



**RISEDALE**

SCHOOL

A family of learners

**MISSION STATEMENT:**

The Risedale family is committed to a positive future for all through a personalised learning journey.

**AIMS:**

- Celebrate success, learn from mistakes
- Build resilience, accept challenge and strive for excellence
- Shape curriculum to discover, explore and build aspiration

**GOVERNING BODY MINUTES**

**Held Tuesday 6<sup>th</sup> February 2024 at 5pm, CPD Room (19), Risedale School**

**Present Governors:** Gary Morley (GM - Chair), Terry McCann (TMC – via Teams), Colin Scott (CS - Headteacher), Lara Vinsen (LV), Amanda Hastings (AH), Charles Anderson (CA), Amy Beveridge (AB), Carl Les (CL – via Teams), Caroline Knight (CK – via teams)

**In Attendance:** Helen Simpson (HS - Bursar), James Yates (JY - Deputy Headteacher), Stacey Burke (SB - Senior Teacher), Sarah Cox (SC - Senior Teacher), Jane Hailwood (JH - Senior Teacher), Mark Kirkbride (MK - Senior Teacher), Gemma Roberts (GR - Senior Teacher), Richard Sherwood (RS - Senior Teacher), Amanda Newbold (AN - NYC Assistant Director Education and Skills), Penny Yeadon (PY - NYC Head of HR), Paul Ellis (PE - NYC Director of Services)

**Governor Apologies:** John Glahome (Chair of Governors)

**SLT Apologies:** Gill Morrissey (Facilities Manager)

**Note Taker:** Dominika Jureczko (DJ), NYC Clerk to Governors

**MINUTES**

	<b>PART Answer: Procedural</b>	<b>Action</b>
<b>No.</b>	<b>Item</b>	
1.	<b>Welcome and Apologies for Absence and to determine whether any absences should be consented to</b> Apologies had been received from Mr Glahome. The absence was given consent.  Governors agreed that Mr Morley would chair the meeting. The meeting was quorate.	
2.	<b>To remind Governors of the need to declare interests, pecuniary or non-pecuniary.</b> There were none to declare.	
3.	<b>To determine whether any part of the proceedings should be treated as confidential and excluded from the minutes to be made available for public inspection.</b> Item notified during item 4 was considered confidential.	
4.	<b>Notification of urgent other business previously notified to the Chair.</b> The following item was agreed by the Chair: <ul style="list-style-type: none"><li>• NYC presentation</li></ul>	



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<b>5.</b>	<p><b>To approve the minutes of the meeting held on 12<sup>th</sup> December 2023</b></p> <p>The minutes of the meeting held on 12<sup>th</sup> December 2023 were approved as a correct record and signed by the Chair.</p>	
<b>4.</b>	<p><b>NYC presentation</b></p> <p>The Chair invited AN, PY and PE to present their case. AN explained that parts of the presentation were confidential and as such she recommended that all staff members leave the room for the duration of this item.</p> <p>The Headteacher objected to this as he was not informed ahead of time he would be required to do so and was concerned about the wellbeing of staff. He felt disenfranchised and would be consulting his unions in the morning.</p> <p>AN explained that her presentation contained some sensitive information.</p> <p>Clerk confirmed this was standard procedure for sensitive matters regarding staffing.</p> <p><i>All staff members left the room for the duration of this item.</i></p> <p><i>Confidential discussion.</i></p> <p>Governors thanked AN, PY and PE, who left the meeting.</p> <p><i>Governors took a recess while staff members re-joined the meeting.</i></p>	
<b>6.</b>	<p><b>To receive the minutes of the School Development Group Committee (SDG) meeting held on 14<sup>th</sup> December 2023.</b></p> <p>This was deferred.</p>	
<b>Part B - Resources</b>		
<b>8.</b>	<p><b>Finance</b></p> <p><u>Schools Financial Value Standard (SFVS)</u> FSM Officer drew attention to the document, which was included in governors' folder and highlighted that the Chair had reviewed it.</p> <p><b>Resolved:</b> that the Schools Financial Value Standard be approved and sent to the LA. Skills audit for governors to be undertaken.</p> <p><u>Contract review schedule</u> Cleaning service to extend till the end of the year at which point the school will tender for new service agreement. Lease of minibus had been extended.</p> <p><u>Benchmarking</u> North Yorkshire and national benchmarking had been provided to governors. Areas for attention: Supply staff was high in one year. Leadership percentage was high compared to other schools.</p>	



