

GOVERNING BODY

Minutes of the meeting of the Governing Body (GB) held on Tuesday, 16th October 2018.

Present:

Governors: Beki Bulmer (Chair), Stewart Gardiner, John Glahome, Jane Hailwood, Joe Jordan, Carl Les, Colin Scott and Sarah Sinnott.

Others: Sarah Cox (Senior Teachers), James Yates (Vice Principal), Sally Zaranko (Assistant Principal) and Stephanie Blood (Clerk to the Governing Body).

No.	Item	Lead
PART 'A' – PROCEDURAL		
1.	<p><u>Election of Chair and Vice Chair</u></p> <p>Having been proposed by Mr Glahome and seconded by Stewart Gardiner it was:</p> <p>Resolved: That Beki Bulmer be elected as chair of the Governing Body to serve for a term of 1 year.</p> <p>Nominations were invited for the post of Vice Chair. Having been proposed by Mr Jordan and seconded by Mr Les it was:</p> <p>Resolved: That Stewart Gardiner be elected as vice chair of the Governing Body to serve for a term of 1 year.</p>	
2.	<p><u>Election of a Co-Opted Governor</u></p> <p>The Governing Body took an open vote on the decision to formally co-opt Lara Vinsen, Wavell Junior School, onto the Governing Body which will benefit the school in keeping the links with the Garrison primary schools following the departure of Phill Hunter from the Governing Body. The vote was unanimous in favour of the decision.</p> <p>Resolved:</p> <p>a) Lara Vinsen be elected onto the Governing Body as of 16th October 2018 to serve for a 4 year period.</p> <p>5.05pm Lara Vinsen was invited to join the meeting as co-opted Governor. The Chair and Governors thanked and welcomed Ms Vinsen onto the Governing Body and provided Ms Vinsen with round the table introductions.</p>	
3.	<p><u>Welcome and Apologies</u></p> <p>Apologies received: Chris Withers – consented to. Sam Wright – consented to.</p> <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>	
4.	<p><u>LA Review of Governance Feedback</u></p> <p>The Chair welcomed Stuart Boothman to the meeting.</p>	

Mr Boothman presented the Body with findings from the Local Authority Review of Governance, which took place on 17 July 2018. Mr Boothman also provided guidance to accelerate the implementation of new initiatives and boost confidence in governors in their strategies.

Recommendations:

- Stakeholder surveys to be analysed to determine areas that need acting on which will influence the future.
- Develop a stakeholder strategy which will be helpful in identifying how to interact, communicate and involve each identified stakeholder in initiatives.
- Consideration be given to implementing a Governing Body risk register. Mr Boothman undertook to obtain a model risk register for the Governing Body to adapt and use as a tool to track issues and address problems as they arise.
- Consider establishing a working group to manage and maintain the risk register.
- Share the 'Vision' with all stakeholders to ensure that all are clear on the difference between accountability and strategic leadership functions. **This is the critical point which links to the short, medium and long term plans.**
- Clarify the 3 and 5 year priorities with stakeholders to ensure its progress.

As regards accountability:

- Terms of Reference for the School Improvement Committee (SIC) have since been produced and agreed.
- Consideration to be given on how the Full Governing Body (FGB) will monitor the impact of the SIC against the Committee's remit – to happen at a later point of the year.
- Governors to give an objective eye over FGB minutes to ensure questioning and challenge is recorded accurately.
- Ensure FGB agendas supports the focus and adequate time is given to items on the agenda.
- Determine the role of staff attending FGB and whether this is good use of their time.

SIC Governors discussed the SIC and the difficulties in establishing a starting point for the Committee and were conscious of the need to focus on the strategic aspects of governance and not the operational aspect, and requested senior leaders support in guiding the SIC on differentiating between leadership and strategic direction. The SIC undertook to continue to be objective and self-monitoring throughout the course of the year and provided an open invitation to all Governors to attend any SIC meetings, to come in and observe both the operation of the SIC and the school. Governors welcomed the invitation and overall were content with the running of the SIC and were happy to receive updates on SIC progress at each FGB.

