

## GOVERNING BODY MEETING MINUTES

**Minutes of the meeting of the Governing Body (GB) held on Tuesday 2<sup>nd</sup> July 2019 at Risedale Sports and Community College, 5pm**

Present:

Governors: Beki Bulmer (Chair), Jane Hailwood (JH), Joe Jordan (JJ), Colin Scott (Principal), Terry McCann.

In attendance: James Yates (Vice Principal), Gill Morrissey (Director of Facilities)  
Pat Gale (Clerk to the Governing Body)

No.	Item	Lead
<b>PART 'A' – PROCEDURAL</b>		
1.	<p><b><u>Welcome and Apologies</u></b> The Chair welcomed everyone to the meeting. The following apologies were received and consented to:</p> <ul style="list-style-type: none"> <li>— Carl Les</li> <li>— John Glahome</li> <li>— Lara Vinsen</li> </ul> <p>The Chair noted the long term absence from meetings of one Governor, the most recent absence not consented to, and undertook to arrange a meeting with that Governor to discuss the Governing Body going forward.</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>	<b>Chair</b>
2.	<p><b><u>Declaration of Interests</u></b> The Chair reminded governors of the need to declare interests, pecuniary or non-pecuniary. No interests were declared.</p>	
3.	<p><b><u>Declaration of Business Interests</u></b> The Chair reminded governors of the need to declare any business interests. The Principal noted his additional role of Ofsted Inspector. No other business interests were declared</p>	
4.	<p><b><u>Register of Hospitality</u></b>  No gifts or hospitality had been received.</p>	
5.	<p><b><u>Urgent Business</u></b>  The Headteacher wished to give a brief update to Governors on the new Education Inspection Framework.</p>	
6.	<p><b><u>Governor vacancies</u></b></p>	

No.	Item	Lead
	<p>The Chair reported that there were two co-opted Governor vacancies due to the resignations of Padre Withers and Mr Gardiner. It was also noted that there was a staff Governor vacancy, and it was agreed to hold elections in the autumn term. The Headteacher noted that Ofsted would consider vacancies and attendance of Governors when inspecting the school, so it was important to fill the vacancies as soon as possible.</p> <p>The Chair had received an expression of interest from someone with a background in health, and both the Headteacher and herself were going to meet with the potential candidate to explain the role and level of interest in being co-opted.</p>	<p><b>Head/Chair</b></p>
<p>7.</p>	<p><b><u>Minutes and Matters Arising from the Previous Governing Body Meeting held on the 14<sup>th</sup> May 2019</u></b></p> <p>Governors considered the previously circulated minutes and agreed they were an accurate record.</p> <p><b><u>Resolved:</u></b></p> <p><b>a) That the minutes of the meeting of the Governing Body held on the 14<sup>th</sup> May 2019 be approved and signed by the Chair as a correct record.</b></p> <p><b><u>Matters Arising:</u></b></p> <p>9- The Headteacher reported that the budget was slightly lower than predicted, due to non-teacher maternity leave payments and the appointment of temporary specialist teachers to cover resignations. This will ensure stability and continuity for pupils.</p> <p><i>Q: What is the revised budget?</i> <i>A: £17k instead of £24k, I don't want this to reduce further.</i></p> <p><i>Q: Have we got the NYCC loan for ICT equipment?</i> <i>A: Yes we have been successful and Ms Morrissey will give more detail in her update.</i></p>	<p><b>Chair</b></p>
<p>8.</p>	<p><b><u>Dates of meetings in the 2019/20 academic year</u></b></p> <p>All dates were agreed, but the Headteacher requested the focus of certain meetings should change as follows:</p> <ul style="list-style-type: none"> <li>• Tuesday 8<sup>th</sup> October 2019 - Focus on Exam results rather than outcomes to reflect the new Inspection Framework.</li> <li>• Tuesday 10<sup>th</sup> December 2019 -Focus on Vision-as well as SEF and Development Plan. (It was explained that at the start of the autumn term, staff and pupils would review the current Vision Statement and revisions would then be brought to the FGB for approval).</li> <li>• Tuesday 30<sup>th</sup> June 2020 – Focus would be on Personal Development, Behaviour and <b>Attitudes</b>, replacing Welfare.</li> </ul> <p><i>Q: Is vision the same as curriculum intent?</i> <i>A: It is much broader, it is about the whole person/school and should be aspirational, and that is why I want staff and pupils to be involved in the review of our vision.</i></p>	

