

GOVERNING BODY

Minutes of the virtual meeting of the Governing Body (GB) held on Tuesday 6th October 2020 at 5pm.

Present:

Governors: Terry McCann (Interim Chair) John Glahome (Vice Chair), Jane Hailwood, Colin Scott (Headteacher), Lara Vinsen, Cllr. Carl Les, Lt. Col Jim Turner.

In attendance:

James Yates (Vice Principal), Helen Whitehead (Vice Principal and SENCo), Gill Morrissey (Director of Facilities), Richard Sherwood, Sarah Matthewman, Sarah Cox, James Durran and Pat Gale (Clerk to the Governing Body).

No.	Item	Lead
PART 'A' – PROCEDURAL		
1.	<p><u>Election of Chair and Vice Chair.</u></p> <p>The Clerk requested nominations for the role of Chair for a one year term of office. The Headteacher proposed that Terry McCann (TMc) should be nominated as Interim Chair, subject to him being willing to do so. TMc said he would do so until the 2nd February 2021 meeting. Governors were asked to take part in a secret 'show of hands' ballot and all unanimously agreed to the decision.</p> <p>Resolved: That Terry McCann would continue as interim Chair until the 2nd February 2021, at which point a substantive Chair would take over.</p> <p>The Interim Chair then requested nominations for the role of Vice Chair, the Headteacher proposed John Glahome, seconded by the Interim Chair, JG said he would be willing to take on the role. Governors were asked to take part in a secret 'show of hands' in support of this nomination, the decision was unanimously supported.</p> <p>JG also said he was prepared to take on the role of Chair from the 2nd February 2021.</p> <p>Resolved: That John Glahome would take on the role of Vice Chair, and in terms of succession planning would take on the role of Chair from the 2nd February 2021, for a one year term of office.</p>	<p>All</p> <p>All</p>
2.	<p><u>Welcome to the meeting and apologies for absence.</u></p> <p>The Interim Chair, Terry McCann, welcomed everyone to the meeting. Apologies for absence had been received from Samantha Cotgrave. Cllr Carl Les and Laura Vinsen had stated they may be late in joining the meeting due to work commitments.</p> <p>The Headteacher reported that there were currently three Governor vacancies, two Parent Governors due to the resignations of Debbie Clapham and Sheerena McIntosh, elections were being planned. There was also a co-opted Governor vacancy, the Headteacher was actively pursuing potential candidates. Lt. Col. Jim Turner, also said he would proactively promote all vacancies within the Forces community.</p>	

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3.	<p><u>Declarations of interest pecuniary and non-pecuniary.</u></p> <p>Cllr. Carl Les in his role of Leader of NYCC, Lt Col Jim Turner in his MOD leadership role.</p>	
4.	<p><u>Governors to declare business and personal interests.</u></p> <p>Action: Governors were requested to complete the declaration form and return to the Clerk by email scan or FAO the Clerk at the school.</p>	All
5.	<p><u>Register of Gifts and Hospitality.</u></p> <p>Action: Governors were requested to complete the Hospitality Register and return to the Clerk by email scan or FAO The Clerk at the school.</p>	All
6.	<p><u>Review the Governor Code of Conduct and Standing Orders.</u></p> <p>Governors had been circulated with the Code of Conduct and Standing Orders and were asked to sign a register to confirm that they would abide by the code of conduct.</p> <p>Action: Governors to complete and sign the register and return to the Clerk by email scan or FAO The Clerk at the school.</p>	All
7.	<p><u>Statutory Committees.</u></p> <p><u>a)School Improvement Committee (SIC)-</u></p> <p>Sarah Matthewman (SM) had previously circulated Governors with notes of a meeting she had held with John Glahome (JG) on the 4th September to review the role of the SIC and to look at formalising the Terms of Reference as a formal sub-committee of the Full Governing Body for a trial period of one year. The proposal being that there would be four Governors, JG, JT, CL and SC, advised by SM, with SLT members attending as observers when appropriate. A Chair would be elected at the first meeting, which was to be held the following day on the 7th October. The Committee would meet on a monthly basis and be well clerked so the FGB could receive formal reports to ensure awareness of issues and challenges facing the school. The Committee would require the attendance of 3 named Governors in order to be quorate, the Clerk advised that formal Committees usually have named Governor membership, in order to ensure consistency of decision making. Governors considered this and felt it would be useful to 'involve', when relevant, other Governors to the Committee.</p> <p>There was some discussion about whether the Headteacher should be a member of the Committee, it was agreed that he should not as it may cause undue influence to the discussion that needs to remain a 'governors challenge'; but that he could offer another level of challenge when required. SM proposed that Mark Wilson would be a useful external moderator in reviewing whether the delegated powers for school improvement were being implemented effectively.</p>	