Mr Boothman requested Governors be mindful that too much accountability placed on the SIC could mean taking the eye off the FGB therefore a balance needs to be struck, which may take a year to establish, for SIC to provide regular feedback to all Governors to ensure everyone is aware of progress.

	<p>Regarding the action list submitted to each FGB, for the format to be revisited to sharpen up the process and add clarity.</p> <p>Regarding the Health check, there were no recommendations to report on this and no major areas of concern.</p> <p>Mr Boothman closed on the recommendation that over this forthcoming year the SIC establish new initiatives. The FGB undertake a self-evaluation including the impact and effectiveness of those initiatives at the end of the year and identify areas for action to stimulate improvement in key areas. In approximately two years' time, once the process is embedded, request an external validation.</p> <p>Resolved: a) Governors undertook to review the recommendations as detailed above.</p>	ALL
5.	<p><u>Declaration of Interests</u></p> <p>The Chairman reminded governors of the need to declare interests, pecuniary or non-pecuniary. Councillor Les confirmed his position as a member of North Yorkshire County Council. No other interests were declared.</p>	
6.	<p><u>Declaration of Business Interests</u></p> <p>The Chairman reminded governors of the need to declare any business interests. No business interests were declared.</p>	
7.	<p><u>Register of Hospitality</u></p> <p>No gifts or hospitality have been received.</p>	
8.	<p><u>Urgent Business</u></p> <p>There were no items proposed for discussion under urgent business.</p>	
9.	<p><u>Confidentiality</u></p> <p>This discussion is recorded in the confidential minute book.</p>	
10.	<p><u>Statutory Committees</u></p> <p><u>Pay Review Committee</u> The Chair informed Governors that the Pay Review Committee met on 08 October 2018 to review staff performance against objectives and recommendation on pay progression.</p> <p>An item on the meeting agenda was for the Pay Review Committee (PRC) to review the Pay Policy. The Committee raised a number of queries relating to the policy which the Clerk went on to clarify with North Yorkshire County Council. The PRC also proposed the SIC consider adopting the attendance statement for teachers, as adopted for support staff, to bring equality in the policy, but with a caveat to state that assessment will be made by the Pay Review Committee, on a case by case basis, bringing into consideration disability and long term illness. The policy to be revisited at the next meeting of the SIC (23 October 2018) for finalising.</p> <p>Regarding setting objectives for the forthcoming year, the Principal advised that the PRC requested a leadership strategic objective be incorporated into the objective setting to feed through all leaders to give whole school focus. As such, consideration is being given to objectives being set as follows 1) performance related 2) discipline enquiry, and 3) buying into the school ethos. Leader's objectives to link into either objective 2 or 3.</p>	