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	<p>National benchmark Supply staff was high compared to other schools. Educational supplies costs were high. Senior leaders as percentage of workforce.</p> <p>FSM officer left the meeting.</p>	
<b>Part C - School Improvement</b>		
<p><b>9.</b></p>	<p><b>Headteacher's Report</b> <u>Leadership and Management (CSc) Verbal</u> The Headteacher gave an overview of staff movement highlighting that recruitment was a challenge. He assured governors that he was committed to filling vacant positions where possible.</p> <p><u>Communications Update (CSc)</u> The Headteacher had been challenged at a committee meeting regarding communication with parents.</p> <p>The Headteacher gave overview of routes that parents can communicate with the school, including complaints, which includes an opportunity for mediation before complaint becomes formal.</p> <p><b>Question:</b> Governors enquired whether staff's work email addresses were common knowledge. <b>Answer:</b> The Headteacher confirmed that was the case.</p> <p><b>Question:</b> Governors enquired how parents would know to contact the form tutor in the first instance. <b>Answer:</b> The parents might learn from their child about an incident they might feel they need to address with the school, for example.</p> <p><b>Question:</b> Governors enquired how the parents would know who to contact. <b>Answer:</b> The Headteacher explained that the form tutors would communicate this to them.</p> <p>A staff governor added that many form tutors rang parents at the beginning of term to let them know they were the first point of contact and start the relationship in a positive way.</p> <p>Resolved: Governors approved the new procedure.</p> <p><u>Attendance / Admissions / Exclusions (SCo)</u> Governors noticed a 0.1% attendance increase from January. The Headteacher highlighted that this was impact was achieved by attendance procedures in place. Every individual student had an attendance sheet that was updated systematically.</p> <p>The Headteacher highlighted that some parents of students with low attendance decided to home educate.</p> <p>Children who have EHCP (Educational Health Care Plan) cannot be taken of school's books even though they do not attend the school.</p>	



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	<p><b>Question:</b> Governors enquired whether the LA was aware of this.  <b>Answer:</b> This was logged with the LA.</p> <p><u>Safeguarding Report and SEND Update (SBu)</u>          There was a high number of students with SEMH which matches the national picture.          Attendance was an issue; staff were working to improve this and were working with emotional school avoidance pupils.          SBu gave an overview of projects that were being run.</p> <p><b>Challenge:</b> Governors noted the gap between boys and girls on EHCP and enquired whether it meant there were girls who were undiagnosed.  <b>Answer:</b> SBu confirmed this was possible.</p> <p><u>Counselling update (LSm)</u>          This was deferred.</p> <p><u>Additions to Curriculum / Curriculum Development (MKi)</u>          Curriculum was diverse across Key Stage 3. Two more options for Key Stage 4 were added and a technical award was available to students.</p> <p><b>Question:</b> Governors enquired whether the current year had been informed about the new options.  <b>Answer:</b> This was not the case as the information would be provided later in the week.</p> <p><u>New Exam Routines (e.g. future online) (RSh)</u>          RSh gave an overview of exam boards who were planning to hold online exams.          Staff were considering this option; however, this needed to be considered carefully as the right equipment was needed.</p> <p><u>Disadvantaged and More Able Progress and Interventions (RSh)</u>          The report had been provided to governors and it compared the last and this year's year 11. It was noted that there was an improvement in progress of the current year 11.</p> <p><u>FOI / GDPR / SAR / Complaints (SBI)</u>          The Headteacher reported that 6 complaints, no FOI, 8 GDPR-related issues had been recorded. He compared these with 12 complaints that had been received last year. This seemed to be a national picture and the DfE seemed to recognise the increase in parental complaints and their impact on school staff.</p>	
<p><b>10.</b></p>	<p><b>Policies to adopt – <a href="http://www.risedale/information/policies">www.risedale/information/policies</a></b></p> <p>The following policies were approved by the governors:</p> <ol style="list-style-type: none"> <li>a) Induction Policy</li> <li>b) Probation Policy (for support staff)</li> <li>c) Recruitment and Selection Policy</li> </ol>	



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<b>11.</b>	<p><b>Governance Update</b></p> <p>a) Chair's report This was received by governors with agenda papers.</p> <p>b) Governor Training Update (GRo) This was deferred.</p> <p>c) Skills audit This was ongoing.</p>	
<b>12.</b>	<p><b>External Reports</b></p> <p>a) LA School Development Plan Visit b) Workload Reduction Taskforce</p> <p>The above reports were received by governors.</p>	
<b>Part C – Other Business</b>		
<b>13.</b>	<p><b>Urgent Business</b></p> <p>Governors discussed the information received from AN's presentation. The Headteacher cautioned governors against leaving the school without leadership.</p>	
<b>14.</b>	<p><b>Confidential Items</b></p>	
<b>15.</b>	<p><b>Dates of future full governing body meetings:</b> Tuesday 12<sup>th</sup> March 2024 – <b>cancelled</b> Tuesday 7<sup>th</sup> May 2024 Tuesday 2<sup>nd</sup> July 2024</p> <p>Meeting ended at 7:43 pm</p>	

Membership of the Governing Body

Amy Beveridge, John Glahome (Chair), Amanda Hastings, Vacancy, Carl Les, Caroline Knight, Terry McCann, Colin Scott, Lara Vinsen, Gary Morley, Lt Col Charles Anderson.

Members of the Senior Leadership Team/Other Staff

Stacey Burke (Senior Teacher), Sarah Cox (Senior Teacher), Jane Hailwood (Senior Teacher), Mark Kirkbride (Senior Teacher), Gill Morrissey (Facilities Manager), Gemma Roberts (Senior Teacher), Richard Sherwood (Senior Teacher), James Yates (Deputy Headteacher)