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	<p>Action: a) That Mark Wilson be contacted to see if he would be willing to take on the role and review and give feedback on the planned October and December Committee meetings.</p> <p>SM then asked Governors if they agreed with the Terms of Reference, Governors agreed that it reflected the broad range of monitoring and evaluative duties that were required, during the trial year it was felt that some of the terms may merge if there was overlap or duplication. SM noted that she did not like the term SIC, so the name could change, it was suggested by one Governor that perhaps 'The Risedale Improvement Committee' may be more appropriate, this could all be considered during the trial year. (To note: LV joined the meeting at 5.30 pm) JG thanked SM for all the hard work and effort she had put into establishing the School Improvement Committee structure.</p> <p>Resolved: That the Terms of Reference were approved and Governors agreed to the establishment of a School Improvement Committee with delegated powers to report back to the Full Governing Body.</p> <p><u>b) Review Scheme of Delegation to move delegated powers to School Improvement Committee.</u></p> <p>Governors had been circulated with the NGA Local Authority Maintained Governing Body Delegation Planner, which supported the decision the FGB had taken in delegating school improvement to a Committee, which would report back to the FGB.</p>	<p>SM</p> <p>All</p> <p>All</p>
8.	<p><u>Minutes from the Previous virtual Governing Body Meeting held on the 30th June 2020.</u></p> <p>Governors had been previously circulated with the minutes, it was noted that membership of the FGB needed to be updated, the Clerk would ensure that happened. Governors proposed that the minutes should be approved as an accurate record proposed by TMc and seconded by JG.</p> <p>Resolved: That the minutes of the 30th June 2020 meeting be approved, signed and dated by the Interim Chair as a correct record.</p> <p>There were no matters arising not covered by the agenda. (To note Cllr.CL joined the meeting at 5.40pm)</p>	<p>All/Chair</p>
9.	<p><u>Agree dates of future meetings.</u></p> <p>In principle the schedule was agreed although there was some discussion about whether the focus of each meeting may need to change, only the 4th May meeting focusing on Budget would need to be fixed. The December 8th meeting would benefit from being an actual rather than virtual meeting, but this would depend on NYCC/national guidance about meeting on school premises. Date of next meeting: Tuesday 8th December 2020 at 5pm.</p>	

