

GOVERNING BODY

Minutes of the meeting of the Governing Body (GB) held on Tuesday, 17th July 2018.

Present:

Governors: Beki Bulmer (Chair), John Glahome, Phill Hunter, Carl Les, Colin Scott, Sarah Sinnott and Chris Withers.

Others: Terry McCann (Vice Principal), Gill Morrissey (Director of Integrated Services/Facilities), James Yates (Vice Principal) and Stephanie Blood (Clerk to the Governing Body).

No.	Item	Lead
PART 'A' – PROCEDURAL		
1.	<p><u>Welcome and Apologies</u></p> <p>Apologies received: Stewart Gardiner – consented to. Jane Hailwood – consented to. Joe Jordan – 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>	
2.	<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> <p><u>Resolved:</u> a) Mr Glahome declared he is no longer a Governor for Northallerton School. Clerk to remove declaration from the website.</p>	Clerk
3.	<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>	
4.	<p><u>Register of Hospitality</u></p> <p>The Principal declared receipt of a bottle of Vodka and a Russian teddy from Most Education, received in thanks for great support towards the links with Russia & China at Risedale school, in particular the recent exchanges with Risedale students in Russia and Russian students in Risedale. Gifts have been declared on the hospitality register and will be put towards a school raffle.</p>	
5.	<p><u>Urgent Business</u></p> <p>The Principal reminded Governors of the authority given to the Principal to access a delegated budget of £10,000 without the consent of the Governing Body. The Principal advised the Body of two urgent needs 1) to resurface the senior yard due to the tarmac flaking and it becoming a health and safety concern in terms of it being a trip hazard 2) the number of potholes appearing</p>	

	<p>in the driveway into school which could cause damage to cars and lead to the school receiving pothole claims.</p> <p>The Director of Facilities advised of the time limits to get the work done in that it will need to take place over the summer months, possibly over weekends, due to other major building works planned to take place within school which require access to the school premises. A number of quotes have been received and will be considered.</p> <p>Q: Has consideration been given to commencing the resurfacing work on completion of the other works planned on the school site during summer?</p> <p>A: This would be the best scenario and will be requested however, the school would be bound by the successful company's availability to complete the work.</p> <p>The Director of Facilities advised of works required on the ICT infrastructure to improve the 'backbone' of the IT network which is over 10 years old and is, on occasion, failing. Funds have been placed in the budget year on year to oversee the works however, to replace the switches and cabling alone will cost in the region of £27,000 and it is anticipated these works would take place over the summer weeks. The option of entering a programme of leasing has been considered however, this would be not be cost effective long term should the school require a rebuild. The preferred option is to purchase the switches and cabling and manage this through a deferred a payment of 1/3 of the cost will be taken from next financial year's budget and placed into this year's financial budget. A tendering exercise has been undertaken and presently, only one company has been identified who can offer the work this summer which will take approximately 16 days to complete. The Principal requested authorisation from Governors to defer the £7,000 payment from next financial year's budget to commence the ICT works as detailed, being mindful that it would affect the deficit.</p> <p>Resolved:</p> <p>b) Governors were unanimous in authorising payment for the resurfacing works.</p> <p>c) Governors considered the budget and works required and gave authorisation to the Principal to allocate funds to the ICT project, subject to the best approach to budgeting the project being determined by the Bursar.</p>	<p>Principal</p> <p>Principal</p>
<p>6.</p>	<p><u>Confidentiality</u></p> <p>This discussion is recorded in the confidential minute book.</p>	
<p>7.</p>	<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 22nd May 2018, be confirmed and signed by the Chair as a correct record.</p> <p>b) Governors approved the confidential minute within 22nd May 2018 Governing Body meeting.</p> <p><u>Action Log and Matters Arising:</u></p> <p><u>Licence Deficit</u></p> <p>Q: Has the licence deficit been agreed.</p> <p>A: Not at present, the request has been sent to NYCC however there has been no response at present.</p>	<p>Chair/Clerk</p> <p>Chair/Clerk</p>

Pupil Numbers

The Principal advised pupil numbers for the new academic year are not looking to be as high as expected and are thought to be around the 510-520 figure.