	<p><u>School Improvement Committee</u> The Chair presented the FGB with the minutes from the SIC held 18 September 2018.</p> <p>Following on from the previous discussion (item 4 refers), regarding SIC differentiating between strategic aspects of governance as opposed to operational aspects, this to be fed through future notes of the meetings to ensure they are less operational. The Principal clarified that Technology will be overseen by Creative in the short term to provide Mrs Hailwood additional capacity to manage Science and bring it back on track however, Mrs Hailwood will continue to line manage the Technology department overall.</p> <p>Resolved:</p> <p>a) Mr Yates and Mrs Matthewman to be involved in the feedback session following the SIC review of the day, and to act as the conduit between the SIC and staff.</p> <p>b) SIC to review Terms of Reference to ensure the reference is around strategic governance and not operational matters.</p> <p>c) SIC to revisit and amend the notes of the 18 September 2018 SIC meeting.</p> <p>d) SIC to verify evidence and data against the SEF.</p> <p>e) Mrs Sinnott to attend the 23 October SIC.</p>	<p>JYa/SMa/</p> <p>SIC</p> <p>SIC</p> <p>SIC</p> <p>SSi</p>
11.	<p><u>Review Governor Code of Conduct and Standing Orders</u></p> <p>The Clerk advised the Code of Conduct is adopted from the National Governors Association and there have been minor changes to remove reference of removal of governors as this is now detailed within the Governor Disciplinary Policy.</p> <p>Resolved:</p> <p>a) Governors approved the Code of Conduct and Standing Orders as presented.</p>	<p>Clerk</p>
12.	<p><u>Minutes and Actions from Previous Governing Body Meeting</u></p> <p>Resolved:</p> <p>a) That the minutes of the meeting of the Governing Body held on 17 July 2018 be confirmed and signed by the Chair as a correct record.</p> <p>b) Governors approved the confidential minute within 17 July 2018 Governing Body meeting.</p> <p>Matters Arising: <u>Licence Deficit</u> Q: Has a response been received on the licence deficit? A: A verbal response has been received from NYCC however, there has been no written response received at present.</p> <p>Councillor Les advised that NYCC are concerned about the number of schools across the county with licence deficits and it is becoming increasingly difficult for schools to obtain licence deficit funds. The Principal advised for Risedale, forecasts are showing the school is just tipping into a surplus in the next financial year.</p> <p>Resolved:</p> <p>c) Chair undertook to write to staff to thank them for their efforts over the last two years in helping the school to deal with its large budget deficit (which still exists) and for managing the pressures it may</p>	<p>Chair/Clerk</p> <p>Chair/Clerk</p> <p>Chair</p>

	have had as staff cope with the growing school whilst trying to reduce the overall debt.	
13.	<p><u>Date of the Next Meeting and Future Meeting Dates</u></p> <p>Governors acknowledged the dates for the 2018/19 Governing Body meetings:</p> <p>Tuesday 11th December 2018 @ 5pm (Focus – Outcomes) Tuesday 05th February 2019 @ 5pm (Leadership and Management) Tuesday 02nd April 2019 @ 5pm (Focus – Teaching, Learning and Assessment) Tuesday 14th May 2019 @ 5pm (Focus – Budget) Tuesday 02nd July 2019 @ 5pm (Focus – Personal Development, Behaviour and Welfare)</p>	
14.	<p><u>Governing Body Self Review</u></p> <p><u>Resolved:</u></p> <p>a) Governors agreed with the recommendation made by Mr Boothman (item 4 refers) to undertake a self-evaluation at the end of the year and to park the current action for a self-evaluation until that time.</p>	Clerk
PART 'B' – SCHOOL IMPROVEMENT		
15.	<p><u>Principal's Full Report</u></p> <p>The Principal introduced the report to the FGB, advising that the report provides a full commentary of the journey the school has taken which governors must make themselves aware of in preparation for an Ofsted visit.</p> <p>The P8 data, although it is an important part, is only one small part of the full picture and was handicapped due to the size of the cohort, Risedale being an all-inclusive school and due to this the effect a small number of students had on the outcomes, and the various staffing issues the school has encountered. There are other components to consider:</p> <ul style="list-style-type: none"> — Positive recruitment of new staff in last 6 months — Broadened curriculum — Improved accountability of Middle and Senior Leaders which is beginning to have a more rapid impact on progress on current pupil outcomes — Middle Leaders working at pace — Revision of behaviour management which has impacted on behaviour in the school – reduced call-ins/less disruption in class — Increase in attendance — Extra pupils buying into the school — Y11 progress up .3, but five months earlier than last years' Y11 cohort — A new monitoring system introduced which is giving teachers support and confidence — Exclusions are reduced — Collaborative work with schools in the local area <p>Ms Cox informed the FGB 200 students took part in extra-curricular activities in the last week alone within the Creative faculty. Governors welcomed this uptake.</p> <p>The Principal reiterated that outcomes will be the focus of the next FGB and outcome figures will be refined for that meeting following receipt of the IDSR data, due in October, emphasising to Governors that IDSR data is historic.</p>	

Q: What is it the school has done to reduce student behaviour this year?