No.	Item	Lead
10.	<p><u>Proposal to change the school name.</u></p> <p>Sarah Matthewman had circulated a paper proposing a change to the school name, explaining that the current name 'Risedale Sports and Community College' had been adopted as part of a specialist schools programme in the UK, the programme ended in 2010 however the school's name remained. The school senior leaders would like the Governing Body to consider a change to 'Risedale School', to reflect the new school vision and to allow the school to not be viewed solely as one that does sport but instead reflects all that we do, around developing well rounded, confident and independent individuals who always strive for excellence and leave school prepared for adult life. The new strapline 'A Family of Learners', mission and aims of the school was not really reflected in the current school name, hence the proposal to change to 'Risedale School', which is more simple, direct and inclusive, fitting in better with the local community that our secondary school serves.</p> <p><i>Q: Do we need to make reference to Catterick, to identify with the location?</i> <i>A: There is only one 'Risedale School' nationally, and GM has confirmed that the name reflects the local geography and community, Risedale Beck flows into Colburn Beck and then into the Swale, there is also Risedale Road and Risedale Farm, so the identity is already in place.</i></p> <p>Governors were asked if they supported the name change to take place from the 1st September 2021, it was noted that the NYCC Governance Unit had offered guidance on the process, emphasising the need for Full Governing Body approval, evidenced in the minutes, before a new Instrument of Government could be signed and sealed by County.</p> <p>Lt.Col Jim Turner gave his absolute support for the name change, Cllr. Carl Les stated he had always been against the name Risedale Sports and Community College, but appreciated that at the time it was a necessity to attract specialist school funding. The Headteacher added that the name change would resolve issues around language, at times there was confusion over terminology such as Principal or Headteacher, pupils or students, School or College. Risedale is a forward looking school, a Family of Learners.</p> <p>Resolved: That Governors gave their unanimous support to the name change from the 1st September 2021.</p> <p>SM then requested support for work to be carried out on the school website, to reflect the changes and new rebranding for the school, proposing that the designs and costings could be shared with Governors at the December meeting.</p> <p>Action: That GM would source quotes for the work on the website and logo and present options at the December FGB meeting.</p> <p><i>Q: Does this mean there will be a change in school uniform, which would add to the costs for parents and school?</i> <i>A: No, we think stick on badges reflecting the new logo will be adequate, and house ties have already made a huge difference to the look of the uniform.</i></p> <p>Governors were asked if they supported the changes to the website and rebranding, subject to a timeline being produced at the December meeting.</p>	<p></p> <p>All</p> <p>GM</p>

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	<p>The Headteacher proposed that the work should go ahead seconded by Lara Vinsen.</p> <p>Resolved: Governors unanimously supported the work that was required and thanked Sarah Matthewman for her work in taking the development forward.</p>	All
PART B-SCHOOL IMPROVEMENT		
11.	<p><u>The Principals Report.</u></p> <p>11a) Governors had previously been circulated with a number of reports and the Headteacher opened this agenda item with an overview, stating that the past academic year had been exceptional, with gaining a 'Good' grade from Ofsted in November 2019, which was hard-won but testament to the fantastic work done by our staff on behalf of the children, young people and parents of the Risedale community.</p> <p>We are continuously reflecting on the ongoing challenges that the Covid lockdown presents to us all, but feel proud of what has been achieved to date. Staff have been working incredibly hard working in our 'bubbles' with a new timetable. Morale is strong as reflected in the staff survey results, the majority being positive about the return to school, despite anxieties about the threats posed by the current pandemic; we are doing all we can to support staff, parents and pupils with their concerns.</p> <p>At the end of September the national figures for attendance in schools was 87%, at Risedale the level was 95.2% which reflects the trust the local community has in the way we keep children safe. We have had to endure two fixed term exclusions as a last resort this term, a decision not taken lightly and the School Improvement Committee will be asked to consider this decision and support the commitment to keeping Risedale a safe place for everyone, without having to resort to exclusions.</p> <p>The school now has 35 members of teaching staff and 35 support/other staff looking after a school population of 576 pupils, the highest number of pupils the school has had in over 15 years, for example three years ago the school had 412 pupils. We envisage increases in pupil numbers next year when the major army moves return to Catterick, at the moment 52% of our pupils are from armed forces families.</p> <p>To ascertain how the community is feeling about coming back into school whilst the pandemic continues, surveys were carried out to gain the views of pupils, staff and parents in the week up to the 25th September 2020.</p> <ul style="list-style-type: none"> • 119 responses from pupils-50% were very happy and 40% happy about being back at school. • 47 responses from staff- all were very happy or happy to be back at school, no one said they were unhappy. • 174 responses from parents-the majority were very happy or happy, only a minority said they were not happy. There were some very useful comments from parents on what they thought had worked well since their child had returned to school, such as 'staggered start and finish times', 'keeping children in bubbles', 'I am happy with everything the school has done'. 	