Staff Appointments

All the new staff appointments have taken place, with 7 new staff starting in September 2018. Of these 7 staff members, 4 are NQTs who have started in June/July and through observations undertaken, are all proving to be successful and engaging with the students.

Y6/7 transition

The Principal reported some students have found the transition challenging but overall it has been positive with students settling in well and feedback from staff being good.

The Governing Body reviewed the action log and signed off the following actions as complete:

- Link governors review of policies pertinent to their link
- Governors making themselves aware of the Complaints Procedure

Regarding link governors, a review of the link governors will be undertaken in the new academic year with a view to increasing accountability and strength against the school's key areas, to be identified following receipt of the examination results and a subsequent review of the development plan and school priorities.

The Clerk reminded all Governors to complete the mandatory training, as emailed on 29th June 2018, to be complete by 01st September 2018. Governors acknowledged the request.

Further, policies will be reviewed over the summer and updated with gender specific vocabulary where required, and brought back to the October Governing Body meeting for approval.

Q: The Pupil Premium strategy is due for renewal in July, has this been completed?

A: There has been a delay with updating the Pupil Premium documents due to awaiting the GCSE results which will impact the data within the documents.

The Principal reported the 'Keeping Children Safe in Education' is currently undergoing an update in policy and is due to be released. Staff and Governors will be kept updated accordingly.

7. Date of the Next Meeting and Future Meeting Dates

Governors acknowledged the dates for the 2018/19 Governing Body meetings:

Tuesday 16th October 2018 @ 5pm (Focus – Outcomes)

Tuesday 11th December 2018 @ 5pm (Focus – SEF and Development Plan)

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 02 nd July 2019 @ 5pm (Focus – Personal Development, Behaviour and Welfare)	
9.	<p><u>Statutory Committees</u></p> <p>The Chairman advised the Body that the first meeting of the School Improvement Committee (SIC) took place on 27th June 2018. At the meeting an agenda and points for the next meeting were considered and it was agreed the Committee will meet on the first Tuesday of each month, for the day, with a set agenda which will include, but not limited to, meetings with Middle Leaders and Senior Leadership and opportunities for walkthroughs. Questions will be asked of Middle Leaders and Senior Leadership and a brief record of the meeting will be produced.</p> <p>The external review of governance held earlier in the day recognised the School Improvement Committee was the right starting point for accountability and strengthening the Governing Body but may pose a risk in terms of leaving other governors behind who do not attend the meetings. In light of this the Chairman advised that the Committee is not exclusive and invited all governors to attend the meetings.</p> <p>Governors recognised the need to have a presence in school in order to be accountable for it.</p> <p><u>Resolved:</u></p> <p>a) Governors agreed terms of reference for the School Improvement Committee and gave delegated powers to the Committee to call staff in to the meeting to discuss certain topics.</p>	Chair
10.	<p><u>Governing Body Self Review</u></p> <p>The Clerk advised only two responses to the Evalu8 appraisal had been received which does not provide enough evidence to review the outcomes of the appraisal.</p> <p>Q: Is there an issue with the link provided due to a number of governors completing the appraisal which they were unable to submit.</p> <p>A: The Clerk was not aware of any issues however undertook to contact NGA to establish if there is issues with the link provided to governors and request the link is reopened or the Governing Body refunded due to not being able to complete the appraisal.</p> <p><u>Resolved:</u></p> <p>b) The Clerk to contact NGA to determine whether there are issues with the form and request the link is reopened or the Governing Body refunded due to not being able to complete the appraisal.</p> <p>c) Should the link be extended, governors to be informed and complete the appraisal prior to the deadline date.</p> <p>d) Item to be brought forward to the next Governing Body meeting to review.</p>	Clerk Clerk/ALL Clerk/Chair
PART 'B' – SCHOOL IMPROVEMENT		
11.	<p><u>Principal's Update</u></p> <p>The Principal highlighted the key points:</p> <ul style="list-style-type: none"> — Exclusions have risen but remain massively below levels seen two years ago. This was due in part by a revision to the behaviour policy and was not unexpected 	

- Pupil Premium update has been deferred awaiting outcomes of examination results
- Safeguarding, there are no major issues to report

Q: Has the school appointed a deputy safeguarding officer?