A: Introduction of The Risedale Way; staff more aware of expectations and are better equipped for dealing with low level behaviour; 7 new staff arriving in school who have bought into The Risedale Way from the outset; students more aware of the raised expectations and challenge; increase in restorative conversations with students; increased Year Team Managers and SLT visibility in classrooms which is keeping behaviour calm and which is having a positive effect with students keen to show off their work; parents/carers receive instant notification of their child's behaviour through My Child at School; a ban on mobile phones around school. All of these initiatives have impacted on behaviour and reduced call-ins.

Q: Are all students and parents/carers signed up to the College-Home Partnership Agreement?

A: All new students sign up to the agreement. This is provided within The Risedale Way pack which all new students receive. The pack is designed for staff, students and parents/carers, there are no variations in the guidance provided so the rules are understood by all however, in terms of the actual agreement, even though it is signed, it is uncertain how much students buy into the agreement.

Q: In terms of The Risedale Way, has it provided teachers with a learning tool on how they should deal with behaviour and attitudes in the classroom?

A: At first a number of teachers found it difficult to buy into The Risedale Way. A working party was then established comprising of teachers, led by Head of MFL Faculty, Richard Miller, to look at the document and give it 'more teeth' which has resulted in staff now taking ownership of the guidance and managing behaviour as detailed in the guidance which has improved behaviour. Final outcomes from this work will be reported to SLT on Monday 22 October for approval, and implemented after half term.

The Principal reported that attendance this year is on the rise, however concern was expressed that 60% of girls are reporting as absent against 40% boys, which is a complete reversal on usual attendance patterns. The issue is currently being looked into however, the Principal requested SIC also look into this issue. The Principal advised the attendance letter sent home to parents when a student triggers 90% attendance, has since been revised which informs parents that failure to maintain a good level of absence without good reason, such as sanctioned medical evidence, will result in the school taking legal actions to ensure the child attends school. Governors acknowledged the information being sent out.

Q: Would it be a suitable suggestion that the Student Council look at addressing the attendance concern?

A: Mrs Hailwood undertook to take the concern to the Student Council to consider.

Q: It's reported that the Science team attended another school, did they find this visit valuable?

A: Teaching practices were not too different from those undertaken in Risedale, they were perhaps more routine in a calmer atmosphere that enabled teaching to progress. This to be a consideration in

JHI

	<p>current teaching practices in Science. Further, the Science team have also visited other subject areas in school to see how other teachers challenge students and deal with behaviour which has also proved to be helpful in developing teaching practices in Science.</p> <p>The Principal informed governors that the outcomes for Science is not too different to the rest of school however, the sudden drop in figures makes it stand out. Governors acknowledged this point.</p>	
16.	<p><u>Surveys</u></p> <p>The Principal presented the outcomes from 3 recent surveys, Student, Parents and Staff.</p> <p><u>Student Survey</u> The Principal presented the student survey which details the comparison of the previous survey taken in spring 2018 and shows a pleasing improvement on responses however, areas of concern include:</p> <ul style="list-style-type: none"> — Work is not found to be challenging enough for all students — A few students are aware of who they can talk to if something is worrying them — A slight drop in students feeling safe in school – individual responses will be investigated — Low uptake on extra-curricular activities – reasons why to be investigated further <p>In summary, most responses show a positive trend however, investigations will take place on the key down-trend points.</p> <p><u>Parent Survey</u> The Principal presented the Parent Survey. The results overall are positive however, further work needs to be undertaken in educating parents on the progress their child is making and understanding the reasons why there are a significant number of ‘don’t know’ answers.</p> <p>Q: Could the colours on the survey be altered as per RAG rating, presently at first glance it appears to read that the red section is strongly against when this isn’t the case and would be easier to read if good was green and poor was red.</p> <p>A: SLT recognised the Governors concern but unfortunately this is how Google docs reports its findings and there is no option to alter these colours. Consideration to be given to exporting the survey into excel where colours can be altered.</p> <p><u>Staff Survey</u></p> <p>Q: How are senior leaders addressing the concerns raised in the survey?</p> <p>A: The staff survey is anonymous therefore it is not possible to address individual concerns. However, The Risedale Way will be revisited to see where improvements for staff can be made; Middle Leaders and SLT will provide support to any struggling staff; increased presence of SLT in classrooms will provide another means of support to staff and further reduce low level disruption in classrooms.</p> <p>Q: Can issues be identified specifically as to what it is that is making staff feel unhappy?</p>	