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	<p>11b) School Information and Accountability Pack – 2020-21.</p> <p>The Chair invited the Headteacher to share a number of headlines from the very comprehensive report.</p> <ul style="list-style-type: none"> Pupil Premium and Service Premium Information- were reported separately but supported each other in terms of actions and impact. JG commented that he had looked at various DfE recommended reporting formats for Pupil Premium, but not very clear or helpful, whereas this report was concise and stated what was required by DfE and others. He complimented the Headteacher on the clarity of the reporting in the Accountability Pack, stating that it provided a useful baseline for the SIC to challenge and support. 	
	<p>11c) Exam Results –the Deputy Headteacher, James Yates had circulated a summary of GCSE results by subject for 2020, comparing with the 2019 actual grades and showing the Centre Assessed Grades (CAG) compared with actual subject grades for 2020.</p> <p>Overall the results were stronger than the previous year, exceptions being Geography, BTEC PE and RE, so we can assume progress has been made. Drama and Media Studies showed their first results in 2020.</p> <p>JY explained that there were still a lot of unknowns, there is no national data available to compare against and still not clear if exams will be taken in May or June 2021. JY explained that many pupils will need a 'catch up year', as some of the learning may have been forgotten, so this lag could impact over the next couple of years, staff are doing all they can to support pupils with higher quality teaching and learning in the classrooms, but there is still a disadvantaged gap and lockdown will be an additional problem.</p> <p><i>Q: Have you received any particular examples of parent dissatisfaction with the assessment process and have there been any appeals against the grades?</i></p> <p><i>A: About ten parents raised some areas for clarification, but when the process and the inaccurate algorithm was explained to them they were happy with what had happened, and as a result only one pupil is doing a resit in November.</i></p> <p>The Chair on behalf of all Governors thanked the Deputy Headteacher for managing a difficult process in a very productive way.</p>	
	<p>11d) Curriculum Approaches-</p> <p>James Yates had circulated a very positive paper, 'Structure of the Curriculum' to all Governors, which emphasised that an incredible amount of work had taken place over a relatively short space of time to ensure that a broad and balanced curriculum could still be delivered to all year groups; staff have gone above and beyond in terms of managing the safety of others and students whilst ensuring learning could continue. All options subjects (KS4) and compulsory elements (KS3 and KS4) are being delivered apart from food technology practicals at KS3 and ICT for Years 8 and 9, due to the restrictions of movement around school and the ability to access specialist rooms. The structure of the curriculum is working well, balancing the need to develop new ideas whilst revisiting those which may have been missed or not done in sufficient depth or face to face during lockdown. Students who are both HAPs and Disadvantaged continue to</p>	

No.	Item	Lead
	<p>be a key target area.</p> <p><i>Q: What is attendance and behaviour like?</i> <i>A: Attendance is high and currently significantly above the national average, Risedale at 95%, and national at 87% at the point of the meeting. Behaviour is positive with the staggered start of the day more structured and organised, allowing for a more rapid commencement of learning. In general students are calmer around school, particularly at break and lunch times. The staff are managing the new arrangements very well and should be thanked for what has been achieved.</i></p> <p>The Interim Chair commented that he had visited the school and could echo what had been said, the rooms were set up well and there appeared to be more camaraderie. He asked if students experienced an entitlement to a broader curriculum, commenting that computing and music could possibly be delivered more imaginatively.</p> <p>On behalf of the Governing Body he thanked James Yates for what had been achieved in the best interest of students and staff.</p> <p>Sarah Matthewman shared a few headlines from her report, 'Curriculum, Teaching and Learning Approaches and Initial Findings'.</p> <ul style="list-style-type: none"> • Our rationale has been to empower staff and students to embrace, enjoy and succeed in their learning through a Refreshed, Focused Curriculum. We are using vocabulary to drive positive change, building on, reconnection and securing, rather than negative terminology. • Parents have become educators, we need to include them in our plans, after Covid we need to take forward the good practice. • Prepare thoroughly for any further lockdown with a blended learning approach and keep the big picture of learning in mind all of the time. • Teachers are finding creative ways to bring practical subjects to life with limited resources. <p>JH noted that science equipment can be used more safely and is being used. SC reported that staff need to rethink what is delivered without equipment and what strategies we need to adopt, such as more collaborative working across disciplines in terms of teaching and learning.</p> <p>The Interim Chair, on behalf of the Governing Body thanked SM for her thoughtful and proactive report.</p>	
	<p>11e) Safeguarding Report.</p> <p>Helen Whitehead (HWI) had circulated a summary report to Governors covering the work that staff had undertaken during lockdown.</p> <p>In summary:</p> <ul style="list-style-type: none"> • During lockdown the DSL and other senior leaders worked hard to ensure all vulnerable students were monitored, and a vulnerable students register was set up on the Google Drive, which could be accessed by the senior leaders, and used to log all contact with the students, their parents and social workers, and any updates which staff needed to be made aware of. • During this period, DSLs continued to attend TAF, CiN and CP conferences through telephone conferencing. As Deputy Headteacher I continued to attend the monthly MACE meetings, to ensure that any 	