A: The Assistant SENCo has recently taken up another post in school therefore the Assistant SENCo role automatically defers to the Principal. A SENCo must be a qualified teacher but the Principal advised he has not undertaken any training in the SENCo role, as such succession planning is required.

The Director of Facilities provided Governors with a premises update, further to the works raised previously in the meeting:

- There will be a replacement roofing project taking place above DT and the Gym area starting Monday 23rd July until 1st September. This will involve removal and replacement of some of the ski lights.
- A complete replacement of the old boilers will start on 19th July.

The Governing Body expressed their thanks to North Yorkshire County Council for funding the works with the Chair undertaking to write a letter of thanks to NYCC on behalf of the Governing Body.

Q: As regards the Fire Risk Assessment, it mentions on page 32 para 5.9 that County Caters are employed, is this the case or has the school bought in the catering provision?

A: The school now employs its own caterers and this is an error within the Fire Risk Assessment which will be corrected.

Q: On reviewing the progress data, what would be the underlying reason for poor progress data for History?

A: The data for History shows a realistic picture, the underlying reasons could be “over egging” progress in lower year groups however, a clearer picture will be obtained once the new curriculum has been reviewed and tracked back through the year groups. This summer will be the first award of the new 9-1 grade boundaries for GCSE History. These won’t be set until the first live exams are sat, marked and awarded.

Assessments are being made more robust and this is something that will be considered at the SLT residential.

Q: The progress data shows a real pronounced difference in progress in PE between male and female students. In primaries most PE activities are co-educational, therefore it would be beneficial to understand the underlying reasons for the difference, whether the curriculum is not fit for females or if there are differing expectations.

A: The question it raises is the accuracy of the data, how students are being challenged and how the data is analysed at key points throughout the year. There is a need to review the data and establish how to balance out any issues such as gender issues and the establishment of the SIC will play a key part in focussing on the issue areas. Additionally, with the new staffing in place within the PE department and the newer (and developing) broadened curriculum being offered, with many more opportunities for mixed-sex class delivery, some of the identified issues should be ironed out.

SIC/
Assoc.
Asst.
Principal

	<p>The Chairman advised the Head of History did present to the SIC and governors were impressed with the work, and a walkthrough was subsequently undertaken with the Head of History. This data information will serve to inform future discussions on progress in History.</p> <p>On reviewing the data RE is showing a lack of challenge whereas less able are performing well.</p> <p>Q: How many students have taken up the Media Studies option in Year 10? A: 18 however, this figure has yet to be finalised.</p> <p>With regards progressing work with the Garrison's Physical Training Instructors, a meeting has been arranged for Thursday 19th July at 3pm.</p> <p>Q: As regards support being given to the Headteacher through mentoring with a colleague, has this been progressed? A: No. The Principal advised contact had been had with a colleague in a school in another county however, this was arranged privately. The Principal is in the Cluster with the primary schools within the Garrison where he can discuss matters with other Headteachers and discussions are held with other secondary heads however, no mentor is assigned to provide support.</p> <p>Q: Do the unions offer support? A: Yes. There is also the Local Authority advisor however, they are only contracted to visit 1 day per term. The Principal advised he attends the Secondary School Improvement Networks as an opportunity to network but in terms of a mentor from a similar school with similar issues, no-one has been identified.</p> <p>The Governing Body noted the report.</p>	
<p>12.</p>	<p><u>Personal Development, Behaviour and Welfare Presentation</u></p> <p>The Principal presented governors with the judgement from the Ofsted criteria relating to Personal Development, Behaviour and Welfare. One of the biggest challenges is students' resilience and self-belief. To address this a review of policies, procedures and expectations for students at Risedale has been undertaken to add clarity and consistency in our unchanged expectations. This process has resulted in a booklet 'The Risedale Way' being produced that clearly sets out the expectations with regards to uniform, behaviour and attendance. This booklet is intended to help everyone to work together to create a positive and safe learning environment which supports our caring values; 'Aspiration, Belief and Confidence'. The Risedale way is currently being tried and tested and will be adapted and updated as required. The Principal advised of a working party that has been established to give the Risedale Way 'more teeth', with the working party scheduled to report back on its findings to SLT at end of Sept, for SLT approval and implementation after the first half term in the new academic year. The Risedale Way has recently been adapted to include a ban of mobile phones in school, where mobile phones can only be used in the classroom as a learning tool with the teacher's permission and cannot be used at any other time outside of the classroom.</p> <p>Q: What will happen if the Risedale Way does not work?</p>	