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	The Headteacher also mentioned that he had seen reports that referred to 'adults in training' rather than the term 'pupils', and thought that terminology might be something to consider in the future.	
9.	<p><b><u>School Improvement Committee</u></b></p> <p>Governors had been circulated with the minutes from the last meeting held on the 13<sup>th</sup> May 2019 and the Chair asked if there were any queries or comments.</p> <p>No comments were raised.</p>	
10.	<p><b><u>Governing Body Self-Review</u></b></p> <p>A summary had been circulated to Governors for information but a more detailed report and summary of the review would be considered at the FGB in the autumn term.</p>	
<b>Part B-SCHOOL IMPROVEMENT</b>		
11.	<p><b><u>Principal's Update</u></b></p> <p>Governors had been circulated with the Principal's Summer Review Report prior to the meeting. The Chair invited the Headteacher to talk through the main headlines of the report and for Governors to raise any questions.</p> <p><b>Personal Development, Behaviour and Welfare-</b></p> <p>The Headteacher highlighted the following:</p> <ul style="list-style-type: none"> <li>• Pupils enjoy a wider curriculum with new subjects such as drama, more sport options, media studies, French and a new PHSE curriculum.</li> <li>• Careers education now begins in Year 7 through PHSE and is broadened as pupils rise through the year groups. The school has just achieved the 'Quality in Careers' award in recognition of the school already meeting the Gatsby benchmarks for school careers.</li> <li>• More extra –curricular activities are offered to pupils, including more sport, dance and chess.</li> <li>• The recent Pupil Survey showed that 64.5% of pupils believe that teachers usually help them to do their best, with 26% saying this is the case in some lessons. This is an improvement on previous survey results but the Headteacher commented that he wished it was a higher percentage of pupils giving more positive comments.</li> <li>• Pupils indicated that they believe other pupils' behaviours are generally good ,however 50% say that this is 'some of the time', indicating that more needs to be done to improve the consistency by some staff of the 'Risedale Way'-which was also raised by some staff in their survey, shared with Governors at the last meeting.</li> </ul> <p><i>Q: Has the School Council given any feedback on the results of the survey?</i>  <i>A: Not formally, but the new Deputy Headteacher is coming into school each week, and intends to meet with the Council in September.</i></p> <ul style="list-style-type: none"> <li>• Behaviour Management continues to be a constant feature of the school, low level issues are present but not as high as seen in many other schools.</li> </ul>	

No.	Item	Lead
	<p>Staff have done a fantastic job in building their skills to support children who find things challenging or difficult, but a few staff are finding this difficult and are receiving behaviour management support. The Headteacher expressed his view that he did not get the impression that behaviour in the classroom was poor, and in walking round the school all seemed quiet and calm, a point reiterated by the Governors when they visited the school.</p> <p><i>Q: So why do some pupils think behaviour is not good?</i>  <i>A: Perhaps expectations and perceptions of behaviour have increased and pupils have said that they feel the school has become more inclusive over the last couple of years.</i></p> <p><i>Q: What else can be done to reinvigorate our approach to good behaviour?</i>  <i>A: When our new Deputy Headteacher joins in September she will review the Behaviour Policy and with additional training for staff and rules for pupils, enhanced improvements will take place. However, we have had significant improvements in attendance, removals and exclusions over the past four years, a lot has been achieved, as can be seen from the report, for example.</i></p> <ul style="list-style-type: none"> <li>• <b>Attendance</b> 17-06-16 = 90.58% 14-06-19 = 95.36%- a significant improvement.</li> <li>• <b>Exclusions</b> 17-06-16 = 251.5 days lost + 1 permanent exclusion – 14-06-19 = 0 days lost - a complete change.</li> <li>• <b>Removals</b> 17-06-16 =1291 14-06-19 = 197- a significant improvement in how staff understand the impact of absence from school and how behaviour can be transformed.</li> </ul> <p><i>Q: Would there be any situations where a removal or exclusion would have to be taken?</i>  <i>A: Yes, serious assaults and drug offences, would not be tolerated, and we would work closely with families and the police to resolve, and keep the pupils safe and from the spiral of re-offending. I was recently invited by Headteachers in Greenwich to talk about our approaches to non-exclusion, and it was well received, particularly by one of the speakers a youth worker, who said he had been on the downward spiral, but had been turned around due to time given to him by teachers and others, so he was now repaying that investment in himself to young people in similar positions. His message to me was keep persuading Staff and Governors to keep at it.</i></p> <p>The Headteacher reported that there had been two reports of transphobic bullying, no reports of homophobic bullying and two reports of racist bullying; as required these have been referred to the relevant NYCC agencies. Two referrals to PREVENT had been made because of pupil's identified extreme right wing views.</p> <p><i>Q: Are the two pupils friends?</i>  <i>A: No, and quite separate incidents. Awareness of the issues have been discussed in assemblies.</i></p> <p><i>Q: Are equalities and PREVENT delivered through the PSHE curriculum as well?</i>  <i>A: Yes and we keep reviewing the curriculum to ensure it is fit for purpose.</i></p>	