No.	Item	Lead
	<p>contextual safeguarding issues relevant to the school could be reported on or responded to.</p> <ul style="list-style-type: none"> • The DSL will produce a termly Safeguarding Newsletter for staff, the first outlining changes to KCSiE, which should be available by the February FGB meeting. • The school has recently bought into National Online Safety which has a whole school community approach to e-safety with comprehensive training and resources for teachers, parents and children. • Detailed safeguarding measures have been taken, including a detailed Risk Assessment for the site and operations therein. Staff and students have confidence in feeling safe. <p>The Interim Chair thanked HWi for her thorough report outlining the measures that had been introduced to cope with the pandemic.</p>	
	<p>11f) Annual SEND Report to Governors 2020-21.</p> <p>Helen Whitehead (HWi) had circulated Governors with her annual report noting that it was not yet possible to report on progress and the effectiveness of interventions as we move forward, however where impact has been evidenced that has been reported.</p> <p>HWi identified a number of changes to improve SEN provision going forward and ensuring accountability:</p> <ul style="list-style-type: none"> • Regular training for staff and governors on SEN issues. • Regular meetings with the recently designated SEN Governor • Efficient interrogation of achievement in groups, different years/phases and between subject areas to highlight emerging trends. • Costed provision maps at whole school and individual student level, where students have Element 3 funding. • All interventions timetabled in 'bubbles' to ensure ongoing safety of staff and students, but equally ensuring support is ongoing. • New interventions in place. • Purchase of a bank of Chromebooks for SEN students. <p>LV congratulated HWi on her very detailed and well-structured report. The Chair also complimented HWi on the style of reporting and thanked her for all the work being undertaken to support SEND students.</p>	
	<p>11g) Equalities End of Year Report-Single Equality Scheme.</p> <p>Sarah Cox (SC) had previously circulated her report to Governors and she highlighted the following:</p> <p>The Single Equality Scheme for schools in North Yorkshire provides a format for addressing the statutory duties of the Equality Act 2010 and the Children and Families Act of 2014.</p> <p>The Equality objectives until 2022 are:</p> <ul style="list-style-type: none"> • To increase participation by ethnic minority pupils in curricular activities • To narrow the gap in outcomes of disabled pupils. • To support acceptance of all races, cultures and religion. • To encourage girls to consider non-stereotyped career options. • To increase girls understanding of all career options, such as science, technology and engineering. <p>Indicators of progress towards meeting objectives will be monitored against the</p>	