	<p>A: The Risedale Way has been created in consultation with staff and staff are involved with its review therefore it will be continually reviewed and adapted.</p> <p>Q: Have staff bought into the Risedale Way and are they behind it? A: Yes, however this was not the case at the beginning. There was uncertainty amongst some staff due to a number of consecutive changes made to the policy at that time. Some teachers were not behind the policy at first but since recognising that it does not detract them from using their individuality to manage behaviour in their class, they now fully support the policy. Also, a working group of teachers and other staff has been created to support the Risedale Way being moved to a point where consequences become more certain to any offenders, which provides SLT with the flexibility to adopt a sanction that will have more impact on an individual, taking into account context, emotional needs and what actually works for that individual.</p> <p>Q: Have students been made aware of the new mobile phone policy? A: Yes, this was announced and presented in assembly last Tuesday. Already there has been a change of attitude towards mobile phones, particularly in the canteen where students are talking to each other more and have been seen playing games, such as cards, as opposed to being on their mobile phones. It is recognised that with the advancement in technology, students are losing their social abilities such as talking to each other face to face.</p> <p><u>Resolved:</u> a) Governors agreed to take away the Ofsted judgement grid for Personal Development, Behaviour and Welfare and review it.</p>	ALL
13.	<p><u>Any External Reports</u></p> <p>There were no external reports.</p>	
14.	<p><u>Feedback on any Governor Visits</u></p> <p>The Chairman advised they had visited the school a number of times:</p> <ul style="list-style-type: none"> — Attendance at the Breck Foundation presentation which was found to be engaging, with a lot of questions being asked by students. This was a very worthy cause and the Chairman and Governors expressed their thanks to Mr Gardiner and the SENCo for organising the event. — Attendance at the recent Creative Assembly in school, as discussed at the previous Governing Body meeting. — Has met with Assistant Principal twice — Has met with Head of History and undertaken a walk-around where they were made to feel most welcome in classes. <p>Mr Glahome advised himself and Mr Gardiner had undertaken walkthrough on the afternoon of the recent external School Improvement Advisor visit.</p>	
15.	<p><u>Governor Training Update</u></p> <p>The Clerk presented Governors with an update on training:</p> <p>Training undertaken in year and recommended training specific to each governor.</p> <p><u>Resolved:</u></p>	

