconded by the Chair, and agreed by all Governors.</b></p>	<p style="text-align: center;"><b>All</b></p> <p style="text-align: center;"><b>All</b></p>

No.	Item	Lead
14.	<p><b>Governance Update-</b></p> <ul style="list-style-type: none"> <li>• <b>Governor training</b>-Governors had been circulated with the most recent NYCC School Improvement Bulletin which highlighted updates from DfE and summarised the training opportunities available to Governors. It was noted that if a Governor wished to take part in a CPD/training opportunity they should contact the Headteacher's PA, Stef Blood so she could arrange the bookings.</li> <li>• <b>Succession planning for Governors</b>-it was noted that three Governors terms of office would be ending during 2021 and in order to ensure continuity, plans would need to be in place to recruit or retain.</li> </ul> <p><b>Actions:</b></p> <p>a) The Local Authority Governor, Carl Les term of office would be coming to an end on the 4<sup>th</sup> April 2021.The Headteacher asked if he would still be willing to stay on in his designated role, CL said he was very supportive of the school and would be willing and pleased to stay on. <b>The Clerk would contact the Governance Team and set the process for reappointment in order.</b></p> <p>b)The Staff Governor, Jane Hailwoods term of office was due to expire on the 31<sup>st</sup> March 2021.<b>A staff Governor election would be required</b> and the Headteacher and Stef Blood would take forward in the New Year.</p> <p>c)The Co-opted Governor, John Glahome's term of office would end on the 4<sup>th</sup> April 2021,it was the role of the Governing Board to re appoint, and subject to JGs agreement <b>a vote would take place at the next meeting.</b></p> <p><b>Governance Handbook-</b> the updated Handbook had been circulated to all Governors and a request for them to familiarise themselves to the guidance was proposed.</p>	<p></p> <p><b>Clerk</b></p> <p><b>HT/SB</b></p> <p><b>Clerk/All</b></p> <p><b>All</b></p>
15.	<p><b>Governor Visits Reports- Due to Covid restrictions. None had taken place, although virtual meetings between link Governors and staff could take place via Zoom.</b></p>	
<b>PART C- OTHER BUSINESS</b>		
16.	<p><b>a) Proposal for a new school-</b> the Headteacher reported that he had discussed the case for a new school with Lt.Col.Jim Turner who, on behalf of the MOD, was supportive of the proposal; it was noted that if successful the land would be leased at a peppercorn rent rather than a sale. The case had been shared with Rishi Sunak who was in favour of the proposal to move to another appropriate site. It was also reported that the DfE can fund new schools, not just academies.</p> <p><b>Action:</b></p> <p><b>a) To continue to pursue the proposal for a new school and keep Governors informed of progress.</b></p> <p><b>b) Closure of the school on the 18<sup>th</sup> December-</b>the Headteacher informed Governors of the DfE proposal that schools should close to staff and pupils on the last day of term. He recommended to Governors that this should happen and allow staff to take a day INSET from home via Zoom. JG proposed that this decision should take place seconded by the Chair.</p>	<p><b>HT</b></p>

No.	Item	Lead
	Action: <b>b) That the school should close on the 18<sup>th</sup> December and staff would take an INSET day in lieu.</b>	<b>All</b>
<b>17.</b>	There being no further business the Chair thanked Governors and staff for their commitment and contributions and wished everyone a Happy Christmas break and a much happier 2021.  <b>(The meeting closed at 7.25pm)</b>	

Membership of the Governing Body

*Terry McCann (Interim Chair), John Glahome, Jane Hailwood, Cllr. Carl Les, Colin Scott, Lara Vinsen, Sarah Cotgrove, and Lt Col. Jim Turner, Charlene Thirlwell, Mike Holmes and Amy Beveridge.*

Other staff – Members of the Senior Leadership Team

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