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	<p>Mrs Hailwood suggested that it might be helpful to introduce 'Antibullying Ambassadors' in school, and that the Healthy Child Team also provided positive support to pupils who might have concerns or worries.</p> <p><i>Q: What is the Healthy Child Team?</i>  <i>A: They are school nurses and we introduce them to pupils as that, they visit to support physical and mental health issues if pupils have any concerns.</i></p> <p>The Headteacher wished to record that he did not think bullying was a big issue in the school compared with other schools, and felt it was to do with perceptions, especially as 96% of pupils in the survey had said they would 'recommend the school to others', so it does not really reflect that view.</p> <p><b>Action:</b>  <b>a) The Chair wished to pass on thanks to the Headteacher and all staff for their vigilance and hard work in improving behaviour across the school.</b></p> <ul style="list-style-type: none"> <li>• The Headteacher reported that the Pupil Premium Strategy Statement for 2018-19 and Service Pupil Premium Strategy Statement for 2018-19 were located on the school website. The Statements identify areas of need for these pupils and how the funding is allocated. The new Deputy Headteacher will be reviewing the Spending Plan in the autumn term.</li> <li>• It was reported that the Safeguarding Audit had been submitted to the NYCSB by the deadline of the end of March 2019, but feedback had still to be received. The Headteacher and Col Jordan, the link Governor for safeguarding, were intending to meet next week to review and discuss actions.</li> </ul> <p><b>Current Data Dashboard</b>            The Vice Principal was invited to summarise the main headlines from the reports on KS3 and KS4 progress values and Year 10 Progress 8 values.</p> <ul style="list-style-type: none"> <li>• Key Stage 3 Progress Values based on March 2019 progress values- It was reported that progress across the vast majority of subjects and sub-groups is positive and overall the picture is of improving progress, with improvements in teaching and learning becoming embedded more rapidly in Years 7 and 8, and having an impact across many sub-groups in year 9. No subject is consistently underperforming, with relatively consistent performance across most year groups.</li> </ul> <p><i>Q: How is Year 7 performing?</i>  <i>A: They are making expected progress, we did have concerns about KS2 data from one school, with big discrepancies between our on-entry testing and the results from the school, the school results were annulled by the STA. However, the pupils are making expected progress and we hope that will continue as they progress to Year 8.</i></p> <p>It was reported that progress in Year 9 is slightly lower than in other year groups, but it is not systemic of under-performance across the board. A key area of focus is the combined Year 9 HAPs and disadvantaged pupils, we may consider reintroducing a Gifted and Talented group as we have had in the past.</p>	<p style="text-align: center;"><b>Chair</b></p>
11.	<b>Key Stage 4 Progress Values based on March 2019 progress values against expected KS4 results</b>	