	<p>A: Yes. The introduction of The Risedale Way last year, a number staff felt it was not effective therefore a working party has since been established to identify recommendations to improve the model with recommendations to be fed back to SLT for approval. One early recommendation is for detentions to be introduced after school, managed by volunteers. It is likely this will be agreed subject to the detention taking place on the day of the incident, with parents being notified through a text in BromCom.</p> <p>Q: Have the results of the surveys been shared with staff?</p> <p>A: Not yet, SLT wished for these to be shared with Governors prior to sharing with staff and undertook to share the results of all surveys with staff prior to half term.</p> <p>Q: A number of staff are still unhappy about their workloads, how is this being addressed?</p> <p>A: Teaching staff workload has been relieved however, it could be possible that teachers did not consider this when answering the survey, such as: only Tutors now write reports which equates to an average of 25 reports per teacher as opposed to some teachers writing up to 380+ reports per year; teaching staff are afforded a minimum of 4 non-contact periods (PPA) (entitlement is 3 PPA periods per week); 25 hours is given to personal study time. It could be a possibility that teachers challenge themselves for better and therefore spend more time researching, preparing and planning which is impacting on their workloads.</p>	Principal
17.	<p><u>Policy Revisions</u></p> <p>The Clerk presented a report which detailed all the policies for reviewing, adding that only those policies with major amendments had been provided to Governors, all other policies that have no amendments were available for Governors to inspect via the website.</p> <p>Q: The Anti-bullying policy states the requirement for Governing Bodies to be fully informed of matters concerning anti-bullying, how is this to be managed?</p> <p>A: Work is ongoing in revising the Single Equality Scheme and subsequent action plan which is almost complete. The Scheme will be emailed around Governors for approval for adopting and publishing. Following this a report will be presented to Governors with an update against the action plan, including incident reporting.</p> <p><u>Resolved:</u></p> <p>a) The Governing Body approved all those policies which were identified as requiring no amendments. To be published.</p> <p>b) The Governing Body approved all policies with amendments. To be published.</p> <p>c) The Governing Body approved the adoption of all policies as detailed in the report, as well as those policies issued as model policies through HR. To be published.</p> <p>d) The Governing Body approved the dispensing of the Freedom of Information Policy and Alcohol and Drugs Policy and Guidance for the reasons detailed in the report.</p> <p>e) The Governing Body agreed that only those policies with major amendments require issuing to the Governing Body for approval.</p> <p>f) The Governing Body agreed for any policies that require approval between Governing Body meetings, to be circulated around the</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>