	<p>a) Governors undertook to complete the mandatory reading and e-training by 01st September 2018 deadline and inform the Clerk once complete.</p> <p>b) Governors undertook to consider the training identified and confirm with the Clerk whether they require booking on the courses.</p>	<p>ALL</p> <p>ALL</p>
PART 'C' – OTHER BUSINESS		
<p>16.</p>	<p><u>Policies</u></p> <p>The Clerk presented a number of policies and requested Governors adopt those policies that are presented for adopting and approve those policies that have been updated:</p> <p><u>Information Policy – GDPR (adopted through Veritau)</u> The policy details how we hold and share information and guidance how to access information.</p> <p><u>Information Security Incidents Reporting Policy – GDPR (adopted through Veritau)</u> The policy details what to do if someone discovers a breach of information security.</p> <p><u>Consent Form – GDPR (adopted through Veritau)</u> This has been simplified and falls in line with GDPR.</p> <p><u>Publication Scheme (adopted through Information Commissioner)</u> Adopted from the Information Commissioner – charges are as per NYCC charging regime.</p> <p><u>Attendance Management Policy (updated through HR)</u> Key changes include:</p> <ul style="list-style-type: none"> — Guidance documents include content for employees to aid transparency and template letters have been updated. In addition, clarity has been provided as to the purpose of 'good practice' points to encourage managers to think through and explore the issues presented. — Triggers and Targets: Managers are encouraged to set appropriate targets for staff and manage these as part of an ongoing process, with a focus on improvement and good attendance. — Contact during prolonged absences encourages focus on regular reviews, with information and advice provided by medical practitioners. — Phased return: a linked page has been included within the guidance to enable managers and employees to have a better understanding to salary during a phased return arrangement, increasing transparency and knowledge. <p><u>Probationary Procedure (adopt through HR)</u> Referred to within the Attendance Management Policy. Probationary Procedure for new employees (not including staff employed under Teachers' Pay and Conditions of Service where a separate national scheme applies.) A review of the induction procedure will require an update to fall in line with the probation meetings timeline.</p> <p><u>Increments Policy (adopt through HR)</u> Referred to within the Attendance Management Policy.</p>	

	<p><u>Flexible Working Policy</u> The policy now incorporates job share guidance for clarity.</p> <p><u>HIV Policy</u> The Associate Assistant Principal advised the school is in the process of achieving the “Positive Allies Charter Mark” through Sunderland University, which, if gained, demonstrates just one way in which the school is dedicated and committed to equality and diversity issues. An aspect of gaining the Mark is for the school to have a continuously reviewed policy that explicitly bars discrimination of someone living with HIV. The Associate Assistant Principal presented the HIV Policy and requested approval from Governors to have it adopted which will demonstrate the school recognises HIV as a disability. This also feeds into the Stonewall Champion role.</p> <p><u>Resolved:</u></p> <p>a) Governors approved the adoption of the following policies: Information Policy, Information Security Incidents Reporting Policy, GDPR Consent Form, Publication Scheme, Increments Policy and HIV Policy.</p> <p>b) Governors approved the adoption of the Probationary Procedure subject to ‘Step 2’ being updated to delegate authority to the Headteacher and one or more governors, but not the Chairman, to take action.</p> <p>c) Governors approved the following updated policies: Attendance Management Policy and Flexible Working Policy.</p> <p>d) A review of the induction procedure to take place to incorporate the probation meetings timeline.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
17.	<p><u>Succession Planning</u></p> <p>The Principal advised the Vice Principal is due to retire and Vice Principal, Mr Yates, will be the successor in this role. The Principal reminded Governors that Mr McCann will continue in school from 02nd September 2018 for half a day a week for the first term, as discussed at a previous Governing Body meeting. The Principal gave his sincere thanks for the support given by Mr McCann to the Principal over the past two years and for the support given to the school for the past 24 years, adding that Mr McCann will be sorely missed by all staff and students of the school. Sincere thanks were echoed by all Governors.</p> <p>Mr McCann thanked the Governors for their support over the years and for the challenge and accountability given to the school.</p> <p>The Principal, on behalf of the Governing Body gave thanks to Mr Hunter who tendered his resignation from the Governing Body due to leaving the area. The Principal thanked Mr Hunter for all the input given from a primary school angle, adding that Mr Hunter will be sorely missed. Sincere thanks were echoed by all Governors.</p> <p>It is important to maintain direct links with the primaries, as such two senior leaders from Wavell Junior School have expressed an interest in joining the Governing Body as a co-opted governor and this avenue is currently being explored with both interested parties.</p>	
18.	<p><u>Matters of Urgent Business</u></p> <p>There were no matters of urgent business to report.</p>	
19.	<p><u>Any Questions</u></p>	

	There were no further questions.	
	The Principal closed the meeting by thanking all Governors for their valued support over the past year and wishing everyone a great summer!	

Meeting concluded at 6:50pm