No.	Item	Lead
11.	<p>The Vice Principal noted the following headlines:</p> <ul style="list-style-type: none"> <li>• Pupils in Year 11 making better progress and already exceeding FINAL 2018 leavers progress. Half a grade better this year than last.</li> <li>• Overall Progress 8 impacted by -0.15 by four pupils on alternative curriculum.</li> <li>• HAPs pupils significantly better than historical data.</li> </ul> <p>The Headteacher noted that pupils had said they thought the exams were easy, but the August results will prove how accurate this is.</p> <p><b>Year 10 Current Progress 8 Values against end of KS4 expected</b></p> <p><i>Q: Is current year 10 similar to Year 9?</i>  <i>A: There is consistency across all year groups and is evidenced by a trend analysis from KS3 to KS4 results. Unlike many schools, governors gave approval for staff to not just focus on Year 11 but to ensure KS3 is also well supported as an investment for the future.</i></p> <p><b>The Chair thanked the Principal and Vice Principal for a very encouraging Data report.</b></p> <p><b>Complaints/Freedom of Information/Data Protection</b></p> <p>The Headteacher gave an update on the complaints and information requests received in school this academic year.</p> <ul style="list-style-type: none"> <li>• One complaint was processed through the school's procedure and reached stage 2, it was investigated by a governor and was closed.</li> <li>• Since the 1<sup>st</sup> September 2018 the school has received two requests under the Freedom of Information Act 2000. Both requests were responded to and details provided within the designated timeframe.</li> <li>• Since the 1<sup>st</sup> September 2018 there has been one request for personal information which was dealt with as a Subject Access Request. The request was responded to and details provided within the designated timeframe.</li> <li>• There has been one data breach relating to information processed beyond its original use. This was investigated by Veritau, the schools Data Protection Officer, and the school was found to have breached three principles. The school data controller also investigated the matter and a full response was issued to the complainant. At this time Veritau have not reported this breach to the Information Commissioner's Office as the incident does not reach the reporting requirement set out by the GDPR. The Headteacher explained that the school took full responsibility and staff have received additional GDPR training on the 17<sup>th</sup> June 2019 on their obligations under the Act.</li> </ul> <p><b>The Chair thanked the Headteacher for a very useful and positive report.</b></p> <p><b>Premises, Health and Safety Update</b></p>	

No.	Item	Lead
	<p>Ms Morrissey tabled a summary of works to be undertaken over the summer, which included:</p> <ul style="list-style-type: none"> <li>• <b>New Pavilion rebuild</b>-the works are due to commence this week, we are just waiting for the signed licence agreement between NYCC and the MOD which is with solicitors.</li> <li>• <b>Replacement skylights and roofing of the DT department</b>-the work will require 4 weeks during the summer holiday break.</li> <li>• <b>Quad Balcony removal and covered walkway ceiling repairs</b>-the work is due to take place during the summer but still waiting for a date from the contractor and agreement with NYCC.</li> <li>• <b>New network cabling and new PCs for all</b>-the replacement PC upgrade is due to be delivered in late July, the IT staff will be working hard over the summer with the new installations. New cabling is planned to give the school full Wi-Fi coverage.</li> <li>• <b>New minibus</b>-an order for a new 17 seater minibus is due to be placed this week for delivery in October when the current lease expires. It will be fitted with a digital tachograph, air conditioning and Sat Nav, a ramp and new signage. It will give the school the potential of being used for European trips.</li> <li>• <b>Lawrence House outdoor gym</b>-£15k has been secured from covenant funding and should take place mid-September.</li> </ul> <p><i>Q: Will there be any surplus equipment available from the German army schools when they close?</i>  <i>A: We haven't got a timeline yet and no detail of what may be available as the schools are not closing until August.</i>  <i>Q: Will it just be IT equipment?</i>  <i>A: The majority may be, but I think there will also be sports and science equipment and resources from kindergartens.</i></p> <ul style="list-style-type: none"> <li>• <b>Potential new works</b>- NYCC has confirmed that the proposal for the further refurbishment of two of the science labs has been put forward for a feasibility study to take place during August. However, confirmation of these works will not be given until 2020 at the earliest.</li> </ul> <p>Governors were informed that the new <b>GDPR ruling</b> now requires the school to ensure that any documentation showing any names must be destroyed in a confidential manner and this includes the removal of exercise and text book covers. This will incur additional charges, so we are considering ways in which costs can be minimised in the future.</p> <ul style="list-style-type: none"> <li>• <b>Health and Safety Update</b>-a visit from the NYCC HandS adviser took place at the end of June, but we haven't received the report yet, and will be available at the next governing body meeting. A full assessment of support equipment for a new and existing member of staff has been undertaken for use from September. It was reported that a full lockdown procedure had still to take place and consideration was being given to fire practice. There was some discussion about trying to reduce the 'scare factor' generated by fire alarms. It was noted that it was not a statutory requirement, but it would be good practice for staff to learn what they needed to do in the case of fire, so some training early in the next academic year would be advisable.</li> </ul> <p><b>The Chair thanked Ms Morrissey for all the work that has been executed to a very professional standard.</b></p>	
12.	<b>External Reports</b>	