	Governors electronically for agreement to expedite the process for publication.	
18.	<p><u>Governor Training Needs</u></p> <p><u>Resolved:</u></p> <p>a) Governors undertook to complete the mandatory reading and e-training by 31 October 2018 deadline date and consider individual training requirements and inform the Clerk accordingly, who will make necessary arrangements.</p>	ALL
19.	<p><u>Any External Reports</u></p> <p><u>Admission Arrangements Consultation 2020/2021</u> The Principal advised notification has been received from NYCC inviting comments from all stakeholders on the proposed Published Admission Number (PAN) for Risedale Sports and Community College.</p> <p>Risedale has a PAN of 185 based on a student capacity of 900+ students. If the school's intake is under 185 and there is identified capacity, should the school receive an in year access request the school is obliged to take on those students. Presently the school has 530 students and is struggling for space due to the size of the classrooms. The Principal asked Governors to consider whether it would be beneficial to reduce the school size by closing down areas which will reduce the capacity number and in turn reduce the PAN.</p> <p>Governors discussed class organisation and accommodation issues and agreed that to close part of the school would go against the whole school priority to expand the school therefore agreed to keep the school as is and maintain the PAN as it stands.</p> <p><u>Resolved:</u></p> <p>a) The Clerk to email all Governors the consultation letter. b) Governors to each complete the consultation by end of November and send responses back to the Clerk for collating and issuing.</p>	Clerk ALL
20.	<p><u>SEF / Development Plans</u></p> <p>Q: Regarding the Development Plans, issued to Governors via email from the Principal on 24 September 2018, are the correct governors assigned to the correct areas? A: The Principal went through each area and Governors confirmed responsibility.</p> <p>Q: What is the difference between the responsibility for Numeracy and Numeracy for All? A: Like Literacy for All, Numeracy for All is not owned by a specific department but is something that all teachers need to embed within their schemes of work to ensure consistency across all subjects. Likewise, with Assessment for All, this area is not just about data but about all teachers ensuring that all pupils know the standards they have reached, what they need to learn and how they improve their knowledge, skills and understanding.</p> <p>Councillor Les and Mrs Sinnott recognised they had not been assigned any link areas and felt current work commitments would impact their availability to be an effective link lead therefore were happy with the way the links had been assigned. Each stated they would still like the opportunity to be involved, Councillor Les within the community aspects with Mr Jordan, and Mrs Sinnott</p>	

	<p>to look at areas of interest and shadow the respective link governor when available.</p> <p>Resolved:</p> <p>a) Ms Vincent assigned the area of Catterick School' Collaborative area</p> <p>b) Mr Gardiner to maintain the Careers link, taking over from Mr Glahome, having had a meeting with Ms Porritt earlier in the week.</p> <p>c) External School Promotion and Community Liaison and Promotional Activities to be re-assigned to Mr Jordan as the conduit between the military, community and school, promoting the school in the Garrison and keeping the school abreast with military personnel coming into the area.</p> <p>d) Mr Glahome to be assigned the Faculties link.</p> <p>e) Governors to make arrangements with the Clerk, the last 2 weeks of November, to come into school and visit their link lead to challenge the lead on where they are at meeting the success criteria and provide evidence.</p>	LINK GOVERNORS
21.	<p><u>Link Governors Reports</u></p> <p>Mr Glahome presented Governors with the visit report from the afternoon of 25 September 2018 following a walkthrough undertaken by Mr Gardiner and himself on the recent Mark Wilson (External School Improvement Partner) visit. Governors noted the content of the report.</p> <p>Mr Glahome advised he had recently visited the school to carry out an audit on staff recruitment concerning the 7 new members of staff and confirmed that recruitment procedures had been followed and complied with statutory obligations. Mr Glahome proposed a recruitment audit be undertaken once a year or around recruitment drives. Governors approved the proposal.</p> <p>Resolved:</p> <p>a) Recruitment Audit to be undertaken once a year.</p> <p>b) The Clerk to circulate Mr Glahome's audit visit report around Governors.</p>	JGI/SGa Clerk
PART 'C' – OTHER BUSINESS		
22.	<p><u>Matters of Urgent Business</u></p> <p>There were no items proposed for discussion under urgent business.</p>	
23.	<p><u>Any Questions from SLT to Governors</u></p> <p>Senior Leaders present at the meeting, in response to Mr Boothman's recommendation to consider whether their presence at the meeting was a good use of their time, felt that they found the meeting useful and would welcome the opportunity to attend future FGB's to be present and on hand to answer any questions relevant to their remit.</p>	
24.	<p><u>Any Other Business</u></p> <p>The Principal advised a potential staffing structure will be presented to Governors at the December FGB, for implementing in the new academic year.</p> <p>The Principal closed the meeting by thanking Governors for their continued support both personally and for the support they give SLT members, adding his gratitude to Governors for their informed and constructive challenge which was welcomed.</p>	

Meeting concluded at 7:30pm