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	<p>success criteria at the end of November, end of March and end of June each year and reported to the Senior Leadership Team. The school carries out an equality impact assessment process to determine the impact of our provision on improving outcomes for identified pupils.</p> <p>SC reported that the school had applied for the Equalities Gold Award, as very positive feedback had been received on the way all staff were engaged in the work, staff training and actions. It was noted that the school actively engaged with other organisations to support the work, including Barnardos, Stonewall and North Yorkshire Police to deliver workshops on Hate Crimes. Black History Month was celebrated across the school and all curriculum areas were actively engaged.</p> <p>Action: That Sarah Cox and Lt Col.Jim Turner, as lead link Governor for Equalities would arrange a virtual meeting to consider the Equalities Award in more detail.</p> <p>Resolved: That the Single Equality Scheme – be approved.</p> <p>The Chair thanked SC for a very informative and positive report.</p>	<p>Lead</p> <p>JT/SC</p> <p>All</p>
	<p>11h) Update on Health and Safety and Premises.</p> <p>Gill Morrissey (GM) was invited to give a verbal update on Health and Safety across the school, the Headteacher wished to note that a lot of very hard work had been undertaken to carry out the risk assessments for Covid; but also ensuring that the cutting edge IT backbone was in place, he believed that the improved IT and Wi-Fi facilities were probably the strongest in North Yorkshire at this time.</p> <p>GM gave a summary of other developments across the school including:</p> <ul style="list-style-type: none"> • Installation of CCTV and cameras for security and monitoring purposes. • A barrier was installed at the front of the school, but it has worked very well and parents have been respectful of what has been carried out to improve safety and security for all. • Painting has been completed and the school is looking really special, there are plans for future work to be undertaken. • The Groundsman has really improved the outdoor areas and has started propagating plants to increase the stock in the grounds, Staff and Governors were complimentary about the work undertaken. • Plans for work to be undertaken in summer 2021 include upgrades to the science labs, a food technology upgrade in order to accommodate bigger classes. Plans are underway to improve the heating and windows in the art room, a busy summer 2021 for completion by September 2021. <p>Action: JG and GM would arrange an annual Health and Safety ‘walkaround’.</p> <p>The Chair on behalf of all Governors thanked Gill Morrissey for the huge amount of work that had been undertaken despite the circumstances.</p>	<p>JG/GM</p>

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	<p>11i) Complaints/Freedom of Information/Data Protection.</p> <p>The Headteacher explained that there had been a data protection issue, training had been delivered as a result, so issues should not reoccur.</p>	

No.	Item	Lead
13.	<p>Any External Reports.</p> <p>a) Keeping Children Safe in Education-the Chair explained that this had been updated by DfE in September 2020. All Governors were required to read and understand Parts 1 and 2 of the Guidance and sign a register to confirm they had done this. The most significant difference being that mental and physical health and well-being should be regarded as equally important.</p> <p>HWi reported that a Job Description for a school counsellor (for staff as well as students) was currently being considered by the NYCC Job Evaluation Panel, with a view to recruit and appoint as soon as possible after Christmas. It was noted that the school currently accessed a consultant counsellor for students when required.</p> <p>JG pointed out the importance of Governors needing to undertake Safer Recruitment training, which was offered by NYCC as on line training.</p> <p>Action: Identified Governors to receive safer-recruitment training when available.</p> <p>Resolved: That the KCSiE guidance was adopted and Governors should confirm with the Headteachers PA/Clerk that they had read and understood the guidance.</p> <p>b) GDPR Compliance Report due to Covid-19 (2019-20)- The Headteacher explained that Veritau provided schools with a number of resources in order to assist them in ensuring compliance with the new tougher Data Protection requirements. As part of the DPO service an annual Information Governance Audit is undertaken in order to ensure that key processes had been adequately implemented and to set main priorities for the next year. Progress has been made and some actions are still being progressed.</p> <p>Resolved: That the Compliance Report for 2019-20 be accepted and approved.</p>	<p></p> <p>JG/LV</p> <p>All</p> <p>All</p>
14.	<p>Link Governors Reports.</p> <p>Due to Covid safety and social distancing requirements, no visits had been made to the school, although it may be possible for virtual meetings to take place between link Governors and lead staff.</p>	

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15.	<p>The Interim Chair asked SLT if there were any further questions or comments they wished to ask of Governors. None declared.</p> <p>Members of staff, SC, SM, GM, HWi and JY plus staff Governor JH, were asked to leave the meeting whilst the Pay Policy could be considered.</p> <p>The Chair thanked all staff for their tremendous efforts and thanked them for contributing to the meeting.</p>	
PART C-OTHER BUSINESS		
16.	<p>Other Business. The Interim Chair reported that he, JG and LV had met (by Zoom) earlier that afternoon to ensure that the Pay Policy was fit for purpose for 2020-21. The Performance of staff was considered and Governors approved the Headteachers recommendations on staff and also to accept the national pay rise.</p> <p>Resolved: That the Pay Policy for 2020-21 be approved.</p>	All
17.	<p>There being no further business the Interim Chair thanked everyone for their ongoing commitment and closed the meeting at 7.15pm.</p>	

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.

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), Helen Whitehead Vice Principal and SENCo).