No.	Item	Lead
	No reports to share.	
13.	<p><b>Feedback from Governor Visits:</b></p> <p>One Governor visit report had been undertaken by Mr Glahome on the 10<sup>th</sup> June 2019, the focus of the visit was regarding the accounting controls for canteen takings. Mr Glahome had concluded that the financial controls were rigorously applied by the catering staff and reviewed by the bursar and facilities director. He considered it adequate for one person to carry out the daily banking, but at certain times, if large sums are to be banked then two staff should accompany the cash.</p>	
14.	<p><b>Governor Training Update</b></p> <p>The Clerk explained that the NYES training programme for 2019/20 had yet to be finalised.</p> <p>The Chair reported that she and three other governors and the PA to the Headteacher had undertaken some HR training which they had found to be very helpful.</p>	
15.	<p><b><u>Policies</u></b></p> <p>Governors considered the <b>Publications Scheme</b> and approved it for locating on the school website.</p> <p><b><u>Resolved:</u></b></p> <p>a) <b>That the Publications Scheme be approved and adopted.</b></p>	All
<b>PART 'C' – OTHER BUSINESS</b>		
16.	<p><b><u>Any Other Business</u></b></p> <p><b><u>The Education Inspection Framework (EIF)</u></b></p> <p>The Headteacher tabled a useful summary of the new framework from September 2019, showing the new judgement statements for:</p> <ul style="list-style-type: none"> <li>• Quality of education-which will determine the overall results.</li> <li>• Behaviour and Attitudes</li> <li>• Personal development</li> <li>• Leadership and management-which includes governance.</li> </ul> <p>In summary the key changes are:</p> <ul style="list-style-type: none"> <li>• <b>One day notice</b> – Ofsted will call between 10.30 and 2pm the day before they arrive, but headteachers will receive an additional 90 minute phone call with the lead inspector the same afternoon.</li> <li>• <b>2 day inspections for all schools-</b> 'Good' schools will no longer receive one-day inspections, they will get the same two day inspections as everybody else. Only small schools (150 pupils or less) will receive one day inspections.</li> </ul>	



No.	Item	Lead
	<ul style="list-style-type: none"> <li>• <b>External data only</b> – Ofsted will only take external data into account-meaning any internal data will not be seen or judged.</li> <li>• <b>Balanced workloads</b> – Ofsted will, however, look at data in relation to your workload.If excess hours are being spent putting data into trackers that is going to be a problem.</li> <li>• <b>No more teaching to the test</b> –time to broaden the curriculum. No more teaching to the test, more making sure your children understand what they have learnt.</li> <li>• <b>No gaming or off-rolling</b> – if schools participate in these practices they will receive an ‘inadequate’ judgement in Leadership and Management.</li> </ul> <p><i>Q: Are the judgements the same?</i>  <i>A: Yes, Outstanding (1), Good (2), Requires Improvement (3) and Inadequate (4) and Quality of Education is judged on the categories of Intent, Implementation and Impact.</i></p> <p><i>Q: Do you think the school is good?</i>  <i>A: Mostly good in most areas, but Governors need to know the school and have evidence for the judgements, DfE call it the ‘so what’ factor, what is the impact?</i></p> <p><i>Q: What can Governors do to be ready for the new approach?</i>  <i>A: It will be important to have lead governors to support and challenge new areas of the curriculum and develop the evidence base to demonstrate impact. We will be developing the evidence base and can share this with Governors next year. I am undertaking Ofsted training on the new Framework over the summer, which will provide the school with an additional and more confident perspective on the process.</i></p> <p><b>The Chair thanked the Headteacher for a very useful overview.</b></p>	
17.	<p><b>Confidential Minute from the 14<sup>th</sup> May meeting</b>  The minute was approved as an accurate record, signed and dated by the Chair.</p>	<b>Chair</b>
18.	<p>There being no further business the Chair thanked all Governors for their time and commitment and closed the meeting at 6.30 pm.</p> <p><b>Date of the next meeting of the FGB will be held on Tuesday 8<sup>th</sup> October 2019 at 5pm.</b></p>	

Membership of the Governing Body

*Beki Bulmer (Chair), John Glahome, Jane Hailwood, Joe Jordan, Carl Les, Terry McCann, Colin Scott, Sarah Sinnott, Lara Vinsen.*

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).*